



**SYLLABUS FOR DEPARTMENTAL EXAMINATION**

**FOR**

**JE/OVERSEER/ TRAINED SA/DIPLOMA SA/UNTRAINED SA /**

**MECHANICAL GRADE – I & ELECTRICIAN GRADE – I**

**(ACCOUNTS PAPER)**

*Duration – 3 hours*

**(100 Marks)**

The examination is mainly intended to test the familiarity of the official with accounting procedures involved in his day to day working and secondarily intended to ascertain procedure in the Sub-Division are the Divisional Officers in the various returns, bills etc which they submit in incorporating in the monthly accounts of the Divisions.

The question that will be set to assess the knowledge of the candidates will be mainly on the basis of rules and provisions are provided in CPWD Accounts Code and CPWD Manual.

1. Maintenance of Imprest Accounts. **(10 Marks)**
2. Maintenance of I & P Accounts, Site Accounts, Proforma Accounts of Vehicles, RMS Accounts and Stock Account ie Materials required and obtained for general use of the Departments. **(15 Marks)**
3. Maintenance of Materials at Site Accounts. **(15 Marks)**
4. Maintenance of Muster Rolls of Labour Employed Departmentally. **(25 Marks)**
5. Procedure for execution of works and preparation of works abstracted. **(35 Marks)**

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