

Haryana Municipal Departmental Accountant Examination Rules, 1985

Published vide Haryana Government Notification No. G.S.R. 79/H.A. 24/73/Sections 38 and 257/85. Dated 13th September, 1985. See Haryana Gazette Legislative Supplement Part 3 dated 17.9.1985 P. 781

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Notification No. G.S.R. 79/H.A. 24/73/Sections 38 and 257/85. Dated 13th September, 1985. - In exercise of the powers conferred by clause (c) of sub-section (3) of Section 38 read with sub-section (1) of Section 257 of the Haryana Municipal Act, 1973, and with reference to Haryana Government, Local Government Department, Notification No. G.S.R. 67/H.A. 24/73/Sections 38, 257/84, dated the 14th September, 1984, the Governor of Haryana hereby makes the following rules, namely :-

1. **Short title.**- These rules may be called the Haryana Municipal Departmental Accountant Examination Rules, 1985.
2. **Qualification.**- (1) The departmental examination shall be open to the employees to the State Government and of local authority who are Graduates from any university recognised by the State Government and have three years experience or matriculates with five years experience, in dealing with payment of vouchers, maintenance of cash books, provident funds accounts, budgets and adjustment, etc. in a Government office or in the office of a local authority. A certificate shall be necessary from the concerned Deputy Commissioner or Head of Department that he has satisfied himself that the candidate possesses the above experience.

(2) The decision of the State Government shall be final with regard to the qualifications.

3. **Holding of examination.**- The examination shall be held once in a year in the month of August or September, provided that the number of candidates who intend to appear exceeds twenty. The exact date shall be notified in official Gazette.
4. **Forwarding of application.**- (1) Application for admission to the examination, in the form appended to these rules, along with attested copies of certificates and Treasury Challan, shall be sent to the Officer Incharge, Local Bodies Department Examination, Haryana Civil Secretariat, Chandigarh, so as to reach him by the 30th day of June, each year or such other date as may be notified by the State Government from time to time.

(2) The application of local authority employees should be routed through the concerned Deputy Commissioner and those of the Government employees through their respective Head of the Department.

5. **Papers to be taken.-** The candidate may appear in all or in one or more papers at a time.
6. **Fees to be paid.-** (1) A fee of twenty rupees per paper in each group in the case of employees of local authorities and thirty rupees per paper in each group by other candidates shall be deposited in the Government Treasury under the Head of Account - "065 Other Administrative Services - C - Other receipts Miscellaneous Department Examination Fees', and a treasury challan shall be enclosed with the application form:

Provided that the application along with fee may be submitted up to thirty days before the date of examination by depositing late-fee of five rupees per paper.

(2) Fee once had paid is not refundable except in case of death where candidate had not the opportunity to appear in the examination or if the candidate is declared ineligible to appear in examination by the Government or no examination is held that year and the candidate drops to appear in any future examination.

7. **Eligibility for examination.-** In case of any doubt on the question whether or not a person possesses the qualification for eligibility to appear in the examination, the order of the Government shall be final.
8. **Appointment of examiners.-** The papers shall be set, answers examined and marks awarded by the examiner appointed by the Government.
9. **Manner of conducting examination.-** The officer conducting the examination shall,-

- (i) receive the question papers from the examiners and cause them to be printed/cyclostyled;
- (ii) superintend the examination;
- (iii) transmit the answer books to the examiners concerned;
- (iv) complete the marks awarded and report the result to the State Government; and
- (v) generally conduct the whole correspondence and business of the examination not expressly allotted to any other authority.

10. **Syllabus.-** There will be following six papers for the examination namely :-

	Group A	
Paper I	Precis-writing and drafting	... 50 marks
Paper II	Students Complete Book-keeping (Elementary Commercial Book-keeping that is knowledge upto preparation Analysis/Interpretation of Balance- sheet)	... 50 marks
	Group B	

Paper I	State Acts of Legislature pertaining to Municipal Administration and rules made thereunder (Practical)	100 marks
Paper II	State Acts of Legislature pertaining to Improvements Trusts and rules made thereunder (Optional)	100 marks
Group C		
Paper I	(Practical)	
	1. Statutory Rules and order, etc.	100 marks
	(i) Copying Agency Rules	
	(ii) Civil Agency Rules (Punjab), Volume II Chapter VII and VIII	
	2. (i) Civil Service Rules (Punjab), Volume I, (excluding Leave Rules applicable to Army Officers)	
	(ii) Civil Service Rules (Punjab), Volume III, (excluding section XX).	
	3. (i) Financial Hand Book No. 1, Part II, Chapters 1 and 2	
	(ii) Financial Hand Book No. 2 appendices 3, 5, 14, 16.	
Paper II	Theory) (to be answered without the aid of books) same books as for paper I.	

11. **Authority to fix syllabus.**- The text-books on the subjects and the change in syllabus, if any, shall be notified by the Government in the official gazette at least one year before the date of examination.
12. **Period of examination.**- The papers in Group B and Paper I in Group C shall be answered with the aid of books (Prescribed books will be allowed to be taken into examination hall by the candidate). The time allowed for each paper shall be three hours in Group B and C and 1 & ½ hours in Group A. The questions in the papers shall not be such as can be answered by copying a passage from a book but shall be designed to test the practical knowledge of the candidate. They shall conform, as far as possible to cases, arising in ordinary practice, facts of probable occurrence being stated and the candidates shall be required to find and apply the law or rules bearing on them.
13. **Supply of answer books.**- Answer-book shall be provided by the officer conducting the examination according to the requirement of the candidates. Each candidate must bring his own pen and ink.
14. **Gradation of successful candidates.**- (1) A candidate shall be declared to have passed the examination if he obtains at least thirty-three per cent marks in each paper and forty-five per cent marks in aggregate. A candidate obtaining fifty-five per cent or more marks in aggregate shall be declared to

have passed the examination in Grade 'A' and securing less than fifty-five per cent marks in aggregate shall be declared to have passed in Grade 'B'.

(2) A candidate who secured forty-five per cent marks or more in one or more papers but failed in the remaining papers shall be exempted from reappearing in those papers.

(3) A candidate failing in one or more papers instead of taking chance to reappearing in all papers.

(4) A candidate can improve his graduation in examination by reappearing in one or more papers.

15. Commencement of rules.- All rules relating to the examination of Accountants in force in the municipalities immediately before the commencement of these rules shall stand repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Form

(See rule 4)

Application for admission to the Municipal Accountants Examination

Year _____

To reach not later than _____

Without late fee _____

With late fee _____

(Particulars to be filled in by the applicant in his own hand writing).

1. Name of the applicant.
2. Father's name.
3. (i) Permanent address.

(ii) Correspondence address.

4. Where employed -

(i) Name of office/Institute where employed.

(ii) Designation of post held.

- (iii) Date of entry into service.
- (iv) Total experience and particularly of accounts.
- (v) Permanent or temporary.

5. Qualification which render him eligible for taking the examination as per rule 2 [enclose a copy of degree(s)]

(a) Name of examination	Name of University	Year of passing Examination
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(i) Graduation Degree

(ii) Post Graduation Degree(s)

(b)(i) Whether holds diploma from Local Government Institute, Punjab/Bombay

(ii) Trained in Accounts and Law of Local Bodies, if so, specify qualifications held

6. (i) Groups of examinations for which applying

(ii) Papers in which intends to appear

7. Whether fresher or failed candidate, if so, chances availed earlier with year and index number.

8. Have you ever been disqualified, if yes, state reasons and mention year and Index number.

9. Exemption obtained, if any, indicate group and paper.

10. Any other information considered necessary but not covered under any of the above columns.

11. Fee deposited Indicate challan number and date, treasury/sub-treasury, where deposited.

(Applicable to employees of committee only)

Undertaking

I understand that in the event of passing the accounts examination of Local Bodies my services are liable to be placed at disposal of the Local self Government Department for being posted in any Committee.

Dated :	Signature of applicant
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Certificate

Certified that the particulars prescribed by the applicant above are correct to the best of my knowledge and belief and have been verified from the record.

Designation

Head of Department/President/Administrator.

Endorsement No.	dated Chandigarh the
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Recommended and forwarded to the Officer Incharge, Local Bodies Department
Examination, Haryana, Civil Secretariat, Chandigarh.

Designation

Head of Department/Deputy Commissioner