

Part - II

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APPROVED SYLLABUS FOR S.A.S. PART. II (L.A.D.)

Sr. No.	Paper	Time	Marks	Books Prescribed	Remarks
1	2	3	4	5	6
1.	Acts of the Legislature and Statutory Rules			(i) Local Bodies	
(a)	Theoretical	1½	100	(1) The Municipal Corporation Act, 1994 and rules made there under :—	
(b)	Practical	2½	100	(i) The Faridabad Complex Administration Works Rules, 1977.	
				(ii) The Faridabad Complex Administration Business Byelaws, 1975.	
				(2) Haryana Municipal Act, 1973	
				(Except Sections 3 to 6, 9 to 29, 102 to 107, 115, 127, 131, 140, 143, 147, 149, 161, 198, 201, 210, 216 & 242) and following rules made there under :—	
				(i) The Municipal Account Code, 1930.	
				(ii) The Haryana Municipal Works Rules, 1976.	
				(iii) The Haryana Municipalities Management of Municipal Properties and State Properties Rules, 1976.	
				(iv) The Haryana Municipal (Delegation of powers for execution of contracts) Rules, 1981.	
				(v) The Haryana Municipal Business Bye-Laws, 1981.	
				(3) The Haryana Municipal Common Lands (Regulation) Act, 1974 and rules made there under :—	
				(i) The Haryana Municipal Common Lands (Regulations) Rules, 1976.	
				(4) The Punjab Town Improvement Trust Act, 1932 as amended upto date and rules made there under.	
				(i) The Punjab Town Improvement Trust Rules, 1939.	
				(ii) The Punjab Town Improvement Trust Surcharge Rules, 1961.	

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- (iii) The Punjab Town Improvement Trust Batterment Contribution Rules, 1954.
- (5) Local Authorities Loans Act, 1914 and rules made there under :—
- (i) The Local Authorities Loans Rules for the Punjab, 1922.
- (b) Panchayati Raj
  - The Haryana Panchayati Raj Act, 1994 and rules made there under :—
  - (i) Haryana Panchayati Raj Rules, 1995.
  - (ii) The Haryana Panchayat Samitis and Zila Parishad Finance Budget, Account/Audit, Taxation and Works Rules, 1996.
- (c) Marketing Board/Market Committees & Haryana Rural Development Fund.
  - (1) The Punjab Agricultural Produce Markets Act, 1961 and rules made there under :—
    - (i) The Punjab Agricultural Produce Markets (General) Rules, 1964.
    - (ii) The Haryana State Agricultural Marketing Board (Engineering Wing) Execution of Works Rules, 1985.
  - (2) Haryana Rural Development Act, 1986 and rules made there under :—
    - (i) The Haryana Rural Development Fund Rules, 1987.
  - (d) Universities and School Education Board of Haryana State—
    - (i) The Chaudhary Charan Singh Haryana Agricultural University Hisar Act, 1970.
    - (ii) The Kurukshetra University Kurukshetra Act, 1956.
    - (iii) The Maharishi Dayanand University, Rohtak Act, 1976.
    - (iv) The Guru Jambheshwar University Hisar, Act, 1995.
    - (v) The Haryana Board of School Education Act, 1969.
  - (e) Labour Laws
    - (i) Industrial Disputes Act, 1947.
    - (ii) Minimum Wages Act, 1948 and Rules made thereunder.

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7. Rules and Regulations for the Audit and Inspection of Accounts under Department, Haryana.

(a) Theoretical

1½

100

(b) Practical

1½

100

- (iii) Payment of Gratuity Act, 1971 and rules made there under.
- (iv) Payment of Bonus Act, 1965 and rules made there under.
- (v) Indian Contract Act and rules there under.
- (f) Miscellaneous Acts & Rules
  - (i) The Cattle Trespass Act, 1871 and rules made there under.
  - (ii) The Income Tax Act, 1961 and rules made there under.
  - (iii) The Guardian & Minor Act, 1990 and rules made there under.
  - (iv) The untouchability (Offences) Act, 1955 and rules made thereunder.

Note : Amendments issued to above Acts, Rules and Regulations from time to time will automatically stand included in the Syllabus.

(a) Office Manual, Local Audit Department.

(b) Compilation of Audit Rulings relating to the accounts audited by the Local Audit Department.

(c) The Haryana Matching grants for Development Works Rules, 1979.

(d) Haryana Education Code, 1974 and rules made there under.

(e) Guardian and Wards Rules.

(f) Consolidated Circular No. 28 relating to the Staging Bunglow and Rest Houses.

(g) Medical Manual (Chapters II, III, IV, X and XI).

(h) Veterinary Circular No. 5

(i) Service Rules of Various Local Funds.

(i) Municipal Corporation/Councils/Committees of Improvement Trusts.

(i) The Faridabad Complex Administration (Intergration of employees) Rules, 1972.

(ii) The Faridabad Complex employees Pension and Provident Fund Rules, 1993.

(iii) The Haryana Municipal Safai Mazdoors, Service Rules, 1976.

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(iv) The Haryana Municipal Service (Integration Recruitment and conditions of service Rules, 1982.

(v) The Haryana Municipal Employees Pension and General Provident Fund Rules, 1993.

(vi) The Punjab Improvement Trust Provident Fund Rules, 1945.

(vii) The Punjab Town Improvement Trust Leave Rules, 1944.

2. Marketing Board & Market Committees Service Rules.

(i) The Haryana Agricultural Marketing Board and Market Committees Employees Pension, Provident Fund and Gratuity Rules, 1989.

(ii) The Haryana State Agricultural Marketing Board Service Rules, 1974.

Note :— Amendments issued to above Manuals, Compilations, codes, Rules and Regulations from time to time will automatically stand included in the syllabus).

8. Constitution of India (without books). 3 hours 100

Parts I, V, VI, VII, VIII, IX, X, XI, XII, XIV, XVIII, XIX, XX and XXI with relevant schedule appended to the constitutions as amended upto date.

From these parts question such as manners of elections, conditions for eligibility for elections, qualifications, procedural details, jurisdiction, courts, etc. will be excluded.

Note :—The books which are allowed in Examination Hall should not contain any extraneous matter.

F.D. Memo. No. 14/56/96/3F, dt. 7-1-97.