

Syllabus for Departmental Examination of the Manipur Finance Services

- Note I:** All the 5 (five) papers will be of Objective Type.
Note II: The question papers carrying 100 marks will consist of 100 multiple choice questions (Objective Type) with a duration of 2 (two) hours.
Note III: Pass marks for all papers is 50% of full marks.

Paper I **CIVIL ACCOUNT AND FINANCIAL RULES
(WITH BOOKS) (Full Marks : 100)**

1. Account Code Volume I
2. Account Code Volume II
3. General Financial Rules.
4. Central Treasury Rules and
5. Delegation of Financial Powers Rules, 1995 (Manipur Government)

Paper II **SERVICE RULES (WITH BOOKS) (Full Marks : 100)**

1. Fundamental Rules and Supplementary Rules,
2. Civil Services Regulations,
3. Central Civil Services (Classification, Control & Appeal) Rules, 1965,
4. Central Civil Services (Conduct) Rules, 1964,
5. Central Civil Services (Temporary Service) Rules, 1965,
6. Manipur Civil Service (Pension) Rules, 1977,
7. Manipur Services (Extraordinary Pension) Rules, 2006,
8. Manipur Services (Liberalised Pension) Rules, 2000,
9. New Defined Pension Contribution Scheme, 2005,
10. Manipur Civil Services (Leave) Rules, 1979 and
11. Fundamental Rules & Supplementary Rules, Vol. II (Travelling Allowances Rules).

Paper III **WORKS MANUAL AND WORKS ACCOUNTS
(WITH BOOKS) (Full Marks : 100)**

1. Central Public Works Department Manual Volume I, II & III,
2. Central Public Works Department Code,
3. Central Public Works Account Code, and
4. Account Code Volume III.

Paper IV **BOOK KEEPING (WITHOUT BOOK) (Full Marks : 100)**

1. Elementary Book Keeping - aims and objects,
2. Journal Entry,
3. Reconciliation of Accounts,
4. Trail Balance,
5. Trading, Profit and Loss Accounts, and
6. Balance Sheet.

Paper V **ACCOUNT AND AUDIT (WITH BOOKS) (Full Marks : 100)**

1. An introduction to Indian Government Accounts and Audit, and
2. Guidelines of Audit and Accounts of Local Fund Audit.