

Annexure - I

Details of Papers/ Books/ Syllabus already approved for HSAS Part-I (LAD) is as under:-

Part –I (ORDINARY BRANCH/ LAD)

Sr. No.	SUBJECT/ HOURS / MARKS	TOPICS/ BOOKS PRESCRIBED
1.	Précis & Drafting (Without Books) Hours: 3 Marks: 100	1. Letter Writing Grammar 2. Hindi 1. Précis Writing 2. Knowledge of administrative terminology

Sr. No.	SUBJECT/ HOURS / MARKS	TOPICS/ BOOKS PRESCRIBED
2.	Commercial Book Keeping Elementary (Without Books) Hours: 3 Marks: 100	<ol style="list-style-type: none"> 1. Book Keeping up to trial balance 2. Trading Profit & Loss Account and balance sheet 3. Correction of errors 4. Depreciation, Sinking Fund, Reserve funds 5. Bills of exchange, Promissory Notes & cheques 6. Account Current and Average due date 7. Self-balance ledger 8. Capital & Revenue Receipt and payments Account income and expenditure and account. 9. Manufacturing & Working Accounts 10. Cost Accounts 11. Double Accounting System

Sr. No.	SUBJECT/ HOURS / MARKS	TOPICS/ BOOKS PRESCRIBED
3.	Civil Service Rules(with books/Notification) Hours: 3 Marks: 150	<ol style="list-style-type: none"> 1. Haryana Civil Services (General) Rules, 2016 and as amended from time to time. 2. Haryana Civil Services (Pay) Rules, 2016 with Haryana Civil Services (Revised Pay) Rules, 2016 and Haryana Civil Services (ACP) Rules, 2016 and as amended from time to time. 3. Haryana Civil Services (Allowances) Rules, 2016 and as amended from time to time. 4. Haryana Civil Services (Leave) Rules, 2016 and as amended from time to time. 5. Haryana Civil Services (GPF) Rules, 2016 and as amended from time to time. 6. Haryana Civil Services (Pension) Rules, 2016 and as amended from time to time. 7. Haryana Civil Services (Government Employee Conduct) Rules, 2016 and as amended from time to time. 8. Haryana Civil Services (Punishment & Appeal) Rules, 2016 and as amended from time to time. <p>Note: - At least 50% question would be practical.</p>

Sr. No.	SUBJECT/ HOURS / MARKS	TOPICS/ BOOKS PRESCRIBED
4.	Audit & Financial Regulation (With Books) Hours: 3 Marks: 150	<ol style="list-style-type: none"> I. An introduction to Indian Govt. Account & Audit excluding (Chapter 5, 6, 8 to 10, 12, 13, 18, 26 to 29, 32, 33, 34) II. Govt. Accounting Rules, 1990(excluding Appendix 3 and 4) III. List of Major and Minor Heads IV. PFR, Vol. 1 Chapter I, II (excluding section VI) IV, V, VI, VII, (Excluding Section IV) VIII, IX, X, XII, XIII (Excluding Section IV), XV, XVII, XVIII and XIX . <p>Note 1: Candidate will be expected to prepare salary bill to test their up-to-date knowledge on the admissibility of pay and allowances etc. deductions due on account of income tax and other such compulsory/ optional recoveries and classification thereto.</p> <p>Note: - At least 50% question would be practical.</p>

Sr. No.	SUBJECT/ HOURS / MARKS	TOPICS/ BOOKS PRESCRIBED
5.	Local Rules & Public Works Account Code (With Books) Hours: 3 Marks: 100	I. Punjab Financial Hand Book No. 3 Department Financial Rules relating to Public Works Department & Forest Department. Chapter, I, II (A-C), III, V, VI, & VII. II. Haryana PWD Code Chapter 8 to 19, 21, 24, to 28. III. Account Code Vol. – III, Chapter I,II, III(Section 1,2,3,5,& 6) IV. Haryana Civil Services (TA) Rules, 2016 and as amended from time to time. Note: - At least 50% question would be practical.