

SYLLABUS FOR ENGINEER SUBORDINATE EXAM (CIVIL)

PAPER-1 (WORKS ACCOUNTS)

Max.Marks-100

1. Preparation of estimates complete with chargeable Heads of Accounts. Competency regarding Administrative & Technical sanction for estimates of civil works.

2. MAINTENANCE OF ACCOUNTS:-

Use and knowledge of:-

- i. Stock Measurement Books, Small Measurement Book (PW-20) and Standard Measurement Book (PW-20 Large)
- ii. Accounts of works T&P and office T&P .
- iii. Instructions regarding mtc. of Imprest Accounts & Muster Rolls.
- iv. IUT Bills and supplier bills and verification thereof.
- v. Mtc. of MAT-28 (PWA Form-4) & Initial Works Register (IWR) its preparation and finalization.
- vi. Elementary knowledge for the mtc.of Cash Book.
- vii. Knowledge and use of various bills & vouchers form i.e. DFR (PW) 22 to 26 for first and final bills. Running Accounts Bills etc. as per instructions given in paragraph 7.20 to 7.32 of DFR.

3. MAINTENANCE OF TECHNICAL RECORD :-

Use and knowledge of :-

- i. Vehicle Log Book, Mtc. Register, Out Turn and Average Consumption of Vehicle.
- ii. Dismentlement Register, Out Turn and Scrap Register.
- iii. Work Orders and Agreement with contractor as per latest instructions.

4. MISCELLANEOUS :-

- i. Work charge Establishment its employment and retrenchment procedure. E.P.F. deduction and its repayment.
- ii. Payment of compensation to work charged and regular employees against Fatal/Non Fatal accident.
- iii. Instructions to deal with shortage of material received from supplier and replacement of defective material.
- iv. Procedure for carrying out Deposit Works/contribution Works.
- v. Instructions regarding survey off vehicles & other unserviceable items.
- vi. Knowledge regarding returns/reports submitted by Sub-Division to Division every month concerning Civil Works only.
- vii. Commencement of work in anticipation of sanctioned estimate. Excess over estimates.
- viii. Stock Cards, Store Value Ledger, Store requisition, Store Challan, Store Return Warrant and Stock Verification Report.
- ix. Definition of Storage Charges as per commercial accounting system manual.

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.