

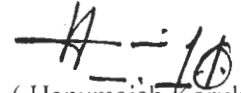
Dated 15 May 2018.

OFFICE MEMORANDUM

Sub:- Restructuring of AAO (Civil) Examination.

The existing regulations and syllabus of the Assistant Accounts Officer (Civil) Examination was notified in the year 2006. In the light of the experience gained during the past 12 years of conducting the AAO (Civil) Examination and the ever widening role of technology in public finance management, a need has been felt to restructure the AAO (Civil) Examination including its mode of conduct. Accordingly it has been decided to restructure the AAO (Civil) Examination.

2. The salient features of the proposed pattern of the AAO (Civil) Examination are attached herewith. They have also been uploaded on the website of this office.
3. Comments of all stakeholders including Heads of Accounting Organisations in the Civil Ministries/Departments, prospective candidates and recognised Service Associations on the proposed scheme of the AAO (Civil) Examination. Comments may be emailed to pariksha-cga@gov.in latest by **30th June 2018**.
4. This issues with the approval of competent authority.



(Hanumaiiah Korukonda)

Dy. Controller General of Accounts
Ph. 011-24665351

Copy to :

1. All Principal CCAs/CCAs/CAs with independent charge.
2. Shri V. Bhattacharjee, Secretary General, All India Civil Accounts Employees Association, 17/2-C, P & T Quarters, Kali Bari Marg, New Delhi – 110001.
3. Shri A. B. Sunil Kumar, Secretary General, All India Association of Pay & Accounts Officers (Civil), Films Division, Phase – I Building, 4th Floor, 24, Dr. G.Desmukh Marg, Mumbai – 400026.
4. Shri Vijay Kumar Keshari, Secretary General, All India Civil Accounts Gr. B Gazetted (AAOs) Association, Room No. 09, H.No.208, Near Vedanta Restaurant, Munirka, New Delhi – 110067.
5. Sr. A.O.(ITD) with the request to upload this O.M. on the website of CGA.

Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Background paper for discussion on the proposed revision of Regulations and Syllabus of the Assistant Accounts Officer (Civil) Examination.

The existing regulations and syllabus of the Assistant Accounts Officer (Civil) Examination were notified in the year 2006. Copy of the existing regulations and syllabus is available on the website of CGA under the link Human Resources > Group B > AAO Civil Examination > Corrigendum dated 22.11.2007.

2. In the light of the experience gained during the past 12 years of conducting the AAO (Civil) Examination and the increasing use of technology in public finance management, a need was felt to restructure the AAO (Civil) Examination including shifting to the online mode to reduce manual interventions to the minimum. Accordingly, it is proposed to restructure the AAO (Civil) Examination on the following lines:-

- (i) The examination will be conducted on-line through an outsourced agency.
- (ii) The examination will be completely of objective multiple choice questions.
- (iii)** The examination will comprise 4 Papers details of which are at **Annexure A & B.**
- (iv) Each Paper will have 100 objective multiple-choice questions for one mark each. There will be no negative marking.
- (v) 65% questions will be of basic levels, 25% advance level and 10% difficult.
- (vi) Time allowed for each Paper will be 2 hours.
- (vii) The present examination with its open book system does not appropriately test the skills of candidates as copying from books is enough to pass the exam. Therefore, no books will be allowed in any of the 4 Papers under the revised pattern.
- (viii)** Minimum marks required for pass in each Paper will be 50 for General Category and 45 for SC/ST. A candidate who passes all 4 Papers will be declared passed in the examination.
- (ix)** A candidate who fails to pass the exam as a whole in one attempt but secures a minimum of 50 or 45 marks, as the case may be, in any Paper will be exempted from re-appearing in that Paper of the immediately succeeding examination. If the candidate fails to avail this opportunity and pass the exam as a whole in the said succeeding examination, he/she will have to re-appear in all the Papers of the second succeeding examination or any other subsequent examination. In other words exemptions secured under the revised pattern will be valid only for one immediate succeeding examination conducted after the examination in which the exemptions were secured.

- (x) Exemptions secured upto and including the AAO (Civil) Examination 2017 will not be valid under the revised pattern.
- (xi) A candidate will get 6 chances to pass the examination.
- (xii) There will be no requirement of passing the CCC Examination conducted by NIELIT. Basic skills in computer operations can be imparted during the induction training at INGAF.
- (xiii) Eligibility to appear in the examination will remain the same except (i) the cut off date for determining eligibility will be the 1st day of the month in which examination is held as against 1st October of the year of exam under the existing pattern and (ii) the prospective candidates should have successfully completed the period of probation in the existing grade.
- (xiv) All successful candidates will have to undergo mandatory induction training for not less than 4 weeks in INGAF after qualifying the AAO (Civil) Examination and getting promoted as AAO. The training may be followed by a test.

Syllabus of AAO (Civil) Examination 2018

[The Acts, Rules, Codes, Manuals, Orders etc. referred to in this Syllabus as amended from time to time will be used while setting the question papers]

Paper 1 Service Rules and Office Communication

Unit 1- Service Rules

- i. FRSR Part I- General Rules (except the portion on Govt. residences covered under Section 26 to 28 of S.R.)
- ii. FRSR Part II – Travelling Allowances
- iii. Central Services (Medical Attendance) Rules 1944 and orders issued by GoI from time to time on CGHS.
- iv. CCS (Conduct) Rules and CCS (CCA) Rules
- v. CCC (Pension) rules, 1972; CCS (Commutation of Pension) Rules, 1981; CCS (Leave) Rules; National Pension System (NPS).
- vi. Leave Travel Concession Rules; General Provident Fund (Central Services) Rules, 1960; Central Government Employees Group Insurance Scheme, 1980;
- vii. Orders governing fixation of Pay of re-employed Pensioners;

Unit 2- Office Communication and Office Procedure

- i. Manual of Office Procedure,
- ii. e-Office
- iii. Comprehension
- iv. Questions on Grammar

Paper 2- Information & Financial Technology

Unit 1 – Public Financial Management

- i. Basic principles of Budgeting
- ii. General Financial Rules, 2017 (Chapters 2, 3, 9 and Sections II to IX of Chapter 12)
- iii. DFPR (Latest)
- iv. Receipts and Payment Rules (Latest)
- v. Civil Accounts Manual (Chapters 1 to 4, 6 to 10 and 17)

Unit 2 – Information Technology

- i. Basic Concepts of Computer Applications
- ii. MS Word, Excel, Power point
- iii. IT Act, 2000 and IT system security
- iv. Public Financial Management System (PFMS)
- v. Portals like NTRP, e-Lekha, WRPS, APMS, GeM, BHAVISHYA and CPGRAMS

Unit 3 Banking Arrangement & Financial Technology

- i. Civil Accounts Manual (Chapters 1, 3, 13, 14 & 15)
- ii. Concept of Agency Banks, Accredited Bank
- iii. Payment Settlement Act, 2007 (as amended from time to time)
- iv. Negotiable Instruments Act, 1881 (as amended from time to time)
- v. Settlement and clearance process of RBI and NPCIL
- vi. E-Payment technology
- vii. Tax receipts through portals and banking interface
- viii. Relevant RBI circulars
- ix. Manual of Accounting of Indirect Taxes (Latest edition)- issued by o/o Pr.CCA, CBEC
- x. CBDT Accounts Manual (Latest edition)- issued by o/o Pr.CCA, CBDT

Paper 3 – Government, Commercial and Management Accounts

Unit 1 Government Accounting

- i. Government Accounting Rules, 1990
- ii. Government Accounting Standards
- iii. Civil Accounts Manual (latest edition)
- iv. General Financial Rules, 2017 (Chapters 4 & 10)
- v. Overview of Appropriation Accounts and Finance Accounts
- vi. Revenue Accounts
- vii. Suspense Manual
- viii. List of Major and Minor Heads of Accounts

Unit 2 Procurement and Works Accounts

- i. General Financial Rules, 2017 (Chapters 5 to 8)
- ii. E- Procurement
- iii. Manuals on Procurement of Goods, Services and works Contracts published by Department of Expenditure.
- iv. Public Procurement (Preference to Make in India) Order, 2017.
- v. Central Government Accounts (Receipts and Payment) Rules, 1983 (Part III, section IV)
- vi. CPWD Works Manual
- vii. CPWD Departmental Code
- viii. CPWD Accounts Code

Unit 3 Commercial and Management Accounting

- i. Basic concepts of Commercial Accounting
- ii. Basic concepts of Management Accounting
- iii. Financial Statements
- iv. Accounting Standards
- v. Accrual Accounting

Paper 4 Internal Audit and Parliamentary Control

Unit 1 Internal Audit

- i. Chapter 12 of Civil Accounts Manual.
- ii. Concepts, Objective, Techniques and Principles of Auditing
- iii. Types of auditing
- iv. Risk Based Audit
- v. Audit standards
- vi. eRAS

Unit 2 Parliamentary Control

- i. Constitution of India (Articles 77, 79 to 151, 245 to 290(a), 292 to 312(a) and 352 to 360)
- ii. FRBM Act
- vii. Parliamentary Committees (PAC, Estimates' Committee, DRSC)
- viii. APMS

SUGGESTED STUDY MATERIAL

[The Acts, Rules, Codes, Manuals, Orders etc. referred to in this Syllabus as amended from time to time will be used while setting the question papers]

Paper 1 Service Rules and Office Communication

Unit 1- Service Rules

1. FRSR Part I- General Rules (except the portion on Govt. residences covered under Section 26 to 28 of S.R.)
2. FRSR Part II – Travelling Allowances.
3. Central Services (Medical Attendance) Rules 1944 orders issued by GoI from time to time on CGHS.
4. CCS (Conduct) Rules and CCS (CCA) Rules.
5. CCC (Pension) rules, 1972.
6. CCS (Commutation of Pension) Rules, 1981.
7. Scheme for payment of pension through authorized banks issued by CPAO.
8. Central Treasury Rules Vol. I, Part V, Section IV dealing with pension payments.
9. CCS (Leave) Rules.
10. Orders/instructions issued by GoI from time to time on National Pension System and information available on the website of PFRDA.
11. CCS (Leave Travel Concession) Rules
12. General Provident Fund (Central Services) Rules, 1960.
13. Central Government Employees Group Insurance Scheme, 1980.
14. Orders governing fixation of Pay of re-employed Pensioners.
15. General Financial Rules 2017 (Chapter 12) and Compendium of Rules on Advances to Government Servants.
16. Revised Pay Rules 2008 & 2016 and Orders issued thereunder.

Unit 2- Office Communication and Office Procedure

1. Manual of Office Procedure.
2. Central Secretariat Manual of e-Office Procedure.
3. Any good book on English/Hindi grammar and comprehension.

Paper 2 - Information & Financial Technology

Unit 1 – Public Financial Management

1. Budget circulars issued by Budget Division of Ministry of Finance.
2. General Financial Rules 2017 (Chapters 2, 3, 9 and Sections II to IX of Chapter 12).
3. DFPR
4. Receipts and Payment Rules, 1983.
5. Civil Accounts Manual (Chapters 1 to 4, 6 to 10 and 17).

Unit 2 – Information Technology

1. Computer and Office Applications by National Institute of Open Schooling.
2. The IT Act, 2000
3. National Cyber Security Policy 2013 as amended from time to time and guidelines issued by CERT-IN, Ministry of Electronics & Information Technology on cyber security
4. Information available on the PFMS Portal of CGA
5. Portals like NTRP, APMS, GeM, BHAVISHYA, CPGRAMS

Unit 3 Banking Arrangement & Financial Technology

- i. Civil Accounts Manual (Chapters 1, 3, 13, 14 & 15)
- ii. Concept of Agency Banks, Accredited Bank
- iii. Payment Settlement Act, 2007 (as amended from time to time)
- iv. Negotiable Instruments Act, 1881 (as amended from time to time)
- v. Material available on the websites of RBI, NPCIL etc. on electronic payments and clearances.
- vi. E-Payment technology
- vii. Tax receipts through portals and banking interface
- viii. Relevant RBI circulars
- ix. Manual of Accounting of Indirect Taxes (Latest edition)- issued by o/o Pr.CCA, CBEC
- x. CBDT Accounts Manual (Latest edition)- issued by o/o Pr.CCA, CBDT
- xi. e-Tutorial of INGAF.

Paper 3 – Government, Commercial and Management Accounts

Unit 1 Government Accounting

1. Government Accounting Rules, 1990
2. Information available on the GASAB Portal of CAG on notified Government Accounting Standards.
3. Civil Accounts Manual (latest edition)
4. General Financial Rules, 2017 (Chapters 4 & 10)
5. Manual of Accounting of Indirect Taxes issued by Pr. CCA, CBEC.
6. CBDT Accounts Manual issued by Pr. CCA, CBDT
7. Suspense Manual
8. List of Major and Minor Heads of Accounts

Unit 2 Procurement and Works Accounts

1. General Financial Rules 2017 (Chapters 5 to 8)
2. Orders issued by Procurement Division of Department of Expenditure on e-procurement available on their website
3. Manual of policies and procedure of procurement of goods brought out by Department of Expenditure.
4. Manual of policies and procedure of procurement of services brought out by Department of Expenditure.
5. Public Procurement (Preference to Make in India) Order, 2017.
6. Material available on the website of Department of Commerce on GeM.
7. Manual of policies and procedure for works contracts brought out by Department of Expenditure
8. Receipt and Payment Rules, 1983 (Part III, section IV)
9. CPWD Works Manual
10. CPWD Departmental Code
11. CPWD Accounts Code

Unit 3 Commercial and Management Accounting

1. Study material on financial accounting prepared by ICAI for AAO(Civil) Exam available on CGA's website
2. Information available on the GASAB Portal of CAG on Accrual Accounting.
3. Study material on cost and management accounting prepared by ICAI for AAO(Civil) Exam available on CGA's website
4. Compendium of Accounting Standards published by ICAI – Chapter on Frame Works for Preparation and Presentation of Financial Statements.
5. Report of the Committee of Experts on Uniform Format of Accounts for Central Autonomous Bodies.

Paper 4 - Internal Audit and Parliamentary Control

Unit 1 Internal Audit

- i. Chapter 12 of Civil Accounts Manual.
- ii. Generic Internal Audit Manual published by CGA
- iii. Checklist for PAOs without COMPACT, with COMPACT, DDOs
- iv. CAG (DPC) Act

Unit 2 Parliamentary Control

- i. The Constitution of India (Articles 77, 79 to 151, 245 to 290(a), 292 to 312(a) and 352 to 360)
- ii. The FRBM Act
- iii. Rules of Procedure and Conduct of Business in the Lok Sabha, Chapter XXVI relating to Parliamentary Committees.
- iv. CAG (DPC) Act.