

EXAMINATION/MOST IMMEDIATE

No.A.34012/142/2001/MF.CGA(E)/ 84-110

Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Lok Nayak Bhawan, Khan Market  
New Delhi-110003.

Dated: 9/5/14

To

The Pr. CCA/CCA/CA,  
Ministry/Department of \_\_\_\_\_  
NEW DELHI.

**Subject : Corrigendum to the "Regulations for the Assistant Accounts Officer ( Civil) Examination for the appointment as Assistant Accounts Officer in Departmentalised Accounts Organisations" 2006.**

Sir/Madam

Please find enclosed herewith Corrigendum No.2 i.e. **Amendment - to the "Regulations for the Assistant Accounts Officer (Civil) Examination for the appointment as Assistant Accounts Officer in Departmentalised Accounts Organisations" 2006 for information & necessary action.**

The corrigendum may be brought to the notice of all concerned.

This issues with the approval of competent authority.

Yours faithfully,

*Chandan Mishra Dwivedi*  
9.5.14

Encl. As above :

(Chandan Mishra Dwivedi)

Dy. Controller General of Accounts (Exam)

Copy forwarded to:

SrAO (ITD) for upload on the website on O/o CGA.

*Please upload the following on website of o/o CGA*

- 1. Regulations of JAO Civil examination issued in 8/6/06.*
- 2. Corrigendum issued on 22.11.2007.*
- 3. Amendment issued on 04.08.2008*
- 4. Amendment issued on 21.08.2009.*

*SrAO (ITD)*

*SrAO (E)*  
12/5/14

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE,  
DEPTT. OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
LOK NAYAK BHAWAN, KHAN MARKET,  
NEW DELHI.

Dated:-21.08.2009

Subject:- Amendment to Rules, Regulations & Syllabus of the Junior Accounts Officer (Civil) Examination.

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Consequent upon the redesignation of the merged cadre of Junior Accounts Officer and Assistant Accounts Officer as "**Assistant Accounts Officer**" vide this office O.M. No.A-60015/1/2008/MF.CGA(A)/NGE/Pay Comm/29 dated 2.06.2009, the Junior Accounts Officer (Civil) Examination will henceforth be called the "**Assistant Accounts Officer (Civil) Examination**". Accordingly, the words "Junior Accounts Officer (Civil) Examination", wherever they appear in the Rules, Regulations & Syllabus of the Junior Accounts Officer (Civil) Examination effective from the year 2006, shall be replaced with the words "**Assistant Accounts Officer (Civil) Examination**". Further references to "JAO" and "Junior Accounts Officer" in the said Rules, Regulations & Syllabus may be treated as references to "AAO" and "Assistant Accounts Officer" respectively.

(M. Sridharan)

Jt. Controller General of Accounts

To

- (i) All Pr.CCAs/CCAs/CAs.
- (ii) Director, Institute of Government Accounts & Finance (INGAF), New Delhi.
- (iii) Jt. CGA (NGE & Gr. B), O/o the CGA, New Delhi for information and also incorporating the new name in the RRs of AAOs.
- (iv) AAO(CDN), O/o the CGA, New Delhi for circulation among the staff of CGA's office.
- (v) The Secretary General, All India Civil Accounts Employees' Association, 10/42, IInd Floor, Old Rajinder Nagar, New Delhi-110 060.
- (vi) NIC, 4th Floor, Lok Nayak Bhawan with the request to upload this amendment in the CGA's website under the link JAO(C) Examination .

No. A-34012/142/2006/Syllabus Review/MF.CGA(E)/68  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
LOK NAYAK BHAWAN  
KHAN MARKET, New Delhi.

Dated: - 04.08.2008.

Subject:- Amendment to Rules, Regulations & Syllabus of the Junior Accounts Officer (Civil) Examination.

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Reference is invited to Para 4.1 of the Regulation for the Junior Accounts Officer (Civil) Examination for appointment as Junior Accounts Officers in the Departmentalised Accounts Organisation effective from the year 2006. The Controller General of Accounts has approved the following amendments to the said Para:

(a) In the said Para, in line 3, after the words "Stenographers Grade II and Grade-I", the words "Caretaker in the Institute of Government Accounts & Finance" and in line 9, after the words "Central Civil Accounts Service (Stenographer Grade -I) Recruitment Rules, 2000", the words "Ministry of Finance, Department of Expenditure (Institute of Government Accounts and Finance), Caretaker Recruitment Rules, 1976" may be added.

(b) The following Note may be added below Para 4.1:

"Note:- In the case of persons who have joined the Central Civil Accounts Service (CCAS) as Accountants initially on deputation basis and who have been absorbed subsequently in the said Service in accordance with the provisions contained in the Central Civil Accounts Service (Group C) Recruitment Rules relating to the post of Accountants, the period of three years mentioned in Para 4.1 will be counted from the date of their joining the CCAS as Accountant on deputation basis. However they will be eligible to appear in the Examination only if they have passed the Departmental Confirmatory Examination for Accountants on the date their names are sponsored by the concerned Pr.CCA/CCA/CA.

(M. Sridharan)

Jt. Controller General of Accounts

To

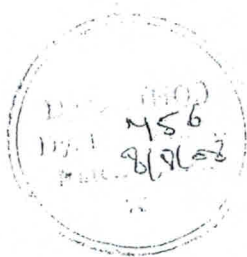
- (1) All Pr.CCAs/CCAs/CAs
- (2) Director, Institute of Government Accounts & Finance (INGAF), New Delhi.

by 11/8/08

As CCA (dun)

prok paw

by 11/8/08





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EXAMINATION/MOST IMMEDIATE

No. A-34012/142/2006/JAO (C) Syllabus Review/MF CGA (E)/110

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
**CONTROLLER GENERAL OF ACCOUNTS**  
LOK NAYAK BHAWAN  
KHAN MARKET, New Delhi.

Dated: - 22.11.2007.

To

Shri.

Pr. CCA/ CCA/CA/Dy. CA

Ministry of

New Delhi.

Subject:- **Corrigendum to the "Regulation for Junior Accounts Officer (Civil) Examination for appointment of Junior Accounts Officers in the Departmentalised Accounts Organisations" effective from 2006.**

Sir/Madam,

Reference is invited to this office letter No. A-34012/142/2006/JAO (C) Syllabus Review/MF CGA (E)/43 dated 08.06.2006 forwarding there with the regulation and syllabus of the Junior Accounts Officer (Civil) Examintaion effective from 2006 onwards.

Please find enclosed a corrigendum issued in respect of **Rule 7 " Result/Pass marks"** on the above subject. **The corrigendum is effective from the JAO(C) Examination to be conducted from 2007 onwards.** All others provisions concerning the regulation for Junior Accounts Officer (Civil) Examination for appointment of Junior Accounts Officers in the Departmentalised Accounts Organisations remains unaltered. The above corrigendum may be brought to the notice of all concerned.

Yours faithfully,

  
( O. R. Ranganathan )

 Sr. Accounts Officer (Exam)



**Corrigendum No. 1 to the “Regulation for the Junior Accounts Officer (Civil) Examination for the Appointment as Junior Accounts Officer in Departmentalised Accounts Organisation effective from 2006”.**

The following may be read as against the exiting provisions of Rule 7: Results/Pass Marks.

“ A candidate who has passed all 8 papers and also qualifies the examination on Computers will be declared as passed and will be eligible for promotion as Junior Accounts Officer. In order to pass in a Paper a candidate should secure a minimum of 50% marks, where upon he/she will also be exempt from reappearing in that paper. For SC/ST candidates the pass mark will be 45%”.

No. A-34012/142/2006/J.A.O (C)/ Syllabus Review/MF CGA (E)/43  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
**CONTROLLER GENERAL OF ACCOUNTS**  
LOK NAYAK BHAWAN  
KHAN MARKET, New Delhi.

8<sup>th</sup> June, 2006

To

Sh./Smt.  
Pr. CCA/CCA/CA/Dy. CA  
Min./Deptt. of  
New Delhi.

**Subject:- Regulation for the Junior Accounts Officer (Civil) Examination  
effective from 2006 onwards.**

Sir/ Madam,

The Regulation and Syllabus of the Junior Accounts Officer (Civil) Examination has been revised. This revised Regulation and Syllabus to be effective from 2006 is enclosed.

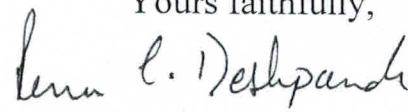
The Course and the examination on Computer Concept to be conducted by DOEACC Society has been detailed in Para 15 of the Regulation. The details of accredited institutes of DOEACC where the candidates can get enrolled for training and take the CCC exam conducted by DOEACC and the training cost/fee which is to be borne by the respective ministries will be intimated separately.

The contents of the Regulation and Syllabus may be brought to the knowledge of all the PAOs and the candidates for their information at the earliest. These are also being put on the website of the CGA ([www.cga.nic.in](http://www.cga.nic.in)).

Kindly acknowledge receipt.

Encl: as above

Yours faithfully,

  
(Renu. C. Deshpande)

Dy. Controller General of Accounts.

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Government of India  
Ministry of Finance, Dept. of Expenditure  
Office of the Controller General of Accounts  
Lok Nayak Bhavan, New Delhi

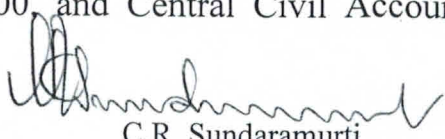
**REGULATION FOR THE JUNIOR ACCOUNTS OFFICER (CIVIL)  
EXAMINATION FOR APPOINTMENT AS JUNIOR ACCOUNTS  
OFFICERS IN DEPARTMENTALISED ACCOUNTS ORGANISATION  
EFFECTIVE FROM 2006.**

**INTRODUCTION**

1. The Regulation governing the Junior Accounts Officer (Civil) Examination will hereinafter be called as 'Junior Accounts Officer(Civil) Examination Regulation 2006' and will be effective from 2006.
2. The Junior Accounts Officer (Civil) Examination required to be passed in order to be eligible for appointment as Junior Accounts Officer will consist of 8 Papers and a course and examination on Computer Concepts (the details of which are explained in paragraph 15 below). The details of the 8 papers and the total marks, scheme of examination, marking system and the detailed syllabus of Junior Accounts Officer (Civil) Examination for each of the Papers and those on Computer Concepts has been brought out in Annexure-I and Annexure-II. A candidate could take one or more papers in any combination in one sitting. There will be no upper age limit for appearing in the examination.
3. The Examination would be conducted such number of times in a year in the manner prescribed by the Controller General of Accounts by means of question papers set by or on behalf of the Controller General of Accounts. The answers would be examined and marked by Officers nominated by or on behalf of the Controller General of Accounts.

**4. ELIGIBILITY CONDITIONS:**

4.1 All Accountants/ Sr Accountants, Lower Division Clerks, Computer Operators, Data Entry Operators, Stenographers Grade III, Stenographers Grade II and Grade-I, covered by the Central Civil Accounts Service (Group 'C') Recruitment Rules 2000, Central Civil Accounts Service Computer Operator (Gr. C posts) Recruitment Rules, 1995, Central Civil Accounts Service Data Entry Operator Grade A and Grade B (Group 'C' posts) Recruitment Rules, 1994, Central Civil Accounts Service (Stenographer Group 'C') Recruitment Rules, 2000, and Central Civil Accounts Service (Stenographer

  
C.R. Sundaramurti  
Additional Controller General of Accounts



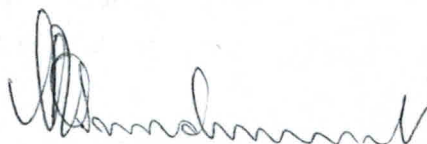
Grade -I) Recruitment Rules 2000, respectively who have rendered a minimum service of three years in their grades as on 1<sup>st</sup> October of the year of Examination will be eligible for taking part in the examination. In respect of persons transferred from other organisations the service rendered in the relevant grade prior to the transfer shall also be included.

4.2 Candidates would be required to pass all the 8 papers along with the course and examination on Computer Concepts within a period of 12 successive examinations conducted by the Controller General Accounts commencing from of his/her first appearance under the new regulation in order to be eligible for promotion as Junior Accounts Officer. The period of 12 successive examination will include any examination in respect of which the candidate has been allowed to withdraw his candidature under Paragraph 6.

**Note:-** In respect of candidates who have appeared under the earlier Regulation and passed Part-I of the examination or secured an exemption in any subject under Part-I or Part-II, as indicated in Paragraph 8, the period of 12 successive examination would be counted from the examination to be held in 2006.

4.3 Subject to the various instructions issued by the Controller General of Accounts from time to time and also subject to his final approval, Principal Chief Controllers of Account/Chief Controllers of Account/Controllers of Account ( Pr.CCAs/CCAs/CAs) /Heads of Accounting Organisation may permit candidates of their offices to appear in the Jr. Accounts Officer (Civil) Examination provided they are otherwise eligible to take the examination. The name and other particulars of the candidates permitted to take the examination should be sent to the Controller General of Accounts by the dates prescribed, in form CGA/JAE-12. The forms will be supplied to the Pr.CCAs/CCAs/CAs/Heads of Accounting Organisation each year. If there is no candidate from any organisation 'NIL' statement should be invariably be sent. The Pr.CCAs/CCAs/CAs / Heads of Accounting Organisation should ensure that the particulars noted in the statement are correct. To ensure the correctness the Pr.CCAs/ CCAs/CAs etc. should get the particulars in the statement checked, in addition, by a Junior Accounts Officer and an Accounts Officer other than those who are responsible for its preparation.

4.4 Pr.CCAs/CCAs/CAs etc. are requested NOT to forward original application or any other communication from any prospective candidates to this office.



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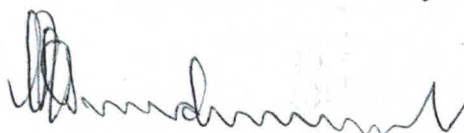
## 5. RELAXATION IN THE CONDITIONS OF ELIGIBILITY:

All the conditions of eligibility of the candidates to take up the examination has been laid down in para 4 above. The Pr.CCAs/CCAs/CAs who scrutinise the eligibility condition with reference to the rules laid down in para 4 above must ensure that all candidates recommended by them satisfy all the above conditions of eligibility and no request for relaxation will be entertained by the Controller General of Accounts.

## 6 GUIDELINES FOR DEALING WITH APPLICATIONS FOR WITHDRAWAL FROM THE EXAMINATION

6.1 While notifying the schedule for receipt of the list of candidates for the examination the Controller General of Accounts may at his discretion prescribe a date before which a candidate may be permitted by the Pr.CCA/CCAs/CAs/ Heads of Accounting Organisation to withdraw the candidature without assigning any reason. A consolidated statement of withdrawals giving reference to the relevant entries in the list of candidates (form CGA/JAE-12) of all the candidates who have been permitted to withdraw under this clause should be sent to the Controller General of Accounts on a date which will be specified for this purpose. Allotment of Index Nos. to the candidates would be taken up after the receipt of this list from the Pr.CCAs/CCAs/CAs etc. A 'NIL' statement should invariably be sent if no such cases has arisen. Candidates included in the consolidated statement of withdrawals will not be given Index Nos. and no candidate will be permitted to appear for the examination after being permitted to withdraw the candidature.

6.2 If in any exceptional circumstances any candidate requests for withdrawal after the above mentioned prescribed date, the Pr.CCAs/ CCAs/CAs/Heads of Accounting Organisation would exercise their judgement on the grounds offered by the candidates for withdrawal, such as medical reasons or other reasons beyond the control of the candidate which forced him to withdraw from the Examination and take a final decision in each case provided that a request had actually been received before the commencement of the Examination by the head of the office. Obviously, where the applications had been received by the Head of Office after the Examination had already commenced or was already over or cases where candidates applied for withdrawal after appearing in some papers of the Examination are not covered under these regulations and such requests should not be entertained or recommended to the Controller General of Accounts for special relaxation. The Pr.CCAs/CCAs/CAs/ Heads of Accounting Organisation should not, however, inform the Controller General of Accounts in piece-meal of the decisions taken by them on individual applications.



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6.3 Within a week after the examination is concluded, a final list indicating the names & Index Nos of candidates who have been permitted by the Pr.CCAs/CCAs/CAs/Heads of Accounting Organisation to withdraw their candidature under this clause should be forwarded to Controller General of Accounts (A 'Nil' statement is required if no such case has arisen). This information will be utilised by the Controller General of Accounts at the time of publication of results of the Examination wherein such candidates will be marked 'withdrawn' in the result sheet.


6.4 The Pr.CCAs/CCAs/CAs etc. are requested to follow the procedure described in Paragraph 6.1 to 6.3 above strictly while dealing with the withdrawal of applications. No correspondence on this matter directly from the candidates or from officers subordinate to Pr.CCAs/CCAs/CAs etc. will be entertained by the Controller General of Accounts.

## **7. RESULTS/PASS MARKS:**

A candidate who has passed all 8 papers and also qualifies the examination on Computers will be declared as Passed and will be eligible for promotion as Junior Accounts Officer. In order to pass in a paper a candidate should secure 55% (50% in the case of Paper-1 and Paper-4) where upon he/she will be exempt from reappearing in that paper. For SC/ST candidates the pass mark will be 50% (45% in the case of Paper-1 and Paper-4).

## **8. EXEMPTIONS:**

Consequent to the introduction of the revised syllabus for the examination to be conducted from the year 2006 onwards, the exemption allowed to be carried from the existing subject of the old syllabus to the new papers in the revised syllabus will be as brought out in Annexure-III. Candidates who have passed the final examination of the Institute of Cost and Works Accountant /Institute of Chartered Accountants of India will be exempted from appearing in paper 8 on "Commercial and Management Accounts" of the Junior Accounts Officer (Civil) Examination Regulation 2006.



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## 9. TRAINING:

9.1 There is no objection to the Pr.CCAs/CCAs/CAs etc. arranging for such lectures/training classes at their Head Quarter or at any outstations for the candidates appearing for the Junior Accounts Officer(Civil)Examination Regulation,2006.

9.2 Lecturers should be selected keeping in view their experience as well as educational qualifications. Services of retired Accounts Officers/Dy. Controller of Accounts for such training can also be utilised subject to the condition that they keep themselves updated with the rules and procedures. They may also be paid honorarium at the rates prescribed hereunder.

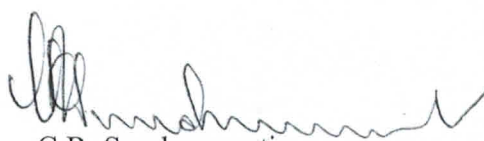
9.3 Lecturers shall be entitled to purchase one set of books prescribed for the paper concerning them out of the respective office contingencies. They shall also be entitled to reimbursement of conveyance charges from office to the place of lecture hall as otherwise admissible under the rules for performance of official duties.

9.4 The rates of honorarium for delivering lectures commencing from 7<sup>th</sup> June, 1999 are Rs. 100/- per lecture of 75 minutes duration irrespective of the rank/designation of the officer delivering the lectures. Grant of honorarium will be subject to the conditions laid down in this office letter No. A.34012/100-E/77/MF CGA(E)/72 dated 07.06.1999.

9.5 Necessary financial sanction/provision of funds for the expenditure involved will be ensured by the Pr. CCAs/CCAs/CAs.

9.6 Where joint training classes have been held, the Co-ordinating Pr.CCAs/CCAs/CAs shall certify the number of lectures delivered by each PAOs/JAOs etc. participating in the training programme to the respective Pr. CCAs/CCAs/CAs holding administrative control to enable them to accord necessary sanction and arrange payment of the honorarium out of their respective office funds.

9.7 Practical training in public works division or in stores purchase organisation is not obligatory before a candidate is allowed to appear in Paper 6 and 7 of the Examination.



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## **10. LANGUAGE MEDIUM**

Question papers on all the subject prescribed under the Junior Accounts Officer (Civil) Examination Regulation, 2006 will be bilingual i.e. both in Hindi and English. Candidates may answer particular paper in its entirety either in Hindi or English. However, they will not be allowed to answer a particular question paper partly in Hindi and partly in English. Option of the candidates for answering a paper in Hindi or English is not required.

## **11. RESPONSIBILITY FOR SUPPLY OF BOOKS/PUBLICATIONS REQUIRED FOR PREPARATION FOR THE EXAMINATION**

Candidates are expected to make their own arrangements and avail of library facilities wherever available for their requirement of prescribed books and correction slips to the various code and manuals for the Junior Accounts Officer (Civil) Examination.

## **12. USE OF UNOFFICIAL PUBLICATIONS**

12.1 Candidates would be permitted to use during the examination the unofficial publication as listed below each paper of the syllabus (Annexure I).

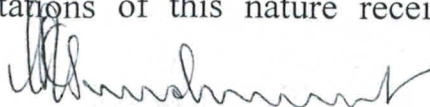
12.2 Keeping in view the non-availability of latest Govt. Publications in regard to the following Acts, candidates may be permitted to use non-Govt. publications providing 'Bare Acts' in the Examination Hall:

- (1) The Indian Contract Act, 1872
- (2) The Central Sales Tax Act, 1956
- (3) The Limitation Act 1963

12.3 Candidates would have to provide themselves with the books at their own cost and are also forewarned that they would be using these books at their own risk. Controller General of Accounts is not responsible with regard to the accuracy or completeness of the publications.

## **13. REPRESENTATIONS FROM FAILED CANDIDATES**

Representation from failed candidates for the grant of grace marks, revaluation/rechecking of the answer books should not be forwarded to the Controller General of Accounts unless the Pr.CCAs/ CCAs/CAs, etc, is fully convinced that there are sufficiently strong grounds for entertaining the representations. Representations of this nature received directly from the



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Additional Controller General of Accounts



candidates or through officers subordinate to CCAs/CAs, will not be entertained.

#### **14. TRAVELLING ALLOWANCE:**

Travelling allowance as on tour but without any allowance for halt may be allowed under S. R. 132 to outstation candidates for the journeys between their Headquarters and the place at which they appear for the Junior Accounts Officer (Civil) Examination conducted by the Controller General of Accounts. The T. A. claim will be restricted to what would be admissible for journey to and from the Examination Centre which is nearest to the station of posting of the candidate.

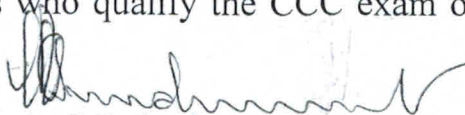
#### **15. COURSE AND EXAMINATION ON COMPUTER CONCEPTS.**

15.1. The candidates appearing for the Junior Accounts Officer (Civil) Examination under the new Regulation and also those candidates who have to appear only in the paper on Computer System of the old syllabus will have to enroll themselves for the 'Course on Computer Concepts' (CCC) with the accredited institutes of DOEACC Society and qualify the CCC Exam conducted by the Society. Qualifying the CCC exam conducted by DOEACC Society is mandatory for promotion as Junior Accounts Officer.

15.2 The list of accredited institutes of the DOEACC Society to which the Junior Accounts Officer (Civil) examination candidates will get enrolled, obtain training and appear the CCC examination will be circulated separately.

15.3 The cost of initial training of the candidates will be borne by the ministry from which the candidate would be appearing for the examination. The Pr.CCAs/CCAs/CsA etc are required to make necessary provision of funds to meet the expenditure of the training of the candidate. The schedule of fees to be paid to the accredited institute would be intimated separately. The DOEACC Society will be charging an examination fee (currently Rs.340.00) for each appearance in the CCC exam after training. The Pr.CCAs/CCAs/CAs etc will bear the cost of examination fee for each candidate not more than twice. The cost of examination fee for subsequent attempts, due to failure/ absence, will be borne by the respective candidates and will be remitted by the candidates directly to the DOEACC Society.

15.4 The DOEACC Society are currently conducting the exams for the CCC course thrice in a calendar year i.e January, May & September. However, the Junior Accounts Officer (Civil) examination are currently held once in a year. Accordingly the candidates who qualify the CCC exam of DOEACC upto the



C.R. Sundaramurti

Additional Controller General of Accounts



September batch each year, as per the schedule of DOEACC, will be considered for promotion as Junior Accounts Officer and will be included as a passed candidate of the J.A.O (Civil) examination for that year. (provided the candidates have qualified the other 8 papers).

15.5 The candidates would be free to take the required training and the CCC examination at any time during the year.

15.6 The syllabus of the CCC examination conducted by the DOEACC society presently is at Annexure-II. However the syllabus could vary from time to time as may be notified by the DOEACC society. The candidates would be covered by the syllabus prevalent at the time they appear in the examination.

## **16. GENERAL**

16.1. Controller General of Accounts expects that all the PrCCAs/CCAs/CAs, etc. to strictly adhere to the prescribed regulations and schedule that may be prescribed for the various activities connected with the Examination.

16.2 The Controller General of Accounts shall have the authority to add to or alter the list of categories eligible to appear in the examination as also the other eligibility conditions in respect of the examination.

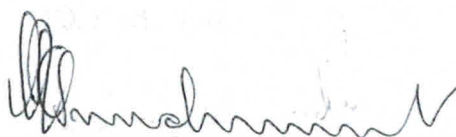
16.3 The Controller General of Accounts shall have the authority to exempt any candidate possessing specified educational or professional qualification from appearing in any paper or papers in the examination.

16.4 The Controller General of Accounts shall have the authority to vary, relax or modify any of the regulations, conditions and procedures of the examination for a specified class / group of persons.

16.5 The Controller General of Accounts shall have the authority to vary, relax any of the regulations, conditions and procedures in the examination.

16.6 In all the matters relating to the Examination, the decision of the Controller General of Accounts shall be final.

16.7 These Regulations would supercede all previous Regulations issued with regard to the conduct of the Junior Accounts Officer (Civil) Examination.



C.R. Sundaramurti

Additional Controller General of Accounts

## Annexure-1

**SYLLABUS FOR JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION  
EFFECTIVE FROM 2006****Paper No. 1 -Precis & Draft****Time allowed - 3 hrs.****Max. Marks - 100  
Marks for passing - 50****Syllabus content:-**

1.     Precis of a correspondence or of notes/ material of an official subject.  
**25 marks**
2.     3 short question relating to the given passage in the precis. Question to be answered in less than 50 words to bring out the level of comprehension of the candidate.  
**15 marks**
3.     Drafting of an official letter/office memorandum/UO note bearing on the subject matter provided in the passage.  
**20 marks**
4.     Paragraph writing of around 150 words on subject of current event/general interest.  
**25 marks**
5.     Questions on grammar  
**15 marks**

**NOTE:**

1.     This paper would be set in Hindi as well as in English language and candidates would have an option to select one of them. For the grammar portion in the Hindi paper questions will be set to test the ability of the ordinarily used words in official work. A question requiring the candidate to translate a passage from English to Hindi language containing official/technical terms will also be given (in lieu of the paragraph writing prescribed for the English paper)
2.     While evaluating the question on precis and drafting the candidates would be evaluated for their understanding and ability to express the same in short sentences using simple words. He would not be expected to reproduce the passage selectively.



C.R. Sundaramurti  
Additional Controller General of Accounts

## Paper No. 2-Service Rules

Time allowed - 3 hrs.

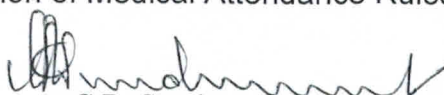
Max. Marks - 100  
Marks for passing - 55

### Syllabus content:-

- 1 Swamy's Compilation of FRSR Part-I- General Rules( excepting the portion on Govt. residences covered under Section 26 to 28 of S.R)
- 2 Swamy's Compilation of FRSR- Part-II- Travelling Allowances.
- 3 Central Services (Medical Attendance) Rules 1944
- 4 i) CCS (Pension) Rules, 1972  
ii) CCS (Commutation of Pension) Rules 1981  
iii) Defined Contributory Pension Scheme.
- 5 CCS (Leave) Rules, 1972
- 6 Leave Travel Concession Rules.
7. i) General Provident Fund (Central Service) Rules, 1960.  
ii) Central Government Employees Group Insurance Scheme 1980.
8. Orders governing fixation of Pay of re-employed Pensioners.

### NOTE:-

1. Books will be allowed to the candidates for answering this paper.
2. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of Rules (wherever applicable).
3. The paper would also contain objective type questions. This section would not carry negative marking
4. The following books would be permitted for use in the examination hall.
  - (a) Chaudri's Compilation of CSR.
  - (b) Swamy's Compilation of FRSR Part-II General Rules.
  - (c) Swamy's Compilation of FRSR Part-II Travelling Allowances.
  - (d) Swamy's Compilation of CCS Pension Rules.
  - (e) Swamy's Compilation of FRSR Part-III Leave Rules
  - (f) Swamy's Compilation of Central Civil Services-Leave Travel Concession Rules.
  - (g) Swamy's Compilation of General Provident Fund Rules.
  - (h) Swamy's Compilation of Group Insurance Schemes 1980.
  - (i) Swamy's Compilation on Re-employment of Pensioners (Civilians and Ex-Servicemen)
  - (j) Department of Economic Affairs and CGA's orders on Defined Contributory Pension Scheme
  - (k) Swamy's Compilation of Medical Attendance Rules

  
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## Paper No. 3 - Accounting Procedure

Time allowed - 3hrs.

Max. Marks- 100  
Marks for passing - 55

### Syllabus content:

1. Central Govt. Accounts (Receipts & Payment Rules) 1983
2. i) Central Treasury Rules Vol. 1 Section IV of Part-V (i.e. Rules 319 to 371 relating to Pension Payments).  
ii) Scheme for payment of pensions to Central Govt. (Civil) Pensioners by Public Sector Banks.
3. Civil Accounts Manual (Revised 1<sup>st</sup> Edition)
4. Government Accounting Rules 1990.
5. List of Major & Minor Heads of Accounts of Union and States.

### NOTE:-

1. Books will be allowed to the candidates for answering this paper.
2. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).
3. The paper would also contain objective type questions. This section would not carry negative marking.
4. The following Books would be permitted for use in the examination hall
  - (a) Swamy's Compilation\* of Central Government Account Receipts and Payments Rules.
  - (b) Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorised Banks issued by Ministry of Finance, Department of Expenditure, Controller General of Accounts, Central Pension Accounting Office.
  - (c) Swamy's Compilation on Central Treasury Rules Vol. I
  - (d) Civil Accounts Manual (Revised First Edition - 2002 Vol-I and II) issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts, New Delhi.
  - (e) Government Accounting Rules, 1990 issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts
  - (f) List of Major and Minor Heads of Accounts of Union and States Volume-I & II Issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts.



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## Paper No. 4 - Parliamentary Financial Control and Government Budgeting.

Time allowed - 3 hrs.

Max. Marks - 100

Marks for passing - 50

### Syllabus content:-

#### 1. Constitution of India

50 Marks

Part - V - Chapter I (Conduct of Govt. Business), II, III & IV

Part - XI

Part - XII - Chapter I, II & III

Part - XIII

Part - XIV - Chapter I

Part - XVIII & Part XX

Relevant schedules referred to in the above provisions of Constitution of India will also form part of the syllabus.

#### 2. (i) General Financial Rules-2005- Except Chapters 5,6,7 and 8

(ii) Delegation of Financial Power Rules (50 Marks for Sr. No2,3 & 4 of Syllabus)

#### 3. (a) Principles of Budgeting

(b) Budget formulation and implementation including:

(i) New Service and New Instrument of Service (ii) Reappropriations of Funds (iii) Supplementay Budget- cash, token and technical supplementary demands (iv) Surrender of Saving (v) Vote on Account (vi) Expenditure Budget: Statement of Budget Estimates (vii) Non-Tax Receipt Budget (viii) Budget for the Public Account (ix) Control of expenditure against Budget (x) Advances from Contingency Fund of India (xi) Budget Documents

(c) Fiscal Responsibility Legislation (FRBM Acts and Rules)

(d) Performance and Outcome Budget

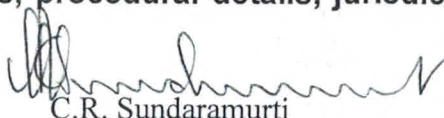
#### 4. Rules & Procedures and Conduct of Business in Lok Sabha Ninth Edition, 1977.

#### Chapter XIX

Chapter XXVI - Parliamentary Committees, General Rules, Committee on Public Accounts, Committee on Estimates, Committee on Public Undertaking, Committee on Subordinate Legislation, Departmentally related Standing Committee.

### NOTE:-

1. This paper will be set in Hindi and English languages and candidate will have an option to select either of them.
2. From the parts of the Constitution prescribed above, questions on matters such as manner of elections, conditions for eligibility of election, qualifications, procedural details, jurisdiction of court etc. will be excluded.



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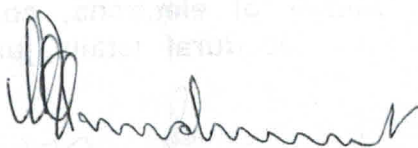
3. The paper would contain objective type question. This section would not carry negative marking.

4. The following Books will be permitted for use in the examination hall

- (a) Constitution of India
- (b) Swamy's Compilation of General Financial Rules, 2005 incorporating Compendium of Rules and Advances to Government Servants. Or
- (c) Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants-2006
- (d) Swamy's Compilation of DFPR
- (e) FRBM Act and FRBM Rules-2004
- (f) Rules and procedures and Conduct of Business in Lok Sabha - Ninth Edition
- (g) Contingency Fund of India Rules 1952
- (h) Contingency Fund of India Act.

5. Suggested reading material:

- (a) Swamy's Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants
- (b) Swamy's Compilation of DFPR
- (c) FRBM Act and FRBM Rules-2004
- (d) Constitution of India
- (e) Rules of Procedure and Conduct of Business in Lok Sabha- Ninth Edition
- (f) Contingency Fund of India, Rules 1952
- (g) Government Budgeting: Principles & Practices by Dr. C.N Sudarsanan (Sree Sudarsan Publication-Chennai)
- (h) Government Budgeting in India by Shri. M.M. Sury (Published by Indian Tax Institute)
- (i) Budget Circular of the last year
- (j) Guidelines on the preparation of Outcome Budget and Performance Budget issued by Ministry of Finance
- (k) Budget Documents



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**Paper No. 5 - Specialised Account Rules and Office Management**

**Time allowed - 3 hrs.**

**Max. Marks - 100**  
**Marks for passing - 55**

**Syllabus content:-**

1. Manual for Collection of Revenue and Payment of Refund etc and their accounting in the formations under the Central Board of Excise and Customs.
2. System of Accounting for Direct Taxes - Receipts and Refunds.
3. Compendium on Advances to Government Servants.
4. Suspense Manual
5. CCS (Conduct) Rules.
6. CCS (CCA) Rules
7. Manual of Office Procedure
8. DDO Manual
9. Accounting for External and Internal Debt
10. Budgeting and Accounting of externally aided projects (Chapter-10 of GFR-2005)

**NOTE:-**

1. **Books will be allowed to the candidates while answering this paper.**
2. **The paper would contain theoretical and practical questions.**
3. **The paper would also contain objective type questions. This section would not carry negative marking.**
4. **The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).**
5. **The following books would be permitted for use in the examination hall**
  - (a) Manual for Collection of Revenue and Payment of Refund etc and their accounting in the formation under the Central Board of Excise and Customs.- issued by Ministry of Finance, Dept of Revenue, Central Board of Excise & Customs
  - (b) System of Accounting for Direct Taxes Receipts and Refunds issued by Directorate of Income Tax (Research Statistics, Publication & Public Relations)
  - (c) Swamy's Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants
  - (d) Suspense Manual (First Edition) issued by Controller General of Accounts
  - (e) Swamy's Compilation of Conduct Rules.
  - (f) Swamy's Compilation of CCS CCA Rules.
  - (g) Manual of Office Procedure (Diglot) issued by DOP & T or Swamy's Manual on Office Procedure.
  - (h) Manual of Drawing and Disbursing Officers issued by Controller General of Accounts.
  - (i) Quality Manual on Aid, Accounts & Audit Division (AAAD), Dept. of Economic Affairs, Ministry of Finance.
  - (j) Manual of Rupee Loan Sections, Office of the AGCR

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## Paper No. 6 - Public Works Accounts

Time allowed - 3 hrs.

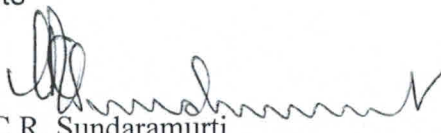
Max. Marks - 100  
Marks for passing - 55

**Syllabus content:-**

1. CPWA Code with appendices
2. Books of forms referred to in the CPW 'A' Code.
3. CPWD Departmental Code.
4. CPWD Works Manual.
5. General Conditions of contract for CPWD Works.
6. General Financial Rules-2005- Chapter-5
7. The Indian Contract Act-1872

**NOTE:-**

1. Books will be allowed to the candidates for answering this paper.
2. The Paper would contain theoretical and practical questions
3. The paper would also contain objective type questions. This section would not carry negative marking
4. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).
5. The following Books would be permitted for use in the examination hall
  - (a) CPW Account Code published by Chief Controller of Accounts, Ministry of Urban Development.
  - (b) Book of Forms referred to in Central Public Works Account Code published by Chief Controller of Accounts, Ministry of Urban Development .
  - (c) Nabhi's Compilation of CPWD Code-2000
  - (d) General Conditions of Contract for CPWD Works- Published by DG (Works), CPWD, Nirman Bhavan, New Delhi and Printed by Kshitiz Enterprises, New Delhi
  - (e) CPWD Works Manual- Published by DG (Works), CPWD(Published by Director General (Works), CPWD, Nirman Bhavan, New Delhi and Printed by M/s J.M Jaina & Brothers
  - (f) Nabhi's Compilation of Central Public Works Account Code
  - (g) Nabhi's Compilation of Book of Forms as referred to in Central Public Works Account code
  - (h) The Indian Contract Act-1872. (Bare Act)
  - (i) Swamy's Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants

  
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**Paper No. 7 -Procurement, Supply Accounts and Internal Audit and Control**

**Time allowed - 3 hrs.**

**Max. Marks - 100  
Marks for passing - 55**

**Syllabus content:-**

**Procurement and Supply Accounts**

**(65 Marks)**

1. DGS&D Manual
2. General Conditions of Contract - Published by DGS & D.
3. (a) Central Govt. Accounts (Receipts & Payments) Rules, 1983. Part - III  
Section IV- Purchase of Stores.  
(b) General Financial Rules - 2005 (Chapter-6,7 & 8).
4. Supply Accounts Manual (Second Edition 1997)
5. The Indian Contract Act, 1872
6. The Central Sales Tax Act, 1956
7. The Limitation Act.1963

**Internal Audit and Control**

**(35 Marks)**

8. Inspection Code issued by Controller General of Accounts (1982 Edition)
9. Internal Audit .
  - (i) Concepts ,Objectives, Principles and Techniques of auditing
  - (ii) Types of Audit
  - (iii) Internal Control System
  - (iv) Sampling in auditing
  - (v) Auditing in an EDP environment
  - (vi) Government Audit
  - (vii) Verification of Assets
  - (viii) Audit of special Institutions

**NOTE:-**

1. Book will be allowed to the candidates for answering this paper.
2. This Paper will contain theoretical and practical questions
3. The paper would also contain objective type questions. This section would not carry negative marking.
4. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).



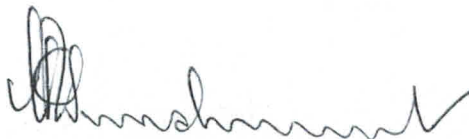
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**5. The following would be permitted for use in the examination hall**

- (i) DGS&D Manual published by Directorate General of Supplies & Disposals.
- (ii) Conditions of Contract Governing Contracts Placed by the Central Purchase Organisation of the Government of India (Now Under Department of Supply)
- (iii) Swamy's Compilation of Central Government Account Receipts and Payments Rules.
- (iv) Swamy's Compilation General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants.
- (v) Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants
- (vi) Supply Accounts Manual Second Edition - 1997 issued by the Chief Controller of Accounts, Department of Supply, New Delhi.
- (vii) The Limitation Act, 1963 (Bare Act).
- (viii) The Indian Contract Act-1872 (Bare Act)
- (ix) The Central Sales Tax Act-1956. (Bare Act)
- (x) Inspection Code by the Controller General of Accounts (1982 Edition)

**6. Suggested reading material**

- (a) DGS&D Manual published by Directorate General of Supplies & Disposals.
- (b) Conditions of Contract Governing Contracts Placed by the Central Purchase Organisation of the Government of India (Now Under Department of Supply)
- (c) Swamy's Compilation of Central Government Account Receipts and Payments Rules.
- (d) Swamy's Compilation General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants.
- (e) Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants
- (f) Supply Accounts Manual Second Edition - 1997 issued by the Chief Controller of Accounts, Department of Supply, New Delhi.
- (g) The Limitation Act, 1963 (Bare Act).
- (h) The Indian Contract Act-1872 (Bare Act)
- (i) The Central Sales Tax Act-1956. (Bare Act)
- (j) Inspection Code by the Controller General of Accounts (1982 Edition)
- (k) Fundamental of Auditing by Kamal Gupta and Ashok Arora published by Tata Mcgraw Hill (Chapters 1,2,3,4,5,6,7, 21, 23, and 24)
- (l) Taxmann's Elements of Auditing (University Edition) by Aruna Jha published by Taxmann (Chapters 1,2,3,4,5,7,18 and 20)



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**Paper No. 8 Commercial & Management Accounts (Without Books)**

**Time allowed - 3 hrs.**

**Max. Marks - 100**  
**Marks for passing - 55**

**Syllabus content:-**

**1. Introduction to Financial Accounting**

- (i) Theory base of Accounting
- (ii) Accounting equation and the interaction of its elements
- (iii) Meaning of Balance Sheet, Income Statement.
- (iv) Cash basis and Accrual Basis of Accounting- Concepts and Comparative Analysis

**2. Vouchers and Recording of Transactions:**

- (i) Meaning and classification of Vouchers. Recording of transactions in Vouchers
- (ii) Capital and Revenue- Receipts & Expenditure
- (iii) Preparing Day Book and posting into Ledger Accounts
- (iv) Preparation of Trial Balance and Rectification of Errors
- (v) Company Accounts- Transactions relating to Issue of Shares and Debentures

**3. Financial Statements:**

- (i) Measurement of Income
- (ii) Profit & Loss Account, Adjustment entries.
- (iii) Balance Sheet
- (iv) Analysis of Financial Statement - Ratio Analysis, Fund Flow and Cash Flow Statement.

**4. Accounting of Not- For- Profit Organisation**

- (i) Accounting of non-Profit organisation
- (ii) Receipts and Payment Account
- (iii) Income & Expenditure Account and Balance Sheet

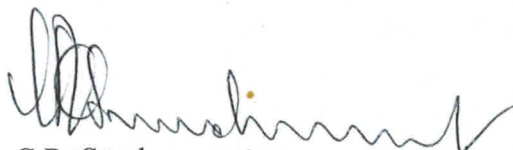
**5. Accounting Standards**

- (i) Frame work for the preparation and presentation of financial statement
- (ii) Brief overview of the Indian Accounting Standards for the topics under 3 & 4

**6. Financial Statements for the Central Autonomous Bodies**

**7. Management Accounting**

- (i) Basics of Cost Accounting.
- (ii) Prime Cost
- (iii) Overheads
- (iv) Cost Accounting Records
- (v) Marginal Costing & Decision Making
- (vi) Budgetary Control



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**NOTE:-**

1. The paper would also contain objective type questions. This section would not carry negative marking.

**Suggested reading material**

1. Study notes of the Institute of Cost and Works Accountants of India specially prepared for the Junior Accounts Officer (Civil) Examination.
2. **In order that the candidates have a clear grasp of the fundamentals underlying the Commercial Accounting syllabus they are strongly advised to read the relevant chapters of the following :**
  - (i) National Open School - Accountancy- Books 1,2, 3, 4, 6A and 6B  
( All books Published together in 3 volumes)
  - (ii) NCERT Publication on Financial Accounting for CBSE class XI ( Part I and II)
  - (iii) NCERT Publication on Accountancy - Analysis of Financial Statements - Text Book for CBSE class XII (Part I and II)
  - (iv) Double Entry Book Keeping (Financial Accounting) by T.S. Grewal ( for CBSE Class XI) ( Publication by Sultan Chand )
  - (v) Analysis of Financial Statements by T.S. Grewal (for CBSE class XII) (Pub: Sultan Chand)
3. Report of the Committee of Experts on Uniform format of Accounts for Central Autonomous Bodies - November,2000
4. Compendium of Accounting Standards issued by the Institute of Chartered Accountants of India (2005) - chapter on Framework for the Preparation and Presentation of Financial Statements
5. Principles and Practice of Cost Accounting by Ashish K. Bhattacharyya (Wheeler Publishing) (Part 4 - Chapter 21)



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## Annexure-II

## Course on Computer Concepts

**Syllabus :** The current Syllabus prescribed by DOEACC Society for their CCC Exam[as downloaded from their website] is as follows. The syllabus could vary from time to time as may be notified by the Society. The candidates would be covered by the syllabus prevalent at the time they appear in the examination.

For further information on the detailed syllabus, guidelines, sample questions on theory paper etc the candidates are advised to log on to DOEACC website ([www.doeacc.edu.in/jsp/CCC\\_syll.htm](http://www.doeacc.edu.in/jsp/CCC_syll.htm)).

## Detailed Syllabus

## 1. Introduction to computer

## 1.1 What is computer?

1. Characteristics of Computers
2. Basic Applications of Computer

## 1.2 Components of Computer System

1. Central Processing Unit(CPU)
2. VDU, Keyboard and Mouse
3. Other input/output Devices
4. Computer Memory
5. Concepts of Hardware and Software.

## 1.3 Classifications of computers

## 1.4 Representation of data/Information concepts of data processing

1. Definition of Information and data
2. Basic data types
3. Storage of data/Information as files

## 2. Introduction to Windows

## 2.1 What is an operating system and basics of Window?

## 2.2 The User Interface

1. Using Mouse and Moving Icons on the screen
2. The My Computer Icon
3. The Recycle Bin
4. Status Bar, Start and Menu & Menu-selection
5. Running an Application
6. Windows Explorer Viewing of File, Folders and Directories
7. Creating and Renaming of files and folders
8. Opening and closing of different Windows



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### 2.3 Windows Setting

1. Control Panels
2. Wall paper and Screen Savers
3. Setting the data and Sound.
4. Concept of menu Using Help

### 2.4 Advanced Windows

1. Using right Button of the Mouse
2. Creating Short cuts
3. Basics of Window Setup
4. Notepad
5. Window Accessories

## 3. Basic DOS commands

### 3.1 Comparison of DOS and Windows

### 3.2 Switching Between DOS and Windows

### 3.3 Basic DOS Commands

1. File/Directory Manipulations
2. Copying of files and Disks
3. Delete/Undelete
4. Formatting a Floppy

## 4. Elements of Word Processing

### 4.1 Word Processing Basic

1. An Introduction to Word Processing
2. Opening Word Processing Package
3. The Menu Bar
4. Using the Help
5. Using the Icons below menu bar

### 4.2 Opening Documents and Closing documents

1. Opening Documents
2. Save and Save AS
3. Page Setup
4. Printing of Documents
5. Display/Hiding of Paragraph Marks and Inter Word Space

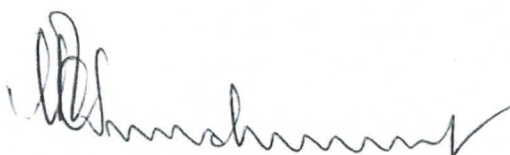
### 4.3 Moving Around in a Document

1. Scrolling the Document
2. Scrolling by line/paragraph
3. Fast Scrolling and Moving Pages

### 4.4 Using a Document/Help Wizard

### 4.5 Text Creation and Manipulation

1. Paragraph and Tab Setting
2. Text Selection
3. Cut, copy and paste
4. Font and Size selection
5. Bold ,Italic and Underline
6. Alignment of Text: Center, Left, right and Justify



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#### 4.6 Formatting the Text

1. Changing font, Size and Color
2. Paragraph indenting
3. Bullets and Numbering
4. Use of Tab and Tab setting
5. Changing case

#### 4.7 Handling Multiple Documents

1. Opening and closing of Multiple documents
2. Cut, Copy and Paste across the documents
3. Saving of Clip boards

#### 4.8 Table Manipulation

1. Concept of table: Rows Columns and Cells
2. Draw Table
3. Changing cell Width and Height
4. Alignment of Text in Cell
5. Copying of cell
6. Delete/insertion of row and columns
7. Borders for Table

#### 4.9 Printing

1. Printing
2. Print Preview
3. Print a selected page

### 5. Spread Sheet

#### 5.1 Elements of Electronics Spread Sheet

1. Application/usage of Electronic Spread Sheet
2. Opening of Spread Sheet
3. The menu bar
4. Creation of cells and addressing of cells
5. Cell inputting

#### 5.2 Manipulation of cells

1. Enter texts numbers and dates
2. Creation of tables
3. Cell Height and Widths
4. Copying of cells

#### 5.3 Providing Formulas

1. Using basic functions/formalism a cell
2. Sum() function
3. Average
4. Percentage
5. Other basic functions

#### 5.4 Spread sheets for Small accountings

1. Maintaining invoices/budgets
2. Totaling of various transactions
3. Maintaining daily and monthly sales reports



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## 6. Computer Communication and Internet

### 6.1 Basic of Computer networks

1. LAN
2. WAN

### 6.2 Internet

1. Concept of Internet
2. Application of Internet
3. Service on Inter Net
4. WWW and web-sites
5. Electronic mails
6. Communication on Internet

## 7. WWW and Web Browsers

### 7.1 Web Browsing software

1. Internet Explorer
2. Netscape Communicator

### 7.2 Surfing the Internet

1. Giving the URL address
2. Search
3. Moving Around in a web-site
4. Printing or saving portion of web pages
5. Down loading

### 7.3 Chatting on Internet

## 8. E-mail

### 8.1 Basic of electronic mail

1. What is an Electronic mail
2. Email addressing
3. Mailbox: Inbox and outbox

### 8.2 Using Emails

1. Viewing an email
2. Sending an Email
3. Saving mails
4. Sending same mail to various users


### 8.3 Document handling

1. Sending soft copy as attachment
2. Enclosures to email
3. Sending a Portion of document as email

## 9. Making Small Presentations Basics

### 9.1 Basic

1. Difference between presentation and document
2. Using Power Point
3. Opening a Power Point Presentation
4. Using Wizard for creating a presentation



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## 9.2 Creation of Presentation

1. Title
2. Text Creation
3. Fonts and Sizes
4. Bullets and indenting
5. Moving to Next Slide

## 9.3 Preparation of Slides

1. Selection of type of Slides
2. Importing text from word documents
3. Moving to next Slide
4. The Slide manager

## 9.4 Providing aesthetics

1. Slide Designs
2. Background and Text colors
3. Making your own slide format
4. Footnotes and slide numbering

## 9.5 Slide Manipulation and Slide Show

## 9.6 Presentation of the Slides

1. Using the Slide Show
2. Printing the Slides and Handouts
3. Slide sorter
4. Title sorter

## Suggested Reading Material

1. C.S. French "Data Processing and Information Technology" BPB Publications 1998
2. P.K. Sinha "Computer Fundamentals" BPB Publications 1992
3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998
4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998

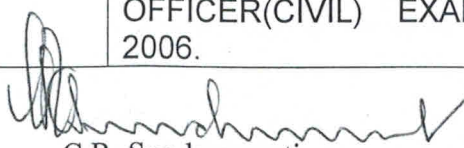


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Ministry of Finance  
Dept. of Expenditure  
Office of the Controller General of Accounts

**EXEMPTIONS WHICH THE CANDIDATES ARE ENTITLED TO CARRY OVER IN  
THE JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATIONS 2006  
FROM THE JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION  
REGULATIONS 2002.**

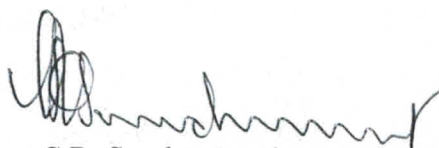
SL. NO.	PAPER IN WHICH EXEMPTION SECURED UNDER JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATION 2002	PAPER IN WHICH EXEMPTION ALLOWED IN JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATION, 2006
1.	<b>PART-I- PAPER-1</b> PRECIS AND DRAFT	<b>PAPER-1</b> PRECIS AND DRAFT
2.	<b>PART-I- PAPER-2</b> SERVICE RULES	<b>PAPER-2</b> SERVICE RULES
3.	<b>PART-I- PAPER-3</b> ACCOUNTING PROCEDURE	<b>PAPER-3</b> ACCOUNTING PROCEDURE
4.	<b>PART-I-PAPER-4</b> CONSTITUTION OF INDIA AND FINANCIAL CONTROL	<b>PAPER-4</b> PARLIAMENTARY FINANCIAL CONTROL AND GOVERNMENT BUDGETING
5.	CANDIDATES WHO HAVE CLEARED PART-I OF THE JUNIORACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATION, 2002	PAPERS 1 TO 4 OF THE JUNIOR ACCOUNTS OFFICER(CIVIL)EXAMINATION REGULATION, 2006
6.	<b>PART-II PAPER-1</b> SPECIALISED ACCOUNTS - RULES AND PROCEDURES	<b>PAPER-5</b> SPECIALISED ACCOUNTS - RULES AND OFFICE MANAGEMENT
7.	<b>PART-II PAPER-2(A)</b> PUBLIC WORKS ACCOUNTS <b>PART-II PAPER-2(B)</b> SUPPLY ACCOUNTS	<b>PAPER-6 - PUBLIC WORKS ACCOUNTS</b> <b>PAPER-7- PROCUREMENT, SUPPLY ACCOUNTS</b> AND INTERNAL AUDIT AND CONTROL a) CANDIDATES WHO HAVE TAKEN PUBLIC WORKS ACCOUNTS AND GOT EXPEMPTION UNDER THE JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATION, 2002, WOULD BE EXEMPT FROM PAPER 6 PUBLIC WORKS ACCOUNTS. THEY WOULD HAVE TO APPEAR FOR PAPER - 7 - PROCUREMENT, SUPPLY ACCOUNTS, INTERNAL AUDIT AND CONTROL OF THE JUNIOR ACCOUNTS OFFICER(CIVIL) EXAMINATION REGULATION, 2006.

  
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Additional Controller General of Accounts



		b) CANDIDATES WHO HAVE TAKEN SUPPLY ACCOUNTS AND GOT EXEMPTION UNDER THE JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION REGULATION 2002, WOULD BE EXEMPT FROM PAPER 7 -PROCUREMENT, SUPPLY ACCOUNTS, AND INTERNAL AUDIT AND CONTROL. THEY WOULD HAVE TO TAKE PAPER - 6 PUBLIC WORKS ACCOUNTS OF JUNIOR ACCOUNTS OFFICER(CIVIL) EXAMINATION REGULATION, 2006.
8.	<b>PART-II PAPER-3</b> ADVANCED COMMERCIAL ACCOUNTS	<b>PAPER-8</b> COMMERCIAL AND MANAGEMENT ACCOUNTS
9.	<b>PART-II PAPER-4</b> COST AND MANAGEMENT ACCOUNTS	



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