

## ANNEXURE

*Rules for Departmental Examination on Accounts and Office Procedure*

The Departmental Examination on Accounts and Office Procedure shall ordinarily be held in the month of December each year on two consecutive days. Unless directed otherwise by the Board of Revenue, it shall be commenced on the second Monday (the next working day if the second Monday is a holiday) of December.

2. There shall be four papers for the examination, namely:—

## GROUP A

## PAPER I

- (1) Orissa Records Manual, 1964
- (2) Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.
- (3) Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules framed thereunder.
- (4) Orissa Government Servants Conduct Rules, 1959
- (5) Constitutional provisions and/or Government instructions, issued from time to time, regarding recruitment, disciplinary procedure, conduct of Government servants, O. & M. office procedure, etc.

## PAPER II

- ✓(1) Orissa Travelling Allowance Rules
- (2) General Provident Fund (Orissa) Rules
- (3) Government instructions, issued from time to time, regarding Travelling Allowances, Provident Fund, etc.

## GROUP B

## PAPER III

- (1) Orissa Service Code
- (2) Orissa Pension Rules
- (3) Government instructions, issued from time to time, regarding conditions of service, matters covered under the Orissa Service Code, Pension and Gratuity, Group Insurance, etc.

## PAPER IV

- (1) Orissa Budget Manual ✓
- (2) Accounts Code
- (3) Orissa Treasury Code ✓
- (4) Orissa General Financial Rules
- (5) Delegation of Financial Powers Rules, 1973
- (6) Government Securities Manual
- (7) Government instructions, issued from time to time regarding budget, accounts and financial procedure etc.

3. The examination in respect of each paper shall be of three hours' duration. The examinees may take the assistance of books (unannotated), copies of which may be procured by themselves.

4. Marks shall be assigned against each question and the total number of marks for each paper shall be 150. The Board of Revenue may, at its discretion, set objective type questions or questions involving case studies.

5. An examinee must obtain at least 75 marks (i. e., fifty per cent) in each paper to secure a pass therein.

6. An examinee may, at his option, appear in the examination for all the papers or one or more papers on a particular occasion. He may also appear in the examination in respect of a paper in which he had failed on an earlier occasion.