

Government of Himachal Pradesh  
H.P. Board of Departmental Examination  
Fairlawns, Shimla-171012

No. HIPA (Exam)-20/76-VIII

Dated 10<sup>th</sup> January, 2018

**NOTIFICATION**

In exercise of the powers conferred by Rule 24(2) of H.P. Board of Departmental Examination Rules, 1997 issued by Government of Himachal Pradesh, Department of Personnel (Training) vide Notification No. Per (Trg.) B (12)-40/95 dated 13.3.1997, the H.P. Board of Departmental Examination, in consultation with H.P. Public Service Commission hereby carry out following amendments by substituting clauses relating to Syllabus/Schedule for the Departmental Examination in respect of Officers of IAS/HAS Department of Personnel, Tehsildars/Naib Tehsildars of Revenue Department, Treasury Officers and District Treasury Officers of Finance Department, Excise and Taxation Inspectors of Excise and Taxation Department and Technical/Non Technical Officers of various Departments and adding syllabus for Environment, Science & Technology Department Officers and Child Development Project Officers of Women & Child Development Department, as per Appendix attached hereto. Further notified that the syllabus duly added, amended and substituted shall be effective from the date of notification in official Gazette or from April, 2018 session onwards whichever is later as depicted in appendix attached in respect of the officers mentioned in schedule 'A', 'C', 'D' and 'E' attached to the Departmental Examination Rules, 1997, namely:-

Short title and commencement:	1. (i) These Rules shall be called the Himachal Pradesh Departmental Examinations (Thirteenth Amendment) Rules, 2018.  (ii) These Rules shall come into force from the date of Publication in Rajpatra, Himachal Pradesh or from April, 2018 session onwards whichever is later.
Amendment of Rule 24(1) Paper and Syllabus	2. For the existing provision against Sub Rule (1) of Rule 24, the Syllabus for the Departmental Examinations of Officers of IAS/HAS of Personnel Department, Tehsildars/Naib Tehsildars of Revenue Department, Officers of Environment, Science & Technology Department, CDPO's of Women and Child Development Department, T.O's/DTO's of Finance Department, E.T.I.'s of Excise and Taxation Department and Technical/Non Technical Officers of various Departments mentioned in schedule A, C, D & E shall be amended/incorporated as shown in Appendix to these Rules.

Sd/-

(T.C. Sharma )  
Secretary,  
H.P. Board of Departmental Examination,  
Fairlawns, Shimla-171012

## SYLLABUS FOR IAS AND HAS

### **Paper-1: Criminal Law and Procedure & Code of Civil Procedure \*\***

#### **Part A**

1. Indian Penal Code, 1860 as amended upto date.
2. Criminal Procedure Code, 1974
3. Indian Evidence Act, 1872

#### **Part B**

4. Code of Civil Procedure, 1908

### **Paper-2: Criminal Case**

1. The record of any contested preventive proceedings under the code the Criminal Procedure, 1974, may be given and the candidate required to frame the preliminary order/conditional order and write out the final order.
2. The record of a contested case pertaining to an offence under the Indian Penal Code, 1860 or on the Special Acts like the Arms Act, 1959 etc. triable ordinarily by a Magistrate of the First Class will be supplied to the candidate who will be required to frame charge/changes and write out the judgment.

### **Paper-3: Revenue Law and Procedure \*\***

1. The H.P. Land revenue Act, 1954 and Rules framed under the Punjab Land Act as applicable to H.P.
2. The H.P. Tenancy and Land Reforms Act, 1972 and Rules framed there under.
3. The H.P. ceiling on Land Holdings Act, 1972 and Rules framed there under.
4. Hindu Succession Act, 1956
5. The Benami Transaction (Prohibition) Act, 1988.
6. The Transfer of property (Prohibition) Act, 1982.
7. Limitation Act, 1963 (Section 5).
8. Hindu minority & Guardianship Act, 1956

### **Paper-4: Hindi (In Devnagri Script)**

#### **1. Written:**

- a. Translating into Hindi a passage in English.
- b. Rendering into simple Hindi a passage in Hindi
- c. Letter or memorandum in Hindi.
- d. Translation of some administrative/revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language, H.P.).
- e. Use of simple idioms and proverbs in Hindi.

#### **2. Oral:**

- a. Reading a passage printed or cyclostyled in Hindi.
- b. Conversation in polished Hindi with the examiner.

**Paper-5: Revenue Case \*\***

The record of a contested case under any of the revenue laws applicable in H.P. triable by Assistant Collector 1st grade or Land Reform officer will be given and the candidate would be required to frame the issues requiring determination in the case and write the final order.

**Paper-6: General Administration\***

- a. Principles of Public Administration.
- b. Organisational structural of Government at the centre and in the states, functioning of Ministries Departments.
- c. Office Management and Procedure: Office Organisation, Procedure, Effective Management of office work, causes of in-efficiency and delays, Conduct Rules, Disciplinary Act, Character Rolls, Promotion, Service Rules, CCA Rules.
- d. Role of Civil Servants in Democracy: Relationship of Civil Servants with political, executive and legislature, concept of ministerial responsibility, rules of business, role of civil servants in policy formulation and its execution.
- e. District Administration : Organisation and structure of the district administration, working of the district offices, sub-divisional office and tehsil office, role of the sub-divisional magistrate, relationship with offices and other departments, RTI Act, 2005.
- f. Land Revenue Administration: Land records, survey and settlement operation, land revenues, realization of other government dues as arrear of land revenue, land reforms, abolition of intermediaries, land ceiling, consolidation of holdings a critical, evaluation, land acquisition, principles and procedure, payment of compensation.
- g. Community development and cooperatives.
- h. Local Governments: Municipal boards, zilla parishads, panchayat smithies, village panchayats-their working, their sources of revenue and their performance. The concept of Panchayati Raj-its merits and demerits.
- i. Population: Trends in population growth & programmes to control population.
- j. Economic Administration: The national economic policy: five years plans, financial resources of the central as well as the state governments, small savings, deficit financing, capital formation, industrial policy.
- k. Public relations: Handling of public grievances, labour relations, scheduled castes and scheduled tribes.

**Paper-7: Planning and Development \*****A. GENERAL**

1. Our concept of socio-economic development. The welfare state- the socialist pattern of society, growth with social justice.
2. Economic planning in under-developed countries, obstacles to economic development in under developed countries.
3. Indian economic policy, mixed economy, use of market mechanism, controls and collectivist methods.

**B. THE FIVE YEAR PLANS**

1. Objectives.
2. Outlines and strategy of the plan size, priorities, techniques adopted.
3. Fifth and subsequent plans-salient features.
4. The HP five year plans – broad outlines. The main programmes -achievements and short falls – critical appraisal.
5. Indo German Projects- Objectives-programmes content and schedule break- up of resources. Their impact on the socioeconomic life of the people in the areas.

### **C. COMMUNITY DEVELOPMENT & NATIONAL EXTENSION SERVICE**

- Organisational pattern, their impact on the socio-economic condition of the people and a critical review of the achievements and shortfalls.

### **D. AGRICULTURE**

0. Agricultural extension work, its importance, methods and techniques.
1. Contents of the programme – package programmes, propagation of high yielding varieties – land reclamation, soil – conservation programmes, minor irrigation.
2. Improved agricultural practices : Use of fertilizers and manures, improved implements, Japanese method of paddy cultivation.
3. Potato and ginger development and their marketing progress and problems.

### **E. HORTICULTURE**

- Programme for the development of fruits and vegetables, introduction and propagation of new varieties of temperate fruits like apples, pears, cherries, peaches, plums and stone fruits, citrus fruits, mangoes, guava, pomegranates, insect and pest control measures, marketing conditions, agencies and preservation programmes.

### **F. ANIMAL HUSBANDRY**

- Cattle breeding scheme, development of goat and sheep breeding, development of poultry/pisciculture.

### **G. CO-OPERATION**

0. History of co-operative movement, principles of co-operation.
1. Co-operative institutions service co-operatives, co-operative marketing societies, credit societies, district co-operative bank and district co-operative federation, land mortgage banks, state level co-operative institutions.
2. Critical review of the institutions and their working.

### **H. PUBLIC HEALTH**

- Environment sanitation programmes, health problems and projects, primary centers and maternity health centers, family planning programmes.

### **I INDUSTRIES**

0. Industrial development policy industrial policy resolutions, private sector, public sector and joint sector.
1. Large, medium and small industry.
2. Importance of small scale industries programme – industrial estates.
3. Agro-industries: forest based industries.
4. Rural and cottage industries.
5. Craftsman training schemes.

## **Paper-8: Constitution and Civil Law \***

### **A. Constitution of India**

- a. Evolution and general characteristics of the constitution.
- b. Fundamental rights.
- c. Directive principles of state policy.
- d. Union executive, legislature and judiciary.
- e. State executive, legislature and judiciary.
- f. Services under the union and the states- rights of the civil servants under constitution.

**B. CIVIL LAW**

- a. Hindu Laws (Succession, adoption, marriage).
- b. Mohammedan laws (Succession, adoption, marriage).
- c. The General clause Act, 1897.
- d. The Limitation Act, 1963.
- e. The Transfer of Property Act, 1882.
- f. The Specific relief act, 1963.
- g. The Societies registration act, 1860.
- h. The Indian Contract Act, 1972.
- i. The Company Law.
- j. Election Laws, the representation of the people's act.
- k. The H.P. Panchayati Raj Act, 1968.

**PAPER-9 : (Civil Service, Treasury and Financial Rules) \*\***

1. Fundamental Rules and Supplementary Rules.
2. Central Civil Services (Pension) Rules, 1972
3. General Provident Fund (Central Services) Rules, 1960 & Contributory Provident Fund (India) Rules, 1962
4. Office Manual/Vigilance Manual
5. C.C.S. (Leave) Rules, 1972
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964
8. T.A. Rules of H.P. Govt. & Leave Travel Concession Scheme of Central/State Government.
9. H.P. Financial Rules, 2009 & General Financial Rules 2005. Budgetary process.
10. H.P. Treasury Rules, 2007
11. Hand Book for supervisory Officers.
12. Rules of Business of H.P. Government
13. C.S. (Medical Attendance) Rules 1944 & H.P. Govt. Reimbursement of Medical Claim policy dated 21-06-2008.
14. Defined Contributory Pension Scheme (NPS).
15. **Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.**
16. **The Competition Act, 2002**

**Paper-10: Special Acts (Criminal), Manuals and Rules \*\***

1. The Arms Act, 1959 & Rules framed thereunder.
2. The H.P. Police Act, 2007 and Punjab Police Rules as applicable to H.P.
3. The Indian Forest Act, 1927 as applicable to H.P. and Rules framed thereunder by the H.P. Government.
4. The Defence and Internal Security of India Act, 1971
5. The Motor Vehicles Act and Rules framed thereunder.
6. The Maintenance of Internal Security Act.
7. The H.P. Prevention of Specific Corrupt Practices, Act, 1983.
8. The Explosive Substances Act, 1908 and Rules framed thereunder.
9. The Punjab jail manual.
10. Prevention of food adulteration Act & Rules.
11. The Himachal Pradesh High Court rules and Orders.
12. Maintenance of Parents Act, 2007
13. The Himachal Pradesh Maintenance of Parents and Dependents Act, 2001.
14. Special Marriage Act.
15. Essential Services Maintenance Act, 1968.
16. The Forest Conservation Act, 1980.
17. Forest Rights Act & Rules.
18. Inheritance under Muslim Law.
19. Lease Rule.
20. H.P. Mines and Mineral Development regulation Act, 1957 & Rules framed thereunder.
21. **RTI Act, 2005**
22. **Juvenile Justice Act, 2000**

### **Paper–11: Minor Revenue Acts and Rules \*\***

1. The HP holdings (consolidation and prevention of fragmentation) Act, 1971 & Rules framed thereunder.
2. The H.P. Requisitioning and acquisition of immovable property Act, 1972.
3. Right to Fair compensation and Transparency in Land Acquisition Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder.
4. The H.P. Transfer of Land (Regulation) Act, 1968 & Rules framed thereunder.
5. The HP land revenue (surcharge) Act, 1974.
6. The HP land records manual.
7. The Punjab settlement manual.
8. Administration Manual (Chapters II, VI to VIII, XI, XIII, XV, XVI and XXII).
9. The Indian stamp Act, 1899.
10. Indian Registration Act, 1908 & The Indian Registration (HP) amendment Act, 1968.
11. H.P. Village Common land vesting & utilization Act, 1974 & Rules framed thereunder. The H.P. Village Common land (vesting & utilization) scheme, 1995.
12. The redemption of mortgage Act, 1971.
13. The HP agriculture credit operation and miscellaneous provisions (banks) Act, 1972.
14. The HP utilization of surplus area scheme, 1974.
15. The HP public premises and land (eviction and rent recovery) Act, 1971.
16. H.P. Court Fee Act & Rules 2005.
17. Grant of nautor to landless and eligible persons scheme, 1975.
18. The HP nautor rules, 1968.
19. Govt. Grants Act 1895.
20. Standing Orders of Financial Commissioner on the following subjects:
  - a. Proceedings and suits between landlords and tenants.
  - b. General Procedure of Revenue Officers and Courts.
  - c. Assignment of Land Revenue and Non-Service Pensions.
  - d. Tehsildars and Naib-Tehsildars.
  - e. Tehsil inspections.
  - f. Village headman.
  - g. Land acquisition.
  - h. Corrective processes.
  - i. Suspension and Remission of Land Revenue and Cesses.
  - j. Land Revenue Accounts.
  - k. Land improvement Loans and Agriculturist Loans.
  - l. Business Returns.
  - m. Registers.

### **Paper–12: Motor and Mechanism and Driving**

- Main parts of vehicles: Requirement of the motor vehicles act regarding certain fittings on a motor vehicle, motor driving.

### **Paper–13: Target Shooting (Rifle-Revolver) \***

- Musketry, target shooting of rifle and revolver. Parts of rifle and revolver. How to handle the weapons. Target shooting by rifle and revolver.

**Paper-14: New Computer Syllabus For HAS Officers.**  
**(In place of Horse Riding)**

**Part-A (50 Marks) 1½ hours**

1. Computer Basics.
  - i) Introduction to computers.
  - ii) An Overview of Computer Hardware
    - Various Components of Computer RAM, ROM and CPU etc.
    - Secondary Storage Devices-Hard Disk, Floppy, CD-ROM etc.
    - Input/Output Devices-Keyboard, Mouse, VDU, Printer etc.
  - iii) Various Types of Computers
  - iv) An Overview of Computer Software - Operating System/ Systems Software-Variety types of Working Environments
  - v) Standard Application Software's.
2. Data Communication.
  - i) Basic concepts of networking
  - ii) Types of Networks, Advantages and Need for Networking
  - iii) Network Components, Ways to set-up Network.
  - iv) Using the Internet.
    - WWW, E-Mail & Video Conferencing Services over Internet.
    - Government to citizen (G2C) Interface of the H.P. Government.
3. Applications of Computer in Government.
  - i) Office Automation Tools under Windows.
  - ii) Data Base Management System.
  - iii) Computer based Management Information System.
4. Programmes and Policies of the State Government.
  - i) Guidelines/Notifications for Procurement and set-up of IT Infrastructure.
  - ii) Information Technology (IT) Policy and E-Governance Strategy and Guidelines.
5. Current Topics in IT.

**Part-B Practical (50 Marks) 1½ hours.**

1. Proficiency in Working on a Windows Computer.
  - i) How to install and use basic input/output devices.
  - ii) Practical knowledge of MS-Office.
  - iii) Practical knowledge of internet/E-mail services.
  - iv) Managing files/folders.
  - v) Practical knowledge of sharing resources on a network.

**NOTE:-** 1. Officers belonging to the Indian Administrative Service will not have to appear in the Papers: 6,7,8,13 & 14.

2. The exemption shall be given to the category of Tehsildars from qualifying the six common papers (Paper No.- 1,3,5,9,10 & 11) on induction into HAS, if they have qualified paper No. 1,2,3,6,7 & 8 for Tehsildars/ Naib Tehsildars before being inducted into HAS.

**\*\* Common Papers for IAS/HAS & Tehsildars/Naib Tehsildars**

## REVENUE DEPARTMENT

### SYLLABUS FOR TEHSILDARS/NAIB TEHSILDARS

#### **Paper-1: Revenue Law and Procedure \*\***

1. H.P. Land revenue Act, 1954 and Rules framed under the Punjab Land Act as applicable to H.P.
2. The H.P. Tenancy and Land Reforms Act, 1972 and Rules framed there under.
3. The H.P. ceiling on Land Holdings Act, 1972 and Rules framed there under.
4. Hindu Succession Act, 1956
5. The Benami Transaction (Prohibition) Act, 1988.
6. The Transfer of property (Prohibition) Act, 1982.
7. Limitation Act, 1963 (Section 5).
8. Hindu minority & Guardianship Act, 1956

#### **Paper-2: Arithmetic and Patwaris Mensuration**

1. Arithmetic upto matriculation standard.
2. Patwaris mensuration.
3. Computerization of land records.
4. Survey/Re-Survey and Updating of the Survey and Settlement Records.
5. Computerization of Registration.
6. Modern record rooms/Land Records Management Centres.

#### **Paper- 3: Minor Revenue Acts and Rules \*\***

1. The HP holdings (consolidation and prevention of fragmentation) Act, 1971 & Rules framed thereunder.
2. The H.P. Requisitioning and acquisition of immovable property Act, 1972.
3. Right to Fair compensation and Transparency in Land Acquisition Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder.
4. The H.P. Transfer of Land (Regulation) Act, 1968 & Rules framed thereunder.
5. The HP land revenue (surcharge) Act, 1974.
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20. Standing Orders of Financial Commissioner on the following subjects:
  - a. Proceedings and suits between landlords and tenants.
  - b. General Procedure of Revenue Officers and Courts.
  - c. Assignment of Land Revenue and Non-Service Pensions.
  - d. Tehsildars and Naib-Tehsildars.
  - e. Tehsil inspections.
  - f. Village headman.
  - g. Land acquisition.
  - h. Corrective processes.



- i. Suspension and Remission of Land Revenue and Cesses.
- j. Land Revenue Accounts.
- k. Land improvement Loans and Agriculturist Loans.
- l. Business Returns.
- m. Registers.

**Paper-4: Hindi (In Devnagri Script) 100 Marks**

**1. Written**

- a. Translating into Hindi a passage in English.
- b. Rendering into simple Hindi a passage in Hindi.
- c. Letter or memorandum in Hindi.
- d. Translation of some administrative/ revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language, H.P.).
- e. Use of simple idioms and proverbs in Hindi.
- f. Glossary issued by the Department of Language, Art Culture and Revenue Department.

**Paper-5: Criminal Law and Procedure & Code of Civil Procedure \*\***

**Part A**

1. Indian Penal Code, 1860 as amended upto date.
2. Criminal Procedure Code, 1974
3. Indian Evidence Act, 1872

**Part B**

Code of Civil Procedure, 1908

**Paper-6: Revenue Case \*\***

The record of a contested case under any of the revenue laws applicable in H.P. triable by Assistant Collector 1st grade or Land Reform officer will be given and the candidate would be required to frame the issues requiring determination in the case and write the final order.

**Paper-7: Special Acts (Criminal), Manuals and Rules \*\***

1. The Arms Act, 1959 & Rules framed thereunder.
2. The H.P. Police Act, 2007 and Punjab Police Rules as applicable to H.P.
3. The Indian Forest Act, 1927 as applicable to H.P. and Rules framed thereunder by the H.P. Government.
4. The Defence and Internal Security of India Act, 1971
5. The Motor Vehicles Act and Rules framed thereunder.
6. The Maintenance of Internal Security Act.
7. The H.P. Prevention of Specific Corrupt Practices, Act, 1983.
8. The Explosive Substances Act, 1908 and Rules framed thereunder.
9. The Punjab jail manual.
10. Prevention of food adulteration Act & Rules.
11. The Himachal Pradesh High Court Rules and Orders.
12. Maintenance of Parents Act, 2007
13. The Himachal Pradesh Maintenance of Parents and Dependents Act, 2001.
14. Special Marriage Act.
15. Essential Services Maintenance Act, 1968.
16. The Forest Conservation Act, 1980.
17. Forest Rights Act & Rules.
18. Inheritance under Muslim Law.
19. Lease Rule.
20. H.P. Mines and Mineral Development regulation Act, 1957 & Rules framed thereunder.
21. **RTI Act, 2005**
22. **Juvenile Justice Act, 2000**

**PAPER-8:(Civil Service, Treasury and Financial Rules) \*\***

1. Fundamental Rules and Supplementary Rules.
2. Central Civil Services (Pension) Rules, 1972
3. General Provident Fund (Central Services) Rules, 1960 & Contributory Provident Fund (India) Rules, 1962
4. Office Manual/Vigilance Manual
5. C.C.S. (Leave) Rules, 1972
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964
8. T.A. Rules of H.P. Govt. & Leave Travel Concession Scheme of Central/State Government.
9. H.P. Financial Rules, 2009 & General Financial Rules 2005. Budgetary process.
10. H.P. Treasury Rules, 2007
11. Hand Book for supervisory Officers.
12. Rules of Business of H.P. Government
13. C.S. (Medical Attendance) Rules 1944 & H.P. Govt. Reimbursement of Medical Claim policy dated 21-06-2008.
14. Defined Contributory Pension Scheme (NPS).
15. **Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.**
16. **Competition Act, 2002**

**NOTE:** Provided that for the purpose of Himachal Pradesh Tehsildari Service Rules 1973, Paper 1 to 8 above will constitute the Tehsildars Departmental Examination and for the purpose of Himachal Pradesh Naib-Tehsildari Service Rules, 1973. Paper 1 to 5 will constitute the Naib-Tehsildars Departmental Examination.

**\*\* Common Papers for IAS/HAS & Tehsildars/Naib Tehsildars**

**ENVIRONMENT, SCIENCE & TECHNOLOGY DEPARTMENT**

**Syllabus for :**

1. Chief Scientific Officer
2. Pr. Scientific Officer (Bio-Technology)
3. Pr. Scientific Officer (Science & Technology)
4. Pr. Scientific Officer (Environment)
5. Sr. Scientific Officer (Bio-Technology)
6. Sr. Scientific Officer (Planning)
7. Sr. Environment Officer
8. Scientific Officer
9. Project Officer
10. Environment Engineer
11. Research Assistant

**PAPER-3: (100 MARKS)**

**NOTE:- The candidate will be allowed to answer questions with the aid of only Bare Acts and Rules if applicable for answering the questions set in the Paper.**

1. Water Act, 1974
2. Air Act, 1981
3. Environment Protection Act 1986.
4. Water Cess Act, 1977.
5. Data Sharing and Accessibility Policy (NSDAP), Research and Development Cess Act, 1986 (32 of 1986)
6. National Environment Tribunal Act, 1995
7. Biological, Diversity Act, 2002.
8. National Biotechnology Development Strategy 2015-2020.
9. National Environment Policy.
10. HP Non-Biodegradable Act, 1995.
11. State & National Climate change Action Plan, EIA Notification 2006.
12. Wetland Rules and Regulations.

**Rules and Regulations framed under these acts from time to time.**

## WOMEN AND CHILD DEVELOPMENT DEPARTMENT

### Syllabus for Child Development Project Officers (CDPO)

#### **Paper 3- Holistic Child Development Scheme & Programme**

1. Integrated Child Development Services (ICDS): Origin, Package of services, Aims and objectives. Nutritional needs of children, Malnutrition, stunting, Wasting and Obesity.
2. Constitutional Safeguard for children.
3. Services for Physically, Orthopedically Handicapped, Mentally Retarded, Blind, Deaf and Dump (Divyangs) under ICDS and ICPS.
4. Health and Nutrition:  
Health-Maternal, Child and Adolescent Girls Health Care,  
Nutrition-Nutrition and Malnutrition, Nutrition its types and importance, Strategy for the prevention of Malnutrition among Children, Legislations pertaining to Child Health and Nutrition. Mental Health of Children. Pre natal and Post Natal care of Children.
5. Growth Monitoring: Care, Growth, Development & monitoring of Children as per New WHO Growth Standards.
6. Policy Interventions:
  - i. National Policy for Children 1974
  - ii. National Early Childhood care and Education Policy (2013)
  - iii. National Plan of Action for Children (2016)
  - iv. National Charter for Children (2003)
7. IMNCI-IYCF guidelines, Mother & Child Protection Card (MCP) card Infant Milk Substitutes, Feeding Bottles & Infant Food (Regulation of Production, Supply & Distribution) Act 1992
8. ICDS Mission- Broad Framework, Mechanism for implementation, Monitoring, Review & Evaluation.
9. Muskaan Scheme: Child Sex Ratio (CSR), Sex Ratio at birth (SRB), Infant Mortality Rate (IMR)
10. Constitution, Functions and role of State/District/Project level Monitoring and Support Committee.
11. Early Childhood Care & Education (ECCE) Need, objectives and Scope of ECCE for holistic development of children.
12. Concept of Child Development: Growth, development and Socialization Theories of Child Development: Freud, Pavlov, Piaget, Mead, Erickson, Hurlock etc.
13. Types and Importance of maternity leave in child development
14. Importance and Role of vibrant Anganwadi Centres in Child Development
15. National Child Awards for exceptional Achievement of Children
16. National Awards for child Welfare and Rajiv Grandhi Manav Seva Award for Service to Children.

#### **Paper 4 - Women Empowerment Constitutional Safe Guards for the Development and Welfare of Women**

##### **A. Constitutional Safeguard for Women:**

1. National Commission for women Act, 1990.
2. Dowry prohibition Act, 1961 & Rules.
3. Protection of Women from Domestic Violence Act, 2005 & Rules thereof.
4. The sexual harassment of women at work place (Prevention, Prohibition & Redressal) Act, 2013 & Rules.
5. Pre-conception and Diagnostic Techniques (Regulation Prevention, of Misuse) Act, 1994 & Amendment Act of 2002 & 2012.
6. Immoral Trafficking Prevention Act, 1956 & Rules.
7. National Policy for Empowerment of Women.
8. Social Security for the Welfare of Widows, Destitute and Older Women, Social defense.
9. SHG Model for Women Empowerment.

**B. Commissions, their Role & Function:**

1. National Commission for Women.
2. H.P. State Commission for Women.
3. Rashtriya Mahilakosh.

**C. Centrally Sponsored Schemes:**

1. Beti Bachao Beti Padhao.
2. One Stop Center Scheme.
3. Women Helpline Scheme.
4. Ujjawala Scheme.
5. Working Women Hostel.
6. Rajiv Gandhi National Creche Scheme.
7. Supporting to Training and Employment Programme for Women (STEP).
8. Conditional Maternity Benefit Programme for Pregnant and Lactating Women.
9. Nari Shakti Puraskar.
10. Indira Gandhi Matritva Sahyog Yojna (IGMSY).
11. Gender Budgeting.
12. MNREGA and Women Empowerment.

**D. State Sector Schemes :**

1. Mukhya Mantri Kanyadan Yojna.
2. Beti Hai Anmol Yojna.
3. Mother Teresa Asahaya. Matri Sambal Yojna
4. Self-Employment Scheme for Women.
5. Widow-Remarriage.
6. Vishesh Mahila Uthan Yojna.
7. Financial Assistance and Support Service to Victim of Rape Scheme, 2012.
8. H.P. Mahila Vikas Protsahan Yojna.
9. Mata Shabri Mahila Sashaktikaran Yojna.
10. Self Help Group and Women Empowerment.
11. Anganwadi Kayakatri Bima Yojna.

**E. Corporations and Boards their role and Functions**

1. Women Development Corporation .
2. Mahila Kalyan Board.

**Paper 5 - Constitutional Safeguards for the Protection of Child Rights & Child Development**

1. Integrated Child Protection Scheme (ICPS) –Child Care and Protection Issues & Concerns: Role of J.J. Board, C.W.C. and District Child Protection Committees in Child Care Protection & Rehabilitation, Children Homes, Observation Homes, Open Shelters, Foster Care and Sponsorship, After Care.
2. Child Protection Legislation:- The Juvenile Justice (Care & Protection of Children) Act, 2015 and Model Rules 2016
3. Women and Children related Legislation and Acts:
  - The Prohibition of Child Marriage Act, 2006.
  - The Commissions for Protection of Child Rights Act, 2005 as amended from time to time.
  - Protection of Children from Sexual Offense Act, 2012, & Rules (with Amendments).
  - Model Guidelines under Protection of Children from Sexual Offenses Act, 2012.
4. Concept and Objectives of Mukhyamantri Bal Uddhar Yojana.
5. Role and function of National Commission for the Protection of Child Rights (NCPCR), National Children fund, H.P. State Commission for the Protection of Child Rights (SCPCR), Central Adoption Resource Agency (CARA), State Adoption Resource Agency (SARA).
6. Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (SABLA), Kishori Shakti Yojna (KSY).
7. H.P. State Social Welfare Board and H.P. Council for Child Welfare: various grant-in-Aid Schemes for Innovative Projects.
8. Gender Budgeting Scheme.
9. H.P. Vidhan Sabha Welfare Committee.

10. The Person with Disability (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.
11. Protection of Civil Rights Act 1995.
12. SC & ST Prevention of Atrocity Act, 1989 & Rules.
13. National Food Safety and Standards Act, 2006.

## **Child Rights and Protection**

### **Basic Concepts**

Need and Vulnerability : Concept, Theories, Types and Factors

Child Abuse and Neglect: Definition Concept, Types and Factors

Child Rights: Definition Concept and Historical Developments

Child Protection: Definition Concept

Child Resilience and Coping Strategies: Concepts and Types

Issues and Challenges

Children in Need of Care and Protection: Meaning, Categories, Causes and Prevention.

Children in conflict and in Contact with Law: Meaning, Causes, Consequences and Prevention

Behavioral Problems of Children: types, Causes, Symptoms, Consequences and Prevention

Child- Centre Approach Institutional versus Non- Institutional Service.

Child Protection and Development

Mechanisms.

Convention on the Rights of the Child (CRC): Features, Development in India and Consequences.

Ministry of Women and Child Development: roles and functions at the Central and State Level.

National Commission for Protection of Child Rights in India Roles and Functions

National Institute of Public Cooperation and Child Development Roles and Functions.

## FINANCE DEPARTMENT

### **SYLLABUS FOR TREASURY OFFICERS AND DISTRICT TREASURY OFFICERS.**

#### **Paper-5: Financial Rules : (100 Marks) (With Books)**

1. GPF. Rules:- withdrawal and advance and related instructions.
2. HPFR-I
3. HPFR-II-Destruction of record
4. Office Manual
5. Pension Rules-Preparations of Papers, Calculation of Pension/DCRG etc. Provisional Pension and Gratuity
6. Conduct Rules
7. CCS-CCA Rules with emphasis on rule 11,14,16
8. FRSR-I with emphasis on FR 22,26,28,29,49 & 52 to 56
9. **The Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.**
10. **The Competition Act, 2002**

#### **Name of books allowed**

1. G.P.F. rules
2. H.P.F.R. Vol. I & II
3. Conduct Rules
4. C.C.S. (C.C.A.) Rules
5. Office manuals
6. Pension Rules
7. F.R. S.R. –I General Rules

## **EXCISE & TAXATION DEPARTMENT**

### **Syllabus for Excise & Taxation Inspectors of Excise & Taxation Department**

#### **Paper-5: Book Keeping and General Commercial Knowledge**

**1. Book Keeping**

Principles of double entry preparation of trading account, manufacturing account, profit and loss accounts, bills of exchange, self-balancing of ledger, branch accounts and single entry book keeping, reading of balance sheets.

**Note- Candidates will be required to show knowledge of these principles only with reference to accounting required for the purpose of the H.P. General Sales Act, 1968.**

2. (a) Translation into devnagri characters of passages written in Landa Script (Amritsari & Mahajani)  
(b) Translation into Landa Script of a passage in Devnagri characters.
3. **The Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.**
4. **The Competition Act, 2002**



## **SYLLABUS FOR TECHNICAL AND NON TECHNICAL OFFICERS**

### **Paper -1: Financial Administration**

GAZETTED OFFICERS OF VARIOUS DEPARTMENTS.

#### **Part-I: 40 Marks**

- A. (1) Financial Administration in India-Constitutional Provisions, Role of Finance Commission and **Niti Ayog**.  
(2) **Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.**
- B (1) Expenditure-delegation of Financial Powers, Sanction of Expenditure, Expenditure Control, Economy in Expenditure, Drawing from the Treasuries, Cash, Cash-Book and Accounting of Receipt and Expenditure by Disbursing Officers.  
(2) Treasury Operation; Bills and Cheques, L.O.C. Group Insurance Scheme, Pension payments, Deposits, Cash, Cash Chests and Replenishments of Cash, Supply and Distribution of Stamps, Classification of Receipts and Expenditure.

#### **Part-II: 60 Marks**

##### **The following Rules:**

1. Fundamental Rules.
2. H.P. Financial Rules, 2009
3. RTI Act, 2005
4. Traveling Allowance Rules.
5. Leave Travel Concession Rules
6. General Provident Rules
7. Pension Rules.
8. Medical Attendance Rules.
9. Leave Rules
10. Benefits to the families of deceased Govt. Servants-Rules Regarding.
11. Joining Time Rules.
12. **Competition Act, 2002**

**Note: 1.** Four Questions will be set from the syllabus prescribed in part-I in a manner that two questions will be straight, one each from Part-A and Part-B, and the other two from the combined syllabus of both parts. The candidates will have a choice to attempt any two questions.

2. Five questions will be set from the syllabus prescribed in Part-II. The candidates will be required to attempt any three questions.