



HVPN POWER TRAINING INSTITUTE

Director Principal HPTI,
HPTI Complex, Sector-26, Panchkula.
Telephone No: 0172-2582150
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To

1. Chief Engineer/Admin, HVPNL, HPGCL, UHBVN & DHBVN Panchkula/Hisar.
2. Chief Engineer /Operation, UHBVN, Rohtak.
3. CAO, HVPNL, HPGCL, UHBVN & DHBVN Panchkula/Hisar.

Memo No. Ch- 30 /HPTI-322/Vol-III

Dated. 18.07.2024

Sub: Revision of Pattern of Departmental Accounts Examinations (DAEs) of all cadres i.e. Engineering, Accounts & Ministerial Cadre of HPUs-regarding.

Please refer to the subject cited above.

In this context, it is intimated that in compliance to the directions of Government of Haryana, the pattern of Departmental Accounts Examinations (DAEs) of all cadres i.e. Engineering, Ministerial & Accounts Cadre of HPUs is hereby revised as per Annexure-A, B & C with the approval of the President, HPTI-cum-Managing Director, HVPNL, Panchkula as per recommendations of the Departmental Accounts Examination (DAE) Committee of HPUs as under: -

1. The pattern of all question papers for Departmental Accounts Examinations (DAEs) of all cadres i.e. Engineering, Ministerial & Accounts Cadre of HPUs will be with 33% weightage to MCQs and 67% weightage to subjective part.
2. Accordingly, the paper wise revised pattern of Departmental Accounts Examinations (DAEs) of all cadres i.e. Engineering, Ministerial & Accounts Cadre of HPUs is attached herewith as Annexure-A, B & C.

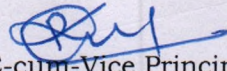
Further, it is also intimated that: -

- 1) Multiple Choice Questions (MCQ) booklet containing objective type questions uploaded on HPTI web-portal may be used as reference purpose only. The Examiner may set up the question papers for MCQs and subjective part from anywhere as per prescribed syllabus and pattern.
- 2) The other rules & regulations w.r.t. Departmental Accounts Examinations (DAEs) for all the cadres of HPUs shall remain same.
- 3) Henceforth, Departmental Accounts Examinations (DAEs) of all cadres i.e. Engineering, Ministerial & Accounts Cadre of HPUs shall be conducted on the revised pattern as per attached Annexure-A, B & C.

This is for your kind information and circulation of the same to the employees of all cadres i.e. Engineering, Ministerial & Accounts Cadre of respective Power Utility who are willing to appear in upcoming Departmental Accounts Examinations (DAEs).

This issues with the approval of the Director Principal, HPTI, sector-26, Panchkula.

DA: (Annexure-A, B & C)


SE-cum-Vice Principal
HPTI, Panchkula

CC:-

1. The Superintending Engineer/Admn.-I & II, HVPNL, Panchkula.
2. The Controller of Examination Cell, HPGCL, Panchkula.
3. The XEN/ITMS, HVPNL, UHBVNL, HPGCL, DHBVNL Panchkula/Hisar- for uploading the same on the website of their Power Utility.
4. SPS to President, HPTI-cum-Managing Director, HVPNL, Panchkula for kind information of the President HPTI-cum-Managing Director, HVPNL, Panchkula.
5. SPS to Managing Director, HPGCL, Panchkula for kind information of the Managing Director, HPGCL, Panchkula.
6. SPS to Managing Director, DHBVNL, Hisar for kind information of the Managing Director, DHBVNL, Hisar.
7. SPS to Managing Director, UHBVNL, Panchkula for kind information of the Managing Director, UHBVNL, Panchkula.
8. PA to Director Principal, HPTI Panchkula for kind information of Director Principal, HPTI, Panchkula.

2024

Syllabus / Pattern of Engineering Cadre

**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION
FOR ENGINEERING CADRE.
HARYANA POWER UTILITIES
PAPER-I:- WORKS ACCOUNTS, PURCHASES & BUDGET**

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

SUBJECTIVE TYPE			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
One Question - Cash Book	Numerical	15	15
Three Questions (Out of Four)	Theory	10	30
Three Questions (Out of Four)	Theory	5	15
One Question (Out of Two)	Theory/DOP	7	7
Sub-Total (A)			67
OBJECTIVE TYPE FOR ALL HPU'S			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
33 Questions	MCQ	1	33
Sub-Total (B)			33
Grand Total			100


1	Three Columnar Cash Book (Columns of Cheques etc./Bank/IUT) as applicable in Haryana Power Utilities including instructions thereof.
	<p>Departmental Financial Rules</p> <p>Chapter-II General System of Accounts & Financial Rules Rule-2.11, Rule-2.25 to 2.31</p> <p>Chapter-V Deposits & Suspense Accounts Rule 5.1 to 5.5</p> <p>Chapter-VI Stores Rule 6.39 to 6.57</p> <p>Chapter-VII Works Rule-7.16 to 7.19</p>
2	<p>Punjab Financial Rules (As applicable to Haryana):</p> <p>Chapter-I Definitions Rule 1.1 to 1.40</p> <p>Chapter-II General Principles & Rules Rule - 2.33 to 2.35</p>
3	<p>Account Code (Volume-III)</p> <p>Chapter-I Introductory (Definitions only)</p> <p>Chapter-II Classification of Public Works Receipts & Expenditure (Article-12, 18 to 20, 22, 32, 37, 38, 48 to 52, 54 to 62 & 65 to 78)</p> <p>Chapter-III Accounts to be kept in Public Works Offices (Section 10 stands deleted from Account Code)</p> <p>Chapter-IV Accounts Returns rendered by Public Works Officers. (Article-204 to 220, 224 to 239)</p>
4	<p>HARYANA PWD CODE</p> <p>Chapter-3 Establishment Rule-3.3 Re-Employment Rule-3.4 Transfer of Charge Rule-3.5 Temporary/Work-Charged Establishment Rule-3.6 Employment on Muster Roll Rule-3.7 Outsourcing</p> <p>Chapter-5 Office Procedure & Miscellaneous Rule-5.1 Office Management and Procedure Rule-5.2 Court Cases Rule-5.4 Maintaining Headquarters Rule-5.5 Maintenance of Discipline Rule-5.8 Law suits against Officers Rule-5.13 Management of Records</p> <p>Chapter-6 Duties and Responsibilities of Officers Rule-6.5 Duties of Divisional Officer Rule-6.6 Duties of Sub-Divisional Engineer (SDE)</p> <p>Chapter-8 Classification of Works Rule-8.2.2 Original Works Rule-8.2.3 Repair or Maintenance Works Rule-8.4 Deposit Works</p> <p>Chapter-9 Approval of Estimates Rule-9.3 Administrative approval Rule-9.5 Technical Sanction</p> <p>Chapter-10 Estimates and Projects Rule-10.1.5 Preliminary/Rough Cost Estimate Rule-10.1.6 -----do----- Rule-10.1.7 Detailed Estimate Rule-10.1.8 -----do----- Rule-10.3.1 Schedule of Rates Rule-10.3.2 -----do----- Rule-10.3.3 -----do-----</p> <p>Chapter-11 Consultancy Services</p> <p>Chapter-13 Contracts and Work Orders</p> <p>Chapter-18 Measurements, Progress Report and Records</p>


5	Purchase Manual/Procurement Manual of respective Power Utility.
6	Delegation of Powers of respective Power Utility.
7	Punjab Budget Manual (adopted by Haryana)
	Chapter-2 Definitions
	Chapter-3 Preparation & Submission of the Departmental Estimates of Expenditure
	Rule 3.1 to Rule-3.7 (Budget Estimates)
	Chapter-4 Estimates of Revenue and Receipts
	Rule-4.1 Current Budget
	Rule-4.2 Revised Estimates
	Rule-4.3 -----do-----
	Rule-4.4 Budget Estimates
	Chapter-5 Estimates of Ordinary Expenditure
	Chapter-7 Estimates of New Expenditure
	Chapter-12 Appropriation in Estimates and Watch-over Progress of Expenditure
	Rule-12.3 Responsibility of Heads of Departments and Controlling Officers
	Rule-12.4 -----do-----
	Rule-12.5 Responsibility of Disbursing Officers
	Chapter-13 Excess and Surrenders
	Rule 13.1 to 13.4

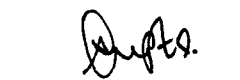
Recommended Books:


1. Punjab Financial Rules (As applicable to Haryana as amended from time to time)
2. Departmental Financial Rules as amended from time to time.
3. Account Code – Volume-III as amended from time to time.
4. Purchase/Procurement Manual of respective Power Utility.
5. Delegation of Powers of respective Utility
6. Punjab Budget Manual
7. Haryana PWD Code


Study Material: Study Material: HPTI Web Portal (www.hpti.org.in<examination tab>)


SE/Commercial
HVPNL



SE/P&D,
UHBVNL



Treasurer/HPTI
(Special Invitee)



CFO-cum-
Dir/F/HVPNL


CAO/HVPNL
(only allocation
of marks
changed, not
syllabus)


CAO/UHBVNL


SPC(HRD)/HPTI


Sh. Sumit Goyal
Sr. AO/ HVPNL


Dy. Secy./ Generation,
HPGCL

REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION
FOR ENGINEERING CADRE.
HARYANA POWER UTILITIES
PAPER-II (CIVIL SERVICE RULES (CSR))

Time Allowed:3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

SUBJECTIVE TYPE			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
Four Questions (Out of Five)	Theory	10	40
Four Questions (Out of Five)	Theory	5	20
One Question	Theory	7	7
Sub-Total (A)			67
OBJECTIVE TYPE			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
33 Questions	MCQ	1	33
Sub-Total (B)			33
Grand Total			100

1	Haryana Civil Services (General) Rules, 2016 (As amended from time to time) Chapter-II Definitions Chapter-III General Conditions of Service Chapter-V Service Record Chapter-VI Joining Time Chapter-VII Dismissal, Removal and Suspension Chapter-XI Retirement from service (kinds and circumstances)
2	Haryana Civil Services (Pay) Rules, 2016 (As amended from time to time) Chapter-II Definitions Chapter-III Fixation of pay on First or Subsequent Appointment Chapter-IV Fixation/Re-fixation of Pay on Promotion Chapter-VI Fixation of Pay on Reversion Chapter-VII Fixation of pay on modification of pay structure Chapter-VIII Increment Chapter-IX Punishment of withholding of increment or reduction to lower pay Chapter-X Next Below Rule Chapter-XI Fixation of pay on re-employment after retirement Chapter-XII Stepping up of pay of senior Government employee
3	Haryana Civil Services (Travelling Allowances) Rules, 2016 (As amended from time to time) Chapter-II Definitions Chapter-III General Chapter-IV Various modes of journey and entitlement Chapter-V Daily Allowance and Reimbursement of Hotel Charges Chapter-VI Travelling allowance to appear before court/enquiry Chapter-VII Travelling allowance for Departmental Examination or Training Chapter-VIII Transfer Travelling Allowance Chapter-IX Travelling allowance for medical advice/treatment Chapter-X Travelling Allowance on retirement or death while in service Chapter-XI Travelling Allowance in case of tour out of India Chapter-XII Control over Travelling Allowance Chapter-XIII Miscellaneous
4	Haryana Civil Services (Allowances to Government Employees) Rules, 2016 (As amended from time to time) Chapter-II Definitions Chapter-III Various allowances and principles thereof
5	Haryana Civil Services (Leave) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time) Chapter-II Definitions Chapter-III Carry forward of leave or benefit of past service Chapter-IV General Conditions Chapter-VI Grant of Leave Chapter-VII Combination of Leave Chapter-VIII Leave on Medical Certificate Chapter-IX Kinds of leave due and admissible Chapter-X Special kinds of leave other than study leave Chapter-XI Study Leave Chapter-XII Leave Encashment Chapter-XIII Miscellaneous Chapter-XIV Casual Leave Chapter-XV Quarantine Leave and Special Casual Leave
6	Haryana Civil Services (Pension) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time) Chapter-II Definitions Chapter-III General provisions for grant of pension Chapter-IV Service qualifying for pension Chapter-V Different kinds of pension and conditions for grant of pension Chapter-VII Death-cum-Retirement Gratuity(DCRG) Chapter-VIII Family Pension Chapter-IX Procedure relating to pension Chapter-X Payment of pensions Chapter-XI Commutation of pensions

7	Haryana Civil Services (Government Employees Conduct) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time) Rule No. 1 to 32
8	Haryana Civil Services (Punishment & Appeal) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time) Rule No. 1 to 21
9	Haryana Civil Services (General Provident Fund) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time) Chapter-III General Chapter-IV Nomination & Payment to Nominee Chapter-V Subscription to GPF Account Chapter-VII Grant of Advance from GPF Account Chapter-VIII Withdrawal from GPF Account Chapter-IX Final payment of the amount of GPF account and manner thereof

Recommended Books:

1. Haryana Civil Services (General) Rules, 2016
2. Haryana Civil Services (Pay) Rules, 2016
3. Haryana Civil Services (Travelling Allowances) Rules, 2016
4. Haryana Civil Services (Allowances to Government Employees) Rules, 2016
5. Haryana Civil Services (Leave) Rules, 2016
6. Haryana Civil Services (Pension) Rules, 2016
7. Haryana Civil Services (Government Employees Conduct) Rules, 2016
8. Haryana Civil Services (Punishment & Appeal) Rules, 2016
9. Haryana Civil Services (General Provident Fund) Rules, 2016

These Rules are easily available on the website of Haryana Government i.e. www.finhry.gov.in. Alongwith amendments as issued by the Government of Haryana and adopted by Haryana Power Utilities.

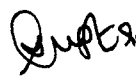
Study Material: Study Material: HPTI Web Portal (www.hpti.org.in<examination tab>)



SE/Commercial
HVPNL



SE/P&D,
UHBVNL



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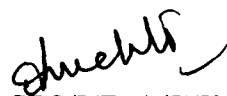


CAO/HVPNL

only allocation of
marks changed
(not syllabus)



CAO/UHBVNL



SPC(HRD)/HPTI



Sh. Sumit Goyal
Sr. AO/ HVPNL



Dy. Secy./ Generation,
HPGCL

**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION
FOR ENGINEERING CADRE.
PAPER-III
REVENUE, REGULATORY & CONTRACTS**

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

SUBJECTIVE TYPE			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
For UHBVNL/DHBVNL			
One Question - Energy Bill or Computation of Charges for theft or unauthorized use of electricity	Numerical	15	15
Three Questions (Out of four)	Theory	10	30
Three Questions (Out of four)	Theory	5	15
One Question (Out of two)	Theory	7	7
Sub-Total (A)			67
For HVPNL/HPGCL			
Four Questions (Out of Five)	Theory	10	40
Four Questions (Out of Five)	Theory	5	20
One Question	Theory	7	7
Sub-Total (A)			67
OBJECTIVE TYPE FOR ALL HPU'S			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
33 Questions	MCQ	1	33
Sub-Total (B)			33
Grand Total			100

For HVPNL/HPGCL/UHBVNL/DHBVNL

1	Manual of Instructions (Relating to Stores) Instruction No. 203 - Use of Stores requisition Instruction No. 204 - Signing of Indents i.e. Stores Requisition Instruction No. 205 - Stores Challan Instruction No. 206 - Object and use of stores return warrant and transfer entry order and stores transfer warrant and transfer entry order Instruction No. 207 - System of stores accounting – stock (quantity card) Store Ledger and list of balance Instruction No. 209 - Physical verification of stores Instruction No. 210 - Precautions against any stores surplus in the Electricity Branch Instruction No. 211 - Precautions against losses of stores in the Electricity Branch Instruction No. 212 - Accounting for containers such as empty barrels, bags, tins and drums etc. in stock Instruction No. 216 - Maintenance of Tools & Plant Account Instruction No. 219 - Yearly Register of Tools and Plant Instruction No. 224 - Determination of "Storage Charges" and "Storage Rate"
2	HERC (Duty to supply electricity on request, Power to recover expenditure incurred in providing supply and Power to require security) Regulations, 2016
3.	Manual of Instructions (Relating to Consumer & Other Accounts) Instruction No. 1 - Consumer Ledger Instruction No. 4 - Maintenance of Sundry Charges and Allowances Register Instruction No. 5 - Procedure for adjustment of amount written off as irrevocable dues from Consumers Instruction No. 6 - Adjustment of under charges and over charges relating to Consumers accounts; and their recoveries or refunds, as the case may be. Instruction No. 9 - Mode of payment of bills by Consumers Instruction No. 10 - Consumers Account Instruction No. 11 - Payment of bills by cheques Instruction No. 14 - Custody of Cash Instruction No. 17 - Cash Book Instruction No. 18 - Procedure for dealing with transaction relating to consumers Instruction No. 20 - Procedure for taking of securities from consumers and maintenance of their accounts Instruction No. 21 - Procedure for adjustment or refund of consumers Security Deposit Instruction No. 25 - Revenue Statement Instruction No. 38 - Use and upkeep of stock Measurement Book Instruction No. 42 - Measurement books record and custody, persons authorized to make entries, mode of recording measurement, check measurement and payment for work etc. Instruction No. 43 - Defalcation and losses submission of reports in respect of losses in Cash and Stores Instruction No. 51 - Excess over estimates

For UHBVNL & DHBVNL

4.	1. HT and Domestic Billing 2. Sales Circulars and Allied Instructions (Limited to the following extent): 1. Sales Circulars regarding tariff of all Consumer Categories. 2. Computation of energy bills of HT/LT/Domestic/Non-Domestic Consumers (As per latest Tariff Orders/Sales Circulars) 3. Computation of charges for theft of electricity (As per latest Tariff Orders/Sales Circulars).
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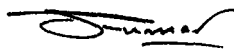
	4. Computation of charges for unauthorised use of electricity (As per latest Tariff Orders/Sales Circulars).
5	Distribution & Retail Supply License
6	MYT Regulations
7	HERC Open Access Regulations, 2012
8	<u>Electricity Act, 2003:</u> Part-VI (Distribution of Electricity)– Section 42 to 60 Part-X (Regulatory Commissions) – Section 84, 86 Part-XI (Appellate Tribunal for Electricity) – Section 110, 111, 124 & 125 Part-XVI (Dispute Resolution) – Section 158
9	HERC (Standards of Performance of Distribution Licensees and Determination of Compensation) Regulations, 2020
For HPGCL	
10	<p>POWER PLANT FAMILIARISATION</p> <p>Thermal Power Plant</p> <ul style="list-style-type: none"> • Coal to Electricity <p>Main Boiler</p> <ul style="list-style-type: none"> • Boiler Fundamentals • Water Circulation System • Steam Circulation System <p>Boiler Auxiliaries</p> <ul style="list-style-type: none"> • Arrangement of Boiler Auxiliaries • Air and Draft System • Fuel System • Fuel Gas System • Furnace Safeguard Supervisory system(FSSS) <p>Main Turbine</p> <ul style="list-style-type: none"> • Steam Turbine Theory • Turbine Components <p>Turbine Auxiliaries</p> <ul style="list-style-type: none"> • Arrangement of Turbine Auxiliaries • Vacuum System • Feed Water System • Turbine Lubricating Oil System • Auxiliary Steam System <p>Generator and Auxiliaries</p> <ul style="list-style-type: none"> • Generator Fundamentals • Generator Components • Generator Cooling and Sealing System • Excitation System • Automatic Voltage Regulation <p>Off-Site facilities</p> <ul style="list-style-type: none"> • Coal Transportation & Handling • Fuel Oil System • Ash Handling Plant • Circulating Water System • Water Treatment Plant • Compressed Air System
11	Computation of cost of Generation as per HERC/CERC/CEA Guidelines and Matter relating to computation of specific oil & coal consumption
12	Salient Features of PPAs
13	MYT Regulations
14	Haryana Grid Code – Chapter-2 Role of various organization and their linkages Chapter-5 Operating Code for State Grid
15	<u>Electricity Act, 2003:</u> Part-III (Generation of Electricity) – Section 7 to 11 Part-X (Regulatory Commissions) – Section 84, 86 Part-XI (Appellate Tribunal for Electricity) – Section 110, 111, 124 & 125 Part-XVI (Dispute Resolution) – Section 158
For HVPNL	
16	Haryana Grid Code
17	Transmission License
18	MYT Regulation
19	HERC (Open Access) Regulations, 2012
20	Electricity Act, 2003 Part-V (Transmission of Electricity)–Section 25 to 41

Part-X (Regulatory Commissions) – Section 84, 86 Part-XI (Appellate Tribunal for Electricity) – Section 110, 111, 124 & 125 Part-XVI (Dispute Resolution) – Section 158


RECOMMENDED BOOKS:

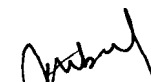
1. HSEB Manual of Instructions
2. Manual of Sales Circulars and Allied Instructions as published by UHBVNL/DHBVNL.
3. Transmission License of HVPNL (available on the website of HERC).
4. MYT Regulations (available on the website of HERC).
5. Haryana Grid Code Regulation, 2009 (available on the website of HERC).
6. HERC Open Access Regulations (available on the website of HERC).
7. Electricity Act, 2003 – Bare Act.
8. Distribution & Retail Supply License of UHBVNL/DHBVNL (available on the website of HERC).
9. Salient Features of PPA's
10. Computation of cost of Generation as per HERC/CERC/CEA.
11. Guidelines and Matter relating to computation of specific oil & coal consumption Indian Contract Act, 1872 – Bare Act
12. Sale of Goods Act, 1930 – Bare Act
13. HERC (Standards of Performance of Distribution Licensees and Determination of Compensation) Regulations, 2020 (available on the website of HERC)
14. HERC (Duty to supply electricity on request, Power to recover expenditure incurred in providing supply and Power to require security) Regulations, 2016 (available on the website of HERC).
15. Power Plant Familiarisation

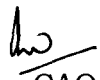
Study Material: Study Material: HPTI Web Portal (www.hpti.org.in<examination tab>)


SE/Commercial
HVPNL

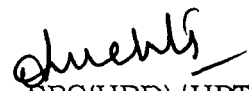

SE/P&D,
UHBVNL

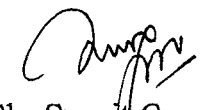

Treasurer/HPTI
(Special Invitee)



CFO-cum-
Dir/F/HVPNL


CAO/HVPNL


CAO/UHBVNL


SPC(HRD)/HPTI


Sh. Sumit Goyal
Sr. AO/ HVPNL


Dy. Secy./ Generation,
HPGCL

(only allocation of
marks changed,
not syllabus)

**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS
EXAMINATION
FOR ENGINEERING CADRE.**

PAPER-IV

COMMERCIAL & LABOUR LAWS (Open book paper)

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

SUBJECTIVE TYPE			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
Four Questions (Out of Five)	Theory	10	40
Four Questions (Out of Five)	Theory	5	20
One Question	Theory	7	7
Sub-Total (A)			67
OBJECTIVE TYPE FOR ALL HPU'S			
Number of Questions	Type of Question	Marks Allocated to Each Question	Total Marks
33 Questions	MCQ	1	33
Sub-Total (B)			33
Grand Total			100

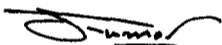
1	CGST Act, 2017
2	Companies Act, 2013 <ul style="list-style-type: none"> • Books of Accounts • Timelines for finalization of Accounts • Penalties for Non-Finalization of Accounts • Audit General Meeting • Meeting of Board of Directors • Meeting of Directors
3	Arbitration and Conciliation Act, 1996
4	Right to Information Act, 2005 <ul style="list-style-type: none"> • Right to information and obligations of Public Authorities • Power and Function of the Information Commissions • Appeal and Penalties
5	Workmen's Compensation Act, 1923 <ul style="list-style-type: none"> • Workmen's Compensation • Employer's liability for compensation • Amount of Compensation • Compensation to be paid when due and penalty for default • Insolvency of employer • Reports of fatal accidents and serious bodily injuries
6	Industrial Disputes Act, 1947 <ul style="list-style-type: none"> • Authorities under the Act • Reference of Disputes to Boards • Courts of Tribunals • Lay-Off and Retrenchment strikes and lock- Outs
7	Factories Act, 1948 <ul style="list-style-type: none"> • General duties of the occupier • Health, Safety • Provisions relation to Hazardous Processes • Welfare • Penalties and Procedures
8	Indian Electricity Act, 2003 <ul style="list-style-type: none"> • National Electricity Policy and Plan • Licensing • Transmission of Electricity • Generation of Electricity • Distribution of Electricity
9	Haryana Civil Services (Compassionate Financial Assistance or Appointment Rules, 2019)

10	Indian Contract Act, 1872: <ul style="list-style-type: none"> • Meaning of Contract, Void Agreement & Voidable Contracts • Essential Elements of a Valid Contract • Free Consent – Coercion, Undue Influence, Fraud, Misrepresentation & Mistake • Discharge of Contract – By performance, By breach, by impossibility of performance, By agreement and novation • Types of Damages – Liquidated and Un-Liquidated
11	Sale of Goods Act, 1930: <ul style="list-style-type: none"> • Contract of Sale, Formalities of Contract and subject matter of Contract • Conditions and Warranty • Performance of the Contract.


RECOMMENDED BOOKS:

1. CGST Act, 2017- Bare Act
2. Companies Act, 2013 – Bare Act
3. Arbitration and Conciliation Act, 1996 – Bare Act
4. Right to Information Act, 2005 – Bare Act
5. Workmen's Compensation Act, 1923 – Bare Act
6. Industrial Disputes Act, 1947 – Bare Act
7. Factories Act, 1948 – Bare Act
8. Indian Electricity Act, 2003 – Bare Act
9. Haryana Civil Services (Compassionate Financial Assistance or Appointment Rules, 2019 – spiral bound book allowed in Exam
10. Sale of Goods Act, 1930:


Study Material: HPTI Web Portal (www.hpti.org.in<examination tab>)




SE/Commercial
HVPNL




SE/P&D,
UHBVNL



Treasurer/HPTI
(Special Invitee)



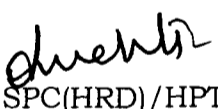
CFO-cum-
Dir/F/HVPNL




CAO/HVPNL
(only allocation of
marks changed,
not syllabus)



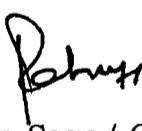
CAO/UHBVNL



SPC(HRD)/HPTI



Sh. Sumit Goyal
Sr. AO/ HVPNL



Dy. Secy./ Generation,
HPGCL