

**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**

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

1	<b>Haryana Civil Services (General) Rules, 2016 (As amended from time to time)</b>	
	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	<b>Haryana Civil Services (Pay) Rules, 2016 (As amended from time to time)</b>	
	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	<b>Haryana Civil Services (Travelling Allowances) Rules, 2016 (As amended from time to time)</b>	
	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	<b>Haryana Civil Services (Allowances to Government Employees) Rules, 2016 (As amended from time to time)</b>	
	Chapter-II	Definitions
	Chapter-III	Various allowances and principles thereof
5	<b>Haryana Civil Services (Leave) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time)</b>	
	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	<b>Haryana Civil Services (Pension) Rules, 2016 (To the extent adopted by HPUs and as amended from time to time)</b>	
	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	<b>Haryana Civil Services (Government Employees Conduct) Rules, 2016 (To the extent adopted by HPU and as amended from time to time)</b> Rule No. 1 to 32	
8	<b>Haryana Civil Services (Punishment &amp; Appeal) Rules, 2016 (To the extent adopted by HPU and as amended from time to time)</b> Rule No. 1 to 21	
9	<b>Haryana Civil Services (General Provident Fund) Rules, 2016 (To the extent adopted by HPU and as amended from time to time)</b>	
	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](http://www.finhry.gov.in) . Along with amendments as issued by the Government of Haryana and adopted by Haryana Power Utilities.

Study Material:

HPTI Web Portal ([www.hpti.org.in](http://www.hpti.org.in) <examination tab>)