

**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**

<b>SUBJECTIVE TYPE</b>			
<b>Number of Questions</b>	<b>Type of Question</b>	<b>Marks Allocated to Each Question</b>	<b>Total Marks</b>
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
<b>Sub-Total (A)</b>			<b>67</b>
<b>OBJECTIVE TYPE FOR ALL HPU'S</b>			
<b>Number of Questions</b>	<b>Type of Question</b>	<b>Marks Allocated to Each Question</b>	<b>Total Marks</b>
33 Questions	MCQ	1	33
<b>Sub-Total (B)</b>			<b>33</b>
<b>Grand Total</b>			<b>100</b>

1	Three Columnar Cash Book (Columns of Cheques etc./Bank/IUT) as applicable in Haryana Power Utilities including instructions thereof.	
	Departmental Financial Rules	
	Chapter-II	<b>General System of Accounts &amp; Financial Rules</b> Rule-2.11, Rule-2.25 to 2.31
	Chapter-V	<b>Deposits &amp; Suspense Accounts</b> Rule 5.1 to 5.5
	Chapter-VI	<b>Stores</b> Rule 6.39 to 6.57
	Chapter-VII	<b>Works</b> Rule-7.16 to 7.19
2	<b>Punjab Financial Rules (As applicable to Haryana):</b>	
	Chapter-I	<b>Definitions</b> Rule 1.1 to 1.40
	Chapter-II	<b>General Principles &amp; Rules</b> Rule - 2.33 to 2.35
3	<b>Account Code (Volume-III)</b>	

	Chapter-I	Introductory (Definitions only)
	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)
	Chapter-III	Accounts to be kept in Public Works Offices (Section 10 stands deleted from Account Code)
	Chapter-IV	Accounts Returns rendered by Public Works Officers. (Article-204 to 220, 224 to 239)
4	<b>HARYANA PWD CODE</b>	
	<b>Chapter-3</b>	<b>Establishment</b>
	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
	<b>Chapter-5</b>	<b>Office Procedure &amp; Miscellaneous</b>
	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
	<b>Chapter-6</b>	<b>Duties and Responsibilities of Officers</b>
	Rule-6.5	Duties of Divisional Officer
	Rule-6.6	Duties of Sub-Divisional Engineer (SDE)
	<b>Chapter-8</b>	<b>Classification of Works</b>
	Rule-8.2.2	Original Works
	Rule-8.2.3	Repair or Maintenance Works
	Rule-8.4	Deposit Works
	<b>Chapter-9</b>	<b>Approval of Estimates</b>
	Rule-9.3	Administrative approval
	Rule-9.5	Technical Sanction
	<b>Chapter-10</b>	<b>Estimates and Projects</b>
	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-----
	<b>Chapter-11</b>	<b>Consultancy Services</b>
	<b>Chapter-13</b>	<b>Contracts and Work Orders</b>
	<b>Chapter-18</b>	<b>Measurements, Progress Report and Records</b>
5	<b>Purchase Manual/Procurement Manual of respective Power Utility.</b>	
6	<b>Delegation of Powers of respective Power Utility.</b>	

7	<b>Punjab Budget Manual (adopted by Haryana)</b>		
	<b>Chapter-2</b>	<b>Definitions</b>	
	<b>Chapter-3</b>	<b>Preparation &amp; Submission of the Departmental Estimates of Expenditure</b> Rule 3.1 to Rule-3.7 (Budget Estimates)	
	<b>Chapter- 4</b>	<b>Estimates of Revenue and Receipts</b>	
		Rule-4.1	Current Budget
		Rule-4.2	Revised Estimates
		Rule-4.3	-----do-----
		Rule-4.4	Budget Estimates
	<b>Chapter-5</b>	<b>Estimates of Ordinary Expenditure</b>	
	<b>Chapter-7</b>	<b>Estimates of New Expenditure</b>	
	<b>Chapter-12</b>	<b>Appropriation in Estimates and Watch-over Progress of Expenditure</b>	
		Rule-12.3	Responsibility of Heads of Departments and Controlling Officers
		Rule-12.4	-----do-----
		Rule-12.5	Responsibility of Disbursing Officers
<b>Chapter-13</b>	<b>Excess and Surrenders</b> 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:** HPTI Web Portal ([www.hpti.org.in](http://www.hpti.org.in) <examination tab>)