

ENGINEER OFFICERS EXAM

PAPER-1 (WORKS ACCOUNTS)

- A. Manual on Capital Expenditure and Fixed Assets
- B. Meter Accounting Manual:
- C. Manual on Damaged Transformers
- D. I.U.T.Manual
- E. Expense Accounting Manual
- F. Cash and Bank Manual
- G. Chart of Accounts
- H. Manual on CAS-Basic Accounting Principles & Policies.
- I Works Regulation, 1997
- J Purchase Regulation, 1981
- K Delegation of Power

PAPER-II (SERVICE RULES & REGULATIONS)

1. MAIN SERVICE REGULATIONS, 1972 Vol.I PART-I.
2. MAIN SERVICE REGULATION, 1975, VOL. 1 PART -II.
3. MAIN SERVICE REGULATIONS 1972 Vol. III (T.A.Regulations).
4. PUNJAB C.S.R. Vol.II
5. PSEB EMPLOYEES CONDUCT REGULATIONS-1971.
6. PSEB EMPLOYEES P&A REGULATIONS-1971.
7. PSEB PROVIDENT FUND REGULATIONS-1960.
8. PSEB, DELIGATION OF POWERS.
9. PUNJAB BUDGET MANUAL.

PAPER-III COMMERCIAL ACCOUNTING SYSTEM

Basic knowledge about the following:-

- A. Manual on Material Accounting
- B Basic Accounting Policies & Procedures at P-1 to 3 of the Manual.
- C. PSERC Regulations/CERC on tariff.
- D. Open Access Regulations.
- E. State Grid Code.
- F. Electricity Supply Code & Related Matter 2007.

PAPER-IV ACTS AND LABOUR LAWS

1. FACTORIES ACT. 1948
2. INDUSTRIAL DISPUTES ACT. 1947
3. PSPCL/PSTCL STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
4. EMPLOYEES STATE INSURANCE ACT. 1948.
5. WORKMEN COMPENSATION Act. 2003.
6. THE ELECTRICITY ACT, 2003.
7. AIR (PREVENTION AND CONTROL OF POLLUTION) ACT. 1981.
- 8 RIGHT TO INFORMATION ACT, 2005.

NOTE: (The instructions /Amendments, relating to the above subject, (Common issued by different branches from time to time, shall also be for all applicable. However no cognizance of any amendment issued within papers) 6 months of the commencement of examination shall be taken.

SAS Part-I EXAM (For PSTCL Candidates)

Paper-I Works & Stores Accounts

1. Capital Expenditure & Fixed Assets Manual.
2. Cash & Bank Manual.
3. Chart of Accounts.
4. Basic Accounting Principles & Policies framed under Annual Accounts Rule, 1985.
5. Material Accounting Manuals including computerization of stores.
6. Inter Unit Transactions Manual.
7. Expense Manual, Personal Manual, Damaged Transformers Manual.
8. Accounting Standards as per ICAI, AS-1,2,6,9,10,15 to 22.

In addition, all departmental instructions issued from time to time on these subjects.

Note: The paper shall consist of practical problems at least 50% of the total marks concerning Works Accounts Mtc. of Cash Book & other accounting area.

PAPER-II REVENUE ACCOUNTS & COMPANY ACT

1. PSERC Regulation on tariff filing.
2. State Grid Code.
3. Open Access Regulations.
4. Other PSERC Regulations & CERC Regulations.
5. Companies Act, 1956 & 2013.

PAPER-III ACTS, RULES AND REGULATIONS

1. The Electricity Act, 2003.
2. Consumer Protection Act, 1936.
3. Right to Information Act, 2005.
4. Micro, Small and Medium Enterprises Act, 2006.
5. Delegation of Powers (amended upto date).
6. Chairman Powers Regulation, 1959.
7. Works Regulation, 1997.
8. Purchase Regulations, 1981.
9. Business Conduct Regulations, 1980.
10. Employees Conduct Regulations, 1971.
11. Payment of Gratuity Act.
12. Punjab VAT Act, CST Act & Service Tax Act

PAPER-IV SERVICE RULES & REGULATIONS

1. PSEB MSR 1972 Vol.I Part-I(as amended from time to time)
2. PSEB MSR, 1975 Vol-I, Part-I(as amended from time to time).
3. PSEB MSR, 1972, Vol.III -TA Regulations(as amended from time to time)
4. The Pb.CSR Vol.II (Rules relating to Pensions)
5. PSEB GPF Regulations, 1960 & NPS Scheme and its implementation (as amended from time to time).
6. PSEB Punishment & Appeals Regulations, 1971 (as amended from time to time).

Note: The paper shall consist of practical problems at least 50% of the total marks concerning pay fixation, pension, interest of G.P.Fund, Standard Rent, T.A. etc.

Books for Civil Engineering Subordinate Examination

Paper-I

1. Manual of capital expenditure & fixed assets.
2. Expense Accounting Manual.
3. Cash & Bank Manual.
4. Chart of Accounts.
5. IUT Manual.
6. PSEB Delegation of Power including PSTCL Powers.
7. Works Regulation, 1997.
8. Departmental instructions regarding W/C establishment & compensation to employee/private person for fatal/non-fatal accident cases.
9. Material Accounting Manual.

Paper-II

1. Manual on personal accounting.
2. Cash & Bank Manual.
3. Factory Act 1948
4. Industrial Dispute Act 1947.
5. Erstwhile PSEB/PSPCL/PSTCL standing order applicable to work Charged & Daily Wage Worker.
6. Employees State Insurance Act, 1948
7. Workmen Compensation Act, 1923.
8. Electricity Act, 2003.
9. Air prevention & Control Act 1986
10. PSEB Employees Conduct Regulation, 1971.
11. Right to Information Act, 2005.

Books for Electrical Engineering Subordinate Examination

Paper-I

1. Manual of capital expenditure & fixed assets.
2. Expense Accounting Manual.
3. Cash & Bank Manual.
4. Chart of Accounts.
5. IUT Manual.
6. Damage Transformer Manual.
7. PSEB Delegation of Power including PSTCL Powers.
8. Works Regulation, 1997.
9. Departmental instructions regarding W/C establishment & compensation to employee/private person for fatal/non-fatal accident cases.
10. Material Accounting Manual.
11. TIE 4

Paper-II

1. Manual on personal accounting.
2. Cash & Bank Manual.
3. Factory Act 1948 .
4. Industrial Dispute Act 1947.
5. Erstwhile PSEB/PSPCL/PSTCL standing order applicable to work Charged & Daily Wage Worker.
6. Employees State Insurance Act, 1948 .
7. Workmen Compensation Act, 1923.
8. Electricity Act, 2003.
9. Air prevention & Control Act 1986
10. PSEB Employees Conduct Regulation 1971.
11. Right to Information Act, 2005.
12. State Grid Code.
13. PSERC Regulations.

SAS PART-II EXAMINATION

NOTE:- The books for SAS-Part-II Examination & UDC(General) are self explanatory in syllabus already sent to CE/HPI, PSTCL, Patiala.

General Note:-

- a. The instructions/amendments, relating to the above subjects, issued by different branches from time to time shall also be applicable. However, no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.





