

**SYLLABUS FOR HARYANA STATE ACCOUNTS SERVICES EXAMINATION (OB)
(PART-I)**

S.No.	Subject	Topics/Books prescribed
1	Précis & Drafting (Without Books) Hours : 3 Marks : 100	1. English (i) Letter Writing (ii) Grammar (iii) Translation from English to Hindi 2. Hindi (i) Letter Writing (ii) Précis Writing (iii) Translation from Hindi to English 3. Knowledge of administrative terminology.
2	Commercial Book Keeping (Elementary) (Without Books) Hours : 3 Marks : 100	1. Book Keeping upto trial balance 2. Trading, Profit & Loss Accounts and balance sheet 3. Correction of errors 4. Depreciation, Sinking Fund, Reserve funds 5. Bills of exchange, Promissory Notes & cheques 6. Account Current, Average due date. 7. Self-balancing ledger 8. Capital & Revenue, Receipts and payments Accounts, income and expenditure accounts. 9. Manufacturing & Working Accounts 10. Cost Accounts 11. Double Accounting System Note:- At least 50% questions would be practical.
3	Civil Services Rules (with books/ Notification) Hours : 3 Marks : 150	1. Haryana Civil Services (General) Rules, 2016 and as amended from time to time. 2. Haryana Civil Services (Pay) Rules, 2016 with Haryana Civil Services (Revised Pay) Rules, 2016 and Haryana Civil Services (ACP) Rules, 2016 and as amended from time to time. 3. Haryana Civil Services (Allowances) Rules, 2016 and as amended from time to time. 4. Haryana Civil Services (Leave) Rules, 2016 and as amended from time to time. 5. Haryana Civil Services (GPF) Rules, 2016 and as amended from time to time. 6. Haryana Civil Services (Pension) Rules, 2016 and as amended from time to time. 7. Haryana Civil Services (Government Employee Conduct) Rules, 2016 and as amended from time to time. 8. Haryana Civil Services (Punishment & Appeal) Rules, 2016 and as amended from time to time. Note:- At least 50% questions would be practical.

Kallawa
22/6/2023

Kalra
27/6/2023

4	Audit & Financial Regulation (with books) Hours : 3 Marks : 150	(i) An introduction to Indian Govt. Accounts & Audit excluding (Chapter 5 , 8 to 10, 12, 13, 18, 26 to 29, 32, 33, 34) (ii) Govt. Accounting Rules, 1990 (excluding Appendix 3 and 4) (iii) List of Major and Minor Heads (iv) PFR Vol. 1 Chapter I, II (excluding Section VI) IV, V,VI,VII (excluding Section IV) VIII, IX, X, XII, XIII (excluding Section IV), XV, XVII, XVIII and XIX. Note 1: Candidate will be expected to prepare salary bill to test their up to date knowledge on the admissibility of pay and allowances etc. deductions due on account of income tax and other such compulsory/ optional recoveries and classification thereto. Note:-Atleast 50% questions would be practical.
5	Local Rules & Public Works Account Code (with Books) Hours : 3 Marks : 100	(i) Punjab Financial Hand Book No.3 Departmental Financial Rules relating to Public Works Department & Forest Department. Chapters, I, II (A-C) III, V, VI & VII. (ii) Haryana PWD Code Chapters 6 (Para 6.17 only), 8 to 19, 21, 24 to 28 (iii) Account Code Vol-III, Chapter I, II, III (Section 1,2,3,5 & 6) (iv) Haryana Civil Services (TA) Rules, 2016 and as amended from time to time. Note:-Atleast 50% questions would be practical.