

## APPENDIX B.

### Departmental Test for Officers of the National Employment Service.

#### (i) *Syllabus*

National Employment Service Manual as amended from time to time.

#### (ii) *Number of question Papers, Maximum and Minimum.*

Subject.	Duration hours.	Maximum.	Minimum
One paper (without books).	3	100	40 for a second class and 60 for a first class.

**APPENDIX B**

**DEPARTMENTAL TEST IN THE TAMIL NADU MEDICAL CODE.**

*(i) Syllabus.*

All chapters in Volume I and the appendices in Volume II of the Tamil Nadu Medical Code (Fifth edition).

*(ii) Number of Question papers, Maximum and Minimum.*

Subject.	Duration (hours).	Maximum.	Minimum.
One paper (with books)	3	100	40

129/206—GBP. Ms. 112—1,003—1987.

APPENDIX B

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Departmental Test for Junior Assistant in the  
Police Department.

(i) *Syllabus*

Police Standing Order Books, Volumes I to IV.

(ii) *Number of question Papers, Maximum and Minimum.*

Subject.	Duration hours	Maximum.	Minimum.
One paper (with books)	3	100	50

Note.—The examination will mainly be directed towards testing the candidates' capacity for the practical work of a Police office.

APPENDIX B.

DEPARTMENTAL TEST FOR GOVERNMENT PRESS OFFICERS

(i) Syllabus.

- (1) Printing Manual.
- (2) Government Press Office Manual.

(ii) Number of Question papers, Maximum and Minimum.

	Duration Hours.	Maximum.	Minimum.
One paper (with books)	3	100	60

129-204—GBP. Ms. 112—1,003—1987.

APPENDIX B.

THE STATIONERY AND PRINTING DEPARTMENT TEST.

Syllabus.

The following are the subjects of the Test :—

	Duration Hours.	Maximum.	Minimum.
<i>Part A.</i>			
Stationery Manual Volumes I and II (with books).	3	100	40
<i>Part B.</i>			
Government Press Office Manual (with books).	3	100	40

NOTE.—Among the successful candidates, those who secure 60% and more in each part will be placed in the first class and the rest in the second class.

129-205—GBP. Ms. 112—1,003—1987.



DEPUTY INSPECTOR'S TEST.

(i) SYLLABUS—APPENDIX-B.

1. The Madras Inspection Code with Special reference to the Office and general duties of Deputy Inspectors of Schools.
2. The Madras Educational Rules, Rules relating to the Elementary Schools, the Madras Elementary Education Act, with the rules made thereunder, important Government notifications relating to education and the sections of the Madras District Municipalities Act, 1920 and the Madras Local Boards Act, 1920, relating to education and the by-laws and rules issued thereunder.
3. The Grant-in-aid code and the Rules for the Grant of Recognition and Aid to Elementary Schools and Educational Statistics and the rules relating to the Provident Fund for teachers S.S.L.C. Scheme and pension scheme.

Notes.—(1) There shall be a separate paper in Educational Statistics and in the other subjects put together there shall be two papers, one containing questions bearing on 'Secondary and Special Schools' and the other containing questions bearing on 'Elementary Schools'.

(2) Candidates are also required to be conversant with such amendments to the Acts, Rules, etc., mentioned above as might have been issued or published not later than six months prior to the date of the examination.

(3) Candidates will be permitted the use of the Public Instruction Report and the Census Statistics in answering the questions on Educational Statistics.

~~(4) The questions on Educational Statistics will be restricted to the Statistics found in the Public Instruction Report of the year prescribed for the test by the Commission.~~ The syllabus for the questions on Educational Statistics will be restricted to the statistics found in the Public Instruction Report of the year 2002-03.

(ii) NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM.

Subjects.	Duration	
	Hours.	Maximum. Minimum.
1. I paper (relating to Secondary and Special Schools)—without books.	3	100 40
2. II paper (relating to Elementary Schools)—without books.	3	100 40
3. Educational Statistics—with books. 2002-2003	1½	100 40

NOTE.—Candidates are allowed to pass this test either in one and the same examination or in different examinations.  
 GBP. Ms 112—129-225—1005—1987



APPENDIX B.

ELECTRICITY DEPARTMENT ACCOUNT TEST.

SYLLABUS.

I. *First paper*—

1. The Madras Electricity Department Manual—(Volume I)—  
Chapters I, II, III, IV, V (excluding section IV), VI, VIII  
and IX.
2. The Madras Electricity Department Manual—  
Volume II—Appendices I, II, III, IV, V, VI, VII, X, XI  
XII, XIII, XXI, XXII, XXIII, XXV and XXVI.

*Second Paper*—

1. The Madras Financial Code—Volume I—  
Chapters I, II, III, IV, V, VI, VII, VIII (excluding paragraphs  
184 to 200 and 203 to 208, relating to works allotted to  
Public works Department Forest and Excise Departments).  
Chapter X (Paragraphs 226 to 240 only).  
Chapters XI, XII, XIII and XIV.
2. The Madras Financial Code—Volume II—  
Appendices, 1, 2, 4, 7, 10, 14, 15, (items 8 and 9 only), 18  
21, 22, 23, and 25.
3. Madras Treasury Code—Volume I—  
The Madras Treasury Rules in Part I. (Instructions under  
Treasury Rules 8 and 9.

Treasury Rule 10—

Subsidiary Rules 1 to 4, 6 and 7 Exception under Instruc-  
tion Subsidiary Rules 3, 9, 10 (except (/), and 20.

Treasury Rule 11—

Subsidiary Rules 1 and 2 and Instructions 2.

Treasury Rule 16—

Subsidiary Rules 2 to 14, 16 to 22 and Instruction 8.

Treasury Rule 32—

Subsidiary Rules 1 to 5. Instructions 1 to 10 (portions  
which have a direct bearing on the Electricity Depart-  
ment).



## 4. Madras Account Code, Volume III—Chapter II—

Articles 33, 47, 49, 52, 53, 55, 58-61 and 73-74. Chapter III—Section I—Articles 80-85, sections 6 and 7 (except sub-section C) and Appendix 1.

## 5. Madras Pension Code— Entire Code.

Questions to be set shall be of a simple nature.

## II. Number of question papers, the duration and the maximum and minimum number of marks—

	Duration hours.	Maximum.	Minimum,	
			First-class.	Second class.
(1) First paper, The Madras Electricity Department Manual, Volumes I and II (with books).	3	100 <del>120</del>		
(2) Second paper.—The Madras Financial Code, Volumes I and II, Madras Treasury Code, Volume I, the Madras Account Code, Volume III and the Madras Pension Code with books).	2	100 <del>90</del>		

One-third of the maximum number of marks for each paper and three-fifths of the aggregate.

One-third of the maximum number of marks for each paper and two-fifths of the aggregate.

Minimum - 33 I st Paper

Minimum - 33 II nd Paper

80 in the aggregate for both Paper

120 - I class

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## APPENDIX B.

### SYLLABUS.

#### DEPARTMENTAL TEST IN COMMERCIAL TAXES ACTS.

##### PART I (with books).—

- (a) The Tamil Nadu General Sales Tax Act, 1959 and the Rules framed thereunder.
- (b) The Central Sales Tax Act, 1956 and the Rules thereunder.
- (c) The Tamil Nadu Commercial Taxes Manual, Volume I (excluding Appendix XI. pages 323—396).

##### PART II (with books)—

###### Section A:

- (a) The Tamil Nadu Entertainments Tax Act and Rules, 1939
- (b) The Tamil Nadu Betting Tax Act, 1935.
- (c) Tamil Nadu Tax on Luxuries in Hotel and lodging Houses Act, 1981. Tamil Nadu Tax on Luxuries in Hotels and lodging Houses Rules, 1980.

###### Section B:

- (a) The Tamil Nadu Commercial Taxes Manual, Volume II.
- (b) The Tamil Nadu Commercial Taxes Manual, Volume III.

##### PART III (with books)—

Appendix XI of the Tamil Nadu Commercial Taxes Manual, Volume I (pages 323-396 containing extracts from the following Acts and codes:—

- (a) Banker's Book Evidence Act (XVIII of 1891).
- (b) The Code of Civil Procedure (V of 1908).
- (c) The Indian Companies Act (VII of 1913).
- (d) The Constitution of India.
- (e) The Indian Contract Act (IX of 1872).
- (f) The Criminal Procedure Code (V of 1898).
- (g) The Indian Evidence Act (I of 1872).
- (h) The General Clauses Act (X of 1897).



- (i) The Indian Limitation Act (IX of 1908).
- (j) The Negotiable Instruments Act (XXVI of 1881).
- (k) The Indian Partnership Act (IX of 1932).
- (l) The Indian Penal Code Act (XLV of 1860).
- (m) The Sale of Goods Act (III of 1930).
- (n) The Transfer of Property Act (IV of 1882).
- (o) The Tamil Nadu General Clauses Act (I of 1891).
- (p) The Tamil Nadu Revenue Recovery Act (II of 1864).

(ii) Number of question papers, maximum and minimum :

Number of papers.	Duration Hours.	Maximum Marks.	Minimum Marks.
(1)	(2)	(3)	(4)
Part I (with books)	3	100	40
Part II (with books)	—	—	—
Section A/Section B	3	100	40
Part III (with books)	3	100	40

APPENDIX B.

HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS  
(ADMINISTRATION) DEPARTMENT TEST.

(i) Syllabus.

- (1) The Madras Hindu Religious and Charitable Endowments Act, 1959.
- (2) The rules framed under the Act.

(ii) Number of Question Papers, Maximum and Minimum.

Subject.	Duration Hours.	Maximum Marks.	Minimum Marks. required for a pass.
(1) First Paper—The Madras Hindu Religious and Charitable Endowments Act, 1959 Madras Act XXII of 1959) (without books).	2½	100	40 per cent of the marks in each paper and 40 per cent in the aggregate.
(2) Second Paper—The rules framed under the Madras Hindu Religious and Charitable Endowments Act, 1959 (Madras Act XXII of 1959) (without books).	2½	100	40 .



## APPENDIX B.

DEPARTMENTAL TEST FOR THE MEMBERS OF THE  
STAFF OF THE TAMIL NADU KHADI AND  
VILLAGE INDUSTRIES BOARD.*Syllabus.*

- (i) Gandhiji's Collected Works Volume V.  
(ii) Handbook of Pattern of Financial Assistance by Khadi and Village Industries Commission.

Number of Papers, Maximum and Minimum Marks :—

Subject.	Duration Hours.	Maximum Marks.	Minimum Marks.
First Paper on Gandhiji's Collected Works, Volume V (with books).	2	100%	35%
Second Paper on the Handbook of Pattern of Financial Assistance by the Khadi and Village Industries Commission (with books).	2	100%	35%

*Notes.*—(i) Candidates appearing for the test will be allowed to pass the papers at different sittings.

(ii) Questions in the First Paper shall be set only in Tamil and the candidates should answer the paper in Tamil only. The questions in the Second Paper shall be set both in English and Tamil and the candidates may answer the paper either in English or in Tamil as opted by them in their applications.

GBP. Ms 112—129-232—1003—1987

**APPENDIX—B.**  
**PANCHAYAT DEVELOPMENT ACCOUNT TEST**  
**SYLLABUS.**

**(1) BOOKS TO BE ALLOWED FOR ANSWERING THE EXAMINATION—**

- (i) The Fundamental Rules and subsidiary Rules including Madras Leave Rules.
- (ii) The Manual of Special Pay and Allowances—Parts I and II.
- (iii) The Madras Financial Code—Chapters I to VIII and XII to XIV.
- (iv) The Madras Treasury Code. Volume I—Part I, Part II (Chapters III, V and VII) and Part III (Chapter IV).
- (v) The Madras Budget Manual—Chapters I to V, VII and VIII.
- (vi) An introduction to Indian Government Accounts and Audit—Chapter 1, Part B of Chapter 2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28.
- (vii) The Madras Pension Code.
- (viii) Manual of Instructions for the Maintenance of Accounts of Panchayat Unions.

**(2) NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM—**

	Duration hours.	Maximum marks.	Minimum marks.
One Paper (with books)	3	420 100	45 40

NOTE.—Persons who have passed the Account Test for Subordinate Officers. Parts I and II before the issue of these orders need not pass the Panchayat Development Account Test.  
 GEP. Ms.—129-200—1,003—1987.

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APPENDIX B

THE TAMIL NADU FIRE SERVICE DEPARTMENT TEST

1. Syllabus; The Tamil Nadu Fire Service Manual
2. No. of papers, Maximum and Minimum marks.

<i>Subject.</i>	<i>Duration Hours.</i>	<i>Maximum Marks.</i>	<i>Minimum Marks.</i>
The Tamil Nadu Fire Service Manual (with books) 3 [without books].		100	40

APPENDIX B.

FISHERIES DEPARTMENT TEST—I.

(i) Syllabus.

Tamil Nadu Fisheries Manual Parts I & II.

Part I.

Tamil Nadu Fisheries Manual Part I.

Part II.

Volume I—Pearl Fisheries and Chark Fisheries.

and

Volume V—Fishermen Co-operatives.

(ii) Number of question papers, Maximum and Minimum.

Subject.	Duration Hours.	Maximum.	Minimum.
One paper (with books).	3	100	35

APPENDIX B.

DEPARTMENTAL TEST IN THE MANUAL OF FIREMANSHIP FOR OFFICERS OF THE TAMIL NADU FIRE SERVICE.

(i) Syllabus—

First Paper.

Manual of Firemanship—

(a) Part 1	..	All Chapters.
(b) Part 2	..	"
(c) Part 3	..	"
(d) Part 4	..	"

Second Paper.

Manual of Firemanship—

(a) Part 5	..	All Chapters.
(b) Part 6-A	..	"
(c) Part 6-B	..	"
(d) Part 6-C	..	"
(e) Part 7	..	"

(ii) Number of question papers maximum, and minimum.—

<i>Subject.</i>	<i>Duration hours.</i>	<i>Maximum marks.</i>	<i>Minimum marks required for a pass</i>
(1)	(2)	(3)	(4)
First Paper (without books)	3	100	Aggregate of 100 marks in both the papers,
Second Paper (without books)	3	100	



APPENDIX B.

Departmental Test Supervisors of Industrial Co-operatives in the Industries Department.

(i) Syllabus—

1. Co-operation General.

(a) Co-operative Law—First paper :—

(1) The Madras Co-operative Societies Act and Rules, (2) Relevant portions of the Indian Contract Act (First 75 sections), Sale of Goods Act and the Transfer of Property Act, (3) Information about weights and measures and control regulations.

(b) Co-operative Principles and Practice—Second Paper :

(1) What is Co-operation—Principles of Co-operation—Difference between the working of a co-operative society and other forms of organisation such as joint stock companies, partnership firm, etc.

Co-operation as a measure of rural reconstruction in respect of agriculture and industries—Concessions allowed to co-operative Societies—Co-operation and State aid.

(2) Obj cts, organisation and working of co-operative societies—How to organise a society—Conditions necessary for registration of a society—Application for registration.

General body—Framing of bye-laws and their amendments—Managing Committee—Office bearers—Supervision and inspection.

(3) Classification of societies—Credit—Non-credit—Agricultural Non-agricultural.

Working of various types of societies—(i) Agricultural Credit Societies, (ii) Non-agricultural Credit Societies, (iii) Multi-purpose societies, (iv) Farming and Land Colonization Societies, (v) Marketing Societies, (vi) Milk supply societies, (vii) Consumers societies, (viii) Housing societies, (ix) Weavers co-operative societies, (x) Societies for Handicraftsmen and Artisans, (xi) Other Industries Co-operatives (Village Small-scale and Large)—(xii) Labour Contract societies and (xii) Other miscellaneous types.



(4) Central Bodies and Federations—(i) District Central Banks, (ii) Madras State Co-operative Bank, (iii) State Co-operative Marketing Society, (iv) Provincial Co-operative Union, and (v) State Handloom Weavers Co-operative Society.

## 2. Co-operative Accounts and Audit including Book-keeping and Secretarial Practice.

(1) Principles of single and double entry book-keeping—Maintenance of accounts of co-operative societies—Various types of account books to be maintained—Principal and subsidiary books—Their relative importance—Journals—Cash books—Ledgers—Stock registers, etc.—Posting from subsidiary books to the ledger.

Cash and trade discounts—Trading account—Trial balance—Profit and loss accounts—Manufacturing and cash account—Gross and net profit—Depreciation—Different methods—Audit and its scope.

Preparation of monthly and annual statements of accounts—Balance sheet.

(2) Secretarial practice, Rights and duties of secretary—Managing Committee and ordinary members—Other office bearers—Admission, resignation; dismissal of members—General procedure at meetings—taking down minutes—Preparation of reports and other statements—Maintenance of muster-roll, records and registers—Members register—Shares register—Loans register—Files of invoices and vouchers—General business correspondence, etc.

## 3. Industrial Co-operation.

(1) Main features of our rural economy—Causes of decay of village industries.

Large scale, small-scale and village industries (including cottage industries)—Their definition and meaning—Possibilities of developing cottage and small scale industries—Their handicaps in the past and present—Their place in national economy—Subsidiary occupation—Decentralization.

(2) Importance of industrial co-operation—Need for organization for artisans and workmen—Why co-operation most suited to them—Need for balanced, decentralised economy and provision of increased and fuller employment opportunities—Other advantages.



(3) Industrial co-operatives in other countries—Christian socialists and the co-operative workshops—Industrial Co-operatives in China—Industrial Co-operatives in Japan.

(4) Objects, constitution and working of different types of producers co-operative societies—(i) workshop society, (ii) society of artisans, working at home, (iii) Labour Contract society, (iv) Producer-cum-consumer society, (v) agricultural producer-cum-Industrial producer society, (vi) agricultural multi-purpose society carrying on industrial activities, (vii) Transport society, etc.

(5) Structure of industrial co-operation—Model bye-laws—Primary producers society—District Industrial Co-operative Association—State Industrial Co-operative Association—State Financial Corporation, etc.

(6) Organisation—Factors to be considered—Choice of industries to be organised co-operatively—Factors influencing the choice—survival value—Organisation of production whether in houses or in factories—Purchase of raw materials—Quantity—Quality—Budgeting—Finance—Difficulties of raising short term, medium term and long term finance—Sources—How the Government, the Reserve Bank of India, the State Financial Corporation and the Central Co-operative banks can help—Promotion of thrift—Production—Techniques—Use of latest processes—Implements and machines—Quality control—Designs—Internal technical supervision—Standardisation wage and price fixing of finished products—Marketing the products through the State and District Industrial Co-operative Associations and consumers stores—Relation between primaries and Central Organisation and terms of sale—Sale depots—export—advertisement—exhibitions—shows and fairs.

(7) Important Cottage Industries—textile—leather—tanning—fibre food products, coir, etc.

(8) Industrial policy of the Government of India and the State Government—objects and constitution of the various boards—(i) All India Khadi and Village Industries Board, (ii) All-India Handloom Board, (iii) All-India Handicrafts Board (iv) Central Silk Board, (v) Central Coal Board, (vi) Small Scale Industries Board, (vii) Small Industries Service Institute and (viii) National Small Industries Corporation.

Experimentation and research and programme of various institutions—Technical advice and instruction—Peripatetic and Stationery Schools—Grant of stipends, scholarships, etc.



(9) Financial assistance by the State—Schemes for the grant of loans and subsidies to hereditary craftsmen and others engaged in various cottage industries and to industrial societies subsidies to staff and management—Government subscription to share capital of industrial co-operatives.

(10) Industrial and Labour Laws—Important and relevant portions of Indian Factories Act—Payment of Wages Act—Workmen's Compensation Act and Maternity Benefit Act.

#### 4. Business Administration including Cost Accounting.

##### I. (A) Nature and functions of Business Management.

Appraising the outlook for an industrial co-operative—Factors to be considered in appraising the outlook—Approach to forecasting problems—Importance of business cycles.

##### (B) Policy making.

*Sales policies.*—Products to be sold—Terms and conditions of sale—Quality, price—Delivery—Payment—Packing and marketing—Selection of customers—How to start business relations—Sales, appeals and promotion—Current order offer—Tender—Indent trade references.

*Salesmanship.*—Qualifications of a good salesman.

*Procurement policies.*—Product to be purchased or produced—Correlating procurement with sales—Selecting vendors—Selection of general production process.

*Personal policies.*—Nature—New attitude towards personnel—Problems—Selection—Training—compensation—Climate of work—Employee service—Industrial relations.

*Financial policies.*—Need for capital—Current and fixed capital—Effects of profit and loss on capital requirements—Use of capital—Sources of capital—Protection of capital—Distribution of earnings.



## (C) Organisation.

**Administrative organisation**—Need for organisation in growing business—Organisation hierarchy in large concerns—Factors to be considered in the establishments of an organisation.

**Basic departmentation**—Ways of grouping activities—Typical patterns used in departmentation—Grouping by produce or service—Territories—Types of customers—Process—functions—Use of organisation charts and manuals.

**Authority relationship**—Line authority—Functional authority—Staff authority.

**Delegation**—Delegation of responsibility and authority.

**Span of control**—Limitations to an effective span of control—shortcomings of increase in the number of executives and levels of supervision—Optimum span of control.

**Managerial personnel**—Appraisal selection—development and compensation.

**Co-ordination**—Need for co-ordination—Techniques of securing—Co-ordination.

**Communication in management**—Traits of good communication—Forms and informal channels—Follow up—Standard indoctrination—explaining why?—Consultative direction—Links in the chain of command.

**Control**—Essential steps in any control process—Setting

**Standards**—appraisal of performance—correction of deviations.

**Motivation**—Need—determinants of behaviour—factors guiding individual behaviour and reaction—Primary incentives.

### III. Marketing and Distribution.

**Relation between production and distribution**—Meaning of distribution—The distributors functions—Definition of marketing—The economic, social and political force behind marketing—Channels



of distribution—Character and functions of retail trading—Types of retail trading unit—The economic case of wholesale trader—Wholesale distribution in practice—Functionaries in wholesaling and their role in the distribution of natural products—Manufacturers and services—Direct selling choice of the channel—Trends in distribution cost—High pressure distribution—Definition of market—Different kinds of markets—Market reports and how to read them—Market research and formulation of sales policy—Price policy and practice—Resale price and maintenance—Trade association—Risks in marketing and their control—Financing of marketing activities—Warehousing—Types, organisation and management.

*Sale Promotional Activities.*—In relation to dealers salesmen and the public—Choosing the dealer and relationship with the dealers—Designing and package—Sales contest—Advertisement branding—Different objective and media of advertisement—the economics of advertising—Production of publicity materials—Forms of publicity.

*The Sales Department.*—Organisational problems—The sales budget—The sales quota—Control record—Stock turnover.

*The Salesmen.*—The psychology of selling—Types of selling jobs and salesman involved—Traits of a good salesman—Knowledge of goods and customers—Different types of customers—Recruitment, selection and training of salesmen—Incentive and assistance to salesmen—Control of sales form—Sales conventions and conferences—Legal aspects of selling—Aspect of social control in marketing.

III. *Higher Business Control.*  
*Elementary Cost Accounting.*—Common terms involved in cost accounting—Basis of costing on cost—Methods of allocating on cost wages—Methods of charging raw materials and stores to various jobs—Price Fixing—Brief principles of budgetary control—Reconciliation of costing records with financial books.

*State Controls of Business and Industry.*—A study of law to acquaint the students with a few fundamental legal doctrines which control business and industry.

The course of study relates to contracts—Sale of goods—Agency—Negotiable instruments—And legal form of association—Important provisions of the Madras Shops and Establishment Act of 1947—General Sales Tax Act, 1939—Factories Act, 1948—Workmen's Compensation Act—Industrial Disputes Act, 1947—Payment of Wages Act, 1936—Trade Unions Act—Employees Provident Fund Act, 1952—Employees State Insurance Act, 1948—The Registrar's Regulation and Licensing of Industrial Undertaking Rules, 1952—Collective bargaining—Arbitration and conciliation councils—Tribuna-

*Insurance and control of business risks.*

The coverage available—The insurance a business unit needs—  
type of company to use—Some specific insurance plans.

*Managerial Techniques of Internal Control.*

The basic process of control.

*Control over—Policies—Rate of operational organisation—Key  
personnel wages and salaries—Methods and power—Capital expendi-  
ture—Service departments—Line of products—Research and develop-  
ment—External relations—Foreign operations—Demands on execu-  
tive time—Control of overall performance.*

(ii) Number of question papers : Maximum and Minimum

Subject.	Duration Hours.	Maximum.	Minimum.	
			First Class.	Second Class.
(1)	(2)	(3)	(4)	(5)
1. Co-operation General				
(a) I Paper—Co-operative Law (without books)	3	100	Candidates who secure not less than 30% in each paper and not less than 60% in both papers taken together.	Candidates other than those in column (4) who secure not less than 30% in each paper and not less than 35% in both papers taken together.
(b) II Paper—Co-operative principles and practice (without books).	3	100		
2. Co-operative Accounts and Audit including Book-keeping and Secretarial Practice (without books).	3	100		
3. Industrial Co-operation (without books).	3	100	Candidates who secure not less than 60%.	Candidates other than those in column (4) who secure not less than 35%.
4. Business Administra- tion including Cost Accounting (without books).	3	100		

*N.B.*—Candidates may appear for and pass each subject at separate exami-  
nations.



APPENDIX B.

DEPARTMENTAL TEST FOR ACCOUNTS OFFICERS IN THE TAMIL NADU STATE  
ELECTRICITY BOARD

(i) Syllabus

I. First paper (without books).

- (1) Commercial and Government Accounts—Different accounting systems.
- (2) Accounting for utility accounts of Electricity Industry—Uniform classification of accounts.
- (3) Departmental Accounting procedure under the Reorganisation set up in respect of cost accounting, pay rolls, transport, stores accounts payable, cash accounting, revenue billing and collection, suspense accounts, ledgers, trial balances balance sheets and annual accounts, plant records, depreciation, etc.
- (4) Labour saving machines and their application to accounts work.
- (5) Internal checks and internal audits, competition to Accountant-General and relations with Audit, Inspections in relation to cash, stores fixed assets, etc.
- (6) Latest improvements in accounting systems, standards, procedures and practices.
- (7) Government Procedure and Rules in respect of—
  - (a) Tamil Nadu Electricity Department Manual, Volumes I and II.
  - (b) Works Audit Manual.
  - (c) Fundamental Rules.
  - (d) Civil Service Regulations (Pension portion only)
  - (e) Manual of Special Pay and Allowances.
  - (f) Tamil Nadu Revised Leave Rules, 1933.
  - (g) Tamil Nadu Financial Code, Volumes I to III
  - (h) Tamil Nadu Treasury Code, Volumes I and II.
  - (i) Tamil Nadu Budget Manual.
  - (j) Tamil Nadu Pension Code.
  - (k) Madras Services Manual Volumes I to III.
  - (l) Audit Manual.
  - (m) Other Miscellaneous Rules and Orders of Government applicable to Electricity Department.

## II. Second Paper (without books).

- (1) *Budget, Administrative Procedure and Business Procedure—*
- (a) Business Organisation—Departmental, functional and staff organisations, construction operation, sales, stores and accounts organisation—Delegation of powers—Financial advice, etc.—Job classification—Handling labour problems—Training and Education—Simplification Improvement—Standardisation.
- (b) Budgets—Functional and cost for productions, sales and liabilities—Reappropriation accounts—Supplementary appropriation, revised estimates final modifications—Ways and means scrutiny state Administration Report—Chapter on finance—Budget Memorandum—Budget Speech—Public Accounts Committee, etc.
- (c) Rates and statistics—Presenting the financial working of utilities—Statistics of cost of construction, operation maintenance—Charges and graphical methods—Costs and relationship to rates—Segregation of capital and operation and maintenance expenses to production, transmission, transmission distribution, etc.,
- (d) A knowledge of electrical utilities in India and their ownership and management, Elements of economics and Statistics required to understand the above.
- (2) Business procedure—Insurance schemes for money materials and men—Securities to be observed and handling cash—Provident Fund Pension Income-tax Act and Manual, Aquisition Act, Constitution of India, Industrial Disputes Act, Electricity Acts, Forms of contract for expenditure and Revenue,
- (3) Drafting letters and commercial correspondence and making out report.
- (ii) Number of question papers and maximum and minimum marks—

<i>Subjects.</i>	<i>Duration hours.</i>	<i>Maximum marks.</i>	<i>Minimum marks.</i>
(1)	(2)	(3)	(4)
First Paper (without book) .. .. .	3	100	40 per cent of marks in each paper and 50 per cent in the aggregate.
Second Paper (with out books) .. .. .	3	100	



DEPARTMENTAL TEST FOR OFFICERS OF THE PROBATION  
BRANCH OF THE JAIL DEPARTMENT.

SYLLABUS.

Subjects of the Examination Parts. (1)	Duration of the paper. (2)	Maximum number of marks. (3)	Minimum required for a pass. (4)
Part I—Section (A) Indian Penal Code (with books).	Two hours.	100	40
Part I—Section (B) Criminal Procedure Code (Full Code) (with books).	Two hours.	100	40
Part II—Section (A) Probation of Offenders Act, 1958 (Central Act 20 of 1958) Madras Borstal Schools Act, 1925, Suppression of Immoral Traffic in Women and Girls Act, 1956 (Central Act 104 of 1956), and Madras Children Act, 1920 (with books).	Two hours.	100	40
Part II—Section (B) Principles of the Probation System (Probation and related Measures) with books).	One hour.	100	40

*Part II Section (A)*  
 Probation of offenders Act 1958 [Central Act 20 of 1958] The T.N. Borstal Schools Act 1925 Immoral Traffic Prevention Act 1956 (Act 104 of 1956) and the T.N. Juvenile Justice (Care and Protection of children) Act 2000 (Central Act 56 of 2000) (with books)

- Note.—(i) Graduates in Law are exempted from passing Section (A) in Part I of the test.
- (ii) Those who have passed the Apprentice Examination conducted by the Madras Bar Council are exempted from passing section (B) in Part I of the test.

2. Candidates may appear for the test (comprising Parts I and II) separately for each part. The provisions of G.O. No. 1154, Public (Services), dated the 29th June 1936, will govern the admission of the candidates to the test.

APPENDIX B

DEPARTMENTAL TEST FOR APPOINTMENT AS PAY AND ACCOUNTS OFFICERS IN THE ACCOUNTS WING OF TAMIL NADU ELECTRICITY BOARD. *Internal Audit*  
*Audit Branch of Board office*

SYLLABUS

THE TEST SHALL CONSIST OF THE FOLLOWING SUBJECTS:

I PAPER :

- 1. T.N.E.Bd. Service Regulations
- 2. T.N.E.Bd. Leave Regulations
- 3. T.N.E.Bd. Travelling Allowance Regulations
- 4. T.N.E.Bd. Special Pay & Allowance Regulations
- 5. Madras Pension Code

II PAPER :

- 1. Madras Treasury Code, Volumes I and II
- 2. Madras Accounts Code, Volumes I and II
- 3. Madras Financial Code, Volumes I and II
- 4. Madras Public Works Department—A and D Codes.
- 5. Madras Budget Manual
- 6. Madras Electricity Manual

2. NUMBER OF PAPERS, MAXIMUM AND MINIMUM MARKS

Subject.	Duration Hours.	Maximum Marks.	Minimum Marks.
I Paper (with books)	3	100	40
II Paper (with books)	3	100	40

N.B.—The candidates shall be permitted to write the examination with Both the papers constitute books one test and shall be written and passed in onesitting  
GBP, Ms 112-129-229-1003-1987



## APPENDIX B.

## REGISTRATION DEPARTMENT TEST.

## (i) Syllabus :

The subjects for the Registration Department Test fall under three groups, viz.—

- I. The Registration Act, 1908 with amendments, Registration Rules, the Table of Fees and Departmental Orders.
  - II. The <sup>Indian</sup> Stamp Act, <sup>1899</sup> and Rules thereunder.
  - III. Miscellaneous Acts :
    1. The Transfer of Property Act.
    2. The Evidence Act.
    3. The Civil Procedure Code, Sections 1 and 2 of the Preliminary Chapter ; Sections 27 to 32, 75 to 78 and Orders V, XVI and XXVI.
    4. The Registration of Births and Deaths Act, 1969 and Rules, 1977.
    5. Parsi Marriage Act, 1939.
    6. The Special Marriages Act, 1954 (Central Act No. 43 of 1954 and the Rules framed thereunder).
    7. The Tamil Nadu Societies Registration Act, 1975 and Rules thereunder.
    8. The Indian Christian Marriage Act, 1872.
    9. The Hindu Marriage Act, 1955 and Rules framed thereunder.
    10. The Dowry Prohibition Act, 1982 and Rules framed thereunder.
    11. The Tamil Nadu Chit Funds Act, 1982 and Tamil Nadu Chit Funds Rules, 1984.
    12. The Indian Partnership Act, 1932 and Rules framed thereunder.
-

## (II) Number of Questions Papers Maximum and Minimum :

Subject. (1)	Duration. (2)	Maximum. (3)	Minimum. (4)
GROUP I—			
	Hours.		
1. The Registration Act, Re- gistration Rules and the Table of Fees (with books).	3	100	40
2. Madras Registration Manual, Part II, Circulars and Orders (with books).	3	100	40
GROUP II—			
The Stamp Act and Rules thereunder (with books).	3	100	40
GROUP III—			
Miscellaneous Acts (with books).	3	100	40

Note.—The examination will be a practical test of an officer's acquaintance with and understanding of the Acts and text-books prescribed.



## APPENDIX B

DEPARTMENTAL TEST FOR JUNIOR ASSISTANT IN THE OFFICE OF THE  
ADMINISTRATOR-GENERAL AND OFFICIAL TRUSTEE.*Syllabus.*

- (1) Administrator-General's Act III of 1913, and the rules framed thereunder.
- (2) Official Trustee's Act II of 1913, and the rules framed thereunder.
- (3) The Government Securities Manual.

(ii) *Number of Question papers, Maximum and Minimum*

	Duration hours.	Maximum.	Minimum.
First paper (with books)	3	100	40
Second paper (without books)	1 1/2	100	40

Notes.—1. The questions in the first paper should be such as to test the capacity of the candidate to refer intelligently to the Acts, Rules, etc., in dealing with questions that arise in the course of the administration of estates and trusts.

2. The second paper should consist of questions affecting the principles and procedure to be followed in the taking over and administration of estates and trusts.

REVISED SYLLABUS (APPROVED BY GOVT. IN G.O. Ms. No. 712,  
TRANSPORT DEPARTMENT, DATED 24TH AUGUST, 1978).

The Syllabus for the Tamil Nadu Port Department Test, Lower Grade (3 hours) (with books) shall be as follows—

- (a) Lower Grade
1. The Tamil Nadu Port Manual (the whole)
  2. The Indian Ports Act, 1908 (the whole) <sup>Central Act 15 of 1908</sup> and rules issued thereunder
  3. The Tamil Nadu Minor Ports Harbour Craft Rules, 1953 (the whole)
  4. ~~The Tamil Nadu Out Ports Landing and Shipping Fees Act, 1985~~ <sup>The T. N. Maritime Board Act 1995 (Tamil Nadu Act 4 of 1996)</sup> (the whole)
  5. Preparation of pay, Travelling allowance, Contingent and Miscellaneous Bills (Relevant chapters in the respective codes and manuals detailed below)—<sup>of the Tamil Nadu Government</sup>
    - (a) Fundamental Rules Chapters II, III, IV, X, XI and Annexure III.
    - (b) Tamil Nadu T.A. Rules:—Part II—Rules 2 to 32 and 39 to 95.
    - (c) Tamil Nadu Financial Code Vol. I.—
      - Chapter II, Chapter III (Art. 13 to 12, 32 to 36)
      - Chapter IV (Art. 52 to 55)
      - Chapter V (Art. 72 to 90)
      - Chapter VI, VII, Chapter X (Art 226 to 229)
      - Chapter XII.
    - (d) Tamil Nadu Treasury Code Volume I.—
      - Part II—Chapters V, VI and VII.
    - (e) Tamil Nadu Budget Manual.—
      - Chapters II, III, VIII and IX. [Chapters II, III, VII and IX]

The Syllabus for the Tamil Nadu Port Departments Test, Higher Grade Part-A (3 hours) (with books) shall be as follows—

- (b) Higher Grade
1. Tamil Nadu Port Manual (the whole)
  2. The Merchant Shipping Act, 1958 <sup>Central Act 44 of 1958</sup> and rules issued thereunder (excluding Part II, IV, IX-A and X-A).
  3. The Indian Ports Act, 1908 (the whole) <sup>Central Act 15 of 1908</sup> and the rules issued thereunder.
  4. ~~The Tamil Nadu Out Ports Landing and Shipping Fees Act, 1985~~ <sup>The Tamil Nadu Maritime Board Act 1995 (T.N. Act 4 of 1996)</sup> (the whole).
  5. Tamil Nadu Minor Ports Harbour Crafts Rules, 1953 (the whole).
  6. The Indian Light House Act (the whole). <sup>1927 (Central Act XVII of 1927)</sup>
  7. The Indian Port Health Rules (the whole).
  8. Code of Storm warning signals for use at Indian Maritime ports.
  9. All Circulars, Government orders and rules issued in connection with Mercantile Marine Department (including Notices to Mariners of a permanent nature).

GBP. Ms 112—129-224—1003—1987

Marks	Hr. Grade (with books)	Max	Min	Duration
		100	40	3 hours
	Lr. Grade (with books)	100	40	3 hours.



APPENDIX B.

SYLLABUS.

*Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service  
(Without Books.)*

The standard of the test shall be that of the examination in Part II of the B.A. Degree Examination of the University of the Madras in Tamil. There will be two question papers. The first paper should relate to the selections from Poetry and Prose text books for detailed study. The second paper should comprise of (i) English passage or passages for translation into Tamil ; (ii) a subject for essay having reference to modern thought ; and (iii) a subject for essay based on books prescribed for non-detailed study.

Items of Syllabus. (1)	Number of Marks.		Duration. (4)
	Maximum. (2)	Minimum. (3)	
<i>First paper.—</i>			
1. Prose and Poetry for detailed study ..	100	35	3 hours.
<i>Second paper.—</i>			
2. Translation from English into Tamil .. ..			
3. Essay having reference to modern thought ..	100	35	3 hours.
4. Essay based on books prescribed for non-detailed study.			



**SYLLABUS APPENDIX—B**

**REVISION OF DEPARTMENTAL TEST IN LANGUAGES—SPECIAL LANGUAGE TEST FOR OFFICERS OF THE EDUCATION DEPARTMENT—HIGHER STANDARD SYLLABUS AND TEXT BOOKS.**

The syllabus prescribed for the Special Language Test for Officers of the Education Department — Higher Standard as revised in G.O. Ms. No. 1632, Education, dated 28th September 1955 and the list of text-books prescribed in Tamil for a period of three years from the examinations to be held from November 1983 to May 1988 under the revised scheme are hereby published—

May 1990

Nov. 1992.

**1. SYLLABUS**

Subject. (1)	Duration of Hours. (2)	Maximum Number of marks. (3)	Minimum number of marks. (4)
1. First paper (without books) This paper will contain questions on text and textual grammar.	2½	60 100	
2. Second paper (without books) — This paper will contain two questions on composition, one from each of the two non-detailed text and one question on translation from English into the language (scope may be given for choice in answering the questions from non-detailed texts) <del>the candidates will however, be required to answer one question at least from each of the non-detailed (texts).</del> The length of the composition will be not more than two pages. The distribution of marks will as follows:—	2	40 100	80 40 in the aggregate — without a separate minimum for each paper.
For each composition of 15 marks		30 70	
Translation		30 10	

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II. LIST OF TEXT BOOKS.

Name of book.	Author's Name.	Publisher's name and address.
(1)	(2)	(3)

Tamil

Detailed Study.

Tamizh—P—Pada Nool,  
Standard X (ஆ)

Tamil Nadu Government  
Publication.

Tamizhnattu-P-  
Pada Nool  
Niruvanam,  
Madras-600 006.

Non-detailed study.

1. Indiavin Samuthaya  
Sæerthirutha  
Chemmalgal

இந்தியாவின் சமுதாய  
சீர்திருத்தச் செம்மல்கள்.

Tamil Nadu Government  
Publication.

Tamizhnattu-P-  
Padanool  
Niruvanam,  
Madras-600 006.

2. Annai Tæerasa  
அன்னை தெரசா

Tamil Nadu Government  
Publication.

Tamizhnattu-P-  
Padanool  
Niruvanam,  
Madras-600 006.

DEPARTMENTAL TEST FOR MUNICIPAL COMMISSIONERS  
IN THE MUNICIPAL ADMINISTRATION DEPARTMENT.

SYLLABUS.

Part I—	Marks.	
	Maximum	Minimum for a pass.
a. Tamil Nadu Municipal Manual Volumes I & II	2 hours	100
b. Madras District Municipalities Act and Rules.		
c. Public Health Act		
d. Town and Country Planning Act, 1971.		
Part II—		
a. Tamil Nadu Places of Public Report Act.	2 hours	100
b. Public Building Licence and Regulation Act.		
c. Entertainment Act and Rules.		
d. Elementary Education Act,		
e. Rent Control Act.		

NOTE.—Each part of the Test can be passed separately in different sittings.



APPENDIX B.

TN. Government  
THE DISTRICT OFFICE MANUAL TEST.

(i) Syllabus.

TN. Government.  
The District Office Manual—Two parts..

(ii) Number of papers and time allowed.

	<i>Maximum.</i>	<i>Minimum.</i>
One paper—Three hours (with books).	100	I Class 60
		II Class 40

APPENDIX-B

SYLLABUS FOR THE LABOUR AND FACTORIES DEPARTMENTAL TEST.

PART A

1. The Factories Act, 1948.
2. The payment of Wages Act, 1936.
3. The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958.
4. The Maternity Benefit Act, 1961.
5. The Tamil Nadu Labour Welfare Fund Act, 1972.
6. The Minimum Wages Act, 1948.
7. The following Chapters in Criminal Procedure Code:—
  - Chapter I .. Definitions—Section 2.  
Criminal Procedure Code (2 of 1974).
  - Chapter III .. Power of Courts—Sections 26 and 29.
  - Chapter VII .. Summons to produce Section 91.
  - Chapter XIV .. Conditions requisite for intimation of proceedings—Section 190.
  - Chapter XVII .. Forms of charges section 211, 212, 217 to 221 and 223.
  - Chapter XX .. Trial of Summons—Cases by Magistrates Sections 251, 252, 253, 254, 256 and 257.
  - Chapter XXIX : Appeals - section 372
8. The following Chapters in Indian Penal Code (Act XIV of 1960).
  - Chapter I .. Section 2.
  - Chapter II .. General Explanations—Section 17 & 21.
  - Chapter III .. Punishments—Section 71.
  - Chapter IV .. Section 76.
  - Chapter IX .. Offence of/by relating to Public Servants—Sections 181, 165 and 166,
  - Chapter X .. Offences of the lawful authority of Public Servants sections 172, 173, 174, 175, 178, 179, 180, 186 and 189.



PART B

1. The Industrial Disputes Act, 1947.
2. The Trade Unions Act, 1926.
3. The Industrial Employment (Standing Orders) Act, 1946.
4. The Workmen's Compensation Act, 1923.
5. The Tamil Nadu Catering Establishments Act, 1958.
6. The Tamil Nadu Shops and Establishments Act, 1947.
7. The Payments of Bonus Act, 1965.
8. The Payment of Gratuity Act, 1972.
9. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966.
10. The Motor Transport Workers' Act, 1961.
11. The Tamil Nadu Weights and Measures (Enforcement) Act, 1958.

(ii) Number of question papers maximum and minimum numbers of Marks.

Minimum marks required for a pass				
Subject,	Duration.	Maximum marks.	Second Class.	First Class.
(1)	(2)	(3)	(4)	(5)

1. Part A—Acts relating to Factories Administration and the rule thereunder (with books). Three hours. 100 50 75
2. Part B—Acts relating to Labour Administration and the rules thereunder (with books). Three hours. 100 50 75

## APPENDIX B.

Departmental Test in the Tamil Nadu Services Manual, Volume-I for the staff of the Tamil Nadu Public Service Commission.

- (i) Syllabus: The Tamil Nadu Services Manual—Volume-I.  
 (ii) Number of question papers, Maximum and Minimum marks required for a pass.

	Duration hours.	Maximum.	Minimum.
One paper (with books)	2 hours	100	40

GCP.—Ms. 79—115-136—1,003—1999.

## APPENDIX B.

Departmental Test in the Tamil Nadu Services Manual, volume-I for the staff of the Tamil Nadu Public Service Commission.

- (i) Syllabus : The Tamil Nadu Services Manual—Volume-I.  
 (ii) Number of question papers, Maximum and Minimum marks required for a pass.

	Duration hours.	Maximum	Minimum.
One paper (with books)	2 hours	100	40

GCP.—Ms. 79—115-136—1,003—1999;

E 115 136 -1



ANNEXURE TO G.O.Ms. No. 556, FINANCE (FUNDS)  
DEPARTMENT, DATED 12TH AUGUST 1981.

LOCAL FUND AUDIT DEPARTMENT TEST.

*Revised Syllabus for Local Acts and Rules framed thereunder.*

1. The Madras District Municipalities Act, Chapters I, III, V, VI, VII, VIII, IX, X, XI, XII, XIV, XV, XVI and Schedules IV, V and VI.
2. The Madras City Municipal Corporation Act Chapters I, II, IV to X, X-A, XI, XII, XIV to XVI and Schedules IV, V and VI.
3. The Madurai City Municipal Corporation Act, Chapters I, II, IV to X, XI, XII, XIII, XIV, XV, XVI and XVII and Schedules II, III and IV.
4. The Madras Panchayat Act and Rules framed thereunder.
5. The Madras Public Health Act, Chapters I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XIII and XIV.
6. Manual of Instructions for the maintenance of accounts of Panchayat Union Councils.
7. The Elementary Education Act.
8. The Accounts maintained by the institutions mentioned below and Checks to be exercised in auditing them :
  - (1) District Municipalities.
  - (2) Madras and Madurai Corporations.
  - (3) Panchayat Unions.
  - (4) Panchayats.

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*Note.*—A knowledge of the sections of the chapters of the Acts prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected.

**BOOKS TO BE ALLOWED FOR THE EXAMINATION.**

1. The Madras City Corporation Act.
2. The Madurai City Municipal Corporation Act.
3. The Madras District Municipalities Act.
4. The Tamil Nadu Panchayat Act.
5. The Madras Public Health Act.
6. Manual on Panchayat Administration, Part I—Panchayats.
7. Manual on Panchayat Administration, Part II—Panchayat Union Councils.
8. Municipal Manual Volume I and II.
9. Elementary Education Act.
10. Local Fund Audit Department Manual—Volumes II, III and V.
11. Manual of instructions for the maintenance of Accounts of Panchayat Union Councils.

Duration of Examination: Three hours.

Marks: 100

*Note.*—A candidate should obtain not less than 40% to secure a Pass.

(Sd).....

Selection Grade Section Officer,  
Finance Department.



APPENDIX—B

The Tamil Nadu Wakf Board Departmental Test  
SYLLABUS.

- I. Paper (Detailed Application) (with books)
1. The Wakf Act, 1954 (Central Act, 29 of 1953).
  2. The Tamil Nadu Wakf Rules 1971.
  3. The Tamil Nadu Wakf Board Service Regulations, 1971.
  4. The Mussalman Wakf Validating Act, 1913 (Central Act VI of 1913)
  5. The Mussalman Wakf Validating Act, 1930 (Central Act XXXII of 1930)
  6. The Regulations of the Code and Conduct of Muthawallis.
  7. The Public Wakfs (Extension of Limitation) Act, 1959 (Central Act 29 of 1959).
  8. The Limitation Act, 1963 (Central Act 136 of 1963)
- II. Paper (General Principles), without books)
1. The Wakf Act, 1954 (Central Act, 29 of 1954).
  2. The Tamil Nadu Wakf Rules, 1971.
  3. Tamil Nadu State Wakf Board Service Regulations, 1971.

Number of Papers	Subject,	Duration,	Maximum and minimum marks.	
			Maximum.	Minimum.
I.	Paper (Detailed Application) (with books).	3	100	40
II.	Paper (General Principles) (without books).	2	100	35

N.B:— Candidates appearing for the test will also be allowed to pass the test at difference sittings

APPENDIX B.

JAIL TEST (SYLLABUS)

(i) The following are subjects of the Test :-

PART I.

(1) The Indian Penal Code — Chapters II, III, IV and ~~IX~~ sections 128 to 130 and 217 to 225.

(2) Criminal Procedure Code—

Chapters : I, II, III, IV, V, VI, VII, VIII, XII, XIII, XV, XVI, XVII, XVIII, XIX, XX, XXI, XXII, XXIII, XXIV, XXV, XXVII, XXVIII, XXIX, XXX, XXXII and XXXIII.

c. Prisoners (Attendance in courts) Act 1955 (32 of 1955)  
d) Mental Health Act 1987 (14 of 1987)  
e) Prevention of Corruption Act 1988 (49 of 1988)  
g) Subsidiary Jail Manual.

NOTE:— In the new Criminal Procedure Code Chapters have not been divided into different parts. Hence there is no necessity of mentioning the parts.

(3) Laws, rules, regulations and orders relating to jail management.—

- (a) The Prisoners Act, III of 1900.
- (b) The Prisons Act, IX of 1894. <sup>1894</sup>
- (c) The Madras Regulation, II of 1819.
- (d) The Indian Lunacy Act, IV of 1912, so far as it relates to the custody of lunatics in jails.

(f) The Madras Prison and Reformatory Manual Volumes II & III ~~II - PART I.~~

h) The T.N. Borstal schools Act 1925 (T.N Act 5 of 1926).  
PART II.

(4) The Children Act and the rules framed thereunder.

(ii) The examination should be a practical test of an Officer's acquaintance with and ability to utilize the codes and text books prescribed and the question papers should be so framed as to secure this object. [G.O. No. 1634, Home (Judicial), dated the 14th July 1918].

(iii) Number of papers and time allowed:—

A) Juvenile Justice (Care & Protection of children) Act 2000  
Central Act 56 of 2000



## PART I.

	Maximum.	Minimum.
1. The Indian Penal Code — Two hours (with books)	100	I Class — 60 II Class — 40
2. The Code of Criminal Procedure— Two hours (with books)	100	I Class — 60 II Class — 40
3. Laws, rules, regulations and orders relating to Jail Management — Two hours (with books)	100	I Class — 60 II Class — 40

## PART II

4. The Madras Children Act and the rules framed thereunder — Two hours (with books)	100	I Class — 60 II Class — 40
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DEPARTMENTAL TEST FOR THE STAFF OF THE  
TAMIL NADU WATER SUPPLY AND  
DRAINAGE BOARD.

SYLLABUS.

(with books)

- I. (1) Tamil Nadu Water Supply and Drainage Board Act.
- (2) Tamil Nadu Water Supply and Drainage Board Service Regulations 1972.
- (3) Tamil Nadu Water Supply and Drainage Board Discipline and appeal regulations.
- (4) Tamil Nadu Water Supply and Drainage Board T. A- Regulations.
- (5) Tamil Nadu Water Supply and Drainage Board Conduct Regulations.

II. No. of Papers .. .. ONE

III. Duration of the test .. .. Two hours (2)

IV. Maximum and minimum number of marks required for a pass. .. Maximum: 100  
Minimum: 35

V. Language in which to be answered. .. Either in English or in Tamil.



## APPENDIX—B.

## FOREST DEPARTMENT TEST.

## SYLLABUS.

1. Tamil Nadu Forest Department Code

The Tamil Nadu Account Code—  
Volume III, Part III, Articles  
240—297.

One paper with books—3 hours—100

One paper without books—3 hours 100

50 per cent for  
both the papers  
taken together.

2. The Standing Orders of the Board of Revenue and the Service Rules.—

(a) Board's Standing Orders  
Nos. 105, 112, 175, 192  
and Chapter XIX.

(b) The Madras Service  
Manuals, Volumes I, II  
and III—Portions noted  
below:—

1. General Rules for the Tamil Nadu and Subordinate Services.
2. The Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.
3. Tamil Nadu Forest Service Rules.
4. Tamil Nadu Forest Subordinate Service Rules.
5. Tamil Nadu Ministerial Service Rules.
6. Tamil Nadu Last Grade Service Rules.
7. One paper with books—3 hours—100—50 per cent.  
129—209 GBP. Ms. 112—1,003—1986.

SYLLABUS FOR THE DEPARTMENTAL TEST FOR  
DRAUGHTSMAN GRADE III IN THE FOREST DEPARTMENT.

Copy of:

GOVERNMENT OF TAMIL NADU.

ABSTRACT.

Forests—Public Services—Tamil Nādu Forest Subordinate Service  
—Draughtsman, Grade III—Prescribing of Departmental Test for  
Draughtsman—Recruited to the Forest Department—Amendment  
to Tamil Nadu Forest Department Code—Proposals of the Chief  
Conservator of Forests—Orders issued.

FOREST AND FISHERIES DEPARTMENT.

G.O. Ms. No. 209.

Dated the 27th February 1984.

(Masi 15, Ruthrothkari,  
Thiruvalluvar Andu 2015.)

Read:

- 1, G.O. Ms. No. 361, Forests and Fisheries Department, dated 28th March 1983.
- 2, From the Chief Conservator of Forests, Letter No. H4/55914/83-3, dated 17th September 1983.

ORDER:

The following amendments are issued to section 26 of the Tamil Nadu Forest Department Code:

AMENDMENTS.

The following shall be incorporated under Section 26 as sub-item (1).

(i) Special Tests for Draughtsman

The test to be passed by the Draughtsman, Grade III in the Forest Department as one of the requisities for promotion as Grade II Draughtsman consisting of the following two papers:

- (a) Examination in Law for Draughtsman and
- (b) Examination in Office procedure and Accounts for Draughtsman.



APPENDIX-B.

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SYLLABUS

Departmental Test for Forest Subordinate Service Officers;

FOREST LAW.

1. The Madras Forest Act, 1882, with such notifications or rules, general or special, as have been made thereunder.
2. The Land Acquisition Act, 1894, as subsequently amended.
3. The Madras Survey and Boundaries Act, 1923.
4. The Easement Act, 1882.
5. The Cattle Trespass Act, 1871.
6. The Penal Code, selected chapters:—
  - (i) Introduction.
  - (ii) General explanations.
  - (iii) Punishments.
  - (iv) General exceptions.
  - (v) Abetment.
  - (ix) Offences by, or relating to, public servants.
  - (x) Contempt of the lawful authority of the public servants.
  - (xi) False evidence, and offences against public justice.
  - (xvii) Offences against property.
  - (xviii) Offences relating to documents and to trade and property marks.
  - (xxiii) Attempt to commit offence.
7. Tamil Nadu Preservation of Private Forests Act, 1949.
8. Tamil Nadu Hill Area (Preservation of Trees) Act, 1955.
9. Tamil Nadu Private Forests (Assumption of Management) Act, 1961.
10. Tamil Nadu Wild Birds and Animals Protection Act, 1912.
11. Tamil Nadu Wild Elephants Preservation Act.
12. Tamil Nadu Animals and Birds (Sacrifices) Prohibition Act, 1950.
13. The Indian Stamp Act, 1889.
14. The Tamil Nadu Revenue Recovery Act, 1864.
15. The Tamil Nadu Land Encroachment Act, 1905.
16. The Tamil Nadu General Sales Tax Act, 1959.
17. The Tamil Nadu Estate (Abolition) Act, 1948.
18. The Tamil Nadu Panchayats Act, 1958.
19. The Criminal Procedure Code, 1889.
20. Prevention of corruption Act, 1947.
21. Wild life Protection Act, 1972 (Central Act and Rules thereunder.)

For this examination simple questions will be framed in such a manner as not to involve points of difficulty, but rather to show the possession or want of a general and intelligent acquaintance with the acts and their bearing on forest work.

Two papers will usually be set, one with and the other without books.

	Time allowed for each paper.	Maximum marks.	Minimum marks required for a pass.
One Paper—without books	3 hours	100	50% for both the papers taken together.
One Paper—with books	3 hours	100	



## APPENDIX-B

## SYLLABUS

Departmental Test For Forest Subordinate Service Officers —  
Office Procedure and Accounts:.

The examination in this subject will be written and will embrace the following:—

## SUBJECT OF EXAMINATIONS

1. The Madras Forest Department Code.
2. The Fundamental Rules and the subsidiary Rules thereto, the Madras Leave Rules, 1933 and the Madras Travelling Allowance Rules.
3. The Board's standing orders Nos. 105, 111, 112, 113, 172, 175, 180, 192 and Chapter XIX.
4. The District Office Manual.
5. The Madras Account Code, Volume III, part III, Articles 240-297.
6. The Madras Services Manual, Volumes I, II and III - Portions noted below:
  - (i) General Rules for the Provincial and Subordinate Services.
  - (ii) The Madras Civil Services (Classification, Control and Appeal) Rules.
  - (iii) The Madras Forest Service Rules.
  - (iv) The Madras Forest Subordinate Service Rules.
  - (v) The Madras Ministerial Service Rules.
  - (vi) The Madras Inferior Service Rules.

	Time allowed for each paper.	Maximum marks.	Minimum required for a pass.
One paper-without books	3 hours	100	50 per cent for both the papers taken together.
One paper-with books	3 hours	100	

APPENDIX B.

THE ACCOUNT TEST FOR EXECUTIVE OFFICERS.

I. The following are the subjects of the Tests.—

- (1) The <sup>T.N</sup>Madras Financial Code—Chapters I—VIII and XII—XIV.
- (2) The <sup>T.N</sup>Madras Treasury Code—Part I, Part II (Chapters III, V and VII) and Part III (Chapter IV).
- (3) The <sup>T.N</sup>Madras Budget Manual—Chapters I-V, VII and VIII.
- (4) An Introduction to Indian Government Accounts and Audit—Chapter I, Part B of Chapter 2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28.
- (5) The Constitution of India, 1950 — Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.
- (6) The <sup>T.N</sup>Madras Pension Code. ”

II. Number of papers and time allowed—

	Maximum	Minimum
One paper Three hours (with books)	100	40



APPENDIX-B (SYLLABUS).

REVENUE TEST.

(i) The following are the subjects of the Test:—

(1) Revenue Acts and Regulations—

A

India Act I of 1858 .. .. .	Kudimaramat.
India Act VI of 1878 .. .. .	Treasure Trove.
India Act XIX of 1883 .. .. .	Land Improvement Loans.
India Act XII of 1884 .. .. .	Agriculturists Loans as amended Act XVI of 1935.
India Act I of 1894 .. .. .	Land Acquisition.
Tamil Nadu Act II of 1864 .. .. .	Revenue Recovery.
Tamil Nadu Act VII of 1865 .. .. .	Irrigation Cess.
Tamil Nadu Act II of 1894 .. .. .	Proprietary Estates Village Service
Tamil Nadu Act III of 1895 .. .. .	Hereditary Village Officers.
Tamil Nadu Act VIII of 1923 .. .. .	Survey and Boundaries.
Tamil Nadu Act III of 1899 .. .. .	Regulation of Births and Deaths.
Tamil Nadu Act III of 1905 .. .. .	Encroachments.

B

Regulation XXV of 1802 .. .. .	Permanent Settlement.
Regulation XXV of 1802 .. .. .	Malguzari lands.
Regulation XXIX of 1802 .. .. .	Duties of Karnams.
Regulation I of 1803 .. .. .	Board of Revenue
Regulation II of 1803 .. .. .	Collectors.
Regulation XII of 1816 .. .. .	Boundaries.
Regulation V.1 of 1817 .. .. .	Charitable Endowments
Regulation IX of 1822 .. .. .	Malversation.
Regulation VII of 1828 .. .. .	Subordinate Collector's.
India Act VII of 1839 .. .. .	Tahsildar's Powers of Distrain.
India Act XII of 1851 .. .. .	Land Revenue, Madras.
Tamil Nadu Act VI of 1867 .. .. .	Land Revenue, Madras.
Tamil Nadu Act III of 1869 .. .. .	Revenue Summonses.
Tamil Nadu Act VIII of 1869 .. .. .	Inams.
Tamil Nadu Act I of 1873 .. .. .	Elephants.
Tamil Nadu Act I of 1876 .. .. .	Assessment of Alienated Estates.
Tamil Nadu Act V of 1882 .. .. .	Forests.
Tamil Nadu Act XIV of 1920 .. .. .	Local Boards as amended by Acts II of 1922, V of 1925, I of 1927, XI of 1930, III and IX of 1931, IV of 1932, V XIV XVII, XXIII and XXV of 1933 and II of 1934.
Tamil Nadu Act II of 1890 .. .. .	Canals and Ferries.
Tamil Nadu Act I of 1902 .. .. .	Court of Wards.
Tamil Nadu Act 53 of 1961 .. .. .	Tamil Nadu Co-operative Society Act, 1961.
Tamil Nadu Act XXVI of 1948 .. .. .	Tamil Nadu Estate (Abolition and Con- version into Ryotwari) Act.
Tamil Nadu Act XXX of 1947 .. .. .	Tamil Nadu Estates Land (Reduction of Rent) Act.
Tamil Nadu Act XXX of 1956 .. .. .	Tamil Nadu Estates (Supplementary) Act.



The Thanjavur Pannaiyals Protection Act, 1952.  
 The Tamil Nadu Cultivating Tenants (Protection) Act, 1955.  
 The Tamil Nadu Cultivating Tenants (Payment of Fair Rent) Act, 1956.  
 The Tiruchirappalli Kairuvaram and Mattuvaram Acts, 1958.  
 The Tamil Nadu Land Improvement Schemes Act, 1959.  
 The Madras Agricultural Income Tax Act, 1955.  
 The Tamil Nadu Panchayats Act, 1958.  
 The Tamil Nadu Land Utilisation Order, 1957.  
 The Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act 1961 as amended.  
 The Tamil Nadu Occupants of Kudiyiruppu (Conformity of Ownership) Act, 1971.  
 The Tamil Nadu Public Trusts (Regulation of Administration of Agricultural Lands) Act, 1961.  
 The Tamil Nadu Agricultural Lands Records of Tenancy Rights Act, 1969.  
 The Tamil Nadu Inam Estate (Abolition and conversion into Ryotwari) Act, 1963.  
 The Tamil Nadu Lease Holds (Abolition and conversion into Ryotwari) Act, 1963.  
 The Tamil Nadu Minor Inams (Abolition and conversion into Ryotwari) Act, 1963.  
 The Tamil Nadu Inams (Supplementary) Act, 1963.

- (2) The Standing Orders of the Board of Revenue, Land Revenue Settlement and Miscellaneous (1931 edition).
- (3) The District Office Manual.
- (4) The Stamp Manual.
- (5) The Special Funds Code.
- (6) The Manuals of Village and Taluk Accounts.

(ii) The object of this test is to ensure that an officer employed in the Revenue Department, has a good working knowledge of the Acts and Codes with which he is concerned and knows where to find the rules bearing on any subject (G. O. No. 1965, Revenue, dated the 18th May 1918).

(iii) Number of papers and time allowed—

Part I.		Maxi- mum.	Mini- mum.	
1. The Revenue Acts and Regulations specified under A, the standing orders of the Board of Revenue bearing on them and Chapter XIII of the Chein Survey Manual as added to— Three hours (with books).		120 100	30 40	I class - 60 II class - 40 and 40 per cent of the aggregate number of marks for the Part II.
2. The rest of the Standing Orders of the Board of Revenue and the District Office Manual—Three hours (with books).		120 100	30 40	I class - 60 II class - 40
Part II.				
3. Manuals of Village and Taluk Accounts and Special Funds Code. Three hours (with books).		120 100	40	I Class - 60 II Class - 40
Part III.				
4. The Stamp Manual and the Revenue Acts and Regulations specified under B. Three hours (with books).		120 100	40	I class - 60 II class - 40

129-180- GBP. Ms. 112- 1,003- 1987.



## APPENDIX—B

## (SYLLABUS)

"The Civil and Criminal Judicial Test for Members of the  
Judicial Department."

1. The following are the subjects of the test:—

(1) The Criminal Procedure Code and the Criminal Rules of Practice.

(2) The Civil Procedure Code and the Civil Rules of Practice.

(3) The Madras Court Fees and Suits Valuation Act, 1955 (Madras Act XIV of 1955) and the Limitation Act of 1963 (Act XXXVI of 1963).

2. Number of papers and time allowed:—

## PART I.

	Maximum.	Minimum.
The Criminal Procedure Code and the Criminal Rules of Practice (General Principles and Detailed Application)—Three hours (with books).	100	I Class 60
		II Class 40

## PART II.

The Civil Procedure Code and the Civil Rules of Practice (General Principles and Detailed Application)—Three hours (with books).	100	I Class 60
		II Class 40

## PART III.

The Madras Court Fees and Suits Valuation Act, 1955 (Madras Act XIV of 1955) and the Limitation Act 1963 (General Principles and Detailed Application)—Three hours (with books.)	100	I Class 60
		II Class 40

NOTES : Candidates will be permitted to use the abridged edition of the 'Hand book of Criminal Law by Thiru S. Krishnamurthy.

(2) Candidates appearing for Part I will be examined with reference to the New Code of Criminal Procedure.

APPENDIX B.

Criminal Judicial Test.

(i) The following are the subjects of the Test :-

(1) The Indian Evidence Act of 1872.

Candidates shall be expected to have read Cunningham's commentaries, or any similar work.

(2) The Indian Penal Code and the Acts amending the same.

Candidates shall be expected to have read Mayne's commentaries, or any similar work.

(3) The Code of Criminal Procedure and the Acts amending the same.

(ii) The Government desire that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text-books prescribed and the question papers should be so framed as to secure this object. [G.O. No. 1337, Home (Judicial), dated the 5th June 1918.]

(iii) Number of papers and time allowed—

		Maximum.	Minimum.
<b>PART I.</b>			
1. The Indian Penal Code, General Principles—Three hours (with out books).	100	120	33
2. The Indian Penal Code, Detailed application—Two hours (with books).	100		
<b>PART II.</b>			
1. The Code of Criminal procedure, General Principles—Three hours (without books).	100	120	33
2. The Code of Criminal Procedure, Detailed application—Two hours (with books).	100		
<b>PART III.</b>			
1. The Indian Evidence Act—Three hours (with books).	100	40	40

60 in the aggregate for both the papers I class 120

and 40 per cent of the aggregate number of marks for the part.

I class—72  
II class—48

33 y 80 in the aggregate for both the papers I class 120

I class—72 60  
II class—48 40

Note:—Candidates will be permitted to use the abridged edition of the 'Hand book of Criminal Law' by Thiru S. Krishnamurthy.



## APPENDIX—B

## SYLLABUS.

The Account Test for Highways and Rural Works Department

Officers and Subordinates.

(i) The following are the subjects prescribed for the test—

## Paper I.

## I. The Madras Highways Manual, Volume IV (Parts I to IV)

## Part I. Chapter I—Paragraphs 63—80.

Chapter II—Paragraphs 117—126, 129—136, 138, 143, 149, 152, 159—160, 163, 171, 180—184, 186—196, 198—199, 203—207, 209—211.

Chapter III—Paragraphs 213—221, 223—232, 237, 240—264.

Chapter IV—Paragraphs 266, 269, 273, 282, 284—285, Chapter V—Paragraphs 288—307.

Part II Chapter IV—Paragraphs 375—377, 402—405, 413—415, 417, 418, 419, 420, 424, 426—436, 439—444, 446—447, 449, 473—482, 497, 515—523.

Part IV Appendices—1, 2, 6, 6-A, 7, 9, 10, 11, 14, 15, 18, 20—24, 28, 29, 30, 32 and 35.

## 2. Fundamental Rules and Subsidiary Rules of the Madras Government

Part III Chapter V—45, 45-A, 45-B, 45-C.

## 3. The Madras Financial Code. Volume I.

Chapter I (whole)

Chapter III (Articles 7—23, 28 and 31—37)

Chapter IV and V (whole)

Chapter VI (Articles 91—112, 115—120)

Chapter VIII (whole)

Chapter XII (whole)

Chapter XIV (Articles 317, 319 and 326)

## 4. The Madras Financial Code. Volume II.

Appendices 4, 14 and 25.

**PAPER II.**

1. The Madras Highways Manual, Volume IV (Part I to IV).  
Part II — Chapter VIII.

Part IV — Appendix 31.

2. The Madras Account Code. Volume I—Chapter 3—6.

3. The Madras Account Code. Volume III—Chapter I—IV.

4. The Madras Treasury Code—Volume I.

Part I—The Madras Treasury Rules.

Part II—The Treasury Rule 7 (Instruction under Treasury Rule 7(2)—  
Treasury Rule 10, Subsidiary Rules 2—6, 7(c), 7(d) and 18 and  
Instructions 5, 15 and 16.

Treasury Rule II Subsidiary Rule I and Instructions (2).  
Treasury Rule 13—Instructions.

Treasury Rules 16—(Subsidiary Rule 1, 2(a), 4, 5, 28, 39—50,  
54, 56, 61 and 63 and Instructions 3, 10, 40—43, 46, 49, 52  
and 57—58).

Treasury Rule 23 (Instructions 1, 2 and 4) and Treasury Rule  
32 (Subsidiary Rules 1—4 and Instructions 3—10).

5. The Madras Pension Code.

(ii) The number of the papers and time allowed—

	Maximum	Minimum	
First paper—	100	33	and 2/5th of the aggregate num- ber of marks.
Two hours (with books)	<del>120</del>	<del>40</del>	
Second paper—	100	33	Viz 80.
Two hours (with books)	<del>120</del>	<del>40</del>	
I Class	...	120	
II Class	...	80	



APPENDIX B—SYLLABUS.

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The Account Test for Subordinate Officers, Part I.

I. The following are the subjects of the Tests.—

- (1) The Tamil Nadu Financial Code, Volume I.
- (2) The Tamil Nadu Financial Code, Volume II.
- (3) The Tamil Nadu Treasury Code, Volume I—Part I, Part II (Chapters III, V and VII) and Part-III (Chapter IV).
- (4) The Tamil Nadu Treasury Code, Volume II (Omitting Appendices 1 to 7, 10, 11, 14, 15 and 18 to 25).
- (5) The Tamil Nadu Accounts Code, Volume I (Chapters 3 to 6 and Appendix 3).
- (6) The Tamil Nadu Budget Manual—Chapters I—V, VII and VIII.
- (7) The Fundamental Rules and the subsidiary rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules, 1933.
- (8) The Tamil Nadu Manual of Special Pay and Allowance—Part-I (omitting appendix) and Part II.
- (9) The Tamil Nadu Pension Code

II. Number of papers and time allowed—

	Maximum	Minimum
	<del>60</del> 100	First Class 36 60
One Paper		Second Class 24, 40.
	Three hours (with books)	

The Account Test for Subordinate Officers Part II.

(i) The following are the subjects of the tests.—

- (1) The Madras Treasury Code, Volume I—Part II (Chapters I, II, IV, VI, VIII, IX and X) and Part III (Chapters I—III).
- (2) The Madras Treasury Code, Volume II (omitting Appendices 1—9, 12—13, 16 and 17).
- (3) The Madras Account Code, Volume II.
- (4) The Government Securities Manual, Third Edition, Chapter I (omitting paragraphs 10 and 11), Chapter II (omitting paragraphs 13 and 23), Chapters IV, V, VI, IX and X (omitting paragraph 123 and Appendix II) and the Madras Government Securities Rules, 1937.
- (5) The Constitution of India, 1950—Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.
- (6) An Introduction to the Indian Government Accounts and Audit.
- (7) The Madras Pension Code.

(ii) Number of papers and time allowed—

	Maximum	Minimum
One paper Three hours (with books)	<del>100</del> 100	I Class— <del>60</del> 60 II Class— <del>40</del> 40



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APPENDIX B.

TRANSLATION TEST.

I. The examination shall comprise—

(1) The translation of English passage bearing on Court Judgement into the candidate's language ; and

(2) The translation of News paper report from the candidate's language into English.

The papers given for translation in this test shall be such as persons filling the appointments for which the test is prescribed may be expected to deal with in the ordinary course of business, and shall be sufficiently long and difficult to test the ability of the candidate to translate accurately and rapidly.

The following are the languages that may be brought up :—

Tamil, Telugu, Kannada, Malayalam, Urdu and Hindi.

II. Number of papers and time allowed —

		<i>Maximum.</i>	<i>Minimum.</i>
I Paper	1. Translation of English passage bearing on Court Judgement into the language— Three Hours.	100	50
II Paper	2. Translation of News paper Report from a language into English— Three hours.	100	50
			I Class—60
			II Class—50

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NOTE.—The candidates shall be allowed to pass the two papers of the translation test separately.

APPENDIX-B

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LANGUAGE TEST FOR MEMBERS OF THE COMMERCIAL TAXES DEPARTMENT.

Items of syllabus.	Number of marks		Duration of test HOURS
	Maximum.	Minimum.	
<i>Written Examination.</i>			
Translating with fair accuracy of idiom and grammar an easy passage from English into Hindi in Devanagiri script or Gujarathi script, as the case may be.	100	40	2
<i>Oral Examination.</i>			
(a) Testing the candidate's ability to read manuscripts, documents and petitions in the language chosen by the candidate (viz) Hindi or Gujarathi,	50	20	
(b) Conversing with accuracy and fluency in the language.	50	20	
<i>practical Examination</i>			
Candidates will be supplied with a set of closed accounts consisting of the cash book and journal or day book and Ledger and other subsidiary account books such as stock book if maintained. Candidates will be required to examine the accounts generally and to draw up an examination note with Trading Results on the lines followed by the assessing Officers for assessment purposes.	100	40	3

NOTE.—Candidates who have passed the written examination will be subjected to the oral examination and those who have passed the oral examination will be allowed to appear for the practical examinations. In cases where a candidate has failed in the practical examination, he will be required to appear for the practical examination separately.



## APPENDIX B.

Departmental Test for Audit Clerks in the Accounts Branch of the  
Office of the Chief Engineer (Highways and Rural Works), Madras.

## SYLLABUS.

## I PAPER—THEORETICAL AND PRACTICAL.

## 1. Madras Highways Manual—

Part I—Chapter I, paragraphs 1 to 80.

Chapter II, paragraphs 103 to 127, 137, 138 to 182, 188  
to 196 and 199 to 207.

Chapter III, paragraphs 212 to 238 and 242 to 264.

Chapters IV and V (whole).

Part II—Chapters II to IX (excluding portions relating to  
District Board Works).

Part IV—Appendices 1, 7, 8, 9, 11, 13, 14, 26, 27 and 30.

## 2. Madras Financial Code, Volume I—

Chapter I (whole).

Chapter III, Articles 7 to 23 and 31 to 37.

Chapter IV, V, VII and XII (whole).

Chapter XIV Articles 317 and 319.

## 3. Madras Financial Code, Volume II—

Appendix 25.

## 4. Madras Budget Manual—

Chapter VII.

## 5. Madras Account Code, Volume III—

Parts I and II.

*Books to be allowed.*

1. Madras Highways Manual, Volume IV—  
Parts I to III and Part IV (Appendices).
2. Madras Account Code, Volume III.
3. Madras Financial Code, Volumes I and II.
4. Madras Budget Manual.

## II PAPER.

1. The Fundamental Rules and Subsidiary Rules of the Madras Government.
  - Part I—Fundamental Rules 9.
  - Part III—Fundamental Rules 22 to 31-A, 44, 45, 45-A to 45-C, 49 and 52 to 56.
  - Part IV—Fundamental Rules 59, 60, 65 to 81, 85 to 88, 101 and 103 to 108.
  - Annexure II, Part III and Annexure III (whole).
2. The Madras Pension Code—
  - Part I—Chapter II.
  - Part IV—Chapters XVI to XIX.
  - Madras Liberalized Pension Rules, 1960.
3. Madras Account Code, Volume I—  
Chapters 2 to 6.
4. Madras Treasury Code, Volume I—
  - Part I—Madras Treasury Rules.
  - Part II—Treasury Rules 10, Subsidiary Rules 5 and 10 and Instructions 5, 15, 16 and Subsidiary Rules 18.
  - Treasury Rules 16, Subsidiary Rules 3, 31, Instructions 19, Subsidiary Rules 54 to 56.
  - Treasury Rules 32 Instructions 3 to 10.



*Books to be allowed.*

1. The Fundamental Rules and the Subsidiary Rules of the Madras Government.
2. Madras Pension Code and the Liberalised Pension Rules, 1960.
3. Madras Account Code, Volume I.
4. Madras Treasury Code, Volume I.

*Number of question papers, maximum and minimum.*

Serial number.	Subject.	Duration hours.	Maximum marks.	Minimum marks.	Exemption marks.
(1)	(2)	(3)	(4)	(5)	(6)
1	I Paper (with books)	2½	100	40	45
2	II Paper (with books)	2¼	100	40	45

APPENDIX B.

Departmental Test for Audit Superintendents in the Accounts Branch of the Office of the Chief Engineer (Highways and Rural Works) Madras.

SYLLABUS.

I Paper—*Precis and Draft.*

Precis and Draft paper will be up to the standard of B.A. pass course, English (questions to be set will be on the model of those set for the Initial Recruitment Examination for Divisional Accountants conducted by the Accountant-General, Madras).

II Paper—*Elementary Book-keeping.*

The question will be of an elementary character. The students complete commercial book-keeping, accounting and banking by Arthur Fieldhouse is prescribed for study—Supplemented by Chapters, I, II, V to VII, IX, X, XVI to XVIII of Advanced Accounts by R.N. Carter (Third Revised Edition 1949).

NOTE.—Where the chapters cover the same ground as Fieldhouse, questions will be set from Carter.

III Paper—*Constitution of India.*

Part I—Full.

Part V—Chapter I.

Chapter II—Articles 107 to 117.

Chapter III.

Chapter V.

Part VI—Chapter I.

Chapter II—Articles 153 to 164.

Chapter III—Articles 196 to 207.

Part XII—Articles 264 to 267, 283 to 293 and Chapter XIV—Articles 308 to 323 with schedule to the Constitution.



*IV Paper—Public Works and General Accounts—Theoretical and Practical.*

(1) *Account Code, Volume IV (Central)—*

Chapter 7—All articles except 77 to 79 and 82.

Chapter 8—Articles 98 to 100, 102 and 110-A.

Chapter 9—Article 111.

Chapter 11—Entire chapter subject to amendments, etc., issued from time to time.

**DETAILED SYLLABUS.**

Chapter 12—Article 162.

Chapter 13—Articles 173 to 175.

Chapter 19—Entire chapter.

Chapter 21—Article 281 with Appendix 2.

(2) *Tamil Nadu Highways Manual, Volume IV—*

Parts I to III.

All Chapters excluding portions relating to District Board Works.

(3) *Tamil Nadu Account Code, Volume III—*

Parts I and II.

(4) *Tamil Nadu Account Code, Volume I—*

All articles except the appendices.

(5) *Tamil Nadu Financial Code, Volume I—*

Chapters I to VII, XI and XII.

(6) *Tamil Nadu Treasury Code, Volume I—*

Part II—

Chapter III—S.R. 5 under T.R. 10, S.R. 10, S.R. 18 and T.R. 10, instructions 15 and 16.

Chapter V—S.R. 3, S.R. 31, instruction 19, S.R. 54 to 56.

Chapter VII—S.R. 5, instruction 3-10.

(7) *Tamil Nadu Budget Manual—*

Chapter VII.

(8) *Tamil Nadu Highways Manual, Volume I—**Standard Specifications for Roads and Bridges.**The preliminary specifications.*

## BOOKS TO BE ALLOWED FOR THE EXAMINATION.

1. Tamil Nadu Highways Manual, Volume IV.
2. Tamil Nadu Account Code, Volumes I and III.
3. Central Account Code, Volume IV.
4. Tamil Nadu Financial Code, Volume I.
5. Tamil Nadu Treasury Code.
6. Tamil Nadu Budget Manual.
7. Tamil Nadu Highways Manual, Volume I.

*V Paper—Establishment Audit—Theoretical and Practical.*

1. The Fundamental Rules and the Subsidiary Rules of the Tamil Nadu Government.
2. Tamil Nadu Pension Code.
3. Tamil Nadu Manual of Special Pay and Allowances.

(Questions will be on the model of those for the Account Test for Subordinate Officers, Part I.)

## BOOKS TO BE ALLOWED.

1. The Fundamental Rules and the Subsidiary Rules of the Tamil Nadu Government.
2. Tamil Nadu Pension Code and the Liberalised Pension Rules, 1960.
3. Tamil Nadu Manual of Special Pay and Allowances, Volume I.

Note.—(i) Books will not be allowed for answering any of the papers except for the IV and V papers to the extent indicated in the syllabus.

(ii) Qualified Divisional Accountants are exempted from the paper "Precis and Draft", "Elementary Book-keeping" and "Establishment Audit".



NUMBER OF QUESTION PAPERS MAXIMUM AND MINIMUM.

Serial number.	Subject.	Duration hours.	Maximum marks.	Minimum marks for pass.
(1)	(2)	(3)	(4)	(5)
1	Precis and Draft (without books).	3	100 <del>150</del>	40 <del>60</del>
2	Elementary book-keeping (without books).	2½	100 <del>150</del>	40 <del>60</del>
3	Constitution of India (without books).	2	100 <del>150</del>	40 <del>60</del>
4	Public Works and General Accounts (Theory and Practical) (with books).	3	100 <del>150</del>	40 <del>60</del>
5	Establishment Audit (with books).	3	100 <del>150</del>	40 <del>60</del>

Note.—A candidate who secures the minimum marks shown in column 5 in all the subjects may be declared as passed. He can also be declared to have passed if he passes the test compartment wise, i.e. if a candidate obtains pass marks in one or more of the five papers, he need not again write the papers in which he has obtained pass marks already.

## FOREST DEPARTMENT TEST.

## SYLLABUS.

1. Tamil Nadu Forest Department Code:

The Tamil Nadu Account Code—  
Volume III, Part III, Articles  
240—297.

One paper with books—3 hours—100

One paper without books—3 hours 100

50 per cent for  
both the papers  
taken together.

2. The Standing Orders of the Board of Revenue and the Service Rules.—

(a) Board's Standing Orders  
Nos. 105, 112, 175, 192  
and Chapter XIX.

(b) The Madras Service  
Manuals, Volumes I, II  
and III—Portions noted  
below:—

1. General Rules for the Tamil Nadu and Subordinate Services.
2. The Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.
3. Tamil Nadu Forest Service Rules.
4. Tamil Nadu Forest Subordinate Service Rules.
5. Tamil Nadu Ministerial Service Rules.
6. Tamil Nadu Last Grade Service Rules.
7. One paper with books—3 hours—100—50 per cent.  
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**SYLLABUS FOR THE DEPARTMENTAL TEST  
FOR STAFF OF EVALUATION AND APPLIED RESEARCH  
DEPARTMENT.**

**I. SURVEY, RESEARCH AND EVALUATION;**

1. Socio-economic surveys : nature, scope and limitations.
2. Evaluation : types of evaluation, i.e. ex-ante, concurrent and ex-post.
3. Different stages in organising socio-economic surveys / evaluation studies.
4. Basic ideas of sampling techniques.
5. Application of statistical techniques i.e., scaling techniques, linear programming and regression analysis.

**II. PROJECT FORMULATION AND APPRAISAL:**

1. Techniques of project appraisal - financial and economic analysis.
2. Social cost benefit analysis - guidelines and methodologies suggested by UNIDO and the World Bank. *LOECD*
3. Investment criteria - pay back period, return on investment, net present worth, internal rate of return and break-even analysis.
4. Sensitivity analysis
5. Cost-Benefit analysis vs. Cost effectiveness technique.

**III. DATA BASE FOR TAMIL NADU ECONOMY:**

1. Sources for data relating to important items: Population, agriculture, Industries, Employment and State Income. *Prices*
2. Methodology adopted for estimates of State Domestic Product (SDP)
3. Methodology used for compiling key indicators of Tamil Nadu Economy viz., index of agricultural production; index of wholesale prices, Consumer price index, Index of industrial production.

- 4 Budget documents of Tamil Nadu Government as sources of information relating to State Finance. viz., Budget Memorandum, Detailed Estimates of Revenue and Detailed Demands for Grants.
5. Methodology for compiling the Economic-cum-Functional Classification of Tamil Nadu Government Budgetary Transactions.

#### IV, TREND IN ECONOMIC DEVELOPMENT OF TAMIL NADU <sup>25</sup>

1. Sectoral trends in the composition of State Domestic product for the last ten years.
2. Long term trends with regard to the performance of Agriculture and Industries Sectors covering the last ten year period.
3. Trends in the economic magnitudes of Tamil Nadu Budget during the last ten Years.

S. NARAYAN,

COMMISSIONER & SECRETARY TO GOVT

Planning and Development Department

#### RECOMMENDED READINGS :

- |  |                                       |
|--|---------------------------------------|
| 1. Methods in Social Research  | William I. Goode<br>& Paul K. Hatt.   |
| 2. Guide to Research in Economics  | C. T. Kurien                          |
| 3. Guideline for Project Evaluation  | UNIDO                                 |
| 4. Project Appraisal and Planning for Developing Countries                                   | I. M. D. Little and<br>J. A. Mirrlees |
| 5. Economic Analysis of Agricultural Projects,   | J. Price Gittinger                    |
| 6. Projects, Preparation, Appraisal & Implementation   | Prasanna<br>Chandra                   |
| 7. Fundamentals of Applied Evaluation  | K. Puttoswamaiah                      |
| 8. Tamil Nadu—An Economic Appraisal  | E&AR Department                       |
| 9. An Economic cum Functional Classification of Tamil Nadu Government Budgetary Transactions | E&AR Department                       |
| 10. Various Budget Documents   | Finance Department                    |

Duration  
3 hrs

Maximum  
100

Minimum  
45





50.

HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS  
ADMINISTRATION DEPARTMENT

# SYLLABUS

for the  
Departmental Test for Appointment  
as Assistant Audit Officers in the  
Hindu Religious and Charitable  
Endowments Administration  
Department

©  
GOVERNMENT OF TAMIL NADU  
1981

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GOVERNMENT OF TAMIL NADU  
1981

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**SYLLABUS FOR THE DEPARTMENTAL TEST FOR APPOINTMENT AS ASSISTANT AUDIT OFFICERS IN THE AUDIT WING OF THE HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS ADMINISTRATION DEPARTMENT.**

**ASSISTANT AUDIT OFFICER'S TEST.**

*I. Nomenclature of the test.*—Departmental Test for appointment as Assistant Audit Officer in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department.

*Part I (a).*—The Hindu Religious and Charitable Endowments Act, 1959 and the rules framed thereunder and other Acts detailed below. (Theory and Practical with books):

*(a) Syllabus—*

(1) Provisions in the Hindu Religious and Charitable Endowments Act, 1959 and rules framed thereunder.

(2) Provisions in Tamil Nadu Public Trust (Regulation of Administration of Agricultural Lands) Act, 1961 and rules issued thereunder.

(3) Provisions in Tamil Nadu Occupants of Kudiyruppu (Protection from Eviction) Act, 1961 and rules issued thereunder.

(4) Provisions in Tamil Nadu Cultivating Tenants Protection Act, 1955 and rules issued thereunder.

(5) Provisions in Tamil Nadu Cultivating Tenants (Payment of Fair Rent) Act, 1956 and rules issued thereunder.

(6) Other enactments and rules issued from time to time affecting the properties of Religious Institutions.

The candidates will be tested in the knowledge of the Acts and Rules (Items 2 to 5) in so far as they apply to Religious Institutions.

*(b) Books allowed—*

(1) Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 and rules issued thereunder.

BI585-1-1



(2) Revenue Acts and Rules as published by Government of Tamil Nadu.

*Part I (b):—Fundamental Rules, Travelling Allowance Rules, Pension Code and Temple Servants Service Rules, etc.*

(Theory and Practical with books.)

(a) *Syllabus—*

(1) Tamil Nadu Fundamental Rules and Subsidiary Rules of Tamil Nadu Government excluding Rules in Chapter VII and Rules Special to Military Officers and to members of All-India Services.

(2) Tamil Nadu Pension Code ; Tamil Nadu Pension Rules; Tamil Nadu Liberalised Pension Rules, Tamil Nadu Family Pension Rules.

(3) Tamil Nadu Travelling Allowance Rules in the Manual of Special Pay and Allowances.

(4) Tamil Nadu Hindu Religious Institutions (Officers and Servants) Service Rules—Rules issued under Section 55 and 116 (2) of Hindu Religious and Charitable Endowments Act, 1959. (Page 189 of Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 and Rules by V. Rajasikamani).

(5) Punishments of Office holders and Servants of Religious Institutions—Rules issued under section 56 of Hindu Religious and Charitable Endowments Act, 1959 (Page 36 of Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 and Rules by V. Rajasikamani).

(6) Rules regarding Grant of Travelling Allowance to Trustees. (Page 82 of the Act).

(7) Furnishing of Security by Officers and Servants Rules. (Page 79 of the Act).

(8) Other Enactments and Rules issued from time to time regarding the services of temple servants.

(b) *Books allowed—*

(1) The Fundamental Rules to the Tamil Nadu Government.

(2) Tamil Nadu Pension Code.

(3) Tamil Nadu Pension Rules.

(4) Tamil Nadu Manual of Special Pay and Allowances.

(5) Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959.

*Part II (a).—Accounts and Audit of Hindu Religious Institutions—*  
(Theory and Practical with books).

(a) *Syllabus—*

(1) The Accounts maintained by the Religious Institutions, Endowments, Kattalais and Thiruppani Committees coming under the control of the Hindu Religious and Charitable Endowments Administration Department and audit checks to be exercised in regard to them—Instructions in the Manual of Accounts of Hindu Religious Endowments—Instructions issued for maintenance of accounts and registers, by the Religious Institutions—Instructions regarding audit in Chapter 65 of Local Fund Audit Department—Volume V.

(b) *Books allowed—*

(1) Manual of accounts of Hindu Religious Endowments.

(2) Hindu Religious and Charitable Endowments Departmental Manual.

(3) Local Fund Audit Departmental Manual—Volume V.

*Part II (b).—Accounts and Audit of Thiruppani works of Religious Institutions and General account of Government of Tamil Nadu.*

(Theory and Practical with books).

(a) (i) Provisions and Rules issued in connection with the execution of Thiruppani and other works by Thiruppani committees as well as Religious Institutions under Hindu Religious and Charitable Endowments Administration Department—Accounts maintained and audit checks to be exercised in relation thereto.

(ii) Public works accounts and General Accounts of Government of Tamil Nadu—Sufficient knowledge as could be applied to the accounts of Religious Institutions.

(b) *Books allowed—*

(1) Hindu Religious and Charitable Endowments Act, 1959 and rules issued thereunder.

(2) Manual of accounts of Hindu Religious Institutions *Endowments*



- (3) Local Fund Audit Departmental Manual—Volume V.
- (4) Hindu Religious and Charitable Endowments Departmental Manual.
- (5) Tamil Nadu Financial Code.
- (6) Tamil Nadu Treasury Code.
- (7) Tamil Nadu Public Works Department Account Code.
- (8) Tamil Nadu Account Code, Volume I and III.
- (9) Budget Manual.

Provided that the candidates in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department who have already passed the Subordinate Accounts Service Test prior to the introduction of this Test (Departmental Test for appointment as Assistant Audit Officer in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department) will not be required again to pass this new test for appointment as Assistant Audit Officers in the Audit Wing, Hindu Religious and Charitable Endowments Administration Department;

Provided further that the candidates in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department, who have already got exemption from further examination in the individual paper in the Subordinate Accounts Service Test prior to the introduction of this Test (Departmental Test for appointment as Assistant Audit Officer in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department) will be exempted from further Examination in the corresponding individual paper in the Departmental Test for appointment as Assistant Audit Officers in the Audit Wing of the Hindu Religious and Charitable Endowments Administration Department, as indicated below:—

<i>Serial number and paper of Subordinate Accounts Service Examination exempted.</i>	<i>Corresponding paper of Departmental Test for Assistant Audit Officers to be exempted</i>
(1)	(2)
1. <i>Part I (a).</i> —Local Acts and Rules framed thereunder (of Local Bodies) (Practical).	<i>Part I (a).</i> — <i>H.R. and C.E. Act, 1959</i> and the rules framed thereunder and other Acts. (Theory and Practical —with books.)
2. <i>Part I (b).</i> —Fundamental Rules, Pension Code and Tamil Nadu Travelling Allowance Rules (Practical).	<i>Part I (b).</i> —Fundamental Rules, Tamil Nadu Travelling allowance Rules and Temple Servants Service Rules (Theory and Practical—with books).
3. <i>Part II (b).</i> —Accounts and Audit of Local Bodies, (Practical).	<i>Part II (a).</i> —Accounts and Audit of Hindu Religious Institutions (Theory and Practical—with books). h Pension Code



DETAILS OF MARKS REQUIRED FOR A PASS AND FEES PAYABLE, ETC.

Serial number and paper.	Subject.	Duration.	Maximum marks.	Minimum marks for a pass.	Fees payable.	Marks for exemption for further examination.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Part I (a) and (b)	(a) H.R.&C.E. Act, 1959 and Rules framed thereunder and other Acts.	3 hours.	100	40	Rs. P. 7-50 7-50	60 60
	(b) Fundamental Rules, Travelling Allowance Rules, Pension Code and Temple Servants Service Rules.	3 hours.	100	40		
					90 aggregate.	
2. Part II (a) and (b)	(a) Accounts and Audit of Hindu Religious Institutions.	3 hours.	100	40	Rs. P. 7-50 7-50	60 60
	(b) Accounts and Audit of Thiruppani works and General Accounts of Government of Tamil Nadu.	3 hours.	100	40		
					90 aggregate.	

For Part I (b) and Part II (a) and (b).

Panel of Examiners.—

1. Chief Audit Officer, Audit Wing, Hindu Religious and Charitable Endowments Administration Department.
2. Regional Audit Officer, Audit Wing, Hindu Religious and Charitable Endowments Administration Department.

For Part I (a)—

1. Deputy Commissioner, Hindu Religious and Charitable Endowments Administration Department.
2. Assistant Commissioner, Hindu Religious and Charitable Endowments Administration Department.

## REVISED SYLLABUS

1. Second Class Language Test—Written  
Part-A

## Translation

Max.  
Marks.Min.  
Marks  
for a  
Pass.

Duration.

1. This passage shall have 20 to 30 sentences of which 10 to 15 sentences shall be in simple and another 10 to 15 sentences in complex sentences. The expressions used in these sentences shall be on Common subjects and not be related to any technical subject like engineering, medicine or mathematics.

100

50

3 hours

## 2- Composition

Writing composition on any three topics on the following subjects in not exceeding 15 sentences each :-

1. Glory of Tamil Language
2. Population growth
3. Environment
4. Mass education
5. Patriotism
6. Greatness of virtues
7. Rural Development
8. Co-operation
9. Women's Development
10. Public Services
11. Need for Scientific knowledge

(Single Paper)

G. O. Ms. No. 350, P &amp; A. R. (Per. S), dated. 6-8-90

The Standard of the written test shall be in accordance with the syllabus prescribed for Tamil paper for the X Std (SSLC) Public Examination.

[Subsequently amended in G.O.Ms. No. 30, P & A. R. (Per. S), dated 12-2-93]

## PART-B.

- (i) Conversing with accuracy and fluency in Tamil
- (ii) Dictating an order or delivering a short address on a given subject in Tamil.

100%

50% [See  
Note (ii) below]

50%

25%



## PART-C.

(1)	(2)	(3)	(4)
Taking down in English evidence given in Tamil and asking questions thereon in Tamil.	50%	25%	

## PART-D.

Reading with fluency and translating correctly three petitions or other official manuscripts in Tamil written in plain running hand.	100%	50%	
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S. No.	Name of the Departmental Test	Syllabus for the departmental test
1.	2.	3.

i) DEPARTMENTAL TEST FOR THE MEMBERS OF THE TAMILNADU MINISTERIAL SERVICE IN THE NATIONAL EMPLOYMENT SERVICE

The following portion of the National Employment Service Manual as amended from time to time:-

PART I: EMPLOYMENT EXCHANGE POLICY AND PROCEDURE

- Chapter II . Employment Exchange Procedure
- Chapter III. Employment Exchange Instructions.
- Chapter IV Standard Employment Exchange forms.
- Chapter VII. Registration of employment seekers.
- Chapter VIII. Documentation of vacancies.
- Chapter X Post submission action.
- Chapter XIII. Vacancy and Labour clearing.
- Chapter XVI. Various general Instructions.
- Chapter XVIII. Reports and returns

PART II - Employment Market Information

- Chapter I Introduction
- Chapter II Construction of Employers' Register
- Chapter III Collection of Employment Market Information.
- Chapter IV Progress reports.

PART III - Vocational Guidance Programme

- Chapter I Organisation and functions.
- Chapter V Collection of Occupational Information.

No. of papers  
 One paper  
 (without books)

Duration  
 3 hours

Max. marks 100  
 Min. marks 40.



1.

2.

3.

2

11) DEPARTMENTAL TEST FOR OFFICERS OF THE NATIONAL EMPLOYMENT SERVICE.

The National Employment Service Manual as amended from time to time.

### SUBORDINATE ACCOUNTS SERVICE EXAMINATION

#### REVISED SUBJECTS AND SYLLABUS FOR THE EXAMINATION PART I(a) LOCAL ACTS AND RULES FRAMED THERE UNDER (PRACTICAL) (WITH BOOKS).

##### SYLLABUS :

1. The Madras City Municipal Corporation Act, Chapters I, II, IV, V, VI, VII, VIII, IX, X, X-A, XI, XII, XIV, XV, XVI, and Schedules IV, V and VI.
2. The Tamil Nadu District Municipalities Act, Chapters I, III, V, VI, VII, VIII, <sup>IX</sup>~~X~~, X, XI, XII, XIV, XV, XVI and Schedules IV, V and VI.
3. The Tamil Nadu Panchayat Act and the Rules framed there under.
4. The Tamil Nadu Public Health Act, Chapters I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XIII and XIV.
5. The Tamil Nadu Elementary Education Act.

NOTE.—A knowledge in the Sections of the Chapters of the Acts prescribed above bearing on the Revenue, expenditure and Accounts matter will be expedited.

##### BOOKS TO BE ALLOWED FOR THE EXAMINATION :

1. The Madras City Municipal Corporation Act.
2. The Tamil Nadu District Municipalities Act.
3. The Tamil Nadu Panchayat Act.
4. The Tamil Nadu Public Health Act.
5. The Tamil Nadu Elementary Education Act.
6. The Rules framed under the Tamil Nadu Elementary Education Act.
7. The Tamil Nadu Educational Rules.
8. The Municipal Manual.
9. The Panchayat Manual.
10. Statutory Rules framed under the Tamil Nadu Panchayat Act.

#### PART I(b) : FUNDAMENTAL RULES, TAMIL NADU PENSION CODE AND TAMIL NADU TRAVELLING ALLOWANCES RULES (PRACTICAL) (WITHBOOKS).

##### SYLLABUS :

1. The Fundamental Rules and Subsidiary Rules of the Tamil Nadu Government excluding Rules in Chapter VII and Rules Special to Military Officers and to Members of All India Services.
2. Pension Rules in the Tamil Nadu Pension Code, Tamil Nadu Pension Rules 1976 and Tamil Nadu Pension Rules 1978 in so far as they relate to Subordinate and Basic Grade Services and Tamil Nadu Liberalised Rules Pension and Tamil Nadu Government Servants Family Pension Rules.
3. Tamil Nadu Travelling Allowance Rules in the Manual of Special Pay and Allowances.
4. Establishment Rules prescribed by Government for local bodies governing such matters as appointments, qualifications, punishments, appeals, gratuities, pensions and Travelling Allowances.



**BOOKS TO BE ALLOWED FOR THE EXAMINATION :**

1. The Fundamental Rules (Printed and published by the Government of Tamil Nadu).
2. The Tamil Nadu Pension Code including the Tamil Nadu Government Servants Family Pension Rules.
3. The Tamil Nadu Pension Rules 1976.
4. The Tamil Nadu Pension Rules 1978.
5. The Tamil Nadu Manual of Special Pay and Allowances.
6. Municipal Manual.
7. Panchayat Manual.
8. Rules framed under the Tamil Nadu Panchayats Act.

**PART II (a) : ACCOUNTS AND AUDIT OF LOCAL BODIES (THEORETICAL) (WITHOUT BOOKS).**

**PART II (b) : ACCOUNTS AND AUDIT OF LOCAL BODIES (PRACTICAL) (WITH BOOKS).**

**SYLLABUS FOR PAPER II (A) AND II (B) :**

The Accounts maintained by the Institutions mentioned below and the checks to be exercise in auditing them.

1. Corporation of Madras.
2. District Municipalities including Electric Licences.
3. Panchayat Unions.
4. Panchayats.
5. Local Library Authorities.
6. District Medical Lending Libraries.
7. Minor Ports and Landing and Shipping dues.
8. Official Receivers.
9. Universities.
10. Official Trustee and Administrator General.
11. Official Assignee and Official Liquidator.
12. Madras Medical Council.
13. Treasurer of Charitable Endowments.
14. Market Committees.
15. Tamil Nadu State Housing Board and the Units attached thereto.

**BOOKS TO BE ALLOWED FOR ANSWERING THE PAPER II(b) :**

1. The Port Manual.
2. The Rules framed under Elementary Education Act.
3. The Tamil Nadu Education Rules.

4. The Electricity Rules.
5. The Provincial Insolvency Rules.
6. The Madras City Municipal Corporation Act.
7. The Tamil Nadu District Municipalities Act.
8. The Tamil Nadu Panchayat Act.
9. The Tamil Nadu Elementary Education Act.
10. The Universities Acts.
11. The Provincial Insolvency Act.
12. The Administrator-General Act.
13. The Official Trustee Act.
14. Indian Ports Act.
15. The Indian Electricity Act.
16. The Local Fund Audit Department Manuals.
17. The Municipal Manual.
18. The Tamil Nadu Public Libraries Act and the Rules framed there under.
19. The Tamil Nadu Agricultural Produce Markers Act and the Rules framed there under.
20. Manual of Instructions for the Maintenance of Accounts of Panchayat Union Councils.
21. The Tamil Nadu State Housing Board Act and the Rules framed thereunder.

## PART II (c) ACCOUNTS AND AUDIT OF STATE TRADING SCHEMES (PRACTICAL) (WITH BOOKS).

### SYLLABUS :

1. The Accounts and Registers Pertaining to Accounts maintained by several administrators of State Trading Schemes of the Tamil Nadu State Government and Statutory Boards which come under the internal audit purview of the Local Fund Audit Department State Trading Schemes, Audit Department. Rules and procedure prescribed for the stock Verification Organisation and the accounts maintained by the Educational Institutions, School Meals Schemes, Private Polytechnics and Private Engineering Colleges.

2. Local Fund Audit Department Manual—Volume V. Chapters in Sections II and III.
3. Tamil Nadu Accounts Code—Volume III. Chapters I to IV.

### BOOKS TO BE ALLOWED FOR THE EXAMINATION :

1. Tamil Nadu Financial Code—Volumes I and II.
2. Tamil Nadu Accounts Code—Volumes III.
3. Local Fund Audit Department Manual, Volume V.



## SCHEME OF THE EXAMINATION.

<i>Subject.</i>	<i>Day.</i>	<i>Duration.</i>	<i>Maximum.</i>	<i>Minimum.</i>
Part I(a) Local Acts and Rules framed thereunder (Practical) (with books).	2nd Day.	10.00 A.M. to 1.00 P.M. (3 hours).	100	40
Part I (b) : Fundamental Rules Pension Code and the Tamil Nadu Travelling Allowances Rules (Practical) (with books).	3rd day.	10.00 A.M. to 1.00 P.M. (3 hours).	100	40
Part II(a) Accounts and Auditor Local Bodies (Theoretical) (without books).	4th day	10.00 A.M. to 1.00 P.M. (3 hours).	100	40
Part II (b) : Accounts and Audit of Local Bodies (Practical) (with books).	5th day	10.00 A.M. to 1.00 P.M. (3 hours).	100	40
Part II (c) Accounts and Audit of State Trading Schemes (Practical) (with Books).	6th day	10.00 A.M. to 1.00 P.M. (3 hours).	100	40

Candidates must obtain 40 percent in each subject and 45 percent in the aggregate.

NOTE.—A candidate who obtains not less than 60 per cent of marks in any subject will be exempted from further examination in the same subject.

Candidates can sit for Part II only after passing Part I.

(true copy)

ANNEXURE-I

SYLLABUS FOR DEPARTMENTAL TEST FOR AGRICULTURAL  
MARKETING DEPARTMENT EMPLOYEES.

[TAMIL NADU AGRICULTURAL PRODUCE MARKETING (REGULATION)  
ACT, 1987 AND TAMIL NADU AGRICULTURAL PRODUCE MARKETING  
(REGULATION) RULES, 1991.]

1. Short title, extent and commencement.
2. Definitions.
3. Notification of intention of regulating marketing of Agricultural produce in specified area.
4. Declaration of notified area.
5. Establishment of market committee.
6. Establishment of markets.
7. Establishment of special and subsidiary markets.
8. Trading in Agricultural produce in notified area.
9. Alteration of notified area, etc.
10. Constitution of market committee.
11. Publication of names of members of market committee.
12. Chairman and Vice-Chairman of market committee.
13. Disqualifications for membership of market committee.
14. Assistant Director of Agriculture to be Ex-officio member.
15. Term of office of members, etc.
16. Incorporation of market committee.
17. Market committee to be a local authority.
18. Sub-committee, special committee and delegation of powers.
19. General meetings.
20. Proceeding of market committee not to be invalidated by informalities.
21. Nominated person to cease to be a member in certain cases.
22. Officers and servants of market committee.
23. Execution of contracts by market committee.
24. Levy of fee by Market Committee.
25. Establishment of check-post or barrier.
26. Issue of receipt by Market Committee.
27. Determination of fee, etc., not to be questioned in prosecution.
28. Levy of subscription for market reports, etc.
29. Market Committee Fund.
30. Purposes for which Market Committee Fund may be expended.
31. Power to borrow.
32. Trade allowance not permissible except in certain cases.



## ANNEXURE - II

SYLLABUS FOR DEPARTMENTAL TEST FOR AGRICULTURAL  
MARKETING DEPARTMENT EMPLOYEES

[TAMIL NADU AGRICULTURAL PRODUCE MARKETING (REGULATION)  
ACT, 1987 AND TAMIL NADU AGRICULTURAL PRODUCE MARKETING  
(REGULATION) RULES, 1991.]

1. Short title.
2. Definitions.
3. Publication of Notification.
4. Copy of the Act, Rules, etc. to be kept in the Office.
5. Term of office to the Chairman and vice-Chairman.
6. Election of the Chairman and Vice-Chairman of the Market Committee.
7. Election of the Vice-President of the Board.
8. Cessation of office of the Chairman and Vice-Chairman.
9. Cessation of office of the Vice-President of the Board.
10. Resignation of members, etc.
11. Special Allowances.
12. Powers and functions of the Chairman.
13. Powers and functions of the Vice-Chairman.
14. Notice of the meeting of the Market Committee.
15. Preparation of Agenda.
16. Presidency of the meeting.
17. Quorum.
18. Subject and motion in the meeting.
19. Meeting of the Board.
20. Conditions for association of person with the Board.
21. Motion by member to associate any person with the Board.
22. Appointment of the Chief Executive Officer.
23. Purchase of the executive authority of the Board and Market Committee.
24. Application for licence.
25. Grant of licence.
26. Renewal of licence.
27. Licence fee.
28. Fee for renewal of licence.
29. Issue of duplicate licence.
30. Suspension or cancellation of licence.
31. Appeal.
32. Submission of periodical return.
33. Levy of fee on notified agricultural produce.
34. Person authorised to collect fee and charges.

35. Subscription or supply of market report.
36. Exemption.
37. Person to abide the instructions of the head of market.
38. Receipt of deposit of agricultural produce.
39. Storage and charge for storage.
40. Storage after sales and charges therefor.
41. Weighing of agricultural produce.
42. Returns by weighman, broker, measurer, warehouseman.
43. Engaging a broker.
44. Exposure of agricultural produce for sale.
45. Regulation of purchase and sale in the market.
46. Inspection.
47. Accounts.
48. Audit.
49. Submission of audit report.
50. Payment of cost of audit.
51. Check on receipts and expenditure.
52. Daily crediting of money.
53. Payment to be made by cheque.
54. Drawing of cheque.
55. Passing of a bill.
56. Pass Book.
57. Cash Book.
58. Budget.
59. Investment of surplus fund.
60. Permanent Advance.
61. Payment.
62. Passing for payment.
63. Acknowledgement of receipt.
64. Sanction of expenditure.
65. Incurring of expenditure.
66. Time limit for presentation of bill.
67. Over payment.
68. Defalcation or loss of money or valuable.
69. Cheques.
70. Signing of cheque.
71. Writing of cheque.
72. Cancellation of cheque.
73. Refund of revenue.
74. Stamp Account.
75. Purchase of Stationery and Stores.
76. Purchase of books, maps, periodicals.
77. Deposits.



78. Authority to sanction refund of deposits.
79. Diversion of loan amount.
80. Checking the registers, etc. of the Board and Market Committee.
81. Purchase, etc., by calling for tenders.
82. Printing.
83. Power to condemn.
84. Payment by the market committee to the Board.
85. Contribution to the Market Development Fund.
86. Payment of Travelling Allowance and Daily Allowance.
87. Use of Motor Vehicle.
88. Use of Telephone.
89. Taking building for rent.
90. Repayment of salaries of the officers and servants.
91. Acquisition of immovable property, etc.
92. Administrative approval for purchase of immovable property.
93. Preparation of plan and estimates.
94. Technical sanction.
95. Payment of centage charge.
96. Administrative approval for work.
97. Maintenance of registers, forms and statements.
98. Check-measurement, inspection and test-check.
99. Works in respect of which quotations have to be called for.
100. Works in respect of which tenders have to be called for.
101. Exercising the power of the Chief Engineer by the Superintending Engineer of the Board.
102. Entrustment of work to other authority or agency.
103. Payment to contractor.
104. Completion Certificate.
105. Entrustment of work.
106. Handing over of the building, etc. by the Board.
107. Authority competent to sanction fees to the counsel and the Law Officers.
108. Quantum of fees payable to the counsel and the Law Officers.
109. Appeal against the decision of a court.
110. Initiation or continuation of litigation against the interest of the Government.
111. Maintenance of Suit Register.
112. Submission of documents.
113. Power to summon of documents.
114. Authority to report material impropriety or irregularity, loss, waste or misapplication.
115. Duty of the Secretary, Chief Executive Officer to remedy the defects or irregularities.
116. Power of authority to disallow and surcharge.
117. Submission of representation.
118. Recovery.
119. Returns.

APPENDIX-B

DEPARTMENTAL TEST FOR OFFICERS OF THE PANCHAYAT DEVELOPMENT DEPARTMENT.

SYLLABUS

(1) Books to be allowed for answering the Examination—

**PAPER I—**

- (i) Manual of Village Level Workers,
- (ii) Community Development Manual, Part-I
- (iii) A Guide to Community Development.

**PAPER II—**

- (i) Village Swaraj.

**PAPER III—**

- (i) Constitution of India and Miscellaneous Acts [The Miscellaneous Acts will be Madras Elementary Education Act, 1920, Madras Public Health Act, 1939, Places of Public Resort Act, 1888, the Madras Public Libraries Act, 1948, Local Authorities Loans Act, 1914 (Central Act IX of 1914), Madras Local Authorities Finance Act, 1961, the Madras Town-Planning Act, 1920, the Madras District Development Councils Act, 1958.]

**PAPER IV—**

- (i) The TN Panchayat Act, 1994 and the rules and orders issued thereunder.

**PAPER V—**

- (i) The TN District Municipalities Act, 1920 and the Rules and orders issued thereunder.

(2) Number of question papers, maximum and Minimum—

SUBJECT (1)	Number of papers. (2)	Duration (Hours) (3)	MARKS	
			Maximum. (4)	Minimum. (5)
I. Manual of village Level Workers, Community Development Manual, Part-I and A Guide to Community Development (with books).	One	2	100	35
II. Village Swaraj (English or Tamil) (without books).	One	2	100	40
III. Constitution of India and Miscellaneous Acts [The Madras Elementary Education Act, 1920, the Madras Public Health Act, 1939, the Places of Public Resort Act, 1888, the Madras Public Libraries Act, 1948, the Local Authorities Loans Act, 1914 (Central Act, IX of 1914), the Madras Local Authorities Finance Act, 1961, the Madras Town-Planning Act, 1920, the Madras District Development of Councils Act, 1958] (with books).	One	2	100	35
IV. The TN Panchayats Act 1994 and the rules and orders issued thereunder.	One	2	100	35
V. The TN District Municipalities Act, 1920 and the rules and orders issued thereunder (with books).	One	2	100	35



**NOTES—(i)** Candidates appearing for Paper IV need not appear for Paper V and vice versa

**(ii)** Candidates will be permitted to appear and pass in the several Papers prescribed for the test at the same time or at different examinations.

**(iii)** Employees of Local Bodies need not pass Papers I and II of the Departmental Test for Officers of the Panchayat Development Department.

A person who has passed in the papers on Community Development Manual (2 parts), A Guide to Community Development A Guide Book for Gramsevaks and Manual of Village level workers under the Old Scheme will be deemed to have passed the first paper of the test under the Revised Scheme.

## APPENDIX B

Departmental Test for Junior Assistant in the  
Police Department.

(i) *System*

Police Standing Order Books, Volume I & IV

(ii) *Number of question Papers, Maximum and Minimum*

Subject.	Duration hours	Maximum	Minimum
One paper (with books)	3	100	50

Note.—The examination will mainly be directed towards testing the candidate's capacity for the practical work of a Police office.

GBP.—Ms. 112-113-211-10,03-1987.



APPENDIX B.

DEPARTMENTAL TEST FOR GRAMASEVAKS, GRADES I AND II AND GRAMASEVIKAS.

SYLLABUS

I. Books to be allowed for answering the examination—

- (i) Manual of Village Level Workers.
- (ii) The Community Development Manual (Part I).
- (iii) Village Swaraj, published by Navajeevan Publishing House, Ahmedabad; and
- (iv) <sup>T.N.</sup> The Madras Panchayats Act, <sup>1994</sup> ~~1958~~ (without rules and orders)

II. Number of question papers (maximum and minimum) -

Subject.	Number of papers.	Duration hours.	Maximum marks.	Minimum marks.
1. Manual of Village Level Workers and Community Development Manual (Part I) English or Tamil (with Books).	One	2	100	35
2. Village Swaraj English or Tamil (with books).	One	2	<del>50</del> 100	<del>25</del> 35
<sup>T.N.</sup> 3. The Madras Panchayats Act, <sup>1994</sup> <del>1958</del> (without rules and orders) (with books).	One	2	100	35

N.B.—Candidates will be permitted to appear and pass in the several papers prescribed for the test at the same time or at different examinations.

A person who has passed in the papers on "Community Development Manual (2 parts)" and also on "A Guide Book for Gramasevaks and Manual of Village Level Workers" in the Old Scheme of Departmental Test for Gramasevaks, Grades I and II and Gramasevikas will be deemed to have passed the examination in the papers on "Manual of Village Level Workers" and "Community Development Manual, Part I" under the Revised Scheme.



(REVISED SYLLABUS)APPENDIX-B.DEPARTMENTAL TEST FOR SUBORDINATE OFFICERS IN THE TAMIL NADU  
TREASURIES AND ACCOUNTS DEPARTMENT.

## (1) Syllabus

- |  |   |   |
|--|---|---|
| i. The Tamil Nadu Treasury Code,<br>Volumes I and II | } | All chapters  |
| ii. The Tamil Nadu Account Code,<br>Volume II        |   |   |
| iii. Government Security Manual.                     |   |   |
| iv. Pay and Accounts Offices Manual.                 |   |   |
|  |   | Chapters III and IV<br>in Part I<br>All Chapters in Part II<br>All Chapters in Part III<br>Chapter XXIII in<br>Part IV and Chapter XXV<br>and XXVI in Part V. |

## (2) Number of question papers, maximum and minimum.

Subject	Duration hours	Maximum marks	Minimum marks
One paper (with books)	3	100	50 for a second class and 60 for a first class.



**SURVEY DEPARTMENT TESTS.**

**(a) HEAD SURVEYOR AND SUB-ASSISTANTS TEST.**

1. Arithmetic.
2. Mensuration.
3. Trigonometry— Solution of Plane Triangles.
4. Survey Manual— Whole book, except (i) paragraphs 40 to 234 of Chapter XVII and (ii) the whole of Chapter XVII.
5. Boileau's Traverse Tables— Explanation and use of the tables.
6. Clancey's Aid to Land Surveying.
7. Board's Standing Orders, 34-A, B, C, except Appendix IV.

	Subject.	Duration Hours.	Maximum Marks.	Minimum Marks.
	(1)	(2)	(3)	(4)
I	Paper (Theoretical) (without books)	3	100	50
II	Paper (Practical) (without books)	3	100	50

**(b) FIELD SURVEYOR'S TEST.**

1. Arithmetic— Up to vulgar fractions and square foot.
2. Handwriting and dictation.
3. The whole of the book entitled "Land Surveying for Village Karnams".
4. Survey Manual, 1923,—
  - Chapters I, II, VI and VII— whole.
  - Chapter X, Rules 5 to 13.
  - Chapter XI Rules 1 to 6,
  - Chapter XII, Rules 1 to 25.
  - Chapter XVI, Rules 37 to 65.
  - Chapter XVII, Rules 241 to 279.
  - Chapter XIV chain, etc stall, offset pole, platting compasses, drawing pen, parallel rule scales and area square.
  - Chapter XX, Problems exclusive of those which require the use of the Theodolite or Stanley's circumferenter.
5. Board's Standing Orders 34-A, B, C, except Appendices III, IV, V, VI, VII, X, XI, XII, XV, and XVI.

	Subject.	Duration Hours.	Maximum Marks.	Minimum Marks.
	(1)	(2)	(3)	(4)
1.	Survey I Paper (Theoretical) (without books)	3	100	50
2.	Survey, II Paper (Practical) (without books)	3	100	50

**(c) REVENUE DRAUGHTSMAN'S TEST.**

1. Construction of scales—Simple and diagonal.
2. Traverse and protracto plotting.
3. Plotting fields on 40 and 80 inch scales and computing areas with area square paper.
4. Plotting village map on 16 inch scale.
5. Testing plotting of 16 inch village maps and locating errors in measurement.
6. Inking field boundaries for reproduction to scale and reduction to smaller scales.
7. Typing field numbers.
8. Area computation with computing scale.
9. Printing names and inserting topographical details in village maps.
10. Comparison of field and village boundaries and side measurements.
11. Colouring by washes and binders.
12. Tracing and inking taluk and district maps.
13. Computation of ares by arithmetical calculation adjustment of areas, location of errors in a plotted field sketch, and procedure relating to 8-A files and preliminary scrutiny of files, etc.
14. Preparation of stone sketches.
15. Provisions of the Survey and Boundaries Acts and The rules and procedure relating to the preparation of village and district maps as laid down in the Survey Manual.
16. Different systems of surveys done in the Presidency, with their special features in relation to filed sketches, etc., and their advantages or disadvantages for mamlenance purposes.

NOTE.—Candidates wishing to qualify only for service in the Revenue Department are not required to answer question process No. 12.

Subject.	Duration Hours.	Maxium Marks.	Minimum Marks.
(1)	(2)	(3)	(4)
I Paper (Those two papers cover Items 1, 2, 3, 8 and 9 of the syllabus)	3	100	50
II Paper (Those two paper cover items 1, 2, 3, 8 and 9 of the syllabus)	3	100	50
III Paper—This paper covers items 4, 5, 6, 7, 10 and 14 of the syllabus	3	100	50
IV Paper—This paper cover items 11, 12, 15 and 16 of the syllabus	3	100	50

NOTE.—(i) Each paper of the test can be passed separately.  
(ii) All papers to be written without books.

**(d) COMPUTATION TEST.****PART I****Mathematics (General).****(1) Arithmetic—**

- (a) Simple and compound proportion, profit and loss, and interest.
- (b) Square and cubic measure.



- (c) Square and cubic roots.
- (d) Decimals.
- (2) Geometry—
- (a) Properties of triangles, quadrilaterals and polygons.
- (b) Circle, radius, diameters, chord and tangent and their relation to each other.
- (3) Trigonometry—
- (a) Sine, cosine, tangent, their reciprocals and their relation to each other.
- (b) Solution of triangles—Right angled and oblique angled.
- (c) Area of triangles.
- (d) Simple questions on logarithms and numbers and trigonometrical functions and capital logarithms.
- (e) Heights and distances.
- (4) Mensuration—
- (a) Area of geometrical figure—Triangles, quadrilaterals and polygons.
- (b) Surface of a cube, sphere cone and a pyramid.

## PART II.

### COMPUTATION (TECHNICAL).

- (1) Traverse Survey.
- (2) Traverse computation of—
- (a) main circuits with reference to a taluk or district origin.
- (b) of village and khandum circuits.
- (c) location of errors and preparation of correction field book.
- (3) Traverse plotting.
- (4) Construction of scales, simple, diagonal and vernier.
- (5) Computation of azimuths rectangular and spherical co-ordinates, convergency of meridian and hypotenuse distance.
- (6) Computation of latitudes and reverse azimuths and solution of spherical triangles.
- (7) Reharmonishing and computing of values of village tri-junctions, graticule, projections, projection of points rectangular and spherical values and method of reducing values of points from one original to the other.

N.B.—Items 6 and 7 of the Part II are intended for Computers in the Central Survey Office only.

### NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM MARKS.

Subject.	Duration hours.	Maximum Marks.	Minimum Marks.
(1)	(2)	(3)	(4)
I Paper (covering Part I of the syllabus) (without books)	3	100	
II Paper (covering Part II of the syllabus) (without books)	3	100	

NOTE.—Each paper of the test can be passed separately.

## (e) DEPUTY SURVEYOR'S TEST.

- (1) Arithmetic—Up to decimal fractions and square root.
- (2) Handwriting and dictation.
- (3) The whole of the book entitled "Land Surveying for Village Karnams".
- (4) Surveyor Manual, 1971—  
Chapter I, II, III, IV and VII—Whole.  
Chapter X, Rules 3 to 13.  
Chapter XI, Rules 1 to 6.  
Chapter XII, Rules 1 to 30.  
Chapter XIII Rules 1 to 33.  
Chapter XVI, Rules 16 to 136.  
Chapter XVII, Rules 241 to 279.  
Chapter XIX, Rules all survey instrument except proportional compasses, beam compasses, bow compasses photograph.  
Chapter XX, Rules Problems.
- (5) Boards standing Orders 54-A, B, C, except Appordies III, IV, V, VI, X, XI, XII XV and XVI.

Number of question papers, Maximum and Minimum—

Subject.	Duration hours.	Maximum.	Minimum.
(1)	(2)	(3)	(4)
1. Survey, I Paper (Theoretical) (without books)	3	100	50
2. Survey, II Paper (Practical) (without books)	3	100	50

## NOTES—

1. Questions relating to Arithmetic are included in the question paper on 'Survey'.
2. Each paper of the test can be passed separately.

**SURVEY TESTS.**  
**SURVEY TEST—PART I.**

1. Survey Manual Chapters I, II, III, IV, V, VI, VII, X, XI, XII (Rules 1 to 25, XIX (Rules 40 to 68)
2. Chain Survey and Land Records Manual: Part 1.
3. Chain Survey and Land Records Manual, Part II except Appendix III, IV, VI, VII, X, XI, XII, XV and



4. Taluk Manual of Accounts: 4, 5, 6, 7 and 8-A.
5. Board's Standing Order: Paragraphs 15 and 31.
6. Plotting of fields of 1,000, 1,200 scales computing area with area square paper.
7. Colouring by washes and binders.
8. Tracing and inking taluk and district maps.
9. District Office Manual.

#### NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM MARKS

Subject.	Duration Hours.	Maximum Marks.	Minimum Marks
(1)	(2)	(3)	(4)
I. Paper (items 1, 2 and 6) (without books)	3	100	50
II Paper (items 3, 5 and 8) (without books)	3	100	50
III Paper (items 4, 7 and 9) (without books)	3	100	50

#### SURVEY TEST—PART II.

##### 1. Survey Manual—

- (a) The whole of Survey Manual, Volume I.
- (b) New Chapter XIX—Rules 17 to 39 in the Chapter "Duties of Surveyors".
- (c) New Chapter XX—Rules 231 to 266 in the Chapter "Office routine".
- (d) All instruments mentioned in the Chapter of "Survey Instruments"—New Chapter XXIV.
- (e) New Chapter XXV—Problems in Chapter "Aids to Surveying".

##### 2(a) Chain Survey and Land Records Manual, Part I (whole)

- (b) Chain Survey and Land Records Part II excepting Appendices, X, XI and XVI.

3. Bearing—Protractor plotting.
4. Plotting of Village map—1: 5,000 scale.
5. Testing plotting of 1: 5,000 scale—Village map.
6. Inking field boundaries for reproduction of scale and reduction to smaller scales.
7. Typing field numbers.
8. Area computation with computing scale.
9. Printing name and inserting topo details in Village map.
10. Comparison of village boundaries and side measurements.
11. Board's Standing Order 90 (Land Acquisition).

**NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM MARKS**

Subject.	Duration Hours.	Maximum Marks.	Minimum Marks.
(1)	(2)	(3)	(4)
I Paper (Items 1, 3 and 11)	3	100	50
II Paper (Items 2, 4 and 9)	3	100	50
III Paper (Items 5 to 8 and 10)	3	100	50

**NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM MARKS**

Minimum Marks	Maximum Marks	Duration Hours	
(1)	(2)	(3)	(4)
50	100	3	..
50	100	3	..
50	100	3	..

**II TEST-PART II**

—

(a) ...  
 (b) ...  
 (c) ...  
 (d) ...  
 (e) ...  
 (f) ...  
 (g) ...  
 (h) ...  
 (i) ...  
 (j) ...  
 (k) ...  
 (l) ...  
 (m) ...  
 (n) ...  
 (o) ...  
 (p) ...  
 (q) ...  
 (r) ...  
 (s) ...  
 (t) ...  
 (u) ...  
 (v) ...  
 (w) ...  
 (x) ...  
 (y) ...  
 (z) ...



REVISED SYLLABUS

COMMERCIAL BOOK-KEEPING (WITHOUT BOOKS)

Text - Book

DOUBLE ENTRY BOOK-KEEPING

A Complete Treatise on the Fundamentals of Accounting written  
Specially for Indian Students and Businessmen.

BY

JAMSHED N. BATLIBOI, F.S.A.A. (Hons.), F.C.A., F.I.C.W.A.  
(22nd Edition)

Chapters bearing the following titles:

CHAPTER I

ELEMENTS OF DOUBLE ENTRY

Definition --Object of Book keeping--Double Entry Book keeping --  
Explanation of terms--First Principles of Double Entry--  
Personal Accounts--property or Real Accounts--Nominal Accounts--  
Summary Questions.

CHAPTER II

RULES FOR JOURNALISING

Subsidiary Records and the Ledger--Rules for Journalising--  
Summary Questions--Exercises.

CHAPTER III

Ledger Accounts

Division of Accounts--The importance of Ledger--Balancing  
personal Accounts--Cash Account--Goods Account--Closing of  
Real Accounts--Closing of Nominal or Fictitious Accounts --  
Capital Account--Drawings Account--Summary--Questions--  
Exercises.

CHAPTER IV.

SUB DIVISIONS OF JOURNAL

Purchases Book--Posting the Purchases Book--Sales Book--  
Posting the Sales Book--Returns of Goods--Returns Inwards  
and Outwards Book--Postings of Return of Books--Summary--  
Questions--Exercises.

CHAPTER V

THE CASH BOOK

Cash Discount - Trade Discount--Posting of cash book--  
Balancing the Cash Book--Summary--Questions--Exercises.



## BANKING TRANSACTIONS

Bank Current Account - Cheques--Crossing a Cheque--Dishonour of Cheques--Banker's Draft--Record of Bank Transactions--Cash Book with Cash and Bank Columns--Cash Books with Bank Columns only--Petty Cash Book--Bank Reconciliation Statement--Analytical Petty Cash Book--The imprest system of Petty Cash Summary--Questions--Exercises.

### CHAPTER VII

#### BILL TRANSACTIONS

Acceptance of a Bill--General and Qualified Acceptance--Negotiation of a Bill--Holder in due course--Endorsement of a Bill--Liability on a Bill of Exchange--Days of grace Presentment for payment--Calculation of Time ~~xxx~~ of payment signature in Representative Capacity--Dishonour of Bills--Noting and Protesting--Acceptance for Honour Supra protest--Referee in ~~xx~~ case of need--Bills receivable and bills payable--Discounting Bills--Entries for Bill Transactions--Bills Receivable Book--Postings from Bills Receivable Book--Bills Receivable Account--Collection of Bills by Bankers--Entries on Dishonour of Bills--Promissory Notes--Renewal of Bills Retiring Bills under Discount--Bills payable Book--Postings of Bills payable Book--Bills payable Account--Dishonour of Bills payable--Renewal of Bills payable--Retiring Bills payable under Discount--Accommodation Bills--Foreign and Documentary Bills--Summary--Questions--Exercises.

### CHAPTER VIII

#### THE JOURNAL PROPER

Opening Entries--Rectification of Errors--Adjusting and Closing Entries--Theoretical Use of Journal--Summary Questions--Exercises.

### CHAPTER IX

#### THE TRIAL BALANCE

What a Trial Balance is--How to prepare a Trial Balance--Errors not Disclosed by Trial Balance--Errors Disclosed by Trial Balance--Summary Questions--Exercises.

### CHAPTER X

#### THE TRADING ACCOUNT

Capital and Revenue Expenditure--Trading Account--Sub-Division of Goods Account--Inclusion of Stock in Trading Account--Valuation of Stock--How to bring Closing Stock into Account--Purchases and Sales Returns--Freight, Duty and Carriage Inwards--Trading Account of a Manufacturer--Advantages of Trading Account--Closing entries for Trading Account--Summary--Question--Exercises.

### CHAPTER XI

#### THE PROFIT AND LOSS ACCOUNT

How to prepare Profit and Loss Account--Transfer of Net Profit or Loss--Adjustment of Nominal Accounts--Outstanding



Expenses - Prepaid Expenses--Reserve for Doubtful Debts--  
 Reserve for Discounts--Income Received in Advance--Income  
 Earned and Not received--Depreciation Interest on Capital--  
 Interest on Drawings--Important points in Construction of  
 Trading and Profit and Loss Account--Usual Adjusting entries--  
 Closing Entries--Summary--Questions--Exercises.

CHAPTER XII

THE BALANCE SHEET

Object of Balance Sheet--Definition of Balance Sheet--Balance  
 Sheet includes Profit--Balance Sheet must reflect true  
 position--Valuation of Assets--Form of Balance Sheet Dating  
 the Final Accounts Sundry Debtors and Sundry Creditors--  
 Reserve for Doubtful Debts--Reserve for Discounts--Deferred  
 Revenue Expenditure--Closing stock not included in Trial  
 Balance--Advantages of Double Entry--Summary--Questions--  
 Exercises.

CHAPTER XVII

CAPITAL AND REVENUE EXPENDITURE, RECEIPTS, AND PAYMENTS AND  
 INCOME AND EXPENDITURE ACCOUNTS.

Capital and Revenue Expenditure--Structural Alterations or  
 Improvements to Existing Assets--Usual Items of Revenue  
 Expenditure--Usual Items of Capital Expenditure--Receipts  
 and payments Account--Income and Expenditure Account--  
 Different Classes of Assets--Working Capital--Watered  
 Capital--Questions--Exercises.

CHAPTER XVIII

SINGLE ENTRY BOOK KEEPING

Single Entry--Disadvantages of Single Entry--Statement of  
 Affairs--Ascertainment of Profits from Single Entry Books--  
 Conversion of Single Entry into Double Entry--Questions--  
 Exercises.

Number of Question Paper, Maximum and Minimum.

Subject	Duration	Maximum	Minimum
Commercial Book-keeping (without Books)	3 hours	100	40

V. SANKARASUBBAIYAN,  
 Joint Secretary to Government.

/true copy/

*V. Gopalan*  
 Superintendent,

Office of the Examiner of Local  
 Fund Accounts, Madras-2.

*Wan*  
 25/3/8



DEPARTMENTAL TESTS FOR THE STAFF OF THE  
TRANSPORT DEPARTMENT:

(i) Syllabus.

1. Departmental Test on Motor Vehicles Act, 1988 etc., and the Rules and Notifications made thereunder for the staff of the Transport Department.
2. Departmental Test in the Code of Criminal Procedure for the Staff of Transport Department (G. O. Ms. No. 459, Home (Transport, II) Dated 14-6-1985).

(ii) Details of subjects, Duration of test, Maximum and Minimum number of marks.

Subject.	Duration hours.	Maximum marks.	Minimum marks.
(1)	(2)	(3)	(4)
1. Motor Vehicles Act, 1988 (Central Act 59 of 1988) The Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act, 13 of 1974) and the Rules and Notifications made thereunder.	3	100	50
2. Chapters I to VI, XII to XXI, XXIII to XXVII and XXXII of the Code of Criminal Procedure, 1973 (Central Act, 2 of 1974).	3	100	50



**THE ACCOUNT TEST FOR PUBLIC WORKS DEPARTMENT  
OFFICERS AND SUBORDINATES.**

**NUMBER OF PAPERS AND TIME ALLOWED:—**

	Maximum,	Minimum.
<b>PART I —</b>		
The Tamil Nadu Public Works Department Code and the Tamil Nadu Financial Code, Volumes I and II—Three hours (with books) .. .. .	100	40
<b>PART II—</b>		
The Tamil Nadu Public Works Account Code The Tamil Nadu Treasury Code, Volume I, the Tamil Nadu Account Code, Volumes I and III and the Tamil Nadu Pension Code—Three hours (with books) .. .. .	100	40

Name of Paper.	Subjects of the Paper.
(1)	(2)
<b>PART I—</b> The Tamil Nadu Public Works Department Code and the Tamil Nadu Financial Code, Volumes I and II—Three hours (with books). .. .. .	(1) The Tamil Nadu Public Works Department Code—Chapter I (Paragraphs 58 and 59), Chapter II (paragraphs 112–120, 123–132, 140, 147–149, 151, 157, 158, 161, 173, 181, 189, 190, 192–212, 216–220 and 222–224) Chapter III (Paragraphs 225–234, 236, 238–247, 249, 251, 254 and 257–289), Chapter IV (paragraphs 290, 293–297, 300–302, 304–313, 316–328, 331–342 and 345–366), Chapter V (paragraphs 367–369, 385–440 and 443–448) and appendices (except Appendix III).  (2) The Tamil Nadu Financial Code, Volume I—Chapter I, Chapter III (Articles 7–23, 28 and 31–37), Chapter IV (whole), Chapter V (whole), Chapter VI (Articles 91–112, 115 and 120), Chapter VIII (whole), Chapter XII (whole) and Chapter XIV (Articles 317, 319 and 326).  (3) The Tamil Nadu Financial Code Volume II—Appendices IV, XIV and XXV.
<b>PART II—</b> The Tamil Nadu Public Works Account Code, the Tamil Nadu Treasury Code, Volume I, the Tamil Nadu Account Code, Volumes I and III and the Tamil Nadu Pension Code—Three hours (with books) .. .. .	(1) The Tamil Nadu Public Works Account Code—Chapter XVIII and Appendices VI and VIII.  (2) The Tamil Nadu Account Code, Volume I—Chapters III–VI.  (3) The Tamil Nadu Account Code, Volume III—Chapters I–IV.

Name of Paper.

Subjects of the Paper.

(1)

(2)

- (4) The Tamil Nadu Treasury Code. Volume-I—Part I—The Tamil Nadu Treasury Rules Part II—Treasury Rule 7 [Instruction 2 under Treasury Rule 7 (2) Treasury Rule 10, Subsidiary Rule 2-6, 7 (c), 7 (d) and 18 and Instructions 5, 15, and 16], Treasury Rule 11 (Subsidiary Rule 1 and Instruction 2), Treasury Rule 13, Instruction, Treasury rule 16 [Subsidiary Rules, 1, 2 (a), 4, 5, 28, 39-50, 54-56, 61 and 63 Instructions 3, 10, 40-43, 46-49, 52 and 57-58], Treasury Rule 23, (Instructions 1, 2 and 4) and Treasury Rule 32 (Subsidiary Rules 1-4 and Instructions 3-10).
- (5) The Tamil Nadu Pension Code.

**Note.**—Candidates are allowed to appear for Parts I and II of this test either in one sitting or in different sittings.



APPENDIX B.  
FISHERIES DEPARTMENT TEST II.

(i) SYLLABUS.

PART A.

Oceanography (Fisheries Science).

1. GENERAL OCEANOGRAPHY.

Reference books, etc., recommended.

Definition—Scope—History of Oceanography or Fisheries Science. Distribution of Land and Water, continental shelf and slope, form of ocean floor, depth of oceans (Bay of Bengal and Arabian Sea in particular), sea-bottom deposits—Those of the Bay of Bengal and Arabian Sea. Physics and Chemistry of sea-water— Temperature and density of the Bay of Bengal and Arabian Sea. Composition of sea-salt determination of salinity. Hydrogenation concentration (PH) tidal, rise and fall, spring and deep tides, oceanic currents currents in the Arabian Sea and the Bay of Bengal trade winds and monsoons.

- (1) Syllabus and Lessons of the Fisheries Training Institute on the subject.
- (2) "The Ocean"—Sir John Murray 1926.
- (3) Chart of the Fishing Banks of the World.
- (4) "Depth of the Ocean"—Murray and Hjort.
- (5) "Introduction to Oceanography"—Johnstone.
- (6) Herbert Fowler's "Science of the Sea" : Chapters I - II and VI.
- (7) Russel and Young; "The Seas," Chapters I to III, X, XII and XV.
- (8) Sowell. "Geographic and Oceanographic Research in Indian Waters" Memoirs of the Asiatic Society of Bengal, Vol. IX.
- (9) "Meteorological Atlas of the Indian Seas and the North Indian Ocean"—Meteorological Department of the Government of India.
- (10) "Biological Chemistry and Physics of sea water" by W.H. Harvey ; Cambridge University Press, 1928.
- (11) The Observers Handbook ; Meteorological Office, 1926 Edition.
- (12) The Marine observers Hand book Pub. Air Ministry, London.

PRACTICAL TESTS.

A knowledge of—

1. Oceanographical instruments—

- (a) Water sampler, bottom sampler and current meter.
- (b) Deep sea and surface thermometer.
- (c) Aerometer or Hydrometer.
- (d) Apparatus for the determination of PH of sea and Fresh water.
- (e) Apparatus for the titration of sea water for salinity with Knudson Hydrographical table :
- (f) Sounding Lead
- (g) Drift bottles.
- (h) Quantitative and qualitative tow nets.

Meteorological instruments—

- (a) Rain-gauge.
- (b) Wind vane.
- (c) Maximum-Minimum thermometer.
- (d) Mercury and Aneroid Barometers.

3. The Standardised hydrographical and meteorological registers of the department.



## 2. MARINE FISHERIES.

### A. GENERAL.

Productivity of the sea—Factors limiting the productivity of the seas—Total Production and value of the Sea Fisheries of the world. The relative importance of fisheries in the different countries of the world. Fishing grounds of the world.

Reference books, etc., recommended.

- (1) Syllabus and Lessons of the Fisheries Training Institute on the subject.
- (2) World Chart of Fisheries at the Fisheries Training Institute.
- (3) Chart of the Fishing Grounds of the Madras Presidency
- (4) Madras Fisheries Bulletins—Fish Statistics.
- (5) Madras Fisheries Bulletin. Vol XV, Report 5—Aims and Achievements of the Madras Department of Fisheries.
- (6) "The Commercial Products of the sea" P.L. Simmonds.

### B. IN THE MADRAS PRESIDENCY.

As an important source of food supply—As a means of livelihood for a large population—As a means of developing the aptitude of the people for over-seas trade and maritime power—as a source of various products of great economic value (other than food) such as manure, oil, pearl, chank, leather, medicinal products, etc. The total sea-fishing grounds of the Presidency—The area now exploited by fishermen—Statistics of landings of sea fish of the Presidency Census of Fishermen, boats and nets.

### 3. FISHERY BIOLOGY.

Reference books-etc., recommended.

Plankton Nekton and Benthos Animals and Plants of economic importance in sea and fresh water and their general classification and characteristics. Diatoms, Weeds, sponges, corals crustacea, Molluscs, Sea-cucumbers, fishes, turtles tortoises and sea-mammals.

- (1) Syllabus of lessons on Marine Biology for Fishermen given by the Lancashire and Western Sea Fisheries Joint Committee, Liverpool, 1910.
- (2) Chadwick and Scot, and Johnstone "Marine Plankton".
- (3) "Science of the sea," Chapters III, IV, V, VII, VIII, IX, X, XII and XV.
- (4) "The Seas," Chapters, II, III, IV, V, VI, IX, XI, XIII, XIV and XV.
- (5) Day's "Report on Sea—Fisheries", (Government of Madras).
- (6) Days "Fishes of India".
- (7) Day's "Report on Inland Fisheries".
- (8) Thomas, "Pisciculture in South Kanara."
- (9) Madras Fisheries Bulletin; Nos. II, IV, IX, XI (1), (2), (3) XII (5), XIV (6), XV (2), (4), XVII (5).
- (10) Came fishes of Bombay, etc. by Sir Reginald spences and S.H. Prater, 1932—Bombay Natural History Society Journal, Vol. 36 No. 1 pp. 29—66.

### PRACTICAL TESTS.

1. The use of tags and labels for marking experiments.
  2. Preservation of specimens.
  3. General classification of animals, plants, fish-eggs and larvae in plankton.
  4. Examination of stomach contents, gonads, etc., by dissection.
  5. Identification of the following South Indian Fish and other aquatic animals and plants of economic importance.
- Candidates will be required to report on their occurrence, seasons, methods of capture, uses and value.



## FISH.

Shark		
Dog fish	Anchovy or white bait	Chorinemus
Saw Fish	White Mullet or Milk	Lactarius
Plough Fish	Fish.	Pomfret
Skates and Rays	Gar fish	Mackerel
Cat fish		Bonito or Tunny
Eels.	Flying Fish	Seer
Labeo	Aplochilus	Whiting
Mashseer	Panchax	Barrachude
Carnatic carp	Rock Cod	Grey Mullet
Catla	Snappers	Murrel
Rainbow trout.	Porgies (Lethrinus)	Macropodus
Dorab.	Pristipoma	Gourami
Oil sardine and other sardines.	Silverbellies	Etroplus
	Threadfin or Indian	Sole
	Salmon.	Cock up
Hilsa.	Jew fish	
Pellona.	Sword fish	
	Ribbon fish	Crab
Whale	Horse Mackerel	Coral
Dolphin	Cowric	Sponge
Porpoise	Cockle	Sea-cucumber
Dugong.	Sea-mussel.	Edible and other sea weeds.
Edible oysters.	Freshwater mussels.	
Pearl oysters.	Cuttle fish,	Sea turtles (all kinds).
Windowpane oyster.	Squid.	Fresh Water tortoises and mud-turtles.
Chank or Conch.	Octopus.	
Trochus (The Top or Pagoa shell).	Shrimp.	
	Prawn.	
	Lobster.	

6. The maintenance of the standardized Fish Registers and Forms.



#### 4 PEARL AND CHANK FISHERIES.

1. Pearl yielding Molluscs and Pearl Fisheries in South India.

2. Historical Review—A Crown Monopoly.

3. Pearl and Chank beds in the Gulf of Manner and Palk Bay; Method of inspection of pearl and Chank beds.

4. Details of how the Tuticorin Pearl and Chank Fisheries are organized and worked.

5. Diving labour, divers, manducks, Sammatties, Tindals, etc., nationalities, methods of recruiting, their agreements with the department, system of Government loans to divers and boat owners.

6. Differences between natural, cultural and artificial pearls.

7. Different kinds of chanks 'Valampuri', 'Jadi', 'Patti', etc., Gauging of Chanks—Sorting of shells as wormed and undersized.

8. The habits early stages, and life history of chank and pearls oysters.

9. Various uses of chanks.

10. Standardized registers and forms relating to Pearl and Chank Fisheries.

11. Fishery Legislation—Rules relating to Pearl and Chanks Fisheries published in Notification No. 192, dated 22nd May 1931 (PP. 711-714 of Part I of Fort St. George Gazette, dated 2nd June 1931).

Rules for licensing of fishing with submerged trees. (G. O. No. 743, Revenue, dated 31st March 1916).

#### Reference books, etc recommended

- (1) Madras Fisheries Bulletins; VII, VIII (2), (4) and (5), XVI and XVII (4) and (6).
- (2) Pearl Fishery Government Orders—(a) G. O. No. 1402, Development, dated 25th September 1926, regarding Pearl Fishery, 1926—Report.
- (b) G. O. No. 855, Development, dated 13th June 1927, regarding pearl Fishery, November—December 1926— Report.
- (c) G. O. No. 54, Development, dated 12th January 1928, regarding pearl Fishery, 1927—Report.
- (d) G. O. No. 1305, Development, dated 9th August 1928, regarding Pearl Fishery, November 1927—January 1928—Report.
- (e) G. O. No. 1689, Development, dated 4th September 1930, regarding Pearl Fishery, March, April 1928—Report.
- (3) Hornell's three charts of the Pearl Banks of South India.
- (4) Herdman and Hornell: "Report on the Pearl Oyster Fisheries of the Gulf of Manner", five Volumes.
- (5) Standardized departmental registers.
- (6) Annual administration reports of the department since 1929.

Identification of Pearl bearing, Mulluses, chank egg capsules, Pearl oyster spat, false spat, early stages of chank and pearl oyster artificial cultural and natural pearls. A knowledge of routine duties connected with Pearl and chank Fisheries. Locating Pearl and chank beds by cross bearings and survey and inspection of those banks; the marking, measuring and sorting of chank.

Use and maintenance of registers and forms relating to Pearl and Chank Fisheries

#### 5. SOCIO-ECONOMICS

#### Reference books, etc., Recommended

1. Fish statistical forms and manner of collecting data relating to catches, fishing classes, boats, nets etc.
2. Fishery Elementary School-Rules and Regulations—Syllabus of lessons.

- (1) Fish statistics—Supplements to administration report.
- (2) Fishery Statistics and Information, West and East Coasts, Madras Presidency by V. Govindan Madras Fisheries Bulletin No. IX.

- (1) G. O. No. 406, Revenue (Special), dated 6th March 1919.
- (2) Syllabus for the Fisheries Elementary Schools.
- (3) Syllabus for the Fisheries Training Institute.

#### (ii) NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM.

Subject	Duration hours.	Maximum.	Minimum.
(1)	(2)	(3)	(4)
Part A—			
Theory Paper (without books) ..	3	100	35
Practical Paper (without books)	3	100	30 percent in each paper and 40 percent of the total marks.



## APPENDIX B

## FISHERIES DEPARTMENT TEST II

## (i) SYLLABUS.

## PART B

## INLAND PISCICULTURE CONSERVANCY OPERATIONS

## Reference books, etc., recommended.

1. Prohibition of Fishing in the Bhavani and the Moyar rivers and in the Cauvery (Mettur reservoir and Hogganekal areas).
  2. Seasonal Prohibition of Fishing "Close seasons" on the Nilgiris.
  3. Restrictions in methods of fishing, Fixed engines, Mesh of nets, Dynamiting and poisoning.
- (1) Report on the methods of capture and supply of fish in the Rivers of the Nilgiris District by H. G. Wilson-Madras Fisheries Bulletin No. XII, 4.
  - (2) G. O. No. 2279, Revenue, dated 13th September 1907.
  - (3) G. O. No. 1483, Development, dated 25th October 1934.
- Nilgiris Fishing Rules—G. Os. No. 193, Development, dated 13th February 1934 and No. 1518, Development, dated 2nd November 1934.
- (1) G. O. No. 1905, Revenue, dated 2nd July 1914.
  - (2) G. O. No. 1646, Development, dated 3rd December 1934.
  - (3) G. O. No. 1240, Development, dated 13th August 1927.

## B. CULTURAL OPERATIONS

1. The design and construction of fish farms.
2. Fresh water weeds and other pond life of importance in the culture and rearing of fish.
3. Collection of fry for stocking operations in fish farms and from natural resources.
4. Methods of stocking with exotic or indigenous fish; Rainbow trout, Carp, Tench, Gourami, Etroplus Catla, Labeo, Mashseer Megalops Chanos and Mullet.
5. Their natural food and artificial feeding.
6. The breeding habits of Gourami and Etroplus methods of breeding Gourami and Etroplus in ponds. Provision of artificial facilities for their breeding.
7. The breeding habits of Rainbow trout—Collection of trout—eggs and methods of hatching and rearing of fry.
8. Breeding habits of Murrels, stages of the different species methods of rearing Murrel in ponds and swamps.
9. Breeding habits of Hilsa; collection of eggs and their artificial fertilization. Macdonald hatching jars and the hilsa hatchery fittings; details of working the Hilsa hatchery.
10. Breeding habits and larve of Chanos and their culture.
11. Enemies of fish and methods of eliminating them.
12. The diseases of fish as far as known and their remedies.

## Syllabus and Lessons on—

- (1) Pisciculture of the Fisheries Training Institute.
- (2) Plan of Fish-farms, Madras Fisheries Bulletin, Vol. XIX (1), XXII (1).
- (3) K. Biswas : "Role of aquatic vegetation in the Biology of Indian Waters", 1932, Acharya Sir P.C. Ray Commemoration Volume Calcutta.
- (4) "Rearing of Carp in Ponds" by Mr. Birtwistle.
- (5) Transport of Carp. fry from China by K. W. Birtwistle.
- (6) "Tank Angling in India" by Thomas.
- (7) "Rod in India" by Thomas.
- (8) Ward and Whipple : "Freshwater Biology."
- (9) Madras Fisheries Bulletin, XI (5) and XII (5).
- (10) "Notes on the Fresh-Water fish of Madras" by B. Sundara Raj Indian Museum Records, Volume XII, Part 6, No. 17.
- (11) "Band culture in the Phillippine Island"—Herre and Mandoza. The Phillippine Journal of Science, Volume 38, No. 4, 1929.
- (12) "Cultivation of Bangos in the Phillippines"—Adams, Montallean and Martin. The Phillippine Journal of Science, Volume 47, No. 1, 1932.
- (13) "The Culture of Fish in Ponds" by C.B. Hall, London, Ministry of Agriculture and Fisheries 1929 Miscellaneous Publication No. 64.
- (14) Manual of Pisciculture, issued by W.S.U.S. Commission of Fish and Fisheries, 1897 (1900).
- (15) "The Treatment of Fish diseases" by Ida Mellen (Adquarist of the New York Aquarium). Zoopathological, Volume II, No. 1, New York Zoological Society U.S.A.
- (16) Investigation regarding a recent epidemic of fish mortality in the tank in the Indian Museum. Compound with remarks on the causation of such epidemics in general; Dr. H.S. Pruthi, International Review Derges Hydrobiology, U.U. Hydrographic 1932, Rd. 26, Heft 3.4.



## C. ANTI-MALARIAL OPERATIONS.

- Mosquito Larvicides (Foreign and Indigenous), (1) "Mosquito reduction and malarial prevention" by their general characters, mosquito breeding grounds. Crawford and Chalam, Oxford University Press, 1927.
- (2) "Note on Treatment of swamps, stream beds, ponds wells, pools, and other mosquito, infested area for the destruction of their larvae" H. C. Wilsons, Madras Fisheries Bulletin, "XI (6)".
- (3) "The value of fish as natural enemies of mosquitoes in combating malaria—Sundara Raj.

## PRACTICAL TESTS.

1. Candidates will be required to report on the fisheries of tanks and ponds.
2. Identification of the following important fresh water food fish :—

Megalops	Clarias	Anabas
Notopterus	Saccobranchu	Nandus
Cirrhina	Wallago	Labeo
Catla	Pseudentropiu	Chela
Barbus	Arius	Ambassis
Rasbora	Macrones	Gourami
Esomus	Anguilla	Macropodus
Barillius	Aplochilus	Etroplus
Dani	Panchax	Gobius
Amblypharyngodon	Balone	Rhyncobdella
Lepidocephalus	Ophiocephalus	Mastacembafus.

3. Identification of the following common plants and animals of ponds and streams.

Chara	Duckweed	Minute fresh water ani ls Amoeba
Spirgyra	Hydrilla	
Pomaca	Desmids and Diatoms	Vorticella
ymphaea	Snakes and Tortoises	Ciliates
Lotus	Aquatic insects and larvae	Daphnids
Sedge	Pond snails and mussels	Ostracods
Bulrush	Shrimps, Prawns and crabs	Copepods etc., Rotifers

4. Collection and sorting of food fish fry or fingerlings from natural sources.
5. Conditioning fish before transport.
6. Transport of fish in special carriers and containers.
7. Stocking of fish in ponds, wells, etc.
8. Hatchery, practice, stripping fish, fertilization of eggs, use of different batching apparatus (Machona jars, grills, etc.)
9. Anti-malarial stocking operations.



D. FISHERY LEGISLATION.

1. Indian Fisheries Act VI of 1927 and Amended Act (Madras Act II of 1929).
2. The latest Nilgiris Fishing Rules.
3. Rules relating to Fishery auctions and leases; G.O.Nc. 339, Development, dated 24th February 1928.
4. Rules prohibiting fixed engines and prescribing fishing seasons and mesh of nets.
5. Rules relating to the licensing of state net fishing for prawns on the West Coast.

(ii) NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM

Subject.	Duration hours.	Maximum.	Minimum.
Part B—			
Theory Paper (without books) ..	3	35 20 per cent in each paper and 40 per cent of the total marks.	40
Practical Paper (without books)	3		



## APPENDIX B.

## FISHERIES DEPARTMENT TEST II.

## (i) SYLLABUS.

## PART C.

## Fisheries Technology.

## 1. FISHING METHODS.

## (A) CRAFT.

## Reference books, etc. recommended

Refts (catamarans, causes, boats (Ratnagiri drifters large and small), Rampini fishing boats, Masuala boats Fishing boats of Palk day and Gulf of Mannar, sea, going shoe dhonies of the Godavari district) Motor boats, smacks, cutters, cables, schooners steam drifters and trawlers.

The different parts of a sailing boats and rig.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.
- (2) Smith's "Mast and sail in Europe and Asia".
- (3) Holdsworth, W. H.—"Deep sea fishing and fishing boats."
- (4) Rankon; "Boat sailing for beginners",
- (5) "The Origins and Ethnological significance of Indian Boat Designs, Hornell Memoirs Asiatic Society of Bengal, Vol. VII, No. III.

## PRACTICAL TESTS.

Candidates will be expected to identify and name different kinds of craft and rig.

## (B) TACKLE.

## Reference books, etc., recommended.

Fish traps, harpoons, popegunds, lines, fishing rod and tackle, driftnets wall nets seine bctrs trawl nets, drag nets castnets handnets China nets trammel nets, stake nets purse nets. The use of dynamite and poison in catching fish. Manufacture and preservation of nets. The nature use and economic importance of the chief kinds of fishing tackle used on the East and West Coasts of the Presidency and in Inland Waters.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.
- (2) "Science of the Sea"—Chapters VIII and IX.
- (3) "The sea"—Chapter XIII.
- (4) Hefford—Report on the steam trawler "William Garrie", Bombay.
- (5) The preservation of fishing nets; Its science and practice by J. T. Cunningham, M.A.
- (6) Thomas; 'Tank Angling'.
- (7) Thomas & 'Rod in India'.
- (8) Hornell: The fishing methods of the Maaras Presidency Part—1—The Coromandal Coast,"—Madras Fisheries Bulletin, XVIII (2).
- (9) Annual Administration Reports, the Department.

## PRACTICAL TESTS.

Candidates will be expected to identify and classify the most important types of nets and describe their use.

## 2. ELEMENTARY NAVIGATION AND SEAMANSHIP.

1. Syllabus and lessons of the Fisheries Training Institute on the subject.
2. Fishermen's Handy Billy-Hull.
3. Admiralty Charts of the Madras Presidency Coasts.

## PRACTICAL TESTS.

1. Swimming.
2. Use of compass taking of cross-bearings.
3. Boat handing and management, including punting, sculling, paddling rowing sailing, steering.
4. Drawing and reading of charts.
5. Use of the belts and buoys.



3. FISHERY FOOD PRODUCTS.

- 1. Chemical composition of fish and its value food.
- 2. Causes and signs of decomposition.
- 3. Testing fish in the market.
- 4. Principals and practice of fish preservation.

(a) Refrigeration and cold storage—Principles.

(b) Canning—Principles—

Maximum	Minimum

(c) Curing :

- (1) Salting,
  - (2) Sun drying
  - (3) Other methods of dehydration
- /Sir
- (4) Picking.
  - (5) Smooking.
  - (6) Use of Preservatives.

(d) Manufacture of fish oil, fish meal, Beche-derer Benito, etc.

Reference books, etc. recommended.

- (1) Syllabus and lessons of the Fisheries Training Institute on the Subject.
- (2) Madras Fisheries Bulletins III, V III(I) XI (1) (4) (5) and XIII (2) and (3).
- (3) Tressler's Marine Products of Commerce.
- (4) Annual Reports of the Department from 1923—24.
- (5) 'Food'—Sir Robert Maccarrison.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.
- (2) 'Cold Storage and Ice Making' by Bernard, H. Springett, 1921 (Pitman's Common Commodities and Industries).
- (3) Food Investigation Board' (Interim report on Methods of Freezing fish"with special reference to the handing of large quantities in gluts (Special Report No. 4).
- (4) Food investigation Board; "The Preservation of Food by freezing" with Special Reference to fishing & Meat.
- (5) Hornell : "Brine Freezing", Chapter XII, Madras Fisheries Bulletin, XIV (4).
- (6) Tressler's Marine Products of Commerce, Chapter 15.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subjects.
- (2) Remarks on Canning—Sir F.A. nicholson, Madras Fisheries Bulletin XIII (2).
- (3) "Testing of Canned goods"—Ministry of Agriculture and Fisheries.
- (4) "Canned foods in relation to Health"—Willim. Savage (Milroy lectures, 1923) Cambridge Pu Health Series).
- (5) Report of the Imperial Economic Committee on marketing and preparing for market of foodstuffs produced within the Empire—Fifth 1927. Published by His Majesty's

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.
- (2) Preservation and cutting of Fish/FA. Nicholson Madras Fisheries Bulletin III.
- (3) Some consideration concerning the salting of fish D.K. Tressler, Bureau of fish U.S.A. Document No. 884 (1920).
- (4) Annual Administration Reports of the Department.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.



Vitamin contents of fish oils, South Indian fish oils of high Vitamin A potency.

- (2) 'Manufacturer of fish oil and Guano' Sir F.A. Nicholson, Madras Fisheries Bulletin, XIII (3)
- (3) "The Indian Beche-de-mer Industry" Its history and recent revival J. Hornell, Madras Fisheries Bulletin XI (4).
- (4) "The A.B.C. of Vitamins" by John Prude.
- (5) Annual Administration Reports of the Department.
- (6) Departmental leaflet on Fish meal as food for livestock. Also article in Village's Calendar.

4. FISHERY BYE-PRODUCTS.

Fish Guans, Isinglass, Fish glue, ambergris, Cuttle-fish bones, leather from sharks, porpoises, dolphins Shargreen, Seaweed Agaragar, kelp pearl essence, pearl and Mother of pearl, Coral, Sponge, Iodine Bromine and Potash Aceton, Algin and Oyster grit.

- (1) Syllabus and lessons of the Fisheries Training Institute on the subject.
- (2) Tressler's Marine Product of Commerce.
- (3) Tressler's "The wealth of the sea". The Century and Co., London 1927.
- (4) Simmonds P.L.—"The Commercial Product of the Sea"—or Marine contributions of food—Industry and art.
- (5) Hornall—"The Utilisation of Coral and Shells for lime burning in the Madras Presidency" Madras Fisheries Bulletin VIII (6)
- (6) Departmental leaflet on Oyster grit for Poultry breeding. Also article on oyster grit in the Villager's Calendar.

NUMBER OF QUESTION PAPERS, MAXIMUM AND MINIMUM.

Serial number.	Test.	Duration (Hours).	Marks.		
			Maximum.	Minimum.	
<i>for a pass.</i>					
1	Fisheries Departmental Test II (without books) —				
	Part A—Oceonography—				
	Theory .. .. .	Three	100	35 per cent	To be passed in one sitting with an aggregate minimum of 40 per cent i.e., 80 marks.
	Practical .. .. .	Three	100	35 per cent	
2	Part B—Inland Pisciculture—				
	Theory .. .. .	Three	100	35 per cent	Do.
	Practical .. .. .	Three	100	35 per cent	Do.
3	Part C—Fisheries Technology—				
	Theory .. .. .	Three	100	35 per cent	Do.
	Practical .. .. .	Three	100	35 per cent	Do.



6. General Educational Test of the S.S.L.C. Standard. The test consists of two papers, namely:-

PAPER I - GENERAL ENGLISH OR GENERAL TAMIL

பொது ஆங்கிலம் அல்லது பொதுத் தமிழ்

பொதுத் தமிழ்

பொதுத் தமிழ் என்ற தான் கீழ்க்கண்ட பகுதிகளில் வினாக்களைக் கொண்டதாக இருக்கும்:-

1. பொருத்திக் காட்டுதல்.
2. லாக்கியத்தில் அமைத்து எழுதுதல்.
3. வடிவத்தாலும் ஒலிப்பாலும் ஒத்த பிறிதொன்றை எழுதச் செய்தல்.
4. ஒரு சொல்லின் பகுதியைக் கொடுத்து அதனைப் பலவடிவமாக்கி எழுதச் செய்தல்.
5. வினாக்கள்/பெறும் லாக்கியங்களில் உள்ள பிழைகளைத் திருத்தி எழுதச் செய்தல்.
6. லாக்கிய மாற்றம்.
7. அடிப்படையின்னடிப்படம் எழுதுதல்.
8. முன்றில் ஒரு பங்காக சுருக்கி எழுதுதல்.
9. சுட்டுரை எழுதுதல்.
10. பொருள் உடைய வினா.

GENERAL ENGLISH

The paper on General English will consist of questions on the following:-

1. Matching the words and phrases.
2. Framing Sentences with the given idioms.
3. Framing sentences with the words and forms.
4. Framing sentences using the given pair of words.
5. Correcting grammatical errors in the given sentences.
6. Rewriting the sentences as directed.
7. Drafting a reply to an official or business letter.
8. Summarising a given passage in one's own words not exceeding one-third of the length of the original.
9. Writing two short essays.
10. Comprehension of a prose passage.

PART II - GENERAL KNOWLEDGE

This paper consists of descriptive type questions to be answered either in Tamil or in English covering General Science, Indian History, Geography of India, Economics and Commerce, Indian Politics, Indian National Movement and Current affairs and mental ability tests.

Subject	Maximum Marks	Minimum Marks for a pass	Duration of Test
(1)	(2)	(3)	(4)
Paper I - General English or General Tamil (without books)	100	35	3 hours
Paper II - General knowledge (without books)	100	35	3 hours

"Both the papers in the General Educational Test Examination have to be passed in one sitting"

Tamil Nadu Public Service Commission  
Chennai - 600 002  
Dated: 5-2-2002

Sandhya V.Sharma.I.A.S.,  
Controller of Examinations

[TNPSC. Bulletin No. 31 Dt. 1.2.2002]  
Page no. 214


(C)

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MADRAS, WEDNESDAY, DECEMBER 15, 1993.

Karthigai 30, Srimuga, Thiruvalluvar Aandu-2024.

**Part II - Section 2**

Notifications or orders of interest to a section of the public  
issued by Secretariat Departments.

**NOTIFICATIONS BY GOVERNMENT**

**CONTENTS.**

Pages

**COMMERCIAL TAXES AND RELIGIOUS ENDOWMENTS DEPARTMENT.**

Indian Stamp Act - Consolidation of Stamp-duty on Share Certificates to be issued by Thiruvalluvar Tatia Skylines and Health Farms Limited, Madras-102-Provided	1235
Registration Act - Exclusion of certain villages from certain Registration Sub-districts and opening of new Sub-Registrars Offices at certain new Registration Sub-districts under the Act	1235-1239

**CO-OPERATION, FOOD AND CONSUMER PROTECTION DEPARTMENT.**

Syllabus for Departmental Tests for Officers of Co-operative Department - Modified	1239-1248
--	-----------

**HOUSING AND URBAN DEVELOPMENT DEPARTMENT.**

Tamil Nadu State Housing Board Act -	
Scheme for construction of 90 Tamil Nadu Government Servants Rental Housing Scheme Flats at Palayamkottai Neighbourhood Scheme -	
Sanctioned	1248
Exempted	1248-1249
Exercise of powers and functions of the Commissioner, Palayamkottai Municipality by Tamil Nadu Housing Board or Managing Director	1249

(1233)



## HOUSING AND URBAN DEVELOPMENT DEPARTMENT--cont.

Pages

## Tamil Nadu State Housing Board Act--cont.

Scheme for development of land at Kottivakkam, Madras Journalist  
Co-operative Housing Society Limited--

Sanctioned	..	..	..	..	..	1249
Exempted	..	..	..	..	..	1249-1250

Exercise of powers and functions of the Commissioner, St. Thomas Mount  
Panchayat Union, Chittlapakkam, Madras by Tamil Nadu Housing Board  
or Managing Director .. .. .

.. 1250

## LABOUR AND EMPLOYMENT DEPARTMENT.

Employees' State Insurance Act--Date of Coming into force of except certain  
sections from provisions of Chapters IV, V and VI of the Act ..

.. 1250-1251

## Industrial Disputes Act--

Declaration of Motor Transport Service as Public Utility Service--Period  
Extended .. .. .

.. 1252

Disputes between workman and management of Salem Co-operative Press,  
referred to Industrial Tribunal for adjudication--Errata to Notification ..

.. 1251

Disputes between workmen and managements referred to Labour Courts,  
Madras for adjudication .. .. .

.. 1252-1254

## OTHER SUPPLEMENTS.

## Industrial Disputes Act--Disputes between workmen and managements--

Orders on awards of:

First Additional Labour Court, Madras.  
Industrial Tribunal, Madras.  
Labour Courts.  
Second Additional Labour Court, Madras.

## Land Acquisition Act:

Lands--Acquisition.  
Lands--Acquisition--Amendment.  
Lands--Acquisition--Cancellation.  
Lands--Acquisition--Errata.  
Lands--Acquisition--Withdrawal.

<u>Serial Number.</u> (1)	<u>Name of villages.</u> (2)	<u>Name of the Registration sub-district.</u> (3)
1	Padi	Anna Nagar
2	Korat tur	
3	Villivakkam	

P.V. RAJARAMAN,  
Secretary to Government.

CO-OPERATION, FOOD AND CONSUMER PROTECTION DEPARTMENT.

Modification of syllabus for Departmental Tests for Officers of Co-operative Department.

G.O. Ms. No. 626, Co-operation, Food and Consumer Protection,  
18th November 1993, Karthikai 3, Srimuga, Thiruvalluvar  
Aandu-2024.

No. II(2)/CFCP/5666/93.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all the earlier orders issued on the subject, the Governor of Tamil Nadu hereby prescribes the subjects and syllabus for the Departmental Tests for the officers of the Co-operative Department as appended to this Notification.

2. The subjects and syllabus hereby prescribed shall come into force on the expiry of a period of six months from the date of publication of this notification.

APPENDIX.

SYLLABUS

CO-OPERATION.

FIRST PAPER.

I. Introduction—

1. Principles, Concept and Philosophy of Co-operation, Evolution - Reformulation of Co-operative Principles by I.C.A. - Latest trends in Planned economy.

2. Different Systems of economic organisations, Co-operation as a balancing factor between the public and private sectors - Comparison with Capitalism and Socialism.

II. Co-operation in Foreign Countries—

1. Evolution of Co-operative Credit - Raiffeisen and Schulze Dellich Credit movement in Germany Woolenberg and Luzzatti Societies in Italy.

2. Consumer Co-operative Movement in Britain, Sweden and Japan.



3. Dairy Co-operatives in Denmark.
4. Marketing Co-operatives in United States and Canada.

### III. History of Co-operation in India--

#### A. Pre-independence era--

Early experiments - Sir Frederick Nicholson's report - Passing of 1904 and 1912 Acts - General idea of the recommendation of MacLagan Committee, Royal Commission on Agriculture, Central Banking Enquiry Committee, All India Co-operative Planning Committee.

#### B. Post-independence era--

Post independence developments - Concept of planning for development - Five Year Plans - All India Rural Credit Survey Committee - General idea of the recommendations of Dantwallah Committee, All India Rural Credit Review Committee, Santharam Committee on Co-operation, Banking Commission, Mazari Committee, National Committee on Agriculture (Sivaraman) - Report of Thiru K. Venkatesan, Special Officer to study Co-operative Credit Structure of the State of Tamil Nadu.

### IV. Credit Structure in Tamil Nadu--

1. Short Term and Medium Term credit 3 tiers - Primary Co-operative Banks - Central Co-operative Banks - Apex Co-operative Banks.
2. Long Term Credit - 2 tiers - Primary Land Development Banks - State Land Development Banks - Debentures.
3. Urban Banks - Employees Thrift and Credit Societies.
4. Role of Co-operatives in Green Revolution - Crop Insurance.
5. Co-operative Credit to rural industries and non-farm sector - Industrial Co-operative Banks.
6. Rural Development - Role of Co-operatives in D.R.D.A., L.R.D.P., D.P.A.P., H.A.D.P., etc schemes - National Massive Programme NABARD assisted schemes.
7. Problems of overdues - Conversion and rephasement.
8. Role of State Bank of India and Reserve Bank of India in Agricultural Co-operative Credit Movement.

### V. Structure of Non-Credit Co-operatives in Tamil Nadu--

1. (a) Consumer Co-operatives - 3 tier system - Primary Co-operative Stores, Co-operative Wholesale Stores - State and National Level Federations - Departmental Stores and Super Markets - Self Service Centres - Large Sized Retail Outlets - Small sized Retail Outlets, Mobile shops - Students and Women Co-operative Stores - Employees Co-operative Stores.

(b) Role of Co-operatives in Public Distribution System and Village Shop Programme.

2. (a) Co-operative Marketing - Definition - Role of Co-operative Marketing in Agricultural production and processing activities.

(b) Primary Marketing Societies - Regional Marketing Societies - Apex Marketing Societies - Special features of working - Linking of marketing with credit.

(c) Regulated Market - Constitution and working - Co-ordination between regulated market and Co-operative Marketing Societies.

(d) Vegetable Growers Co-operative Marketing Societies.

3. Co-operative Farming - Need for Co-operative farming - Distinctive features of different types of farming Co-operatives - Lift Irrigation Co-operative Societies.

4. Dairy Co-operatives - Evaluation of Amul pattern - Milk Producers Co-operative Societies, Union and the State Federation - Operation Flood.

5. Housing Co-operatives - Different types of Housing Societies - State Level Federation.

6. Co-operative Processing Societies - Their importance in Agricultural production - Sugar Factories, Spinning Mills, Fruit Processing Societies.

7. Industrial Co-operatives - Various types of Industrial Co-operatives - Handloom Weavers Co-operative Societies, Cottage Industrial Societies - Artisans Co-operatives, etc.

8. Miscellaneous Co-operatives - Labour Contract Co-operative Societies, Agro-Service Co-operative Societies, Poultry Co-operatives, Fishermen Co-operatives, Health Co-operatives, Co-operative Printing Presses, Rural Electric Co-operative Societies.

VI. Structure for Co-operative Education and Programme - District Co-operative Unions and Tamil Nadu Co-operative Union - Co-operative Training Institutes and Colleges.

VII. (a) National and International level Co-operative and allied institutions - N.C.D.C., NABARD, N.D.D.B., N.C.U.I., N.C.C.F., NAFED, N.C.C.T., IFFCO, I.C.A., I.L.C.

(b) State-aid to Co-operatives - Need and utility.

### CO-OPERATION.

#### SECOND PAPER.

1. History of Co-operative Legislation in India.
2. Co-operative Credit Societies Act, 1904.
3. Co-operative Societies Act, 1912.
4. The Madras Co-operative Societies Act, 1932.
5. The Tamil Nadu Co-operative Societies Act, 1961.
6. Madras Co-operative Land Development Banks Act, 1934.



7. A detailed study of the provisions of Tamil Nadu Co-operative Societies Act 1983 and the Tamil Nadu Co-operative Societies Rules 1988.
8. Multi-State Co-operative Societies Act, 1984.
9. Indian Contract Act - Essentials of a valid contract.
10. The Limitation Act.
11. The Payment of Bonus Act, 1965.
12. The Industrial Disputes Act, 1947.
13. The Tamil Nadu Shops and Establishment Act, 1947.
14. A brief study of other Commercial and Labour Laws applicable to Co-operatives.

### AUDITING.

#### FIRST PAPER.

1. Origin of audit, definition and objectives of audit, advantages and scope of audit, various kinds of audit, internal, concurrent and final audit - Test audit - Difference between audit and supervision.
2. Principles of auditing.
3. Role, rights, duties and responsibilities of the Auditor.
4. Audit programme with internal check and internal audit - Review of books and accounts.
5. Vouching and routine checkings, vouching of receipts and payments, checking of postings in the ledgers and other records of accounts.
6. Administrative audit, conduct of audit with reference to the Act, Rules, Manual and By-laws and administrative instructions.
7. (a) Verification and valuation of assets - Verification of liabilities - Verification of fluid resources maintained by co-operative banks - Distribution of profits - Contribution to Co-operative Development Fund Co-operative Education Fund - Reserve Fund, etc. - Provision for Bonus under Bonus Act and Provision for Income Tax, Sales Tax, etc. - Depreciation - Statutory and Non-statutory provisions - Creation and release of reserves.
- (b) Valuation of stock in trade including stock under processing - Principles of valuation of different kinds of assets - Valuation of bad and doubtful debts.
8. (a) Preparation of Receipts and Charges, Trading and Profit and Loss Account - Costing and preparation manufacturing account, Balance sheet, Checking and finalisation of accounts - Contra entries and adjustment entries - Final closing of accounts, Reconciliation of bank balance and other balances as per books of accounts with audited statements.
- (b) Preparation of audit memoranda and enclosures to audit memoranda - Test audit - Issue of audit certificate.

AUDITING.  
SECOND PAPER.

1. Special features of Co-operative Audit. How it differs from Commercial audit?
2. Departmental set up for Co-operative Audit and Dairy Co-operative Audit - Special arrangements for Co-operative Sugar/Co-operative Spinning Mills - Refreshing courses and other training programmes for auditors.
  2. (b) Responsibility of the Audit Department for completion of audit - Co-ordination of Audit Department with all functional Registrars.
3. Levy of audit fees and collection - Societies exempt from payment of audit fees - F.R. Cost of audit staff - Levy and collection.
  4. (a) Audit of agricultural credit societies, urban banks, marketing societies, consumer stores and other special type of societies, special features in the audit of Co-operative Central Banks and District Consumer Co-operative Wholesale Stores.
    - (b) Audit of Weavers Societies, Milk Co-operatives and Industrial Co-operatives.
  5. (a) Criteria for Audit classification of different Co-operatives.
    - (b) Auditor's Report on overall performance of the society.
    - (c) Summary of defects, its preparation and classification of defects - Special reports on the serious defects.
    - (d) Detections of frauds and measures necessary to prevent the occurrence of frauds, irregularities and defects.
  6. (a) Important registers and accounts to be seen and attested by auditors for different types of societies - Certificates to be furnished by auditors in final audit memorandum.
    - (b) Production and preservation of records requested for audit.
  7. (a) Rectification of audit defects and its importance.
    - (b) Placing of Final Audit Memorandum in the General Body.
  8. One problem for preparation of Balance Sheet, Profit and Loss Account, Trading Account, etc.

BANKING.

1. Meaning and definition of banking - Various types of Banks - Statutory definition of Co-operative Banks.
2. Functions of the banks with special reference to Co-operative Banks:-
  - (1) Deposit
  - (2) Advance
  - (3) Agency functions
  - (4) Practical Banking in brief.



Banking activities and services of Co-operative Banks - Deposits - Safe Vault - Bills collection - payment of rent and dividend - Collection of interest - Collection and issue of drafts, cheques and bills - All India Mutual

Arrangement Scheme - Payment of insurance premium and income-tax.

3. Banking operations—

- (1) Clearing system
- (2) Discounts of bills
- (3) Safe custody
- (4) Miscellaneous services.

4. Employment of Funds, Principles of lending - Liquidity, safety, profitability, marketability and purpose - Types of loans - Secured and unsecured - Overdraft, Cash credit - Pledge - Hypothecation - Mortgage - Advances against warehouse receipts, gilt edged securities, scrips, stocks and shares, life policies, debentures and documents of titles to goods, Land and buildings, gold, produce and goods.

5. Banker and customer - Definition - Their relationship, rights and responsibilities of banks as collecting banks, paying bankers - Bankers' rights and right to set off Appropriation of Accounts, Marketing of cheques - Collection of cheques and bills, Demand Draft, etc.

6. Negotiable Instruments Act - Definition - Special characteristics - Cheques, bills of exchange, promissory notes - Crossing of cheques - General and special crossing - Endorsements.

7. Banking Regulation Act - Applicability to Co-operative Banks - Definition of different types of co-operative banks - Licencing - Opening of branches - Maintenance of liquid assets and cash reserves - Restriction on advances - Inspection - Preparation and publication of balance sheet - Penalty clauses for non-observance - Weekly and periodical statements.

8. Money market - Bank rate - Market rate - Bill brokers and discount and acceptance houses - Discount market - Bank mutual - Clearing house and its functions - Capital market - Stocks, shares and bonds - Stock exchange operations - The Indian Money Market.

9. Bankers profit margin - How to arrive at average borrowings and lending rates - Profits in relation to overhead charges - 'Break even point' in the working of a Bank to indicate its optimum level of working.

10. Practical working of a Bank - General duties and responsibilities of officers of a Bank Manager, Accountant and other staff.

## CO-OPERATIVE MANAGEMENT AND ADMINISTRATION.

### FIRST PAPER.

1. Management-Definition - Evolution of the concept of management - Principles of Management - Functions of management.

2. Management in Co-operatives.--Principles of Co-operatives - Distinctive features of Co-operative Management with special reference to co-operative aspects, business aspects and service aspects, viability and democratic control - Need for professionalised management in co-operatives.

3. Important features of bylaws of co-operative institutions.--Powers, duties and responsibilities of members, Board of Directors and Executive Officers - Inter-relationship among them.

4. Functions of Management.-(a) Planning, meaning and elements - Short range and long range planning - Important steps in planning - Identification of needs - Setting out objectives - Primary objectives and secondary objectives - Forecasting planning in Co-operatives - Agencies of planning in co-operatives - Problems of planning in co-operatives.

(b) Organising - Meaning - Process of departmentation organising in different types of co-operative societies - Line and staff organisations - Span of organisation - Demarcation of spheres of responsibilities of various functionaries - Levels of authority - Delegation of authority - Leadership quality, characteristics, types and functions.

(c) Direction - Meaning and concept - Problems of direction in co-operatives - Communication, importance, various methods and problems, decision taking authority Vs. operating authority, management information system, feed back to directing agency.

(d) Co-ordination - Meaning and objectives - Institutional harmony for greater productivity, inter-departmental problems - means of co-operation cell.

(e) Central - Meaning - Techniques - External and internal controls - Establishments of standards - Returns - Reports - Internal check.

(f) Staffing - Scope - Recruitment, training, development and promotions - Motivation - Job specification, job assignment.

5. Areas of Management.-(a) Personal Management - Personnel policy in Co-operatives - Recruitment of personnel and its development - Common cadre - Industries training placement - Motivation and welfare measures.

(b) Production and Materials Management - Stores - Practices of purchases - Inventory Management.

(c) Marketing Management - Distribution channels - Pricing policies, sales management.

(d) Financial Management - Various types of capital requirements - Block capital and working capital requirements - Financial planning and Budgetary control - Financial Ratios.

(e) Office Management - Location of office - Office layout - Various records - Filing system - Distribution of work and drafting control chart.



6. Co-operative Administration—Present set up of Co-operative Department - Vertical and functional - Gazetted and non-gazetted staff set up at the State, divisional district and sub-divisional levels - Various records and registers maintained by inspecting supervisory and audit staff.

7. Executive functions - Statutory functions and powers of various co-operative officers at various levels - Delegation of various powers of Registrar to various officers.

8. Various reports and returns submitted by Co-operative Societies - Compilation of statistical data - Follow up inspection and enquiry reports.

9. Commercial correspondence - Letter correspondence drafting - Communication.

### CO-OPERATIVE MANAGEMENT AND ADMINISTRATION.

#### SECOND PAPER.

#### Essentials for proper functioning of Co-operative Society--

1. Chief parameters for a successful Co-operative Society.
2. Important resources that are key to the functioning of good Co-operative Society.
3. Performance expectations of a Co-operative Society.
4. How to activate a dormant Co-operative Society.
5. How to integrate the objectives of a Society and opportunities available in the environment of a society.
6. Behavioural expectations of Co-operative staff and officers.
7. Present hiatus between objects of a Co-operative Society and behavioural stances of those who are members and employees of the society and how to bridge the gap and achieve harmony.
8. Essentials of a model Co-operative Society and model Co-operative staff.
9. Role of members, Board of management and general body of a Co-operative Society.
10. Role of Registrar of Co-operative Societies and Government in Co-operative Movement.

#### BOOK-KEEPING.

1. General—(i) Double Entry—What is book-keeping, the objects of accounts of keeping, the significations of financial transactions, the fundamentals of double entry, the advantages of double entry, factors common to every business, accounts personal, real and nominal - Rules for "debit" and "credit".

(ii) Books of accounts or financial books - Subsidiary books and principal books, their necessity and relative importance, the different kinds of journals, cash books, a journal and ledger account, different kinds of cash books, cash and trade discounts, the postings from subsidiary books to ledger - Simple bank reconciliation statement.

(iii) Consignment accounts--Consignment inward, consignment outward - Account sales.

(iv) Reserves--General and specific - Reserve Fund.

2. Trading and Profit and Loss account and Balance Sheet--Trial balance - Objects, preparation of Trial balance, Errors disclosed and not disclosed - Correction by journal entries - Recosting correctly a wrong Trial balance given - Matters prior to preparation of final accounts, final adjustments including reserves to be exceeded, adjusting and closing entries - Profit - Its distribution - creation of statutory reserves and other funds, Their use and investment - Depreciation and assets - Trading account Advantages of trading account - Components of trading account - Valuation of stock in trade - Profit and loss account and its components - Balance sheet - Valuation of fixed and current assets.

Different financial accounts--Trading account, profit and loss account, Income and Expenditure account, receipts and payments account - Capital and Revenue.

Depreciation--How arises? - Methods adopted - Preparation of the accounts (1) by fixed instalment and (2) fixed percentage on the reducing balance item.

3. Accounts pertaining to Co-operative Societies--Books to be maintained as per Act or Rules - How the accounts of co-operative societies are generally maintained? The difference between the Double Entry and the system in vogue in societies - The accounts of agricultural credit and multi-purpose societies - Account for transaction for supply of goods on indent basis.

4. Management Accounting System or consumer co-operatives evolved by the National Consumer Co-operative Federation (Consultancy and Promotional Cell) as outlined in the Manual published by them.

5. How to find out solvency, liquidity and profitability of an organisation from its balance sheet (the book how to read a balance sheet - An I.L.O. publication may be referred to in this connection).

Number of question papers, maximum and minimum marks.

<u>Subject.</u>	<u>Duration</u>	<u>Maximum</u>	<u>Minimum</u>
(1)	hours.	marks.	marks.
	(2)	(3)	(4)
1. Co-operation			
(a) First paper (without books).	3	100	35
(b) Second paper (without books).	3	100	35



<u>Subject</u> (1)	<u>Duration</u> <u>hours.</u> (2)	<u>Maximum</u> <u>marks.</u> (3)	<u>Minimum</u> <u>marks.</u> (4)
2. Auditing			
(a) First paper (without books).	3	100	35
(b) Second paper (without books).	3	100	35
3. Banking (without books).	3	100	35
4. Co-operative Management and Administration.			
(a) First paper (without books).	3	100	35
(b) Second paper (without books).	3	100	35
5. Book-keeping (without books).	3	100	35

\*Note—Candidates shall be allowed to pass each paper separately.

A.M. SWAMINATHAN,  
Secretary to Government.

#### HOUSING AND URBAN DEVELOPMENT DEPARTMENT.

**Sanctioning scheme for construction of 90 Tamil Nadu Government Servants  
Rental Housing Scheme Flats at Palayamkottai Neighbourhood Scheme.**

G.O. Ms. No. 908, Housing and Urban Development (HB. 5(2)),  
3rd November 1993.

No. II(2)/HOU/5667/93.—Under sub-section (2) of section 53 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby sanctions the scheme for construction of 90 Tamil Nadu Government Servants Rental Housing Scheme Flats at Palayamkottai Neighbourhood Scheme at a cost of Rs.150.34 lakhs submitted by the Chairman and Managing Director, Tamil Nadu Housing Board with his letter No. Sch. 1-4/69067/92, dated 29th March 1993.

**Exemption of scheme for construction of 90 Tamil Nadu Government  
Servants Rental Housing Scheme Flats at Palayamkottai  
Neighbourhood Scheme.**

G.O. Ms. No. 908, Housing and Urban Development (HB. 5(2)),  
3rd November 1993.

No. II(2)/HOU/5668/93.—In exercise of the powers conferred by section 69 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby exempts the scheme for the

construction of 90, Tamil Nadu Government Servants Rental Housing Scheme Flats at Palayamkottai Neighbourhood Scheme at a cost of Rs.150.34 lakhs submitted by the Chairman and Managing Director, Tamil Nadu Housing Board, with his letter No. Sch. 1-4/69067/92, dated 29th March 1993 from the provisions of the section 49 except sub-section 2(b) of the said Act.

**Exercise of powers and functions of the Commissioner, Palayamkottai Municipality by Tamil Nadu Housing Board or Managing Director.**

G.O. Ms. No. 908, Housing and Urban Development (HB.5(2)),  
3rd November 1993.

No. II(2)/HOU/5669/93.—In exercise of the powers conferred by section 152 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby declare that for the period during which the scheme for the construction of 90, Tamil Nadu Government Servants Rental Housing Scheme Flats at Palayamkottai Neighbourhood Scheme at a cost of Rs.150.34 lakhs remains in force the powers and functions exercisable by the Commissioner, Palayamkottai Municipality under the Tamil Nadu District Municipality Act, 1920 (Tamil Nadu Act 5 of 1920) in respect of all the powers of receiving plans, sanctioning plans and regulating the construction of buildings, laying of roads, laying of underground drainages, water mains, electricity connections and providing all amenities to owners of buildings in the areas in which the scheme is to operate except the powers to assess the property tax on the buildings erected under the scheme and to revise, increase or reduce the same and to collect the said tax from the allottees of buildings erected under the said scheme and to exercise all the powers connected therewith shall be exercised by the Tamil Nadu Housing Board or the Managing Director, as the case may be.

**Sanctioning of scheme for development of land at Kottivakkam, Madras Journalist Co-operative Housing Society Limited.**

G.O. Ms. No. 910, Housing and Urban Development (HB.5(1)),  
3rd November 1993.

No. II(2)/HOU/5670/93.—Under sub-section (2) of section 53 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby sanctions the scheme for development of land at Kottivakkam, Madras, allotted to the Madras Journalist Co-operative Housing Society Limited at a cost of Rs.31.90 lakhs submitted by the Chairman and Managing Director, Tamil Nadu Housing Board, with his letter No. Sch.12/72284/87, dated the 14th December 1990.

**Exemption of scheme for development of land at Kottivakkam, Madras Journalist Co-operative Housing Society Limited.**

G.O. Ms. No. 910, Housing and Urban Development (HB.5(1)),  
3rd November 1993.

No. II(2)/HOU/5671/93.—In exercise of the powers conferred by section 69 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby exempts the scheme for the



development of land at Kottivakkam, Madras, allotted to the Madras Journalist Co-operative Housing Society Limited, submitted by the Chairman and Managing Director, Tamil Nadu Housing Board, with his letter No. Sch.1-2/7284/87, dated the 14th December 1990 from the provisions of the section 49 except sub-section 2(b) of the said Act.

**Exercise of powers and functions of the Commissioner, St. Thomas Mount Panchayat Union, Chitlapakkam, Madras by Tamil Nadu Housing Board or Managing Director.**

G.O. Ms. No. 910, Housing and Urban Development (HB.5(1)),  
3rd November 1993.

No. II(2)/HOU/5672/93.—In exercise of the powers conferred by section 152 of the Tamil Nadu State Housing Board Act, 1961 (Tamil Nadu Act 17 of 1961), the Governor of Tamil Nadu hereby declare that for the period during which the scheme for development of land at Kottivakkam, Madras, allotted to the Madras Journalist Co-operative Housing Society Limited remains in force the powers and functions exercisable by the Commissioner, St. Thomas Mount Panchayat Union, Chitlapakkam, Madras under the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act 5 of 1920) in respect of all the powers of receiving plans, sanctioning plans and regulating the construction of buildings, laying of roads, laying of underground drainages, water mains, electricity connections and providing all amenities to owners of buildings in the areas in which the scheme is to operate except the powers to assess the property tax on the buildings erected under the scheme and to revise, increase or reduce the same and to collect the said tax from the allottees of buildings erected under the said scheme and to exercise all the powers connected therewith shall be exercised by the Tamil Nadu Housing Board or the Chairman and Managing Director, as the case may be.

2. The licence fees which is due to the St. Thomas Mount Panchayat Union, Chitlapakkam, Madras for approval of the building plans of the Housing Board and for sub-division of lands, etc., shall be remitted by the Housing Board after preparation of detailed plans and submission of the same to the St. Thomas Mount Panchayat Union, Chitlapakkam, Madras for formal approval.

L.N. VIJAYARAGHAVAN,  
Secretary to Government.

**LABOUR AND EMPLOYMENT DEPARTMENT.**

**Date of coming into force of except certain sections from provisions of Chapters IV, V and VI of Employees' State Insurance Act.**

Letter No. 74040/K1/92-13, Labour and Employment (K1),  
30th November 1993.

No. II(2)/LE/5673/93.—The following notification of the Government of India (Bharat Sarkar), Ministry of Labour (Shram Mantralaya), dated New

Delhi, the 23rd February 1993, is republished --

S.O. No. 513--In exercise of the powers conferred by sub-section (3) of section 1 of the Employees' State Insurance Act, 1948 (34 of 1948), the Central Government hereby appoints the 1st March 1993 as the date on which the provisions of Chapter IV (except Sections 44 and 45 which have already been brought into force) and Chapter V and VI (Except sub-section (1) of section 76 and sections 77, 78, 79 and 81 which have already been brought into force) of the said Act shall come into force in the following areas in the State of Tamil Nadu namely:--

"Area comprising the revenue village of Pavali and Chatrareddiapatti in Virudhunagar Taluk of Kamarajar district".

(No. S-38013/4/93--S.S.I.)

J.P. SHUKLA,  
Under Secretary to the Government of India

M. THANGADURAI,  
Special Secretary to Government.

Disputes between workman and management of Salem Co-operative Press,  
Salem referred to Industrial Tribunal for adjudication.

#### ERRATUM TO NOTIFICATION.

Lr. No. 19074/C2/93, Labour and Employment, 19th November 1993.

The following Erratum is issued to the G.O. (D) No. 1262, Labour and Employment, dated 15th December 1992 published as No. 11(2)/LE/15/93 in Part II-Section 2 of Tamil Nadu Government Gazette, dated 6th January 1993:--

#### ERRATUM.

For S. No. 2 under "Read the following" in the said Government Order for the words "From the Labour Officer, Salem", the following shall be substituted:--

"From the Assistant Commissioner of Labour, Salem, Office of the Deputy Commissioner of Labour, Salem".

In the address entry of the said Government Order for the words, "The Labour Officer, Salem", the words, "The Assistant Commissioner of Labour, Office of the Deputy Commissioner of Labour, Salem" shall be substituted.

P. BALACHANDRAN,  
Deputy Secretary to Government.



**Extension of period of declaration of Motor Transport Service as  
Public Utility Service.**

G.O. R. No. 968, Labour and Employment (D2), 22nd November 1993.

No. II(2)/LE/5674/93.--Whereas the Motor Transport Service has been declared to be a public utility service for the purposes of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), for a period of six months up to and inclusive of the 1st December 1993 in the Labour and Employment Department Notification No. II(2)/LE/2594/(j)/93, dated 31st May 1993 published of Part II-Section 2 of the Tamil Nadu Government Gazette Extraordinary, dated the 31st May 1993.

And, whereas, the Governor of Tamil Nadu is of opinion that public interest requires the extension of the said period for a further period of six months;

Now, therefore, in exercise of powers conferred by sub-clause (vi) of clause (n) of section 2 read with the proviso thereto of the said Act, the Governor of Tamil Nadu hereby extends the period specified above for a further period of six months commencing from the date of publication in the Tamil Nadu Government Gazette.

Disputes between workmen and managements referred to Labour Courts,  
Madras for adjudication.

TAMIL NADU CIVIL SUPPLIES CORPORATION LIMITED, DINDIGUL-ANNA  
REGION, DINDIGUL.

G.O. (D) No. 866, Labour and Employment, 18th November 1993.

No. II(2)/LE/5675/93.--Whereas the Government are of opinion that an industrial dispute has arisen between the workmen and the Management of Tamil Nadu Civil Supplies Corporation Limited, Dindigul-Anna Region, Dindigul in respect of matters mentioned in the Annexure to this order;

And, whereas, in the opinion of the Governor of Tamil Nadu, it is necessary to refer the said dispute for adjudication;

Now, therefore, in exercise of the powers conferred by section 10(1)(c) of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), the Governor of Tamil Nadu hereby directs that the said dispute be referred for adjudication to the Labour Court, Madurai.

Further under section 10(2A) of the Industrial Dispute Act, 1947 the Labour Court, Madurai is requested to submit its Award within three months from the date of receipt of this order.

இணைப்பு

தமிழ்நாடு நுகர்பொருள் வாரியாகக் கழகத்தின் நிர்வாகிகள் அண்மை மண்டலத்தில் இன்கிஸை உதவியாளராக பணிபுரியும் திரு. எம். சத்திக்வேசனின் பேரார் 1991 ஆம் ஆண்டுக்கான உதவியாளர் பதவி உயர்வுக்கான தகுதி பெற்றோர் பட்டியலில் சேர்க்கப்படாதது முறைதானா?

அண்மைநிலை யெனில் அவருக்குக் கிடைக்க வேண்டிய நிவாரணம் என்ன.

**Geetha Ramakrishna Mills (P) Limited, Jalakantapuram.**

G.O. (D) No. 877, Labour and Employment, 23rd November 1993.

No. II(2)/LE/5676/93.--Whereas the Government are of the opinion that an industrial dispute has arisen between the workman Thiru L. Selvaraj and the Management of Geetha Ramakrishna Mills (Private) Limited, Jalakantapuram, Salem district in respect of matters mentioned in the Annexure to this order;

And, whereas, in the opinion of the Governor of Tamil Nadu, it is necessary to refer the said dispute for adjudication;

Now, therefore, in exercise of the powers conferred by section 10(1)(c) read with the proviso to section 10(1)(d) of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), the Governor of Tamil Nadu hereby directs that the said dispute be referred for adjudication to the Labour Court, Salem.

Further under section 10(2A) of the Industrial Disputes Act, 1947 the Labour Court, Salem is requested to submit its award within three months from the date of receipt of this order.

ANNEXURE

ஜலகண்டாபுரம், கீதா ராமகிருஷ்ணா மில்ஸ் (பி) லிட் நிறுவனத்தில் பணிபுரியும் திரு. எல். செல்வராஜ் என்ற தொழிலாளி நிரந்தரப் பணியிலிருந்து பதிலித் தொழிலாளியாக பதவியிறக்கம் செய்யப் பட்டது நியாயமானதா? அவ்வாறில்லையெனில் என்ன நிவாரணம் வழங்கலாம்.

**Tube Products of India, Madras-54.**

G.O. (D) No. 878, Labour and Employment, 23rd November 1993.

No. II(2)/LE/5677/93.—Whereas the Government are of opinion that an industrial dispute has arisen between the workmen and management of Tube Products of India, Madras-54 in respect of matters mentioned in the Annexure to this order;

And, whereas, in the opinion of the Governor of Tamil Nadu, it is necessary to refer the said dispute for adjudication;

Now, therefore, in exercise of the powers conferred by section 10(1)(c) read with the proviso to section 10(1)(d) of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), the Governor of Tamil Nadu hereby directs that the said dispute be referred for adjudication to the First Additional Labour Court, Madras.

Further, under section 10(2A) of the Industrial Disputes Act, 1947, the First Additional Labour Court, Madras is requested to submit its award to



Government within six months from the date of the receipt of this order.'

ANNEXURE.

கீழே குறிப்பிடப்பட்டுள்ள 58 தொழிலாளர்களின் பட்டியலை நீக்கம் நியாயமானதா?

இல்லையெனில் அவர்களுக்கு கிடைக்கப் பெற வேண்டிய நிவாரணம் என்ன?

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1. திரு. ஜி. கிருஷ்ணன்          | 30. திரு. எஸ். சங்கர்              |
| 2. திரு. வி. ரமேஷ்              | 31. திரு. ஜே. சங்கர்               |
| 3. திரு. டபிள்யூ. வெங்கடேசன்    | 32. திரு. ஈ. சங்கர்                |
| 4. திரு. எம். மோகன்ராம்         | 33. திரு. ஜே. லூக்கா               |
| 5. திரு. எஸ். மனோகர்            | 34. திரு. ஐ. யாரிமுத்து            |
| 6. திரு. ஆர். நாகராஜன்          | 35. திரு. எஸ். முருகேசன்           |
| 7. திரு. எஸ். வேல்முருகன்       | 36. திரு. ஆர். கேசவன்              |
| 8. திரு. ஆர். குமரேசன்          | 37. திரு. பி. முருகன்              |
| 9. திரு. ஐ. சங்கர்              | 38. திரு. ஜி. சேகர்                |
| 10. திரு. எஸ். வெங்கடேசன்       | 39. திரு. ஆர். அழகு                |
| 11. திரு. என். தனசேகரன்         | 40. திரு. டி. பெரியசாமி            |
| 12. திரு. என். விஜயகுமார்       | 41. திரு. சி. ஜெயபதி               |
| 13. திரு. சி. செல்வராஜ்         | 42. திரு. கே. அரங்கன்              |
| 14. திரு. ஏ. ராஜ்               | 43. திரு. எம். ஆர். கோபாலகிருஷ்ணன் |
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| 16. திரு. டி. எஸ். அஜித்குமார்  | 45. திரு. எம். பரமசிவம்            |
| 17. திரு. எஸ். பாஸ்கர்          | 46. திரு. ஆர். பழனிப்பன்           |
| 18. திரு. சி. ஜெயராமன்          | 47. திரு. எம். ரமேஷ் குமார்        |
| 19. திரு. கே. கே. ராஜன்         | 48. திரு. ஈ. வேலையுதம்             |
| 20. திரு. என். சி. செல்வரீட்சன் | 49. திரு. ஏ. கதிசேசன்              |
| 21. திரு. ஏ. சந்தானகிருஷ்ணன்    | 50. திரு. எம். சின்னராஜ்           |
| 22. திரு. சி. சிவகுமார்         | 51. திரு. ஆர். தட்சிணாமூர்த்தி     |
| 23. திரு. ஏ. நாராயணன்           | 52. திரு. எஸ். பரி                 |
| 24. திரு. என். ஜெயகுமார்        | 53. திரு. கே. ஜே. என்              |
| 25. திரு. எம். சுகுமார்         | 54. திரு. எம். கோபால்              |
| 26. திரு. ஏ. கருப்பசாமி         | 55. திரு. பி. முத்துகிருஷ்ணன்      |
| 27. திரு. ஈ. தசரதன்             | 56. திரு. எப். ஜான்டிரிப்பன்       |
| 28. திரு. எம். ராமர்            | 57. திரு. எம். சங்கர்              |
| 29. திரு. ஆர். ராஜேந்திரன்      | 58. திரு. சி. கோபி                 |

LAKSHMI PRANESH,  
Secretary to Government.