

1,9,23,34,53. ①

ANNEXURE-I

No. II. SUBORDINATE ACCOUNTS SERVICE EXAMINATION

(1) SYLLABUS

1. FUNDAMENTAL RULES AND ANDHRA PRADESH PENSION CODE
(PRACTICAL) (WITH BOOKS) ✓

1. Fundamental Rules and Subsidiary Rules of Andhra Pradesh Government excluding rules in chapter VII and rules special to Military officers and to Members of All India Service.

2. Pension rules in the Andhra Pradesh Pension Code so far as they relate to subordinate and inferior services, The Andhra Pradesh Liberalised Pension rules, 1964, the Andhra Pradesh Govt. Servants Family Pension Rules, 1964 and the Andhra Pradesh Revised Pension Rules 1980.

3. Andhra Pradesh Travelling Allowance Rules in the Manual of Special pay Allowances.

4. Establishment rules prescribed by Government for Local Bodies governing such matters as appointments, qualifications, punishments, appeals, gratuities, pension and travelling allowances.

BOOKS TO BE ALLOWED FOR THE EXAMINATION

1. Fundamental Rules (Printed and Published by the Andhra Pradesh Government).

2. Andhra Pradesh Pension Code Volume-I and II and the Andhra Pradesh Revised Pension Rules, 1980.

3. Andhra Pradesh Manual of Special Pay and Allowances.

4. Statutory rules under the Andhra Pradesh Municipalities Act, 1965, the Andhra Pradesh Gram Panchayats Act, 1964 and the Andhra Pradesh Panchayat Samithies and Zilla Parishads Act, 1959.

2. LOCAL ACTS AND RULES FRAMED THEREUNDER (PRACTICAL)
(WITH BOOKS) ✓

1. The Andhra Pradesh Municipalities Act, 1965, Parts-I, II, III, IV, V (except Chapter VII therein) VI and VII and schedules II, III, IV, V and IX and the rules framed thereunder.

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2. The Andhra Pradesh Gram Panchayats Act and the Rules framed thereunder.

3. The Andhra Pradesh (Andhra Area) Public Health Act, Chapters I to XI, XIII and XIV.

NOTE:- A knowledge of the sections in Chapters of the Acts prescribed above bearing on the revenue, expenditure and accounts matters will be expected.

4. The Andhra Pradesh (Andhra Area) Elementary Education Act.

5. The Andhra Pradesh Panchayat Samithis and Zilla Parishad Act and the Rules framed thereunder.

6. The Andhra Pradesh Charitable and Hindu Religious Instructions and Endowments Act, 1966 and the Rules framed thereunder.

7. Andhra Pradesh Public Libraries Act and Rules framed thereunder.

8. The Andhra Pradesh (Agricultural Produce and Livestock) Market Act, 1966 and the Rules framed thereunder.

9. Andhra Pradesh (Andhra Area) Town Planning Act and the Rules framed thereunder.

NOTE:- The paper Local Acts and Rules contains two Parts 'A' & 'B'.

PART - 'A'

(Contains items 1 to 5 and 7 to 10 Local Fund Institutions
70 Marks)

AND

PART - 'B'

(Contains items 6 only)

Panchayat Samithis and Zilla Parishad (30 Marks)

BOOKS TO BE ALLOWED FOR THE EXAMINATION

1. The Andhra Pradesh Municipalities Act, 1959-1965.
2. The Andhra Pradesh Gram Panchayats Act, and the Rules framed thereunder.
3. The Andhra Pradesh (Andhra Area) Public Health Act.
4. The Andhra Pradesh (Andhra Area) Elementary Education Act.
5. The Local Boards Manual.

6. The Municipal Account Code.
7. The Union Manual.
8. Rules framed under the Elementary Education Act.
9. The Integrated Andhra Pradesh Education Rules, 1966.
10. Statutory Rules Under:
(i) The Andhra Pradesh Municipalities Act, 1965.
11. The Andhra Pradesh Panchayat Samithis and Zilla Parishads Act and the Rules framed thereunder.
12. The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1966 and the Statutory Rules framed thereunder.
13. Andhra Pradesh Public Libraries Act and Rules framed thereunder.
14. The Andhra Pradesh (Agricultural Produce and Livestock) Market Act, 1966 and the Rules framed thereunder.
15. Andhra Pradesh (Andhra Area) Town Planning Act and Rules framed thereunder.

3. FINANCIAL RULES AND PRINCIPLES OF ANDHRA PRADESH GOVERNMENT & COUNTS (WITH BOOKS)

1. The Andhra Pradesh Financial Code Volume-I
2. The Andhra Pradesh Financial Code Volume-II
3. The Andhra Pradesh Treasury Code Volume-I, Part-I, Part-II (Chapter-II, V, VI, VII) and Part-III, Chapter VI.
4. The Andhra Pradesh Treasury Code Volume-II (Except Appendices 1 to 7, 10, 11, 14, 15, 19 to 27).
5. The A.P. Account Code Volume-I (Chapter 3 to 6 and Appendix-3).
6. The A.P. Budget Manual Part-I, Chapter-I to V, VII and VIII.
7. Constitution of India 1950 Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.

BOOKS TO BE ALLOWED FOR THE EXAMINATION

1. The A.P. Financial Code Volume-I
2. The A.P. Financial Code Volume-II
3. The A.P. Treasury Code Volume-I
4. The A.P. Treasury Code Volume-II
5. The A.P. Account Code Volume-I
6. The A.P. Budget Manual
7. Constitution of India.

4. ACCOUNTS AND AUDIT (PRACTICAL) (TIN BOOKS)

The Accounts maintained by the institutions mentioned below and the checks to be exercised in auditing them.

1. Municipalities.
2. Panchayat Samithis and Zilla Parishads
3. Gram Panchayats.
4. District Medical Libraries.
5. Official Receivers
6. Universities
7. Official Trustees and the Administrator General
8. Hindu Religious and Charitable Endowments Institutions.
9. Andhra Pradesh Medical Council.
10. The Treasurer of Charitable Endowments.
11. Zilla Grandhalaya Samasthas
12. Market Committees.

NOTE:- 1. The Paper should contain questions on Panchayat Samithis and Zilla Parishads carrying 30% marks, and on works to the extent of 40% marks.

BOOKS TO BE ALLOWED FOR EXAMINATION

1. The Municipal Account Code
2. The Local Boards Manual
3. Rules framed under the Elementary Education Act
4. Union Manual
5. The integrated Andhra Pradesh Educational Rules, 1966.
6. The A.P. Provincial Insolvency Rules, 1966.
7. The Andhra Pradesh Municipalities Act, 1965.
8. The Andhra Pradesh Gram Panchayat Act and the rules framed thereunder.
9. The Andhra Pradesh (Andhra Area) Elementary Education Act.
10. Acts of the 7 Universities i.e., Agriculture, Jawaharlal Nehru Technological, Osmania, Nagarjuna, Kakatiya, Sri Venkateswara and Andhra.
11. The Provincial Insolvency Act
12. The Administrator General's Act.
13. Official Trustees Act.
14. The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1966.
15. The Local Fund Audit Department Manual.
16. Statutory Rules under:-
 - (a) The Andhra Pradesh Gram Panchayat Act, 1964.
 - (b) The Andhra Pradesh Municipalities Act, 1965.
17. The Andhra Pradesh Panchayat Samithis and Zilla Parishad Act and rules framed thereunder.
18. The Andhra Pradesh Charitable and Hindu Religious Institutions and endowments Act, 1966 and the statutory Rules framed thereunder.

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19. Andhra Pradesh Zilla Grandhalaya Samistas Act and the rules framed thereunder.
20. Andhra Pradesh (Agricultural Produce and Livestock) Market 1966 and the rules framed thereunder.
21. Andhra Pradesh (Andhra Area) Town Planning Act and the rules framed thereunder.

5. COMMERCIAL BOOK-KEEPING (WITHOUT BOOKS)

Text Books: Advance Accounting by "J.R. Bottli Boi",
Chapters bearing the following Titles.

1. Chapter I - Fundamental of Double Entry.
2. Chapter II - Trading, Manufacturing and Profit and Loss Accounts and Balance Sheet.
3. Chapter III - Capital Revenue Income and Expenditure and Receipts and Payments Accounts.
4. Chapter IV - Bills of Exchange, Promissory Notes and Cheques.
5. Chapter VI - Consignment and Joint Ventures
6. Chapter VII - Partnership Accounts
7. Chapter VIII - Partnership Dissolution Accounts
8. Chapter IX - Single Entry System
9. Chapter X - Accounts of Joint Stock Companies.
10. Chapter XI - Accounts of Joint Stock Companies-Continued.
11. Chapter XIV - Depreciation and Reserves.
12. Chapter XXIV - Cost Accounting.

APPENDIX - IX

The examination consists of 5 subjects and 5 questions Papers as detailed below:

SUBJECTS	Duration hours	Maximum Marks	Minimum Marks
1. Fundamental Rules & Andhra Pradesh Pension Code (Practical with Books)	2	100	40
2. Local Acts and Rules framed thereunder (Practical) (With Books)	2	100	40
3. Financial Rules & Principles of Andhra Pradesh Government Accounts (With Books) (as amended in G.O. Ms. No: 558, G.A. (Service-C) Dept., dt 23/11/87).	2	100	40
4. Accounts and Audit (Practical) (With Books)	2	100	40
5. Commercial Book-Keeping (Without Books)	2	100	40