

ANNEXURE - I

Sl. No	Existing Name of the Tests	New Name for the Tests
1.	Electricity Department Account Test (E.D. Test)	Departmental Test for Technical Officers
2.	Departmental Test for Accounts Officers	Departmental Test for Accounts Officers
3.	Departmental Test for promotion as IAOs	Departmental Test for Internal Audit Officers
4.	Accounts Test for Subordinate Officers - Part I	Departmental Accounts Test for Subordinate Officers

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Sundar
04/01/12
SECTION OFFICER

ANNEXURE-II

Sl. No.	Existing Syllabus (With Books)	New Syllabus (With Books)
1	<p><u>Electricity Department Account Test (E.D. Test)</u></p> <p align="center"><u>Paper-I</u></p> <p>Tamil Nadu Electricity Department Manual Vol.I & II</p> <p align="center"><u>Paper-II</u></p> <ol style="list-style-type: none"> 1. Tamil Nadu Financial Code – Vol.I&II 2. Tamil Nadu Treasury Code – Vol.I 3. Tamil Nadu Accounts Code – Vol.III (Chapter 2) 4. Tamil Nadu Pension Code. 	<p align="center"><u>Departmental Test for Technical Officers</u></p> <p align="center"><u>Paper-I</u></p> <ol style="list-style-type: none"> 1. The Electricity Act, 2003. 2. Tamil Nadu Electricity Supply Code. 3. Tamil Nadu Electricity Distribution Code. 4. Tamil Nadu Electricity Distribution Standards of Performance. 5. Tamil Nadu Transparency in Tenders Act, 1998 6. Tamil Nadu Transparency in Tender Rules, 2000 7. TNEB Tender Regulations, 1991. 8. TNEB Department Manual – Vol.I & II. 9. Code of Technical Instruction. 10. Tamil Nadu Grid Code. 11. Safety Manual. <p align="center"><u>Paper-II</u></p> <ol style="list-style-type: none"> 1. TNEB Service Regulations. 2. TNEB Employees' Conduct Regulations. 3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003. 4. TNEB Employees' Discipline and Appeal Regulations 5. TNEB Travelling Allowance Regulations. 6. Standing Orders for Workmen engaged in Clerical works and non-clerical works. 7. The Right to Information Act 2005. 8. Electricity (Supply) Annual Account Rules, 1985.
2	<p><u>Departmental Test for Accounts Officer (Without Books)</u></p> <p align="center"><u>Paper-I</u></p> <p>Commercial & Government Accounts, Accounting for Utility accounts of Electricity industry, Departmental Accounting procedures, Labour saving machine and their application to accounts work, Internal check and Internal Audits, Latest improvements in accounting system, standards, procedures and practices.</p>	<p align="center"><u>Departmental Test for Accounts Officers (With Books)</u></p> <p align="center"><u>Paper-I</u></p> <ol style="list-style-type: none"> 1. The Electricity Act, 2003. 2. TNERC (Terms and conditions for determination of Tariffs) Regulations, 2005. 3. Electricity Supply and Distribution and Standards of Performance Regulations, 2008. 4. Tamil Nadu Transparency in Tenders Act, 1998 5. Tamil Nadu Transparency in Tender Rules, 2000 6. TNEB Tender Regulations, 1991. 7. TNEB Department Manual – Vol.I & II. 8. L.T. & H.T. Bills methods 9. Rules and Guidelines for sanctioning estimates.

	<p style="text-align: center;"><u>Paper-II</u></p> <p>Government procedures and rules in respect of Tamil Nadu Electricity Department Manual Vol.I & II, Works audit manual, Fundamental Rules, Civil Service Regulations (Pension portion only), Manual of Special Pay & Allowances, Tamil Nadu Revised Leave Rules, 1933, Tamil Nadu Financial Code Vol.I to III, Tamil Nadu Treasury Code Vol.I & II, Tamil Nadu Budget Manual, Tamil Nadu Pension Code, Tamil Nadu Service Manual Vol.I to III, Audit Manual, other miscellaneous rules on orders of Govt. applicable to Electricity Dept.</p> <p>Budget, Administrative procedure and Business procedure.</p> <p>Drafting letters and commercial correspondence and making out report.</p>	<p>10. Rules and Guidelines for work order issues, etc.</p> <p>11. Electricity (Supply) Annual Accounts Rules, 1985.</p> <p>12. Evaluation of Capital Investments.</p> <p>13. Works Contract Tax, TNVAT, CST, Excise Duty & Service Tax</p> <p>14. Income Tax (TDS) deducted at source, remittance, filing of Returns (TDS Circulars).</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. TNEB Service Regulations.</p> <p>2. TNEB Employees' Conduct Regulations.</p> <p>3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003.</p> <p>4. TNEB Employees' Discipline and Appeal Regulations</p> <p>5. TNEB Travelling Allowance Regulations.</p> <p>6. TNEB Leave Regulations.</p> <p>7. TNEB Office Manual.</p> <p>8. The Right to Information Act 2005.</p> <p>9. Computation of Income Tax on Employees' Salary TDS</p> <p>10. Budget Manual</p> <p>11. Bank Reconciliation Statement</p> <p>12. Revenue Recovery and Revenue Dues Act (RR&RD Act)</p> <p>13. Stores Printing and Accounting (Stores Accounting) Manual.</p>
3	<p style="text-align: center;"><u>Departmental Test for promotion as IAOs (With Books)</u></p> <p style="text-align: center;"><u>Paper-I</u></p> <p>1. TNEB Service Regulations,</p> <p>2. TNEB Leave Regulations,</p> <p>3. TNEB Travelling Allowance Regulations,</p> <p>4. TNEB Special Pay and Allowances Regulations.</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. Tamil Nadu Pension Code.</p> <p>2. Tamil Nadu Treasury Code – Vol.I & II</p> <p>3. Tamil Nadu Accounts Code – Vol.I & II</p> <p>4. Tamil Nadu Financial Code – Vol.I & II</p> <p>5. Tamil Nadu Budget Manual.</p>	<p style="text-align: center;"><u>Departmental Test for Internal Audit Officers (With Books)</u></p> <p style="text-align: center;"><u>Paper-I</u></p> <p>1. The Electricity Act, 2003.</p> <p>2. Tamil Nadu Electricity Supply Code.</p> <p>3. Tamil Nadu Electricity Distribution Code.</p> <p>4. Tamil Nadu Electricity Distribution Standards of Performance.</p> <p>5. Tamil Nadu Transparency in Tenders Act, 1998</p> <p>6. Tamil Nadu Transparency in Tender Rules, 2000</p> <p>7. TNEB Tender Regulations, 1991.</p> <p>8. TNEB Department Manual – Vol.I & II.</p> <p>9. Tariff Orders:</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. TNEB Service Regulations.</p> <p>2. TNEB Employees' Conduct Regulations.</p> <p>3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003.</p> <p>4. TNEB Employees' Discipline and Appeal Regulations</p> <p>5. TNEB Travelling Allowance Regulations.</p> <p>6. Standing Orders for Workmen engaged in Clerical works and non-clerical works.</p> <p>7. The Right to Information Act 2005.</p> <p>8. Electricity (Supply) Annual Account Rules, 1985.</p>

4	<p><u>Account Test for Subordinate Officers – Part I (With Books)</u></p> <ol style="list-style-type: none"> 1. Tamil Nadu Financial Code – Vol.I & II 2. Tamil Nadu Treasury Code – Vol.I – Parts I, II & III. 3. Tamil Nadu Treasury Code – Vol.II 4. Tamil Nadu Account Code – Vol.I 5. Fundamental Rules and the Subsidiary Rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules, 1933. 6. Tamil Nadu Manual of Special Pay & Allowances, Part I & II. 7. Tamil Nadu Pension Code. 	<p><u>Departmental Accounts Test for Subordinate Officers (With Books)</u></p> <ol style="list-style-type: none"> 1. Pay fixation on first appointment, on movement to Selection Grade, on promotion, while undergoing punishments, if any; and on completion of punishment period. 2. Disciplinary Proceedings:- Suspension and Appeal. 3. TNEB Special Pay and Allowances Regulations. 4. Leave benefits, kinds of leave, surrender of Earned Leave, Unearned Leave on Private Affairs. 5. Reimbursement of medical expenses. 6. General Provident Fund Regulations. 7. Contributory Pension Scheme, 2003. 8. Pension, DCRG, commutation of pension, Family Security Fund Scheme. 9. Travelling Allowance, Transfer Travelling Allowance, Tour advance. 10. Health Fund Scheme. 11. Tamil Nadu Electricity Board Office Manual. 12. Tamil Nadu Electricity Board Employees' Conduct Regulations. 13. House Building Advance.
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