

हिमाचल प्रदेश सरकार
विभागीय परीक्षा बोर्ड
फेयरलॉन्ज, शिमला-171012

संख्या हिपा (परीक्षा) दिनांक:- 20 अक्टूबर, 2008

अधिसूचना

हिमाचल प्रदेश विभागीय परीक्षा नियम, 1997 के उप-नियम 24 (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, जोकि हिमाचल प्रदेश सरकार के कार्मिक विभाग (प्रशिक्षण एवं समनुदेशन) द्वारा जारी की गई अधिसूचना संख्या का. 1 (प्रशिक्षण) बी (12)-40/95, दिनांक 13.3.1997 द्वारा अधिसूचित किया गया है, हिमाचल प्रदेश विभागीय परीक्षा बोर्ड एतद्वारा हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, विभागीय परीक्षा नियम 1997 में हिमाचल प्रदेश सरकार के विभिन्न सरकारी विभागों के पाठ्यक्रम में निम्नानुसार संशोधन/ अन्तः स्थापित तथा प्रतिस्थापन संलग्न अनुसूचि CI तथा D पर वर्णित विभागीय परीक्षा के पुराने पाठ्यक्रम को परिशिष्ट-111 पर वर्णित सम्बन्धित विभागों के पाठ्यक्रम को राजपत्र में अधिसूचित तिथि से प्रतिस्थापित एवं संशोधित समझा जाए 1

संक्षिप्त नाम और प्रारम्भ	1.(i) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश विभागीय परीक्षा (सप्तम संशोधन) नियम 2008 है 1 (ii) ये नियम राजपत्र हिमाचल प्रदेश में प्रकाशन की तारीख से प्रवृत्त होंगे 1
नियम 24(1) का संशोधन पर्व तथा पाठ्यक्रम	2. नियम 24 के उप नियम 1 के विद्यमान उपबन्ध के विरुद्ध कोष तथा लेखा विभाग तथा तकनीकी शिक्षा, व्यवसायिक तथा औद्योगिक प्रशिक्षण विभाग के आई. टी. आई के प्रधानाचार्य, के विभागीय परीक्षा के पाठ्यक्रम जोकि अनुसूचि CI, तथा D में दिए गए हैं, को विभागों के पेपरों को संशोधित पाठ्यक्रम परिशिष्ट-111 जोकि नियमों में परिशिष्ट किए गए हैं द्वारा प्रतिस्थापित किया जाता है 1

आदेश द्वारा

हस्ताक्षरित / -

सचिव,
हिमाचल प्रदेश विभागीय परीक्षा बोर्ड,
फेयरलॉन्ज, शिमला-171012

**GOVERNMENT OF HIMACHAL PRADESH
H.P. BOARD OF DEPARTMENTAL EXAMINATIONS
FAIRLAWNS, SHIMLA-171012**

NO.HIPA (EXAM)- 12/75-15

DATED 20th October, 2008

NOTIFICATION

In exercise of the powers conferred by Rule 24(2) of H.P. Board of Departmental Examination Rules, 1997 as notified by Govt. of Himachal Pradesh, Department of Training & Foreign Assignments vide Notification No. Per (Trg)B(12)-40/95 dated 13.3.1997, the Board of Departmental Examinations Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission hereby inserts new syllabus for the Departmental Examination in respect of the various departments as per Appendix-III attached hereto. The Board further orders that on the date of issue of the present Notification, the syllabus in respect of the departments as mentioned in Appendix-III shall stand amended/ inserted and replaced for Departmental Examinations as detailed in Schedule C1 and D attached to the Departmental Examination Rules, 1997, namely:

Short title and commencement:	1.(i) These Rules shall be called the Himachal Pradesh Departmental Examinations (Seventh Amendment) Rules, 2008 (ii) These Rules shall come into force from the date of publication in Rajpatra Himachal Pradesh.
Amendment of Rule 24(1) Paper and Syllabus	2. For the existing provisions against sub- rule (I) of Rule 24 the Syllabus for the Departmental Examinations of categories of Treasury and Accounts Department and Principals of ITIs of Technical Education, Vocational and Industrial Training Department given in the Schedule C1 & D shall be substituted by amended syllabus of Paper(s) of Departments: APPENDIX 'III' to these rules.

By Order
Sd/-
Secretary,
H.P. Board of Departmental Examination,
Fairlawns, Shimla-171012

Endost: NO.HIPA (Exam)- 12/75-15
Copy forwarded to:-

Dated: 20th October, 2008

1. All the Principal Secretaries/ Special Secretaries/ Additional Secretaries/ Joint Secretaries/ Deputy Secretaries to the Govt. of Himachal Pradesh.
2. The Secretary, Himachal Pradesh Public Service Commission, Shimla-171002 with three spare copies for information and necessary action.
3. All the Divisional Commissioner in Himachal Pradesh.
4. All the Heads of Departments in Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh
6. The Private Secretary to the Chief Secretary, Himachal Pradesh.
7. The Controller, Printing and Stationery Department, H.P. for Publication in the Rajpatra to this Department.
8. Guard file

Sd/-
Secretary,
H.P. Board of Departmental Examination,
Fairlawns, Shimla-171012

APPENDIX 'III'

AMENDMENT OF SYLLABUS FOR DEPARTMENTAL EXAMINATIONS

[Rule-24(2) (3)]

Schedule	Department	Paper No.	Annexure
C1	Technical Officers of various Departments: Principles of ITI's	3	4
D	Non- Technical Officers of following departments: Treasury Officers & District Treasury Officers	1,3,4 & 5	5

ANNEXTURE – 4

PRINCIPLES OF ITI'S UNDER TECHNICAL OFFICER OF TECHNICAL EDUCATION, VOCATIONAL AND INDUSTRIAL TRAINING DEPARTMENT

Paper No. 3

Part-I (30 Marks)

Craftsman Training scheme, its objectives, organization, procedure as outlines in the Training Manual of the DGE&T, aptitude test for admission to ITI's, Apprenticeship Training Scheme, its objectives, apprentice act, 1961 and rules framed there under, recruitment & training of apprentices, general study of factory acts.

Part-II (40 Marks)

- Workshop layout, its importance, types of layout, principles of layout, flow diagrams, flow process chart. Installation of machinery precautions to be observed while installing machinery of different types, both mechanical and electrical, method study under work study, its meaning, principles, motion economy, man machine chart, flow chart, operation process chart, operation sheet, meaning of stop watch method under time study, setting of standards, workshop safety, its importance, safety of a man, prevention of accidents over moving machines, safety against fire, types of fire extinguishers & their use, inventory control, importance & methods of inventory control, organization of the stores.

Part-III (30 Marks)

Industrial economy of HP industries, various industries for which scope exists in the state, factors favourable for the growth of industries in the state, small scale and cottage industries, its meaning, facilities available from state government and banks to the educated unemployed persons and technicians for setting up their small industries.

ANNEXURE – 5

TREASURY OFFICERS AND DISTRICT TREASURY OFFICERS

(FINANCE DEPARTMENT)

Paper –1:

I.T. (Written) (60 Marks)

- Introduction to Computers, history, architecture, etc.
- Concept of Hardware, Software etc.
- Generation of Computers.
- Classification of computer systems.
- Number system: Binary, Gray, ASC II, Octal etc.
- Architecture of Computer.
- Memories: RAM, ROM, PROM, etc.
- Auxiliary storage devices.
- Computerization Networks: Overview, communication processors, media.
 - Network Topologies.
 - Network architecture.
 - Communication systems.
- Internet and internet protocols.
 - Internet addressing.
 - HTML, Web browsers.
 - DBMS features.
- Data management, data hierarchy, entities, attributes, Keys, etc.
- System Software.
 - Application Software.
 - OS-Windows.
- Internet and its features.
- Introduction to IT Act-2000.

I.T. Practical (40 Marks)

1. M.S.WORD

- Introduction to Bars and buttons and customizing windows.
- Creating folders, files and renaming/saving and moving these.
- Creating document, Edit commands.

- Spell/grammar check, find Replace.
- Formatting document, alignment/Ruler, Indents.
- Creating tables.
- Moving text between folders and files, printing.
- Page/Para set up
- Mail Merge.

2. M.S.EXCEL

- Formulae and data entry.
- Worksheet function.
- Formatting.
- Analysis and presentation in charts.
- Creating queries.

3. M.S.POWER POINT

- Creating presentation.
- Customizing presentation.

4. Online Treasury Information System.

5. e-Pension.

6. e-Salary

Paper -2

HINDI (100 Marks)

Paper -3

Principles of Accounts (100 Marks)

(without books)

Concepts and conventions of accounting.

1. Meaning and Basic terms of accounting viz. Debit, Credit, Assets, Liabilities, Capital, Reserves, Provisions, Accounting, Equation, Debtors, Creditors etc.
2. Types and Rules of Accounting, Personal, Nominal, Real Accounts.
3. Journal, Ledger, Trial Balance.
4. Final Accounts.
5. Bank Reconciliation Statement.
6. Income and expenditure Accounts.

Paper -4

Treasury Rules and Accounting Procedures (100 Marks) (with books)

1. Role and Constitutional provisions for CAG, CAG(DPC) Act, 1971.
2. Audit of Expenditure, sanction audit, Audit against provision of funds, audit against regularity.
3. Value for money Audit.
4. T.R. & S. T. R.
5. Accounting Rules 1990.
6. Account Code-II
7. Budget Manual-Classification, Payment out of & Receipt into Consolidated Fund of State and Public Account.

Name of Books allowed

1. CAG (DPC) Act, 1971 (Bare)
2. H.P. Treasury rules, 2006
3. Accounting Rules, 1990
4. Account Code Vol. II
5. H.P. Budget Manuals

Paper -5

Financial Rules (100 Marks) (With Books)

1. GPF. Rules:- withdrawal and advance and related instructions.
2. HPFR-I
3. HPFR-II-Destruction of record
4. Office Manual.
5. Pension Rules-Preparation of Papers, Calculation of Pension/DCRG, etc. Provisional Pension and Gratuity.
6. Conduct rules.
7. CCS-CCA Rules with emphasis on rule 11,14,16.
8. FRSR-I with emphasis on FR 22,26,28,29, 49 & 52 to 56.

Name of books allowed

1. G.P.F. rules
 2. H.P.F.R. Vol. I & II
 3. Conduct Rules
 4. C.C.S. (C.C.A.) Rules
 5. Office Manuals
 6. Pension Rules
- F.R. S.R.-I General Rules

xxx

हिमाचल प्रदेश सरकार
विभागीय परीक्षा बोर्ड
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संख्या हिपा (परीक्षा) दिनांक:- 20 अक्टूबर, 2008

अधिसूचना

हिमाचल प्रदेश विभागीय परीक्षा नियम, 1997 के उप-नियम 24 (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, जोकि हिमाचल प्रदेश सरकार के कार्मिक विभाग (प्रशिक्षण एवं समनुदेशन) द्वारा जारी की गई अधिसूचना संख्या का. 1 (प्रशिक्षण) बी (12)-40/95, दिनांक 13.3.1997 द्वारा अधिसूचित किया गया है, हिमाचल प्रदेश विभागीय परीक्षा बोर्ड एतद्वारा हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, विभागीय परीक्षा नियम 1997 में हिमाचल प्रदेश सरकार के विभिन्न सरकारी विभागों के पाठ्यक्रम में निम्नानुसार संशोधन/ अन्तः स्थापित तथा प्रतिस्थापन संलग्न अनुसूचि A,B,C,CI,D तथा E पर वर्णित विभागीय परीक्षा के पुराने पाठ्यक्रम को परिशिष्ट-1 तथा 11 पर वर्णित सम्बन्धित विभागों के पाठ्यक्रम को राजपत्र में अधिसूचित तिथि से प्रतिस्थापित एवं संशोधित समझा जाए 1

संक्षिप्त नाम ओर प्रारम्भ	1.(i) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश विभागीय परीक्षा (सप्तम संशोधन) नियम 2008 है 1 (ii) ये नियम राजपत्र हिमाचल प्रदेश में प्रकाशन की तारीख से प्रवृत्त होंगे 1
नियम 24(1) का संशोधन पर्व तथा पाठ्यक्रम	2. नियम 24 के उप नियम 1 के विभिन्न विभागों के विभिन्न वर्गों के अधिकारियों की विभागीय परीक्षा के पाठ्यक्रम जोकि अनुसूचि A, B, C, तथा E में दिए गए हैं, को, विभागों के संशाधित पाठ्यक्रम परिशिष्ट-1 तथा 11 जोकि नियमों में परिशिष्ट किए गए हैं द्वारा अन्तः स्थापित किया जाता है 1

आदेश द्वारा

हस्ताक्षरित / -

सचिव,
हिमाचल प्रदेश विभागीय परीक्षा बोर्ड,
फेयरलॉन्ज, शिमला-171012

**GOVERNMENT OF HIMACHAL PRADESH
H.P. BOARD OF DEPARTMENTAL EXAMINATIONS
FAIRLAWNS, SHIMLA-171012**

NO.HIPA (EXAM)- 12/75-15

DATED 20th October, 2008

NOTIFICATION

In exercise of the powers conferred by Rule 24(2) of H.P. Board of Departmental Examination Rules, 1997 as notified by Government of Himachal Pradesh, Department of Training & Foreign Assignments vide Notification No. Per (Trg)B(12)-40/95 dated 13.3.1997, the Board of Departmental Examinations Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission hereby inserts new syllabus for the Departmental Examination in respect of the various departments as per Appendix-I & II attached hereto. The Board further orders that on the date of issue of the present Notification, the syllabus as mentioned in Appendix-I & II shall stand amended/inserted and replaced in the existing syllabus for Departmental Examinations in respect of the departments as detailed in Schedule A,B,C, CI, D & E attached to the Departmental Examination Rules, 1997, namely:

Short title and commencement:	1.(i) These Rules shall be called the Himachal Pradesh Departmental Examinations (Seventh Amendment) Rules, 2008 (ii) These Rules shall come into force from the date of publication in Rajpatra Himachal Pradesh.
Amendment of Rule 24(1) Paper and Syllabus	2. For the existing provisions against sub- rule (I) of Rule 24 the Syllabus for the Departmental Examinations of categories of Officers of different departments given in the Schedule A, B, C, & E shall be inserted by amended syllabus of Paper(s) of Departments: APPENDIX 'I' & 'II' to these rules

By Order
Sd/-

Secretary,
H.P. Board of Departmental Examination,
Fairlawns, Shimla-171012

Endost: NO.HIPA (Exam)- 12/75-15

Dated: 20th October, 2008

Copy forwarded to:-

1. All the Principal Secretaries/ Special Secretaries/ Additional Secretaries/ Joint Secretaries/ Deputy Secretaries to the Govt. of Himachal Pradesh.
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3. All the Divisional Commissioner in Himachal Pradesh.
4. All the Heads of Departments in Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh
6. The Private Secretary to the Chief Secretary, Himachal Pradesh.
7. The Controller, Printing and Stationery Department, H.P. for Publication in the Rajpatra to this Department.
8. Guard file

Sd/-
Secretary,
H.P. Board of Departmental Examination,
Fairlawns, Shimla-171012

APPENDIX – 1

Including RTI Act, 2005 for all categories in the following papers:-

Schedule	Name of Category	Paper No.	Paper Name	Remarks	Annexure
A	Himachal Pradesh Administrative Service	6	General Administration	The word “RTI Act, 2005” shall stand inserted as clause e.	1
B	Tehsildar/ Naib Tehsildar	7	Local and Special Laws	The word “RTI Act, 2005” shall stand inserted as Sr. No.20.	1
C	All other gazetted and non gazetted officers/officials	1 (Part-1)	Financial Administration (Record Management)	The word “RTI Act, 2005” shall stand inserted as Sr. No. 3, Part-1.	1
E	Excise and Taxation Inspectors	3	Law Relating to Allied Taxes	The word “RTI Act, 2005” shall stand inserted as Sr.No. 6	1

APPENDIX 'II'

AMENDMENT OF SYLLABUS FOR DEPARTMENTAL EXAMINATIONS

[Rule-24(2) (3)]

Schedule	Department	Paper No.	Annexure
C1	Technical Officers of various Departments: Executive Officers & Secretaries of the Municipalities	3	2
D	Non- Technical Officers of following departments: Election	3 & 4	3

ANNEXURE – 1

Including RTI Act, 2005 for all categories in the following papers:-

Schedule	Name of Category	Paper No.	Paper Name	Remarks
1.	Himachal Pradesh Administrative Service	6	General Administration	The word “RTI Act, 2005” shall stand inserted as clause e.
2.	Tehsildar/ Naib Tehsildar	7	Local and Special Laws	The word “RTI Act, 2005” shall stand inserted as Sr. No.20.
3.	All other gazetted and non gazetted officers/officials	1 (Part-1)	Financial Administration (Record Management)	The word “RTI Act, 2005” shall stand inserted as Sr. No. 3, Part-1.
4.	Excise and Taxation Inspectors	3	Law Relating to Allied Taxes	The word “RTI Act, 2005” shall stand inserted as Sr.No. 6

ANNEXURE – 2

Syllabus for Executive Officers/ Secretaries of the Municipalities

Paper -3

(100 Marks)

- H.P. Municipal Act, 1994: Classification of Municipalities and municipal area, functions of Municipalities and Municipal Fund and Property, Taxation, Police Assistance, Extinction and Prevention of Fire, Water Supply, Power for Sanitary and other purposes, Prevention of Soil Erosion and Hill Side Safety, Bye-Laws, Procedure, Power of Entry and Inspection, Financial Control and Audit, Development Plans and District Planning Committee Control, Disputes relating to Elections and Miscellaneous.
 - H.P. Municipal Services Act, 1994
 - H.P. Municipal Account Code, 1975
 - Overall view and objectives of various Central/ State Projects/ Schemes e.g. JNNURM, UIDSSMT, SJSRY, IHSDP, EIUS etc. applicable in Urban Local Bodies and their mode of implementation.
 - Various Municipal Bye-Laws applicable in the Urban Local Bodies.
 - Right to Information Act & rules.
 - Solid Waste Management in Urban Local Bodies.
 - Public Grievances- redressal system of Urban Local Bodies.
- Issues and future trends in Good Urban Governance.

ANNEXTURE-3

Syllabus for Election Department

Paper-3 (Election Law)

1. Source of law of elections in the Constitution.
2. The representation of People Act, 1950.
3. The Registration of Electors Rules, 1960.
4. Delimitation Act, 2002.

Paper - 4 (Election Law)

1. The representation of People Act, 1951.
2. Conduct of Election Rules, 1961.
3. The Presidential and Vice-Presidential Election Act, 1950.
4. The Parliament (prevention of disqualification) Act, 1959.
5. Chapter IX A of the India Penal Code, prescribing the offences under the rules of elections and punishment therefore.
6. Act of the State Legislature (Relating to Removal of Disqualifications)

