

TELANGANA STATE PUBLIC SERVICE COMMISSION # HYDERABAD

SCHEME AND SYLLABUS FOR DEPARTMENTAL TEST

**DEPARTMENTAL TEST FOR ACCOUNTS OFFICERS/ASSISTANT ACCOUNTS
OFFICERS IN TS POWER UTILITIES (TS GENCO, TS TRANSCO & TS DISCOMS)**

PAPER CODE NO.s. (041 & 059) (WITHOUT BOOKS)

PAPER CODE NO(s)	SUBJECT	MODE OF EXAM	DURATION	MAXIMUM MARKS	MARKS FOR PASSING
041	PAPER – I (WITHOUT BOOKS)	Objective	2 Hours	100	40
059	PAPER – II (WITH OUT BOOKS)	Objective	2 Hours	100	40

N.B : CANDIDATES SHOULD PASS BOTH THE PAPERS AT A TIME

SYLLABUS

As per G.O.Rt.No.64, ENERGY (HR.A1) Department, Dt: 23-10-2020

P.C.No.041: FIRST PAPER

1. Commercial Accounts, Different accounting systems including Commercial Accounts Manual Part-II
2. Accounting Procedure in reorganized set up in respect of Cost Accounting, Pay Rolls, Transport, Stores, Accounts Payable, Cash Accounting, BRS, Revenue billing and collection, Suspense Accounts, Ledgers, Plant Records, Depreciation and Annual Financial statements in power utilities.
3. ERP Applications and its advantages
4. Audit (Internal & External), Importance of Audit, Reports of Committee on Public Undertakings.
5. Statutory checks, Revenue and expenditure including Stores Accounts
6. Accounting Standards & Costing Procedures and Practices applicable to Power Sector.
7. Departmental Manuals and Regulations viz
 - a) APED Manuals Vol - I & II
 - b) APSEB Service Regulations Part I, II & III
 - c) Manual of Special Pay and Allowances (as applicable to power sector employees).
 - d) Andhra Pradesh Financial Code, Vol.I
 - e) Andhra Pradesh Treasury Code, Vol. I & II
 - f) Andhra Pradesh Revised Pension Rules 1980.
 - g) APSEB GPF Regulations, PF Trusts and its procedures.

- h) APSEB Leave Regulations
- i) APSEB LTC Regulations
- j) APSEB Conduct Regulations
- k) APSEB Discipline and Appeal Regulations.
- l) Apprentices Act, 1961
- m) APSEB Medical Reimbursement Regulations.
- n) Powers of officers in TS Power utilities (B.P.Ms.No.58 of 1964 and subsequent amendments)
- o) Manufacturing accounts, maintenance of Cash Book, Revenue realization and write off.
- p) Other Misc., Rules and Orders of Govt. applicable to TS Power Utilities.

P.C.No.059: SECOND PAPER

- I. Different Organization set up, Leadership styles, Man Power Planning & Auditing, Wage and Salary, Administration Incentives and rewards, appraisals, Different systems of promotions and transfers, Training & Development, handling Labour problems, Labour Welfare Acts, viz
 - 1) Child Labour (Prohibition and Regulation) Act, 1986
 - 2) Contract Labour (Regulation and Abolition) Act, 1970
 - 3) Employees 'Compensation Act, 1923 (formerly known as Workmen Compensation Act).
 - 4) Employees 'Provident Funds and Miscellaneous Provisions Act,1952
 - 5) Employees 'State Insurance Act, 1948
 - 6) Factories Act,1948
 - 7) Industrial Disputes Act,1947
 - 8) Maternity Benefit Act, 1961
 - 9) Minimum Wages Act, 1948
 - 10)Trade Union Act, 1926, Strikes and Negotiations Collective Bargaining Delegation of powers, financial advice etc,
- II. Budgets, Functional and Cost of Production, Sales and Liabilities, Revised estimates, Budget Re-appropriation, ways and means scrutiny, Administrative Report.
- III. Rates and Statistics, Presenting the financial working of utilities, statistics of cost of construction, O & M charges Graphical methods, cost and relationship to rates.
- IV. a) A Knowledge of power utilities in India and their ownership and management, elements f economics and statistics required to understand the above.
 - b)Electricity Act,2003.
- V. Business Procedures, Insurance schemes for Money, Material and Men, Securities to be observed for handling cash and stores, Income Tax Act, Land Acquisition

Act, Constitution of India, Forms of contract for expenditure and revenue , drafting of commercial correspondence and making out reports.

- VI. Material Management , Value Analysis, Vendor Rating, A.B.C. Analysis, Inventory Control, Spare Parts Indents, Quality Control, Material Handling Techniques, Delegation of Powers and Financial Advice in Purchase

- VII. Tariff Regulations (Generation, Transmission and Distribution) of Telangana State Electricity Regulatory Commission and Central Electricity Regulatory Commission (TSERC and CERC)