

**JE (CIVIL)**  
**PAPER-1**  
**(WORKS ACCOUNTS)**  
**MARKS-100**

1. Cash & Bank Manual - Chapters 7, 8, 11, 16, 17, relevant Formats and instruction of the preface of cash book.
2. Capital Expenditure & Fixed Assets: - Chapter: 1, 2, 6, 7, 9, 11, 12, 13, 14, 15, 17, 18, 20, 23, 25, 27, 28, 29, 30, 31, 32, 34, 35, 36, 37, 38 and 39 (duties of JE relevant to civil works related to transmission only).
3. Material Accounting Manual:- Chapter 1, 2, 3, 5 to 8, 11 to 14, 17 to 23, 25 to 30, 35 to 37, 41, 42, 51, 54 to 57 & related formats of civil works.
4. Expense Accounting manual :- Chapter 18
5. Manual on Personnel Accounting :- Chapter – 13, 14, 15, 17 & 25
6. Chart of Account :- GH -10 to 16, 22, 31, 32, 37, 42 , 43 , 46, 74 to 79
7. IUT Manual – Sub code 1 & 2
8. PSTCL Delegation of Powers (amended from time to time by PSTCL).
9. PSEB Works Regulation -1997(amended upto date)
10. PSTCL Purchase Regulations
11. Miscellaneous
  - i. Types of measurement books & registers and general instruction for maintenance & upkeep of these books
  - ii. Various types of estimates, preparation of estimates, their validity and procedure of dealing with excess over estimates
  - iii. Procedure of accounting of works T&P and office T&P
  - iv. Vehicle Log Book, Mtc. Register, Out Turn, average consumption of vehicle.
  - v. Dismantlement Register and Scrap Register.
  - vi. Deposit Works and Contributory Works
  - vii. Stock Cards, Store Value Ledger, Store Requisition, Indent, Store Challan, Store Return Warrant and Stock Verification Report
  - viii. Definition of Storage charges as per commercial accounting system manuals.

**Note:**

The instructions /Amendments, relating to the above subject, 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.