

UTTAR PRADESH STATE ELECTRICITY BOARD

No.

Dated Lucknow: , 1970.

NOTIFICATION

Miscellaneous

In exercise of the powers conferred by section 79(c) of the Electricity (Supply) Act, 1948, the Uttar Pradesh State Electricity Board hereby make the following regulations relating to recruitment and conditions of service of the Accounts Staff under the U.P. State Electricity Board.

THE UTTAR PRADESH STATE ELECTRICITY BOARD  
(ACCOUNTS STAFF SERVICE)  
REGULATIONS, 1970.

PART I - GENERAL

Short title and  
Commencement

1(1) These Regulations may be called the Uttar Pradesh State Electricity Board (Accounts Staff Service) Regulations, 1970.

(2) They shall come into force from the date of their publication in the State Government Gazette.

Status

2. The Uttar Pradesh State Electricity Board Accounts Staff Service is a Class III service.

Definitions

3. In these regulations, unless there is anything repugnant in the subject or context:-

(1) 'Act' means the Electricity (Supply) Act, 1948 (Act No. LIV of 1948).

(2) 'Appointing Authority' means the authority defined in regulation 24.



(3) 'Board' means the U.P.State Electricity Board constituted under section 5 of the above Act.

(4) 'Chief Accounts Officer' means the Chief Accounts Officer of the Board.

(5) 'Citizen of India' means a person who is or who is deemed to be a Citizen of India under Part II of the Constitution.

(6) 'Constitution' means the Constitution of India.

(7) 'Degree of a University' means the degree of a University established by law in India or any other University recognized for this purpose by the Governor of Uttar Pradesh.

(8) 'Departmental Candidate' means a candidate for recruitment to a post in the cadres of the Service under regulations 5(1), 5(2) (ii) and 5(3)(ii) and 5(4) of these Regulations.

(9) 'Direct recruitment' means recruitment made otherwise than by promotion, as prescribed in regulation 5 of these Regulations.

(10) 'Government' or the 'State Government' means the Government of Uttar Pradesh.

(11) 'Governor' means the Governor of Uttar Pradesh.

(12) 'KESA' means Kanpur Electricity Supply Administration.

(13) 'Member of the Service' means a person appointed in a substantive capacity under the provisions of these Regulations or of regulations and orders in force previous to the commencement of these Regulations, to a post in any class in the cadres of the Service.

Provided that persons appointed to the Service in a temporary or officiating capacity posts in or in addition to the cadres of the Service on the basis

of regular selections in accordance with these Regulations shall also, for so long as they hold these posts, be deemed to be members of the Service.

(14) 'Screening Committee' means the Committee constituted under regulation 23(1).

(15) 'Secretary' means the 'Secretary' of the Board.

(16) 'Selection Committee' means the Committee constituted under regulations 19(2), 21-B(1) or 22-B(1), as the case may be.

(17) 'Year of Recruitment' means the period from the 1st day of January to the 31st day of December of a year.

#### PART II - Cadre

4(1) The strength of the Service and of each class of posts therein shall be such as may be determined by the Board from time to time.

(2) The strength of the Service and of each class of posts therein shall, until orders varying the same have been passed under sub-regulation (1), be as specified in Appendix 'A' to these Regulations :

Provided that ..

(a) the appointing authority may leave unfilled or the Board may hold in abeyance any vacant (post(s) in the cadres of the Service without thereby entitling any person to compensation or other redress, and

(b) the Board may create, from time to time, such additional permanent or temporary posts, as may be found necessary.

#### PART III - Recruitment

5. Recruitment to the various posts in the Service shall be made as follows :-

Strength of  
the Service

Sources of  
recruitment

(1) Senior Accountants

By promotion.

(2) Accountants

(1) By direct recruitment. 50%

(ii) By promotion. 50%

By Promotion  
100%

✓ (3) Assistant Accountants

(1) By direct recruitment 45%

40%

(ii) By promotion --

(a) in the manner prescribed in regulation 21-A 45%

40%

(b) in the manner prescribed in regulation 21-B provided that the unfilled vacancies against this quota will be carried forward for one year only after which they will be allocated equally under clause (i) and (ii) (a) above. 10%

20%

(4) Accounts Clerks.

By promotion.

(1) in the manner prescribed in regulation 22-A provided that if sufficient number of Routine Grade Clerks with the requisite qualifications for promotion as Accounts Clerks are not available, recruitment to these posts may also be made from among the left over open market candidates who appeared at the last competitive examination for recruitment to the post of Assistant Accountant but did not get sufficient high rank.

- (ii) in the manner prescribed in regulation 22-B provided that the unfilled vacancies against this quota will be carried forward for one year only after which they will be filled up in the manner laid down in clause(i) above. 20%

(5) Routine Grade Clerks By direct recruitment

6. Reservation for Scheduled Castes/Scheduled Tribes in direct recruitment shall be in accordance with the orders for such reservation in force under the State Government at the time of recruitment.

Note : A copy of the orders in force at the time of commencement of these regulations will be found in Appendix 'B' to these regulations.

7. The appointing authority shall ascertain the probable number of vacancies likely to occur in the various classes of posts in the Service during the course of the year and the number of such vacancies to be filled by direct recruitment and the number of vacancies reserved for candidates belonging to Scheduled Castes/Scheduled Tribes, if any, and invite applications for admission to the competitive examination, or interview, as the case may be.

Note:1 Candidates already in Government service or in the Board's service shall be required to submit their applications through proper channel. Candidates in any other service will be required to submit their applications through the Employment Exchange along with a certificate from their Employer to the effect that they would be relieved immediately on receipt of their appointment letters.

Note:2 The applications will be invited through the District Employment Exchange, where necessary, under the regulations or orders issued by the State Government or the Government of India, and adopted by the Board.

Reservation.  
for Scheduled  
Castes/  
Scheduled  
Tribes.

Number of  
recruits to  
be taken.



PART IV - Qualifications.

Nationality

8. A candidate for direct recruitment to the Service must be --

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a Tibetan refugee who came over to India before January 1, 1962, with the intention of permanently settling in India, or
- (d) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda, and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :

Provided firstly that a candidate belonging to category (c) or (d) above shall be a person in whose favour a certificate of eligibility has been issued by the State Government :

Provided secondly that a candidate belonging to category (c) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh :

Provided thirdly that a candidate belonging to category (d) above shall not be retained in service beyond the period of the certificate of eligibility unless he has acquired Indian Citizenship.

Note: A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview conducted by the recruiting authority and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour, within a time to be specified by the appointing authority.

9. Women are also eligible for recruitment to the Service.

Eligibility  
of women.

Age  
10. The age of candidates for direct recruitment to different classes of posts in the service on the 1st day of January of the year in which the competitive examination is held or a selection is made shall not be less than the minimum and not more than the maximum stated below :

<u>Name of the Post.</u>	<u>Minimum</u>	<u>Maximum</u>
1. Accountants	20 years	25 years.
2. Assistant Accountants	20 years	25 years.
3. Routine Grade Clerks.	18 years	21 years.

Provided that

(i) the maximum age limit shall, in the case of employees of the Board and candidates belonging to the Scheduled Castes/Scheduled Tribes, be greater by five years, and in the case of retrenched employees of the State Government, greater by three years.

(ii) if a candidate would have been entitled in respect of his age and other qualifications under these regulations to appear at a competitive examination in any year in which no such examination was held, he shall be deemed to be entitled in respect of his age to appear at the next following examination.

(iii) the appointing authority may relax the age limit in favour of any class of candidates if he considers it to be necessary in the interest of fair dealing or work or in public interest but, where this is considered necessary, a provision must be inserted to this effect in the advertisement.

10. The age of candidates for direct recruitment to different classes of posts in the service on the 1st day of January of the year in which the competitive examination is held or a selection is made shall not be less than the minimum and not more than the maximum stated below :

<u>Name of the Post.</u>	<u>Minimum</u>	<u>Maximum</u>
1. Accountants	20 years	25 years.
2. Assistant Accountants	20 years	25 years.
3. Routine Grade Clerks.	18 years	21 years.

Provided that

(i) the maximum age limit shall, in the case of employees of the Board and candidates belonging to the Scheduled Castes/Scheduled Tribes, be greater by five years, and in the case of retrenched employees of the State Government, greater by three years.

(ii) if a candidate would have been entitled in respect of his age and other qualifications under these regulations to appear at a competitive examination in any year in which no such examination was held, he shall be deemed to be entitled in respect of his age to appear at the next following examination.

(iii) the appointing authority may relax the age limit in favour of any class of candidates if he considers it to be necessary in the interest of fair dealing or work or in public interest but, where this is considered necessary, a provision must be inserted to this effect in the advertisement.



Qualification

11. A candidate for direct recruitment to posts in the Service must, besides having a thorough knowledge of Hindi written in Devanagari script, hold the following qualifications-

- |                         |  |   |
|-------------------------|--|---|
| 1. Accountant           | B.Com.   | from a University established by law in India or other equivalent qualification recognised by the State Government. |
| 2. Assistant Accountant | B.Com.   |   |
| 3. Routine Grade Clerk. | Intermediate from the Board of High School and Intermediate Education, U.P. or an equivalent qualification recognised by the State Government. |   |

Character

12. The character of a candidate for direct recruitment to the Service must be such as to render him suitable in all respects for employment under the Board. He must produce a certificate of good character from :

- (i) the Proctor or the Principal academic officer of the University or College, as the case may be, in which he was last educated, and
  - (ii) two responsible persons (not being relations) who are well acquainted with him in his private life and are not connected with his University, College or School:
- Provided that the appointing authority may make further inquiries regarding the character and antecedents of a candidate in such manner and from such authorities as may be considered necessary.

(2) It shall be the duty of the appointing authority to satisfy himself in this regard.

Note: Persons dismissed from service by the Government of India or a State Government or by any Electricity Board shall not be eligible for appointment.

El Status.

13. A male candidate who has more than one wife living or a female...

having a wife shall not be eligible for appointment to the Service.

Provided that the appointing authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of the provisions of this rule.

14(1) A candidate found suitable for appointment on the results of a competitive examination shall be required to produce a certificate of fitness from a Civil Surgeon in accordance with the regulations framed under Fundamental Rule 10 contained in Chapter III of Financial Hand Book Vol. II, Part III, before he is finally approved for appointment to the Service, until separate regulations in this behalf are framed and promulgated by the Board.

(2) No candidate shall be appointed as a member of the Service unless he is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties.

#### PART V - Procedure for direct Recruitment.

15(1) Direct recruitment to the posts of Accountant, Assistant Accountant and Routine Grade Clerk under regulations 5(2), 5(3) and 5(5) shall be made through competitive tests which will be held by the Board in such manner, in such subjects and at such place as may be prescribed by the Board from time to time.

Provided that in the case of recruitment to the posts of Routine Grade Clerks, the Chief Accounts Officer may, with the approval of Chairman, through the Secretary, dispense with the competitive test, when deemed expedient in Board's interest, and make selection through interview only.

(2) These tests will be open to departmental candidates also for higher promotion and they will be deemed to have qualified at these tests if they secure 50 % or more marks in the aggregate.

Note: The syllabus prescribed at present, are given in Appendices 'C', 'D' & 'E' respectively to these Regulations.

Fees

16. Candidates must pay to the Board such application and examination fees and in such manner as may from time to time be prescribed by the Board. No claim for refund of these fees will be entertained in any circumstances nor will the fees be credited for a future examination.

Note: The scale of fees at present prescribed is given in Appendix 'F' to these Regulations.

Admission to the examination

17(1) Applications for permission to sit at any of the competitive tests prescribed in these Regulations shall be called for by the Board and shall be made in the prescribed form which may be obtained from the Secretary of the Board. In the case of Routine Grade Clerks, names of the candidates will be obtained through the Employment Exchange also.

(2) No candidate shall be admitted to the test unless he holds a certificate of admission granted by the Board.

Consolidation of the results of the tests.

18(1) After the marks obtained by the candidates in the written tests have been received, a consolidated list of candidates shall be prepared in order of merit. If two or more candidates obtain equal marks in the aggregate, their names shall be arranged in the list on the basis of the total marks obtained by them in papers on Essay and Precis Writing and Drafting.

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(2) The list will show the names of general candidates and Scheduled Caste/Scheduled Tribes candidates separately.

(3), Subject to the provisions of regulations 6 and 14 , the appointing authority shall select the candidates who stand highest in order of merit in the above list.

(4) The appointing authority may, where considered necessary , institute such further inquiries as may be deemed expedient , in regard to the qualifications of any candidate in respect of nationality, age, character, conduct and physical fitness and if the result of such inquiry is found to be unsatisfactory in any of these respects. the candidate may be declared disqualified . Should any selected candidate become disqualified or should any candidate drop out and he does not want to join, the candidate next in order of merit and in other respects duly qualified, will be selected.

PART VI - Procedure for recruitment by promotion.

Promotions to  
to the posts  
of  
Accountant

19(1). Promotions to the posts of Senior Accountant, will be made from among the permanent Accountants of the Board who have put in 5 years' service in the post, on the 1st day of January of the year in which the selection is made.

(2) The selection for appointment to the post will be made by a Committee comprising:

- |                                 |          |
|---------------------------------|----------|
| (1) Secretary ....              | Chairman |
| (ii) Chief Accounts Officer ... | Member   |

The Committee may be assisted if called upon to do so, by the Additional Chief Accounts Officer in the Selection:



Provided that when the Secretary is also a Member of the Board, the Selection Committee will comprise:

- (i) Member - Secretary ... Chairman  
(ii) Member Accounts ... Member

assisted by the Chief Accounts Officer.

(3) The selection will be based on seniority subject to the elimination of those who are not found suitable. In making the selection, regard will be had to the candidates' --

- (i) personality and character,  
(ii) ability,  
(iii) intelligence and initiative,  
(iv) integrity, and  
(v) record of Service.

Promotions to  
the posts of  
Accountants

20(1). Promotions to the posts of Accountants shall be made from among the Assistant Accountants who have put in 3 years' service as such and who have qualified themselves at the Accountants Recruitment Test, as prescribed in regulation 15.

(2). The selection will be made by the Chief Accounts Officer from among the candidates found eligible under sub-regulation (1) above in order of their seniority in the cadre of Assistant Accountants and a list will be drawn up to the extent of the vacancies allocated to the departmental candidates.

Promotions to  
the posts  
of Assistant  
Accountants

21-A(1). Promotions to the posts of Assistant Accountants under sub-clause (a) of clause (ii) of regulation 5(3) shall be made from the members of the following staff who have qualified themselves at the Assistant Accountants Recruitment Test:

A. Accounts Staff

Accounts staff working in the scale of pay of Rs.120-250 or any higher scale who have put in 3 years' service in such scales; or, if they are Graduates, 3 years' service in respective



143  
B. Divisional & Sub-Divisional Staff.

Persons working in the scale of pay of Rs. 120-220 or any higher scale who have put in 3 years' service in such scales, provided that they have at least 3 years' experience in accounts in one or more than one capacity; or, if they are Graduates, 3 years' service and experience as above ir-respective of the scales of pay held by them.

C - Staff of the KESA & of Lucknow, Allahabad and other Undertakings taken over by the Board.

Persons working in the Clerical Grade of 55-102 or above with 6 years' of total continuous service in the Organisation, provided that the officials must have to their credit 3 years' experience in accounts in one or more than one capacity ; or, if they are Graduates, 3 years' service and experience as above ir-respective of the scales of pay held by them.

(2) The selection shall be made by the Chief Accounts Officer from among the candidates found eligible under sub-regulation A(1) above ir- order of their seniority in their parent cadres provided that members of the Accounts Staff will be placed above those of the Divisional and Sub-Divisional Staff and the latter above those of the KESA and Lucknow Allahabad Undertakings.

B(1). The selection for promotion to the posts of Assistant Accountants under sub-clause (b) of clause (ii) of regulation 5(3) shall be made, from among such of the Accounts Clerks who have completed seven years' service as such under the Board but who are not able

to pass the departmental examination for appoint-

- / 21
- |   |     |          |
|---|-----|----------|
| (i) Secretary   | --- | Chairman |
| (ii) Senior Accounts Officer                                      | --  | Member   |
| (iii) One other Accounts Officer to be nominated by the Secretary | -   | Member   |

(2) The selection will be based on merit as exhibited by the record of their service with due regard to seniority and will be made in accordance with the procedure laid down in regulation 24.

(3) The selected candidates under the provisions of 'B' of this regulation will be placed below the list of candidates prepared under the provisions of 'A' of this regulation.

Promotion to the posts of Accounts Clerks

22-A(1) Promotions to the posts of Accounts Clerks under clause (1) of regulation 5(4) shall be made from among the Routine Grade Clerks who have put in a minimum service of 3 years ( 2 years for Graduates) and who have passed the departmental examination as may be prescribed for the same from time to time.

Note:- The syllabus and the rules for the departmental examination are given in Appendix 'G'.

(2) The selection shall be made by the Chief Accounts Officer from among the candidates found eligible under sub-regulation A(1) above in order of their seniority in the cadre of Routine Grade Clerks.

B(1) The selection for promotion to the posts of Accounts Clerks under clause (ii) of regulation 5(4) shall be made, from among such of the Routine Grade who have completed 10 years' service as such under the Board but who are not able to qualify at the departmental examination for promotion as Accounts Clerks, by a Committee comprising:

- |   |     |          |
|---|-----|----------|
| (i) Senior Accounts Officer   | ... | Chairman |
| (ii) One other Accounts Officer to be nominated by the Chief Accounts Officer | ... | Member   |

(2) The selection will be based on merit, as exhibited by the record of their service, with due regard to seniority and will be made in accordance with the procedure laid down in regulation 24.

(3) The candidates selected under the provisions of 'B' of this regulation will be placed below the candidates selected under the provisions of 'A' of this regulation.

23. Where promotion to a higher post in the Service is to be made on the basis of selection on merit, with due regard to seniority, the following procedure shall be followed:-

(i) The record of service of the eligible candidates will be scrutinised by a "Screening Committee" comprising:

1. A Deputy Secretary of the Board to be nominated by the Secretary.
2. The Officer dealing with the Accounts Establishment.

(ii) The Screening Committee will then draw up a list of the most suitable candidates arranged in order of merit and not in order of seniority. The number in this list will be double the number of vacancies which are intended to be filled in substantively during the course of the year.

(iii) The Screening Committee will also draw up a supplementary list containing names of candidates who are considered suitable for officiating or temporary appointment on the higher post during the course of the year. The number in this list will, as far as possible, be equal to the probable number of temporary or officiating vacancies expected to occur during the course of the year.

procedure for  
selection on  
merit with  
due regard to  
seniority

. 54 .

the seniors , if any, and the character rolls of all the eligible candidates will be forwarded to the Chairman of the Selection Committee constituted under regulations 21-B(1) or 22-B(1), as the case may be .

(v) A date will then be fixed for interviewing all the eligible candidates, if considered necessary by the Selection Committee concerned and final lists will be drawn up as follows:-

(a) List 'A' containing names of candidates considered most suitable for appointment against substantive vacancies.

(b) List 'B' containing names of candidates considered suitable for temporary or officiating vacancies.

(vi) The names of candidates placed in List 'A' by the Selection Committee will be re-arranged in accordance with their seniority in the parent service and they will be appointed against substantive vacancies. The principle of making appointments in the order of merit will not be followed.

(vii) The candidates placed in List 'B' by the Selection Committee will be offered officiating and temporary vacancies as and when they occur in the order in which their names are arranged in the merit list by the aforesaid Selection Committee. The candidates on List 'B' who are not appointed against clear temporary or officiating vacancies for one year or till such time the next selection is made, will have to take their chance at the next selection.

(viii) If, during the course of his temporary or officiating appointment, the work and conduct of a candidate is not found satisfactory, he may be reverted to the post from which he had received the aforesaid appointment without any formal proceedings.

(ix) List 'B' will hold good only for one year or until such time as the next selection is made. At the next selection, the temporary or officiating vacancies already filled in on the basis of the last selection will not be taken into consideration and selections will be made only against those vacancies which have not been filled in or which are likely to occur during the course of the year.

(x) The selections will, as far as possible, be made every year. If permanent vacancies do not occur in any year, selection may be made against temporary or officiating vacancies and in making such selection, the procedure, prescribed above, will be followed.

PART VII - Appointment, Probation and Confirmation.

Appointing Authority

24. The appointing authority in respect of the members of the staff shall be as follows:-

- |                          |  |
|--------------------------|--|
| 1. Senior Accountants    | Chief Accounts Officer   |
| 2. Accountants           | -do-   |
| 3. Assistant Accountants | -do-   |
| 4. Accounts Clerks       | } Chief Accounts Officer<br>in Chief Accounts Officer's<br>Office and Regional Accounts<br>Officer in Regional Accounts<br>Office. |
| 5. Routine Grade Clerks  |  |

Submission of  
Certificates by  
Candidates

25. Before a candidate directly recruited is finally approved for appointment to the service, he will be required --

(1) to produce the certificates prescribed in regulations 12, 13 and 14; and

(2) to submit declarations --

- of his relationship to any person employed under the Board;
- of his being free from debt;
- of all immovable property including house property owned or acquired by him or a member of his family dependent on him, full and accurate details of all such property being given by him in the form prescribed in Appendix 'H', and



Waiting Lists

26. When, in the case of recruitment to the posts of Accountants and Assistant Accountants, lists have been finalised, under regulation 18(3) on the one hand and under regulations 20, 21 and 23(vi) respectively, a combined waiting list will be prepared for each of the three categories of candidates taking one candidate from each of the two lists alternately, the first name on the list being that of a Departmental Candidate.

Appointments

27. The appointing authority shall make appointments to the respective posts in the various cadres against permanent vacancies in the order of the position of candidates on the list prepared under regulations 18(3) in the case of Routine Grade Clerks, 19 and 22 or on the combined waiting list, as the case may be.

Removal from  
Waiting List

28 (1). The appointing authority may, at any time, remove from the list or from the combined waiting list the name of any candidate whose conduct is reported to be unsatisfactory.

(2) In case a candidate on any list or on the combined waiting list has already got an appointment in a temporary or officiating capacity and not in a substantive vacancy, his services will be dispensed with without any formal proceedings.

Period of  
Probation

29 (1). All persons on appointment in or against a substantive vacancy shall be placed on probation and the period of probation in each case will be two years.

(2) Every candidate recruited under the provisions of regulations 5(2)(i), 5(3)(i) and 5(5) shall, during his probationary period, be required to undergo a course of training, partly theoretical and partly practical, in office procedure, accounts etc. at such place and in such manner as may be prescribed by the Board from time to time. The period of training in each case shall

be as follows:-

Accountants	1 year
Assistant Accountants	6 months
Routine Grade Clerks	3 months

Note: The details and the syllabus, prescribed at present for the training, are given in Appendices 'J', 'K' and 'L' respectively.

(3) Every candidate recruited under the provisions of Clause (i) of regulations 5(2) and 5(3) shall also, during his probationary period, be required to pass the Accountants Departmental Examination and the Assistant Accountants Departmental Examination respectively. The latter examination will also have to be passed by the departmental candidates recruited under clause (ii) of regulation 5(3).

Note: (1) These departmental examinations will be conducted by the Chief Accounts Officer.

(2) The syllabus of the examinations will be as in the Appendices 'M' and 'N' until they are revised by the Board.

(3) A candidate will be allowed a maximum of 4 chances to qualify at the departmental examination concerned.

(4) If during or at the end of the period of probation it is found that a probationer has not made sufficient use of his opportunities or if he has otherwise failed to give satisfaction, ...

... or if he has failed to pass the departmental examination prescribed for him, he may be reverted to his substantive post or to the lower post from which he had got the higher appointment, if he has one, or his services may be dispensed with if he is a direct recruit.

(5) A person whose services are dispensed with during or at the end of the period of probation under sub-regulation (4) will not be entitled to any compensation.

(6) The appointing authority may, for sufficient reasons to be recorded in writing or for failure to pass

probation in any case but the total period of such extension shall not exceed two years.

Confirmation

30. A probationer will be confirmed in his post at the end of his period of probation provided

(a) he has passed the departmental examination or the typewriting test prescribed for him, and

(b) the appointing authority is satisfied that he is fit for confirmation.

Seniority

31. Seniority in the Service shall be determined according to the date of the order of appointment in a substantive vacancy, provided that if two or more candidates are appointed on the same date, their seniority inter-se shall be determined according to the order in which their appointment has been made under regulation. 27.

#### PART VIII - Pay

Monthly rates of pay

32. The monthly rates of pay of the posts in the Service, sanctioned at present, are:-

<u>NAME OF POSTS</u>	<u>SCALE OF PAY</u>
1. Senior Accountant	225-15-300-EB-15-360-20-380-EB-20-500
2. Accountant	200-15-275-EB-15-350-EB-20-450.
3. Assistant Accountant	160-8-200-EB-10-260-EB-10-280
4. Accounts Clerks	120-6-150-EB-6-180-EB-10-230-EB-10-250.
5. Routine Grade Clerks	100-4-120-EB-5-145-EB-5-170-EB-5-180.

Special Pay

33. The grant or otherwise of any special pay to any member of the Service shall be regulated by such orders as may be issued by the Board from time to time.

Initial Pay

34. The initial pay of a member of the Service who is appointed on a higher post in a temporary or officiating capacity or as a temporary measure shall be regulated by the Fundamental Rules of the State Government till regulations in this behalf are promulgated by the Board.

Pay during

35 (1). A person appointed to the Service by direct re-

Government service or in the permanent service of the Board, shall, receive his first increment on completion of one year of his probation provided his work and conduct are found to be satisfactory. The second increment will be admissible on confirmation provided that if the period of probation is extended on account of failure to give satisfaction or failure to pass the departmental examination, such extension shall not count for increment unless the appointing authority directs otherwise.

(2) The pay during probation of persons already in permanent Government service or in the permanent service of the Board shall be regulated by the relevant regulations referred to in regulation 39.

36. No candidate appointed to the posts of Routine Grade Clerk shall be allowed an increment and confirmed unless he can type at the rate of 25 words p.m. in English and 20 words p.m. in Hindi.

37 (1) No person shall be allowed -

- (i) to cross the first efficiency bar unless he is found to have worked steadily and to the best of his ability and unless his integrity is certified.
- (ii) to cross the second or subsequent efficiency bars unless he is found fully capable of discharging his duties both by reasons of his ability and strict honesty.

(2) Orders allowing persons to cross the efficiency bars shall be issued by the appointing authority.

#### PART IX - Other Provisions

38. No recommendation for recruitment, either written or oral, other than that required under these Regulations, will be taken into consideration. Any such attempt on the part of a candidate to enlist support directly or indirectly for his candidature shall make him liable to be disqualified.

Typewriting  
Speed

Criteria for  
crossing the  
efficiency bars.

Convassing

ation of  
allowance,  
on etc.

39. Except as provided in these regulations, the pay, allowances, leave and other conditions of service of a member shall be governed by the corresponding rules of the State Government applicable to similar category of employees and adopted by the Board until rules and/or regulations are promulgated by the Board in this behalf.

ptions:

40. Notwithstanding anything contained in these regulations.

(1) The conditions of Service of persons who may be appointed on deputation or on foreign service from the State Government or from elsewhere to posts in the cadres of the Service or to posts sanctioned in addition to the cadres of the Service shall be governed by such terms and conditions as may be or may have been settled between the Board and the State Government or other employer, as the case may be, until they are absorbed in the Service of the Board.

(2) The conditions of Service of Government servants whose services have been taken over by the Board shall be governed by such orders or regulations as may be promulgated by the Board.

41(1) Nothing in these regulations shall be construed to limit or abridge the powers of the Board to deal with the case of any person appointed under the Board and governed by these Regulations in such manner as may appear just and equitable:

Provided that the case of such a person shall not be dealt with in a manner less favourable to him than provided by that regulation.

(2) When, in the opinion of the Board, it appears necessary to do so, the Board may make any appointment or appointments to the Service otherwise than in accordance with these regulations, and in the case of any appointment which is not in strict accordance with the regulations, the



relaxation of these regulations.

Delegations

42. . . . The Board may, whenever considered expedient, delegate any of its powers to any officer or authority under these regulations or the powers conferred on any officer or authority under these Regulations to any other officer or authority.

APPENDIX- 'C'.

( See regulation 15).

ACCOUNTANTS RECRUITMENT EXAMINATION.

A recruitment examination will be conducted by the Board from time to time for selection and appointment to the posts of Accountant.

Subject & Syllabus: The candidates selected for appearing at the examination will be examined in the following subjects:-

1. Essay (English & Hindi).
2. Precis Writing & Drafting (English & Hindi).
3. Advanced Accountancy and Auditing.
4. Arithmetic & Mensuration.

The syllabus for each of the above subjects is detailed below:-

- (1) Essay: The paper will be of the degree standard.
- (2) Precis Writing & Drafting: ✓ -do.-
- (3) Advanced Accountancy and Auditing: ✓

Accountancy:

1. Book keeping upto Trial Balance.
2. Trading, Manufacturing & Profit & Loss Accounts and Balance Sheet.
3. Capital & Revenue, Income & Expenditure & Receipts and payments Accounts.
4. Bills of Exchange.
5. Self-Balancing System and Sectional Balancing.
6. Consignments and Joint Ventures.
7. Single Entry System.
8. Accounts of Joint Stock Companies including Amalgamation, Absorption and Reconstruction Accounts.
9. Depreciation, Sinking Funds, Reserves & Reserve Funds.
10. Double Accounts System.
11. Accounts of Electricity Supply Undertakings.
12. Departmental and Branch Accounts.
13. Sale of Return, Hire-Purchase and Royalty Accounts.
14. Loose-Leaf Ledgers and Card Ledgers.

Auditing:

1. Object of Audit.
2. Vouching and Verification of Cash.
3. Audit and Examination of Ledger Balance.
4. Verification of Assets and Liabilities.
5. Rights, Duties and Liabilities of Auditors.
6. Loose Leaf Ledgers, Cards and Mechanised Accounting.
7. Fraud in Accounts.
8. Distribution of Dividends.
9. Audit of Electricity Supply Undertakings.
10. Special Investigations.

APPENDIX- 'B'.

( See regulation 6 )

Representation of Scheduled Castes, etc. in public service.

A. In pursuance of the provisions of clause (4) of article 16 and of article 335 of the Constitution. +  
Governor is pleased to order that, consistently with maintenance of efficiency of administration:-

- (i) the interest of the backward classes shall in general be borne in mind in making appointments;
- (ii) there shall be a general reservation of 18 percent of the vacancies for members of the Scheduled Castes in making appointments to services and posts in connection with the affairs of the State of Uttar Pradesh.

Provided that if in any one year candidates of the Scheduled Castes fail to be recruited to any service or establishment to the extent of 18 percent, the deficiency shall be made good in the recruitment to the service or establishment in the following year:

Provided further that the reservation on account of the deficiency shall not be carried forward for more than two years.

Explanation: Till such time as the reservation of 18 percent of the vacancies for members of the Scheduled Castes is not completed in the cadres of the posts included in the establishment, this reservation for Scheduled Castes candidates would be 25 percent subject to the condition that total number of such reserved vacancies, together with the carried forward vacancies, if any, does not exceed 45 percent of the total vacancies, at any particular recruitment.

B. (1) भारत का संविधान के अनुच्छेद 335 के अन्तर्गत अनुसूचित जन-जातियों को केन्द्र अथवा प्रदेश की सेवाओं/पदों में भर्तियों के सम्बन्ध में अनुसूचित जातियों के समान ही माना गया है। अतः जो राज्यपाल ने यह निर्णय लिया है कि इस आदेश के जारी

होने के दिन से अनुसूचित जन-जातियों के अभ्यर्थियों को वे सभी सुविधाएँ जो अनुसूचित जातियों के अभ्यर्थियों को प्राप्त हैं, यथा (1) सेवाओं में आरक्षण (2) लोक सेवा आयोग की सीमा में छूट तथा (3) लोक सेवा आयोग द्वारा आयोजित प्रतिप्रोत्साहक परीक्षाओं/पदों की फ़ैसल में छूट दी जाय।

(11) अभ्यर्थी के अनुसूचित जन-जातियों के सदस्यों को राज्य सेवाओं/पदों में 2 प्रतिशत आरक्षण प्राप्त रहेगा और भर्ती हेतु निर्धारित की गईतम आयु सीमा में 5 वर्ष की छूट दी जायेगी। लोक सेवा आयोग द्वारा आयोजित प्रतिप्रोत्साहक परीक्षाओं के सम्मन्ध में भी जहाँ जहाँ परीक्षा/सक्षात्कार की एक तिहाई फ़ैसल दी जाया करेगी।

(111) आरक्षित रिक्तियों के लिये प्राप्त संख्या में अनुसूचित जन जातियों के उपयुक्त अभ्यर्थियों के प्राप्त न होने पर ऐसी रिक्तियों अनारक्षित रिक्तियों के समान समझकर भर्ती उसी संख्या में जायेगी किन्तु भर्ती के अनुपत्ती अवसरों पर अग्रणीत (carry forward) की जायेगी। इस प्रकार आरक्षित रिक्तियों को अनुसूचित जन-जाति के अभ्यर्थियों के लिये प्रतिशत की भाँति व तब उपलब्ध करवाया जायेगा। तत्पश्चात इन रिक्तियों को अनारक्षित समझा जायेगा।

# APPENDIX-'A'

( See regulation 4(2) ).

The present sanctioned strength of the Service as follows:-

Name of post.	Number of posts	
	Permanent	Temporary.
1. Senior Accountant.	7	29
2. Accountant	1	198
3. Assistant Accountant	39	228
Accounts Clerks.	3	37
5. Routine Grade Clerks.	4	189



E-2

5. Candidates taking typewriting and shorthand as an optional subject shall be required to pass with a speed of 30 and 80 words p.m. respectively. Each test will be of 3 minutes duration and one hour will be given for transcribing shorthand passages.
6. The papers in the written test will be of the Intermediate standard.
7. On the results of the examination, candidates will be selected for the posts of Routine Grade Clerks to the extent of the vacancies notified.

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### Cost Accounts:

The elements of cost, stores routine, methods of valuing of material issue, analysis of overheads contract cases and different system of costing.

#### ✓(4) Arithmetic and Mensuration:

The standard for this subject will be the same as that for the matriculation examination.

The minimum marks required for a pass in the examination will be :-

	<u>Max. Marks.</u>	<u>Minimum Marks.</u>
1. Essay (English & Hindi).	50	17
2. Precis Writing and Drafting (English and Hindi).	50	17
3. Advanced Accountancy & Auditing.	100	50
4. Arithmetic and Mensuration.	100	50

NOTE: (1). Departmental candidates will be exempted from (1) Essay and (2) Precis Writing and Drafting.

(2). An Assistant Accountant who has not put in three years' service as such under the Board on the 1st day of January of the year in which the examination is held will not be eligible to appear at the examination as a departmental candidate.

3  
NOTE: (1) Departmental candidates will be exempted from  
(1) Essay (English and Hindi), (2) Freels Writing and  
Drafting (English and Hindi) and Section 'B' of the paper on  
Book-keeping and Accountancy.

(2) An Accounts Clerk who has not put in 3 years' service as such under the Board on the 1st day of the January of the year in which the examination is held will not be eligible to appear at the examination as a departmental candidate, provided that the condition of three years' service will be reduced to two years in the case of Graduates.

(3) Open market candidates will be exempt from Section 'C' of the paper on Book-keeping, Accountancy and Auditing.

Section 'C' - Practical Accountancy.

(I) Cash:-

Receipt, custody and payment of cash, writing of cash book, imprest accounts, preparation of Ways and Means Statement, contingencies.

(II) Stores:-

Maintenance of store accounts and closing of Stock register.

(III) Works Accounts:-

Muster Rolls and workcharged Establishment, measurement books, tenders, work-orders and contracts, preparation and payment of contractors's bills, contractor's ledger, works Abstract and register of works.

(IV) Revenue Accounting:-

Preparation of different categories of bills of consumers, posting of revenue registers, revenue receipts and accounting, preparation of form No. 101 and CS-4 and other statistical schedules, preparation of schedule of treasury balances.

(V) Monthly Accounts:-

General Principles of preparation of monthly accounts and supporting schedules and monthly abstract book, posting of suspense (debits, Receivable/payable) deposit and remittance registers, adjustment pertaining to inter-divisional transfers, DGSOD payments and Railway Credit Notes, General principles of classification and coding procedure and transfer entries.

(VI) Audit:-

Financial power of various officers of the Board, system of internal check pre-audit and post audit, Audit Inspection Reports and their disposal.

(Books recommended - F.R.B. Vol. VI, Manual of Orders Electricity Deptt., F.R.B. Vol. V Part I and instructions issued by C.E.O. from time to time).

(4) Arithmetic: The standard for this subject will be same as that prescribed for the matriculation examination.

The subjects and the minimum qualifying marks required in the examination will be :-

Subject	Max. Marks	Minimum qualifying marks.
1. Essay (English & Hindi)	50	17
2. Precise writing & drafting (English & Hindi)	50	17
3. Book-keeping & Auditing	100	30

APPENDIX - 'D'  
( See regulation 15 )  
ASSISTANT ACCOUNTANTS RECRUITMENT EXAMINATION

A recruitment Examination will be conducted from time to time by the Board for selection & appointment to the post of Assistant Accountant.

Subject & Syllabus: The Candidates selected for appearing at the Examination will be examined in the following subjects:-

- (1) Essay (English & Hindi)
- (2) Praxis Writing & Drafting (English & Hindi)
- (3) Book-keeping, Accountancy and Auditing
- (4) Arithmetic

The Syllabus for each of the above subjects is detailed below:

- (1) Essay: The papers will be of the standard conforming to the degree standard.
- (2) Praxis Writing & Drafting: -do-
- (3) Book-keeping, Accountancy and Auditing:

Section 'A' - Elementary Book-keeping

- (a) Book-keeping upto Trial Balance.
- (b) Trading & Profit & Loss Accounts & Balance Sheet (Sole Traders).
- (c) Bank Reconciliation Statement.
- (d) Rectification of Errors.

Section 'B' - Advanced Accountancy & Auditing

ACCOUNTANCY:

- (a) Trading and Profit & Loss Accounts and Balance Sheet.
- (b) Bills of Exchange.
- (c) Stock Balancing ledgers and Fractional Balancing.
- (d) Capital & Revenue, Receipts & Payments, Income and Expenditure Accounts System.
- (e) Depreciation, Reserve & provisions.
- (f) Branch and Departmental Accounts.
- (g) Double Accounts system.

Auditing:

- (a) Object of Audit.
- (b) Vouching and Verification of Cash.
- (c) Audit and Examination of Ledger Balances.
- (d) Verification of Assets and Liabilities.
- (e) Rights, Duties and Liabilities of Auditors.
- (f) Loose Leaf Ledgers, cards & mechanised Accounting.
- (g) Frauds in Account.



63  
DEPARTMENTAL EXAMINATION FOR ACCOUNTANTS:

The Accountants on successful completion of training will have to appear in a Departmental Examination that will be conducted periodically for the purpose. The Examination shall consist of following papers:

	<u>Time.</u>	<u>Total Marks.</u>
1. Advanced Accountancy and Auditing. (Theoretical and Practical).	3 hours.	100.
2. Establishment Rules and Service Regulations. (Theoretical and Practical).	3 hours	100
3. Financial Rules & Accounts Procedures. (Theoretical and Practical).	3 hours	100
4. Electricity Acts, Mercantile & Labour Laws & Elementary Electrical Engineering.	3 hours	100
5. Revenue Accounting & Procedure.	3 hours	100.

Note.1: The number of marks required to secure a pass in the departmental test is 50 in each paper.

Note.2: Any candidate failing at the departmental examination but securing at least 60 marks in any paper will be deemed exempted from appearing at a further examination in that paper.

Note.3: Any candidate who has passed the Recruitment Examination for Accountants with Advanced Accountancy and Auditing will be deemed exempted from paper I (Advanced Accountancy and Auditing) of Departmental Examination for Accountants.

APPENDIX- 'F'.

Fees.

( See regulation 16 ).

1. Candidates must pay the following fees:

(i) Application Fee

Application form Rs.2/-.

(ii) Examination Fee

(a) For Outside Candidates Rs.25/-\*

(b) For Departmental Candidates Rs.10/-.

\* In the case of Scheduled Caste/Scheduled  
Tribe candidates Rs.20/-.

2. The fees will be received in the shape of Postal  
Orders only.

APPENDIX-'G'.

( See regulation 72 ).

Syllabus for Departmental Examination of Routing Clerks for Promotion as Accounts Clerks.

I. Precis writing & Drafting:

- (a) Precise Writing.
- (b) Drafting of letters.
- (c) Noting on cases.

II. Elementary Book Keeping and Auditing:

(A) Accounting:

- (a) Book Keeping upto Trial Balance.
- (b) Trading, Profit & Loss Account and Balance Sheet.
- (c) Depreciation, Reserve and Provisions.

(B) Auditing:

- (a) Object of Audit.
- (b) Vouching and Verification of Cash.
- (c) Audit and Examination of Ledger Balances.

III. Account Rules & Procedure:

- (a) Financial Hand Book Vol. II:- Fixation of pay, leave rules, and joining time.
- (b) Financial Hand Book Vol. III:- Travelling Allowance Rules.
- (c) Financial Hand Book Vol. VI:- Cash, Stores, Work Accounts and Suspense Accounts.
- (d) Hydel Manual: Annual Confidential Reports, Service Books, Conduct Rules, Suspension, punishment, appeals & memorials and office arrangement.

Note: The syllabus as in (a), (b), (c) and (d) will be followed until corresponding regulations in this behalf are framed and promulgated by the Board.

- (e) General principles of preparation of Monthly Accounts.
- (f) Schedule of Accounts Heads.
- (g) Accounting Rules prescribed by the Chief Accounts Officer from time to time including Divisional Accounting Manuals.

622  
QUALIFYING DEPARTMENTAL EXAMINATION OF ROUTINE GRADE  
CLERKS FOR PROMOTION AS ACCOUNTS CLERKS.

The examination shall consist of 3 papers. The duration, maximum marks, minimum qualifying marks for such paper are given below:-

	<u>Time.</u>	<u>Max. Marks.</u>	<u>Minimum qualifying Marks.</u>
I. writing Precis & Drafting.	1½ hours.	100	50
II. Elementary Book Keeping & Auditing.	3.00 "	100	50
III. Account Rules & Procedure.	3.00 "	100	50





H 2

House Property

Serial No.	House situated in		Number of the house	Acqui- red or ancestral.	Whether used for residen- tial purpose or let out on hire.	Annual rent.	Esti- mated value.	Remarks.
	Vill- age, town or city	Dis- trict						
1	2	3	4	5	6	7	8	9.

If I acquire any more immovable property in future, I will declare the fact in the above form within one month of the date on which accrual of the property comes to my knowledge.

Signed-----

Designation-----

Date -----

N.B.-- Immovable property includes house or landed property held under a mortgage or a lease.

Property held or managed by or on behalf of an officer's wife or other member of his family joint with or living with or in any way dependent on him is, for the purpose of the declaration, considered to be held or managed by the officer himself.

APPENDIX- 'I'  
( See regulation 26 )

OATH OF ALLEGIANCE

I hereby solemnly declare that during the tenure of my Service with the U.P.State Electricity Board, I shall always apply myself loyally and faithfully to the Service of the Board and that I shall always maintain absolute secrecy of the affairs thereof and shall not divulge any information which I shall come across in the course of the performance of my duties or otherwise.

Signed -----  
Designation-----  
Date -----

APPENDIX- 'J'

( See regulation 30(2) )

DETAILS AND SYLLABUS FOR TRAINING OF ACCOUNTANTS.

The training of Accountants shall comprise ---

- (i) Theoretical training  
at Headquarters --- 6 months.
  - (ii) Practical training:
    - (a) at C.A.O. office-1 month
    - (b) at R.A.O. office-1 month
    - (c) at Maintenance  
Division --1 month
    - (d) at Construction  
and Test  
Divisions --1 month
    - (e) at Project  
site --2 months 6 months
- 
- 1 year.

(2). The details of the training are as follows:-

Theoretical Training in Central Accounts Office:

Group I- General.

- (i) Constitution & Establishment of the Board.
- (ii) Economics, Operation & Maintenance of Hydro-Electric, Thermal and Diesel Stations and Distribution of Electricity.
- (iii) Introduction to State Financial Rules and Codes.
- (iv) Electricity (Supply) Act, Indian Electricity Act and Indian Electricity Rules.

Group II- Pay & Accounts.

- (i) F.H.B. Vol. II- State Fundamental & Subsidiary Rules.
- (ii) F.H.B. Vol. III- State T.A. Rules.
- (iii) Relevant portions of I.A.D. & T.A.D. Manuals.
- (iv) U.P. State Retirement Benefits and Pension Rules.
- (v) Contingencies and Advances.
- (vi) Rules & orders on the above issued by the Board/ C.A.O. from time to time.

Group III- Works Accounts.

- (i) F.H.D. Vol.V & VI with special emphasis on maintenance of Cash Account and Store Accounting.
- (ii) Hydel Manual.
- (iii) Relevant portions of W.A.D. Manual.
- (iv) Important features of Works Accounts, with special emphasis on contracts, estimates, tenders, engagement of labour, use of stores, works abstracts, and property registers.
- (v) Delegation of financial powers, System of payment and preaudit.
- (vi) Rules & orders issued by the Board/C.A.O. on the above from time to time.

Group IV- Preparation, Maintenance & Unkeep of Accounts.

- (i) General Principles of preparation of Monthly Accounts and Annual Accounts and Supporting details.
- (ii) Schedule of Accounts Heads.
- (iii) Forms of Accounts prescribed by State Government in consultation with C.A.G.; preparation of revenue and net revenue accounts and general balance sheet.
- (iv) Rules & orders issued by the Board and C.A.O. on the above from time to time.

Group V- Fund & Budget.

- (i) Fund Manual including maintenance of funds Cash Book.
- (ii) Budget Manual.
- (iii) Rules & Orders of the Board/C.A.O. on the above issued from time to time.
- (iv) Maintenance of General Provident Fund Accounts.

Group VI- Mercantile & Labour Laws and Elementary Electrical Engineering.

- (i) Indian Contract Act.
- (ii) Sale of Goods Act.
- (iii) Factories Act.
- (iv) Workmen Compensation Act.
- (v) Industrial Disputes Act.
- (vi) Employees' Provident Fund Act.
- (vii) Employees State Insurance Act.
- (viii) Elementary Electrical Engineering.

Group VII- Revenue.

- (i) Execution of agreements with consumers.
- (ii) Checking of Estimates.
- (iii) Maintenance of Consumers' Ledgers.
- (iv) Different types of consumers.
- (v) Tariff Schedule.
- (vi) Preparation of different types of bills.
- (vii) Realisation of revenue and its accounting-  
preparation of Summary of ledgers and its  
reconciliation.
- (viii) Checking of Realisation statements.
- (ix) Maintenance of Receipt Book-Register of Receipt  
Books and books.
- (x) Maintenance of Revenue Cash Book.
- (xi) Preparation of Form No. 101. and other  
statistical schedules.
- (xii) Submission of various returns to Chief Engineer  
(Hydel) and other authorities including submission  
of form No. C.S.14.
- (xiii) Remittance of Receipts in Treasury and its transfer  
to Chief Accounts Officer.
- (xiv) Revenue Audit-Disposal of Audit Reports.
- (xv) Preparation of Bank Reconciliation statement and  
reconciliation with Treasury.
- (xvi) Reconciliation of Receipts Fund in Chief Accounts  
Officer's office.
- (xvii) Arrears of Revenue- Arrears against Bulk Supply  
consumers.
- (xviii) Deposit for service connection, and other  
deposits.

SYLLABUS FOR TRAINING IN CIRCLE, DIVISION AND  
SUB-DIVISIONAL OFFICES AND CHIEF ACCOUNTS' OFFICES.

Training in Circle Office.

- (i) Preparation of Budget.
- (ii) Study of the working of Technical Section  
including scrutiny of estimates.
- (iii) Study of the working of commercial section.
- (iv) Establishment Organisation.



Training in Divisional Office:

- (i) Practical Working on different seats in accounts and cash, stores and revenue branches.
  - (ii) Dealing with payment cases from the initiation of the transaction to its finality. Cases of payment of establishment, works and stores payments should be specifically studied.
  - (iii) Scrutiny of Sub-Divisional Returns.
  - (iv) Closing of Stock Accounts.
  - (v) Preparation of Divisional Accounts.
  - (vi) To deal with Inspection Reports, Audit Notes and S.I.Os.
  - (vii) Study of different registers in Divisional Offices, with special emphasis on works accounts registers, preparation of estimates, scrutiny and invitation of tenders, engagement of labour, payment to contractors, maintenance of suspense accounts, works abstracts and property register.
  - (viii) Scrutiny of incoming and outgoing returns.
  - (ix) Working of Central Stores together with the study of various processes for the Receipt and Issue of materials.
  - (x) Study of important plan and non-plan schemes with emphasis on physical and monetary targets.
  - (xi) Functions of Cashier and study of records and registers maintained by him including checking and closing of Cash Book and subsidiary registers.
  - (xii) Manner and method of classification of receipts and payments.
  - (xiii) Working of Revenue Section with reference to different processes and records and registers and preparation of revenue bills, H.T. etc. and their postings in ledgers.
- Study of few cases right from the Stage the consumer applies for a service connection to the final stages of booking of connected receipts and expenditure in monthly accounts.

Training in Sub-Divisional Offices:

- (i) Study of system of working in the Sub-Division with particular reference to the maintenance of accounts for cash and stock and the various processes through which a transaction passes.
- (ii) To acquaint with the various registers and records maintained in the Sub-Division.
- (iii) Scrutiny of all incoming and outgoing returns with reference to the available records.

- (iv) Working of the Sub-Divisional Store and study of various registers and returns including the periodical closing of stock accounts and physical verification reports.
- (v) To acquaint with the different processes involved in making entries in the Stores records maintained by the Section holders. Site study to be attempted as far as possible.

Training in Important Hydraulic Works, Sites and Power Houses:

- (i) To study the working of Hydraulic works and power houses, in commission and under construction.
- (ii) Study of registers maintained.
- (iii) To study the consumption of different articles including coal, fuel oil etc. and the records kept for each.
- (iv) To study the daily and monthly returns with reference to original records.
- (v) To study the financial aspects of the working of Power House for any selected month.
- (vi) To study the working out of the unit cost of energy generated and sold.
- (vii) To study the disposal of energy generated viz., energy consumed on Auxiliaries, transfers to sub-station or Grid and Line losses, etc.

TRAINING IN CHIEF ACCOUNTS OFFICE.

Works Audit Department (WAD):

- (i) Checking of Monthly Accounts with the Schedules.
- (ii) Preparation of Works Audit Summary.
- (iii) Compilation of Commercial Summary showing classification of figures under commercial accounts heads.
- (iv) Checking of vouchers.
- (v) Compilation of work audit register and objection book.
- (vi) Preparation of schedules connected with Plan Expenditure.
- (vii) Preparation of statistical statements showing operational expenditure with reference to units generated.

Broad Sheet Section:

- (i) Verification of Treasury Balances.
- (ii) Broad Sheet in respect of suspense, deposit Inter-divisional transfer transactions.
- (iii) Reconciliation of Receipt Fund & L.C. Fund.

Compilation & Commercial Sections:

- (i) Procedure in regard to compilation of figures from the Monthly Accounts.
- (ii) Preparation of Monthly Accounts of the Board.
- (iii) Preparation of Annual Accounts of the Board.

Fund Section:

- (i) System in regard to preaudit of Head quarter's bills.
- (ii) Writing of Funds Cash Book and preparation of Central Monthly Accounts.
- (iii) Ways and Means forecast and issue of letter of credit to divisions/Accounts offices.
- (iv) Preparation of cheques.
- (v) Reconciliation of Working Fund Account.
- (vi) System in regard to drawal of loan from Govt.
- (vii) Floating of loan from open market and loan from I.I.C.
- (viii) Compilation of Treasury Challen Register.
- (ix) System of payment of D.G.S.&D. and Railways against Credit Notes.
- (x) Sending of W.M.D.Rs to Divisions.

Budget Section:

- (i) Preparation of Annual Financial Statement in reference to statements received from Chief Engineer (Hydel) and General Manager (KESA).
- (ii) Compilation of statistical statements as required from time to time.

General Section:

- (i) General administration, despatch and receipt filing system, maintenance of service book, leave records, etc.

Provident Fund Section:

- (i) Receipt of Schedules from Divisions and their compilation in the Register.

Revenue Section:

- (i) Posting of Monthly Schedule 101, 101A, showing units sold, assessment of revenue and its realisation, arrears.
- (ii) Posting of units generated, units sold and units expanded under auxiliaries and supplied free.
- (iii) Posting of monthly statements of review on revenue accounting showing the units billed, amount assessed, rebate forfeited and the net amount.
- (iv) To watch the compliance of revenue audit reports and offer comments on the replies received.
- (v) Postings of arrears against bulk supply consumers Misc. correspondence.

Internal Audit and Stationery Audit:

- (i) Disposal of Accountant General's Inspection Reports of Chief Accounts Officer's office and divisions.
- (ii) Disposal of draft paras. Public Accounts Committee and Estimates Committee Reports.
- (iii) Disposal of reports of internal audit of divisions by Chief Accounts Officer.

P. & A. (Non-Gazetted):

- (i) Post Audit of Vouchers received from all the divisions and Circles.
- (ii) Verification of variation statements in respect of Establishment Expenditure.
- (iii) Correspondence.
- (iv) Fixation of Pay cases.
- (v) Fixation of Pay cases under Pay Rationalization Committee.
- (vi) Maintenance of Objection Book & issue of reminders.
- (vii) Leave Salary and pension contribution.
- (viii) Gratuity and pension cases.
- (ix) Posting of Schedule 202.
- (x) Maintenance of Broad sheet of house building advance.
- (xi) Maintenance of other conveyance, Cycle & Motor Cycle.
- (xii) Preaudit of Headquarters Bills.
- (xiii) Reimbursement of G.P. Fund Advances.
- (xiv) Opinion cases received from General Section and Board.

P. S. A (Gazetted):

- (i) Audit of Pay & Allowances of all Officers.
- (ii) Issue of Pay slips.
- (iii) Leave Report.
- (iv) Posting of Charge Certificates.
- (v) Audit of Sanctions and Posting of Audit Register.
- (vi) Maintenance of General Files regarding service conditions etc. of the officers.
- (vii) Maintenance of Motor Car and Motor Cycle Advance (Officers) and Broad Sheet.
- (viii) Issue of Authority for the above advances sanctioned to officers excepting J.P. Fund Advance.
- (ix) Payment of leave salary and pension contribution of Central Water & Power Commission Engineers working under the Board.
- (x) Maintenance of Pay Audit Registers.
- (xi) Maintenance of T/A Audit Registers.
- (xii) Preaudit and Audit of Pay & T.A. Vouchers of Board Headquarters.

Note: The syllabus in regard to rules and regulations of the State Government will be followed until corresponding regulations in this behalf are framed and promulgated by the Board.

APPENDIX- 'K'

( See regulation 30(2) ).

DETAILS OF SYLLABUS FOR TRAINING OF ASSISTANT ACCOUNTANTS.

Group I- General.

- (i) Constitution & Establishment of the Board.
- (ii) Electricity Supply Act, Electricity Act and Indian Electricity Rules.

Group II- Works Accounts.

- (i) F.H.B. Vol. V and VI with special emphasis on cash and stores Accounting.
- (ii) Hydel Manual.
- (iii) Delegation of Financial powers.
- (iv) Rules and orders issued by the Board/Chief Accounts Officer on the above from time to time.

Group III- Preparation, Maintenance and Upkeep of Accounts.

- (i) General Principles of preparation of Monthly Accounts and Annual Accounts, and supporting details.
- (ii) Schedule of Account Heads.
- (iii) Form of Accounts prescribed by State Govt. in consultation with C.A.G. Preparation of Revenue and net revenue accounts and general balance sheets.
- (iv) Rules & orders issued by the Board and Chief Accounts Officer on the above from time to time.

Group IV- Fund and Budget.

- (i) Fund Manual including maintenance of Fund's Cash Book.
- (ii) Ways & Means statement and issue of letter of credit to divisions.
- (iii) Budget Manual.
- (iv) Maintenance of General Provident Fund Accounts.
- (v) Rules & orders of the Board/Chief Accounts Officer on the above from time to time.

Group V- Revenue.

- (i) Checking of application for connection from consumers.
- (ii) Checking of estimates received from Sub-Divisional Officer.
- (iii) Sanctioning of connection and intimation to consumer for depositing amount of Service connection, etc.



APPENDIX- 'K'

( See regulation 30(2) ).

DETAILS OF SYLLABUS FOR TRAINING OF ASSISTANT ACCOUNTANTS.

Group I- General.

- (i) Constitution & Establishment of the Board.
- (ii) Electricity Supply Act, Electricity Act and Indian Electricity Rules.

Group II- Works Accounts.

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- (ii) Hydel Manual.
- (iii) Delegation of Financial powers.
- (iv) Rules and orders issued by the Board/Chief Accounts Officer on the above from time to time.

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- (i) General Principles of preparation of Monthly Accounts and Annual Accounts, and supporting details.
- (ii) Schedule of Account Heads.
- (iii) Form of Accounts prescribed by State Govt. in consultation with C.A.G. Preparation of Revenue and net revenue accounts and general balance sheets.
- (iv) Rules & orders issued by the Board and Chief Accounts Officer on the above from time to time.

Group IV- Fund and Budget.

- (i) Fund Manual including maintenance of Fund's Cash Book.
- (ii) Ways & Means statement and issue of letter of credit to divisions.
- (iii) Budget Manual.
- (iv) Maintenance of General Provident Fund Accounts.
- (v) Rules & orders of the Board/Chief Accounts Officer on the above from time to time.

Group V- Revenue.

- (i) Checking of application for connection from consumers.
- (ii) Checking of estimates received from Sub-Divisional Officer.
- (iii) Sanctioning of connection and intimation to consumer for depositing amount of Service connection, etc.

- K.2
- (iv) Execution of Agreement.
  - (v) B.L. Form.
  - (vi) Installation of Meter and report of Meter testing.
  - (vii) Receipt of Meter reader's statement and its checking.
  - (viii) Maintenance of Consumers ledger.
  - (ix) Different types of consumers.
  - (x) Tariff Schedule.
  - (xi) Preparation of different types of bills.
  - (xii) Realisation of revenue and its accounting.  
Preparation of summary of ledgers and its reconciliation.
  - (xiii) Granting of receipt and checking of realisation statement.
  - (xiv) Maintenance of Receipt Book-Register of Receipt Book, Recording of Receipt Books.
  - (xv) Preparation of Form No. 101 and other statistical schedules.
  - (xvi) Submission of various returns to Chief Engineer (Hydel) and other authorities including submission of form no. C.S.4.
  - (xvii) Maintenance of Revenue Cash Book.
  - (xviii) Remittance of Receipts in Treasury<sup>etc.</sup> and transfer to Chief Accounts Officer.
  - (xix) Revenue Audit-Disposal of Audit Reports..
  - (xx) Arrears of Revenue-Arrears against bulk supply consumers.
  - (xxi) Deposit.
  - (xxii) Preparation of completion report of new connections.
  - (xxiii) Preparation of Bank reconciliation statement and reconciliation with Treasury.
  - (xxiv) Reconciliation of receipt fund in Chief Accounts Officer's Office.

Group VI- Office Procedure and Establishment matters:

1. General Constitution of Office:

- (a) *Different sections in Chief Accounts Officer's Office and distributions of works.*
- (b) Duties and responsibilities of Asstt. Accountants in Chief Accounts Officer's Office and divisions.

2. Discipline:

- (a) Attendance- Attendance Register, penalty for late attendance, absence during office hours, lunch hours.
- (b) Maintenance of office decorum.
- (c) Admission of outsiders.
- (d) Conduct rules.
- (e) Disciplinary proceedings, punishments and Appeal Rules.
- (f) Suspension.
- (g) Character Rolls- Communication of adverse remarks, representation against adverse remarks-Integrity certificates.

3. Correspondence:

- (a) Receipt of letters and other documents in office-  
Diarising of inward letters and other documents.
- (b) Disposal of urgent letters-watch over prompt disposal- Asstt. Accountants' note book.
- (c) Letters missent to sections.
- (d) Disposal of inward correspondence-listing on cases-  
Issue of reminders.
- (e) Maintenance of files, waste papers, disposal of old files.
- (f) General instructions on administrative and other matters- Letters of General interest.
- (g) Collection of information from other sections.
- (h) Preparation of drafts to various authorities-  
Language of Drafts-enclosures checking of fair copies.
- (i) Disposal of inward telegrams and issue of outward telegrams-Register of Telegrams.
- (j) Secret Letters and files.
- (k) Despatch of valuable documents.
- (l) Disposal of complaints. Anonymous or Pseudonymous cases.

4. Leave:

- (a) Casual Leave- Application for casual leave-  
casual leave register.
- (b) Compensation leave.
- (c) Staying away without leave- Penalty therefor.

- (d) Different types of leave admissible under F.H.B. Vol.II, Parts II to IV and leave salary during leave.
- (e) Medical certificate-fitness certificate-second medical opinion.
- (f) Permission to Leave Station- Extension of Leave, departure and joining reports.
- (g) Maintenance of Leave Account.

### 5. Establishment cases:

- (a) Maintenance of Personal files.
- (b) Maintenance of Service Books-grant of Annual Increment-crossing of efficiency bar.
- (c) Appointments, postings and transfer-issue of L.P.C., issue of office orders, maintenance of cut file of office orders, charge certificate of officers.
- (d) Fixation of pay as provided in F.H.B. Vol.II, Parts II to IV and amendment on the recommendations of P.R.C.- Board's orders on above.
- (e) Preparation of pay bills of Establishment and officers and checking of pay bills.
- (f) Joining time- Emoluments during joining time.
- (g) Official residences-fixation of standard rent.

### 6. Travelling Allowances:

- (a) Different types of travelling allowance admissible on Tour/Transfer etc. as provided in F.H.G. Vol.III, and Board's orders from time to time.
- (b) Preparation of T.A.bills, checking of T.A.Bills.
- (c) Control over travelling allowance.

### Training in Divisional Office:

- (i) Practical working on different seats in Accounts, Stores, Establishment and Cash Branches.
- (ii) Working of Revenue Section with reference to different processes and records and registers.
- (iii) Preparation of bills of different categories consumers and their putting in ledgers.

Study of few cases right from the Stage the consumer applied for a Service connection to the final stages of booking of connected receipts and expenditure in monthly accounts.

Training in Sub-Divisional Offices:

- (1) Study of the system of working in the Sub-Division with particular reference to the maintenance of accounts for cash & stock and the various processes through which a transaction passes.
- (2) Scrutiny of all incoming and outgoing returns with reference to the available records.
- (3) Working of the Sub-Divisional Stores and study of various registers and returns including the periodical closing of stock accounts and physical verification reports.

TRAINING IN CHIEF ACCOUNTS OFFICE.

Works Audit Department (WAD):

- (i) Checking of Monthly Accounts with the Schedules.
- (ii) Preparation of Works Audit Summary.
- (iii) Compilation of Commercial Summary showing classification of figures under commercial accounts heads.
- (iv) Checking of Vouchers.
- (v) Compilation of Work Audit Register and Objection Book.
- (vi) Preparation of Schedules connected with Plan Expenditure.
- (vii) Preparation of statistical statements showing operational expenditure with reference to units generated.

Broad Sheet Section:

- (i) Verification of Treasury Balances.
- (ii) Broad sheet in respect of suspense, deposit Inter-Divisional Transfer, transactions.
- (iii) Reconciliation of Receipt Fund & L.C. Fund.

Compilation and Commercial Sections:

- (i) Procedure in regard to compilation of figures from the Monthly Accounts.
- (ii) Preparation of Monthly Accounts of the Board.
- (iii) Preparation of Annual Accounts of the Board.

FUND SECTION:

- (i) Writing of Funds' Cash Book and Central Monthly Accounts.
- (ii) Ways & Means forecast and issue of Letter of Credit to Division /Accounts Office.

- (iii) Preparation of cheques.
- (iv) Reconciliation of working fund accounts.
- (v) System in regard to drawal of loan from Govt.
- (vi) Floating of loan from Open Market and L.I.C.
- (vii) Compilation of Treasury Challan Register.
- (viii) System of payment to D.G.S.&D and Railways against Credit Notes.
- (ix) Sending of W.M.D.Rs to Division.
- (x) Writing of Day Book.

#### Budget Section:

- (i) Preparation of Annual Financial Statement in reference to statements received from Chief Engineer (Hydel) and General Manager (KESA).
- (ii) Compilation of statistical statements as required from time to time.

#### General Section:

General administration, despatch and receipt, Filing system, maintenance of Service Book, Leave Records, etc.

#### Revenue Section:

- (i) Posting of Monthly Schedule 101, 101A, showing units sold, assessment of revenue and its realisation, arrears.
- (ii) Posting of units generated, units sold, units expended under auxiliaries and supplied free.
- (iii) Posting of Monthly statements of review on revenue accounting showing the units billed, amount assessed, rebate allowed and rebate forfeited and the net amount.
- (iv) To watch the compliance of revenue audit reports and offer comments on the replies received.
- (v) Posting of arrears against bulk supply consumers.
- (vi) Misc. correspondence.

#### Provident Fund Section:

- (i) Receipt of Schedules from Divisions and their compilation in the Registers.

#### Internal Audit and Statutory Audit:

- (i) Disposal of Accountant General's inspection reports of Chief Accounts Officer's office and divisions.



- K-1
- (ii) Disposal of draft paras, Public Accounts Committee and Estimate Committee reports.
  - (iii) Disposal of reports of internal audit of divisions by Chief Accounts Officer.

P & A (NON-GAZETTED):

- (i) Post Audit of Vouchers received from the Divisions and Circles.
- (ii) Verification of variation statements in respect of Establishment Expenditure.
- (iii) Correspondence.
- (iv) Fixation of Pay cases.
- (v) Maintenance of Objection Book & issue of reminders.
- (vi) Posting of Schedule 202.
- (vii) Maintenance of Broad sheet of house building advance.
- (viii) Maintenance of other conveyance, Cycle & Motor Cycles.
- (ix) Preaudit of Headquarters Bills.
- (x) Re-imbursement of G.P. Fund Advances.

P & A (GAZETTED):

- (i) Audit of pay and allowances of all officers.
- (ii) Issue of Pay slips.
- (iii) Leave Report.
- (iv) Posting of Charge Certificate.
- (v) Audit of Sanctions & Posting of Audit Register.
- (vi) Audit of sanction regarding T/A.
- (vii) Maintenance of General Files regarding service conditions etc. of the officers.
- (viii) Maintenance of Motor Car & Motor Cycle Advance (officers) & Broad sheet.
- (ix) Issue of Authority for the above advances, sanctioned to officers excepting G.P. Fund advance.
- (x) Maintenance of Pay Audit Registers.
- (xi) Maintenance of T/A Audit Register.

Note: The syllabus in regard to rules and regulations of the State Government will be followed until corresponding regulations in this behalf are framed and promulgated by the Board.

( See regulation 30(2) ).

DETAILS OF SYLLABUS FOR TRAINING OF ROUTINE GRADE CLERKS.1. Office Procedure:

- (a) Registration of papers, arrangements and custody of files, referencing.
- (b) Noting and drafting, issue of letters, telegrams, indexing, maintenance of stamp accounts.
- (c) Submission of periodical returns, including arrear reports, to higher authorities.
- (d) General and special instructions on office procedure.

2. Elementary Book Keeping & Auditing:(A) Accounts:

- (a) Book keeping upto Trial Balance.
- (b) Trading Account, Profit and Loss Account and Balance Sheet.

(B) Auditing:

- (a) Object of Audit.
- (b) Vouching and Verification of Cash.
- (c) Audit and Examination of Ledger Balances.

3. Account Rules and Procedure:(A) Financial Hand Book Vol.VI.

- (a) Cash: Elementary knowledge regarding maintenance of Cash Book, Imprests, Temporary Advances, Cheque Book and Receipt Books.
- (b) Store Accounting: Elementary knowledge of Stores Accounts.
- (c) Works Accounts: Elementary knowledge about account procedure relating to works including Measurement Books, preparation of bills of contractors and suppliers.
- (d) Schedule of Account Heads.

(B) Financial Hand Book Vol.II & III.

- (a) Elementary knowledge of Revised Leave Rules, and Pay Rules.
- (b) Elementary knowledge of Travelling Allowance Rules.

- 1-27
- (c) Preparation of Pay bills of regular Establishment, work charged Establishment and Daily wages staff.

(C). Revenue:

Knowledge of working of Revenue Section in Divisional Office with reference to different processes and records, ledgers and registers, preparation of revenue bills.

Note: The syllabus in regard to rules and regulations of the State Government will be followed until corresponding regulations in this behalf are framed and promulgated by the Board.

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( See regulation 30(3) )

SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR ACCOUNTANTS.I. Advanced Accountancy and Auditing:Accountancy:

- (a) Book Keeping upto Trial Balance.
- (b) Trading, Manufacturing and Profit and Loss Accounts and Balance Sheet.
- (c) Capital and Revenue, Income and Expenditure and Receipts and Payments Accounts.
- (d) Bills of Exchange.
- (e) Self Balancing System and Sectional balancing.
- (f) Consignments and Joint Ventures.
- (g) Single Entry System.
- (h) Accounts of Joint Stock Companies including amalgamation, absorption and Reconstruction Accounts.
- (i) Depreciation, Sinking Funds, Reserves and Reserve Funds.
- (j) Double Accounts System.
- (k) Accounts of Electric Supply Undertaking.
- (l) Departmental and Branch Account.
- (m) Sale or return, hire-purchase and royalty accounts.
- (n) Loose-Leaf Ledgers and Card Ledgers.

Auditing:

- (a) Object of Audit.
- (b) Vouching and Verification of cash.
- (c) Audit and Examination of Ledger balances.
- (d) Verification of assets and liabilities.
- (e) Rights, duties and liabilities of Auditors.
- (f) Loose-leaf Ledgers, cards and Mechanised Accounting.
- (g) Fraud in Accounts.
- (h) Distribution of dividends.
- (i) Special Investigations.
- (j) Audit of Electricity Supply Undertakings.

Cost Accounting:

The elements of cost, Stores routine, methods of valuing material issues, analysis of overheads, contract costs and different system of costing.

II. Establishment Rules and Service Regulations.

- (a) Financial Hand Book Vol. II: Part II-Chapters II to XII, Part III-Chapter I to X, XII, XV, XVII and XVIII.
- (b) Civil Service Regulations: Chapter XV to XIX, XXI, XLIII, XLVI to XLVIII, U.P. Govt. Retirement Benefits Rules.
- (c) Financial Hand Book Vol. III: T.A. Rules.
- (d) Financial Hand Book Vol. V: Part I: Chapters V to VII, X and XI, Appendix V to VI and VIII.
- (e) Delegation of powers.
- (f) Board orders issued from time to time relating to Establishment and Service Regulations.

### III. Financial Hand Book Vol.V, Part I, Chapters II

- (a) Financial Hand Book Vol.V, Part I, Chapters II to IV, VIII, IX, XII to XVI, Appendix IX, X, XI, XVII, XVIII to XIX-C.
- (b) Financial Hand Book Vol.VI.
- (c) Hydel Manual.
- (d) General principles and preparation of Monthly Accounts and Annual Accounts.
- (e) Classification and coding procedure-Schedule of Accounts Heads.
- (f) Delegation of financial powers.
- (g) Cash, Stores and Works Manual.
- (h) System of preaudit and payment.
- (i) Accounting rules prescribed by the Chief Accounts Office from time to time including Divisional Accounts Manual.

### IV. Electricity Acts, Mercantile and Labour Laws and Elementary Electrical Engineering.

#### Electrical Engineering:

- (a) (i) Indian Electricity Act, 1910.  
(ii) Electricity (Supply) Act, 1948.  
(iii) Indian Electricity Rules, 1956.
- (b) (i) Indian Contract Act.  
(ii) Sale of Goods Act.  
(iii) Factories Act, 1948.  
(iv) Workmen's Compensation Act, 1923.  
(v) Industrial Disputes Act, 1947.  
(vi) Employees State Insurance Act, 1948.  
(vii) Employees Provident Fund Act, 1952.
- (c) Elementary Electrical Engineering:
  - (i) Units of measurement, Resistance, Current, Power, etc.
  - (ii) Elementary knowledge of terms, equipments and machines used in Electricity.
  - (iii) Methods of power generation and system of transmission and distribution of electricity.
  - (iv) Work, Energy and Power.
  - (v) Advantages and disadvantages of alternating and direct currents.

### V. Revenue Accounting and Procedure.

- (i) Consumers' ledger.
- (ii) Preparation of different types of bills of consumers.
- (iii) Tariff Schedule.
- (iv) Different types of consumers.
- (v) Revenue Audit.
- (vi) Form No. 101, C.S. 4 and other statistical schedules.
- (vii) F.H.B. Vol.V Part I-Chapter IV, IX and XV.
- (viii) F.H.B. Vol.VI-Chapter VII, XI, XVI II and XXV.
- (ix) Instructions and orders of Board/Chief Accounts Officer, on above issued from time to time.

The subjects and the minimum qualifying marks required in the examination will be:-

<u>Subjects.</u>	<u>Max. Marks.</u>	<u>Minimum qualifying Marks.</u>
1. Essay (English & Hindi)	50	17
2. Precis writing & drafting (English & Hindi).	50	17
3. Book-keeping & Auditing.	100	40
4. Arithmetic.	100	40

Departmental candidates will be exempted from (i) Essay, and (ii) Precis Writing and Drafting.

Note: The syllabus in regard to rules and regulations of the State Government will be followed until corresponding regulations in this behalf are framed and promulgated by the Board.



उत्तर प्रदेश राज्य विपुल परिसर  
"शक्ति भवन" 14-आर्क मान, लखनऊ

विषय:- 5016 जी०सी०ए००८:32बी/67

दिनांक:-29. 9. 98

कार्यालय-आय

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सादरता 30/08/00वि००० के नियन्त्रणाधीन सेवा संदर्भ में सहायक सेवाकार पद पर लीधी भर्ती में विपुल परिसर के अधिकारों की शर्त निम्नानुसार 1975 के प्राविधानों के अन्तर्गत नियुक्ति को सम्मिलित करते हुए विभागीय परीक्षा माध्यम से एवं सेवा विधि के प्रोन्नति के पक्ष स्वरूप वर्ष 1971 तक विपुल परिसर के सेवाकारों - जैसा कि निम्न सूची में नाम दिए गये हैं की अन्तिम परिसर की आर्थिक परिसरिता निर्धारित की गई है।

2. परिसरिता/पारस्परिक परिसरिता निर्धारण के सम्बन्ध में निम्न विधान अनाये गये हैं।-

1. विभागीय परीक्षा के माध्यम से यवन कोटा के अन्तर्गत यवनित सहायक सेवाकारों की परिसरिता परीक्षा में उनके द्वारा प्राप्त मेरिट के आधार पर निर्धारित की गयी है।
2. जूने वाचर से लीधी शर्त कोटे के अन्तर्गत यवनित सहायक सेवाकार की परिसरिता परीक्षा में उनके द्वारा प्राप्त मेरिट के आधार पर निर्धारित की गयी है।
3. सेवाविधि के सहायक सेवाकार के पद पर प्रोन्नति कोटे के अन्तर्गत प्रोन्नत हुए सहायक सेवाकार की परिसरिता उनके निम्न पद सेवा विधि पर निर्धारित परिसरिता प्रम को अन्तर्गमित रखे हुए निर्धारित की गयी है तथा ऐसे प्रोन्नति पाये सहायक सेवाकारों को उनकी वर्तमान परिसरिता विभागीय कोटे के सहायक सेवाकारों के अन्तर्गत विपुल परिसरिता के नाम से उभर रखा गया है। ऐसा करने पर लीधी सूची को विभागीय सूची की शर्त दी गयी है।
- उपरोक्तानुसार क्रमांक-233 एवं 233 के अनुसार परिसरिता सूची बन जाने के पश्चात उन दोनों स्रोतों से उभरे सहायक सेवाकारों की पारस्परिक परिसरिता 1:1 अनुपात में निर्धारित की गयी है तथा विभागीय सूची के प्रम अम्प्ली को परिसरिता प्रोन्नति दी गयी है।

3. उपरोक्त निर्धारित परिसरिता पर किसी प्रकार की आपत्ति हेतु प्रस्तावित वि० 31. 10. 98 का आदेश पूर्ण विपुल परिसरिता के बाद प्राप्त किसी प्रकार के प्रस्तावित पर विचार नहीं किया जायेगा।

4. यह प्रस्तावित अन्तिम परिसरिता हत प्रतिबन्धाधीन निर्धारित की जाती है कि एक परिसरिता सूची मा० उच्च न्यायालय उच्च पीठ लखनऊ के समक्ष तमिल माद संख्या 57/84 के अन्तर्गत मादों में निर्णय के अनुसार परिवर्तनीय होगी।

:- आरोक्तानुसार।

वीरेन्द्र कुमार माधुर  
मुख्य सेवाधिकारी

5016/जी०सी०ए००८: तददिनांक:-

प्रतिनिधि निम्नलिखित को सूचनाएं एवं आवश्यक शर्तियां हेतु प्रेषित:-

1. कानून विज्ञान परामर्शी एवं सहायक अधिकारी/उप मुख्य सेवाधिकारी/उप निदेशक (आ००००/परिसरिता सेवाधिकारी/परिसरिता/परिसरिता सेवा कार्यालय, 30/08/00 विपुल परिसरिता।
2. कानून अधिकारी, केन्द्रीय सेवा आवास, 30/08/00 वि०००, शक्ति भवन, लखनऊ।
3. तमिल मादों में निर्णय के अनुसार परिवर्तनीय होगी।
4. अविज्ञान सहायक।

गया लाल मादम  
उप मुख्य सेवाधिकारी 501

उ. 18-अर्रो-09131/रा.वि.प./99-36-एनपी/96

दिनांक 7 जनवरी 1999

राज्य विद्युत परिषद

परिषद की विज्ञापित नं. 531-विनियम-23/रा.वि.प.-98-7-विनि0/88,  
दिनांक 22.12.98 में प्रतिस्थापित विनियमों की अनुसूची में संशोधन। यह  
आदेशित किया जाता है कि लेखा संधि हेतु निम्नलिखित किए जाने वाले लेखा विनियमों  
की शैक्षिक एवं अन्य अर्हताएँ निम्नलिखित रूप में निर्धारित होंगी :-

1. शैक्षिक अर्हता -- स्नातक (वाणिज्य)।
2. हिंदी/अंग्रेजी अथवा दोनों में टंकण का ज्ञान  
न्यूनतम गति 25 शब्द प्रति मिनट।
3. कंप्यूटर संचालन का ज्ञान।

उक्त आदेशों के फलस्वरूप उ०प्र०राज्य विद्युत परिषद की लेखा कम्प्यारी सेवा  
की प्रतिस्थापित विनियमावली में तदनुसार आवश्यक प्राविधान किया जाय।

अनुमति

नं. 1011/अर्रो-09131/रा.वि.प./99, लखनऊ, दिनांक

प्रतिनिधि निम्न को संप्रत्यक्ष एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. समस्त मुख्य अधिकारी, अर्रो-1/1 उ०प्र०राज्य विद्युत परिषद।
2. समस्त नियंत्रक लेखा संधि, उ०प्र०राज्य विद्युत परिषद।
3. निदेशक, आन्तरिक लेखा परीक्षा, उ०प्र०राज्य विद्युत परिषद।
4. सभापति, विद्युत सेवा आयोग, उ०प्र०राज्य विद्युत परिषद।
5. परिषद सचिवालय/लेखा संधि के समस्त अनुभाग, उ०प्र०राज्य विद्युत परिषद।
6. परिषद सचिवालय/लेखा संधि के समस्त अधिकारी, उ०प्र०राज्य विद्युत परिषद।
7. मुख्य लेखा अधिकारी, उ०प्र०राज्य विद्युत परिषद, शक्ति भवन, लखनऊ।

अनुमति

सचिव निम्न  
सचिव निम्न

उत्तर प्रदेश राज्य विपुल परिषद  
शक्ति भवन, 14 अतीक मार्ग  
लखनऊ ।

सं. 602-एनजी-09 अ।/रा.विप/94-50-एनजी/93

दिनांक: 4 फरवरी,

आचार्य विप

उत्तर प्रदेश राज्य विपुल परिषद सेवा कर्मचारी सेवा आलेख विनियमावली 1970 एवं संशोधन-समय पर उनमें किए गये संशोधनों तथा परिषदादेश सं. 6550-जी० सी०ए०ओ००८:32 जी/69 दिनांक 16.10.78 में निहित सेवा संशोधन में कार्यरत सेवा लिपिकों से सहायक लेखाकार पर 10 प्रतिशत कोटे को बढ़ाकर 20 प्रतिशत किया जाता है ।

यह आदेश दिनांक 13.8.1985 से प्रभावी होगा ।

सचिव  
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सं. 602 अ।/एनजी-09 अ।/रा.विप/94, तद्विनांक

- प्रतिनिधि निर्मांकित को प्रचार एवं आवश्यक कार्यवाही हेतु प्रेषित :-
1. तमस्त मुख्य अभियन्ता/सेवा । व 2। उ०प्र०राज्य विपुल परिषद ।
  2. तमस्त महाप्रबन्धक/मुख्य परियोजना प्रबन्धक, उ०प्र०राज्य विपुल परिषद ।
  3. मुख्य सेवाधिकारी, उ०प्र०राज्य विपुल परिषद, लखनऊ ।
  4. तमस्त अध्यापन अभियन्ता/अध्यापक अभियन्ता, उ०प्र०राज्य विपुल परिषद ।
  5. तमस्त क्षेत्रीय सेवाधिकारी/परियोजना सेवाधिकारी/परिषद सेवाधिकारी/सेवाधिकारी, उ०प्र०राज्य विपुल परिषद ।
  6. परिषद मुख्यालय के तमस्त अधिकारी/वैयक्तिक सहायक/अनुभाग
  7. उप सचिव/विनियम। उ०प्र०राज्य विपुल परिषद, लखनऊ ।

आज्ञा से,

वि. वि. 13.02.86

1. वि. शक्ति सदन ।  
संपूर्ण, सचिव