

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No. JPD/FA&COA/Rules/E.29/D. 3178

Jaipur, dt. 3.11.03

ORDER

Sub: Amendment in the Ministerial Staff Regulations, 1962.

The Board of Directors in its 47th meeting held on 10th Oct., 2003, has decided to make the following amendments in the Ministerial Staff Regulations, 1962, namely:-

In the said Regulations:-

The existing item No. 1(h-I) appearing in Appendix-I of the Ministerial Staff Regulations, 1962 be substituted by the following revised syllabus-

Junior Accountants (Against 50% quota for departmental employees)

PAPER-I

Max. Marks 150

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|----|---|----|
| 1. | General Financial & Accounts Rules(Part-I)
(Chapters-II, III, IV, V, VII, VIII and XI) | 50 |
| 2. | Commercial re-organization Scheme-Part-1(B)
(Chapter 1 to 9) | 30 |
| 3. | Budget Manual (Chapter II, V, IX, X XXI and XXII) | 15 |
| 4. | RSEB Stores Manual | 15 |
| 5. | Purchase Manual | 40 |

PAPER-II

Max. Marks 150

PART 'A'

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| 1. | RSEB Employees Service Regulations, 1964 | 60 |
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PART 'B'

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| 1. | RSEB Travelling Allowance Rules | 15 |
| 2. | RSEB Contributory Provident Fund Rules | 15 |
| 3. | RSEB Employees (CC&A) Regulations, 1962 and
Conduct Regulations, 1976 | 30 |
| 4. | RSEB Employees Pension Regulations, 1988 and
GPF Regulations, 1988 | 30 |

PAPER-III

Max. Marks 150

Elementary Book Keeping

1. Writing of Cash Book, Journal, Ledger, Purchase Book and Sales Book.
2. Trial Balance.
3. Principles of double entry.
4. Trading, Profit & Loss Account and Balance Sheet (without entries of adjustment).
5. Bank Reconciliation Statement.
6. Bills of Exchange, Promissory Notes and Cheques.
7. Elementary Cost Accounting.

PAPER-IV

Max. Marks 150

1. Revenue Manual (Except chapter-II, III, V, VIII & IX)
2. Guidelines on Computerized Billing.
3. Tariff for Supply of Electricity.
4. General Conditions for supply of Electricity.
5. Electrical Undertaking (Dues Recovery) Act, 1960 with Chapter-X (Section 224 to 257 C) of the Rajasthan Land Revenue Act, 1956 and Rule -18 to 63 of Rajasthan Land Revenue (Payments, Credits, Refunds & Recovery) Rules, 1958.

QUALIFYING MARKS : Candidates who have obtained a minimum of 33% marks in each papers and 40% in aggregate at the examination shall be considered to have obtained qualifying marks in the examination.

By order,

(Prakash Tekwari)

F A. & Controller of Accounts.

Copy to the following for information & necessary action:-

1. The Secretary, Jaipur Discom, Jaipur.
2. The Chief Engineer (O&M)/(MM), Jaipur Discom, Jaipur.
3. The Addl. Superintendent of Police (Vig.), Jaipur Discom, Jaipur.
4. The Dy. Chief Engineer (), Jaipur Discom, Jaipur.
5. The Chief Personnel Officer, Jaipur Discom, Jaipur.
6. The Chief Accounts Officer, Jaipur Discom, Jaipur.
7. The Superintending Engineer (), Jaipur Discom, _____.
8. The Company Secretary, Jaipur Discom, Jaipur.
9. The Sr. Accounts Officer (), Jaipur Discom, _____.
10. The Public Relation Officer, Jaipur Discom, Jaipur.
11. The Executive Engineer (), Jaipur Discom, _____ He is requested to endorse copy of above order to all the subordinate offices under his jurisdiction.
12. The Accounts Officer/Asstt. Accounts Officer (), Jaipur Discom, _____.
13. The Asstt. Secretary (), Jaipur Discom, Jaipur.
14. P.A. to CMD, Jaipur Discom, Jaipur.
15. P.A. to W.T.D./F.A. & COA, Jaipur Discom, Jaipur.

Asstt. Accounts Officer (Rules)