

TAMIL NADU PUBLIC SERVICE COMMISSION
DEPARTMENTAL TESTS/EXAMINATIONS.

List of Books allowed for the Tests or Subjects which are to be answered with books.

(Note to Chief Invigilators: - For detailed instructions regarding books to be allowed in the Examination hall, please see the covering letter forwarding this list.)

DEPARTMENTAL TESTS

ACCOUNT TEST FOR EXECUTIVE OFFICERS:

1. The Tamil Nadu Financial Code.
2. The Tamil Nadu Treasury Code, Parts I, II and III.
3. The Tamil Nadu Budget Manual.
4. An Introduction to Indian Government Accounts and Audit.
5. The Constitution of India, 1950.
6. The Tamil Nadu Pension Code.

- (a) The Prisons Act III of 1900.
- (b) The Prisons Act IX of 1894.
- (c) The Tamil Nadu Regulations II of 1819.
- (d) The Indian Lunacy Act IV of 1912.
- (e) The Tamil Nadu Prison and Reformatory Manual, Volume II -Part I.

JAIL TEST, PART II:

The Tamil Nadu Juvenile Justice Act, 1986.

AGRICULTURAL DEPARTMENT TEST :

- (i) For Members of the Tamil Nadu Ministerial Service in Agriculture Department, and
- (ii) For the Technical Staff in the Agriculture Department.

1. The Agricultural Department Manual
2. The Tamil Nadu Financial Code. Volumes I and II.

ACCOUNT TEST FOR PUBLIC WORKS DEPARTMENT OFFICERS AND SUBORDINATES:

1. The Tamil Nadu Public Works Department Code.
2. The Tamil Nadu Public Works Account Code.
3. The Tamil Nadu Account Code, Volumes I and III
4. The Tamil Nadu Financial Code, Volumes I and II
5. The Tamil Nadu Treasury Code, volume 1 parts I and II
6. The Tamil Nadu Pension Code.

ACCOUNT TEST FOR HIGHWAYS AND RURAL WORKS DEPARTMENT OFFICERS AND SUBORDINATES:

1. The Tamil Nadu Highways Manual, volume IV.
2. The Fundamental rules and the Subsidiary Rules of The Tamil Nadu Government.
3. The Tamil Nadu Financial Code, Volumes I and II.
4. The Tamil Nadu Account Code, Volumes I and III.
5. The Tamil Nadu Treasury Code, Volume I
6. The Tamil Nadu Pension Code.

ACCOUNT TEST FOR SUBORDINATE OFFICERS, PART I :

1. The Tamil Nadu financial Code, Volumes I and II.
2. The Tamil Nadu Treasury Code, Volume I parts I, II and III
3. The Tamil Nadu Treasury Code, Volume II.
4. The Tamil Nadu Account Code, Volume I
5. The Tamil Nadu Budget Manual.
6. The Fundamental Rules and the Subsidiary Rules framed thereunder by the Tamil Nadu government including the Tamil Nadu Leave rules, 1933.
7. The Tamil Nadu Manual of Special Pay and Allowances, Parts I and II
8. The Tamil Nadu Pension Code.

ACCOUNT TEST FOR SUBORDINATE OFFICERS, PART II :

1. The Tamil Nadu Treasury code, Volume I Parts, II and III
2. The Tamil Nadu Treasury Code, Volume II.
3. The Tamil Nadu Account Code, Volume II.
4. The Government Securities Manual, Third Edition and the Tamil Nadu Government Securities Rules, 1937.
5. The Constitution of India, 1950.

REVENUE TEST:

1. The Revenue Acts and Regulations.
2. The Standing Orders of the Board of Revenue and Revenue Settlement and Miscellaneous (1931 edition).
3. The Tamil Nadu government Office Manual Test (Previously District Office Manual Test).
4. The Stamp Manual.
5. The Special funds Code.
6. The Manuals of Village and Taluk Accounts.
7. Chapter XIII of the chains Survey Manual.

THE CIVIL AND CRIMINAL JUDICIAL TEST FOR MEMBERS OF THE JUDICIAL DEPARTMENT:

1. The Criminal Procedure code and the Criminal Rules of Practice.
2. The Civil procedure Code and the Civil Rules of Practice.
3. The Tamil Nadu court Fees and Suits Valuation Act, 1955 (Tamil Nadu Act XVI of 1955 and the Limitation Act of 1963) (Act XXXVI of 1963).

N.B. - The candidates are permitted to use the abridged edition of the 'Hand book of Criminal Law' by Thiru S. Krishnamurthy.

CRIMINAL JUDICIAL TEST, PARTS I AND II (DETAILED APPLICATION):

1. The Indian Penal Code and the Acts amending the same.
2. The code of Criminal Procedure and the Acts amending the same.

CRIMINAL JUDICIAL TEST, PART III:

1. The Indian Evidence Act of 1872.

N.B.-- The candidates are permitted to use the abridged edition of the 'Hand Book of Criminal Law by Thiru. S. Krishnamurthy and the 'Hand Book of Criminal Law of Evidence, (Procedure or Practice' by Thiru S. Krishnamurthy and K. Alagumalai and the (New Code of Criminal Procedure Act No. 2/1973) Published by Central Law Agency, Allahabad-2.

JAIL TEST, PART I:

1. The Indian Penal Code
2. The Code of Criminal Procedure
3. Laws, Rules, Regulations and Orders relating to Jail Management:-

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6. An Introduction to Indian Government Accounts and Audit.

7. The Tamil Nadu Pension Code.

TAMIL NADU GOVERNMENT OFFICE MANUAL TEST:

Tamil Nadu Government Office Manual - Two Parts.

THE TAMIL NADU WAKF BOARD DEPARTMENTAL TEST-I PAPER (DETAILED APPLICATION):

1. The Wakf Act, 1954 (Central Act 29 of 1954)
2. The Tamil Nadu Wakf Rules, 1971.
3. The Tamil Nadu Wakf Board Service Regulations, 1971
4. The Mussalman Wakf Validating Act, 1913 (Central Act VI of 1913)
5. The Mussalman Wakf Validating Act, 1930 (Central Act XXXII of 1930)
6. The Regulations of the Code and Conduct of Muthavallis.
7. The Public Wakfs (Extension of Limitation) Act, 1959 (Central Act 29 of 1959).
8. The Limitation Act, 1963 (Central Act 36 of 1963).

DEPUTY INSPECTOR TEST-III PAPER-EDUCATIONAL STATISTICS:

Educational Statistics of the Year Prescribed.

ELECTRICITY DEPARTMENT ACCOUNT TEST:

I Paper:

The Tamil Nadu Electricity Department Manual, Volumes I and II

II Paper:

1. The Tamil Nadu financial Code, Volumes I and II.
2. The Tamil Nadu Treasury Code, Volume -I
3. The Tamil Nadu Account Code, volume -III.
4. The Tamil Nadu Pension Code.

DEPARTMENTAL TEST FOR OFFICERS OF THE TAMIL NADU AGRICULTURAL SERVICE:

1. The Agricultural Departmental Manual.
2. The Tamil Nadu Financial Code, volumes I and II

ANIMAL HUSBANDRY DEPARTMENT TEST:

Manual of animal Husbandry Department.

REGISTRATION DEPARTMENT TEST:

1. The Registration Act, Registration Rules, the Table of fees and Departmental Orders.
2. The Stamp Act and the Rules thereunder.
3. The Transfer of Property Act.
4. The Evidence Act.
5. The Civil Procedure Code.
6. The Births, Deaths and Marriages Registration Act, 1886, as amended by Act IX of 1911 and rules made thereunder.
7. The Tamil Nadu Registration of Births and Deaths Act, 1899 and rules made thereunder.
8. The Special Marriages Act, 1954 (Central Act No. 43 of 1954) and the rules framed thereunder
9. Societies Registration Act, 1860.
10. The Indian Christian Marriage Act, 1872.
11. The Hindu Marriage Act, 1955 and rules framed thereunder.
12. The dowry Prohibition Act, 1961 and rules framed thereunder
13. The Tamil Nadu Chit Funds Act, 1961 and rules framed thereunder.
14. The Indian Partnership Act, 1932 and rules framed thereunder.

TAMIL NADU PORT DEPARTMENT TEST, LOWER GRADE:

1. The Tamil Nadu Port Manual.
2. The Indian Ports Act, 1908 and rules issued thereunder.
3. The Tamil Nadu Minor Ports Harbour Craft Rules, 1953.
4. The Tamil Nadu Out Ports Landing and Shipping Fees Act, 1885.
5. Fundamental Rules.
6. Tamil Nadu T.A. Rules.
7. Tamil Nadu Financial Code Volume 1.
8. Tamil Nadu Treasury Code, Volume I, Part II
9. Tamil Nadu Budget Manual.

TAMIL NADU PORT DEPARTMENT TEST, HIGHER GRADE:

1. Tamil Nadu Port Manual.
2. The Merchant Shipping Act, 1958 and rules issued thereunder.
3. The Indian Ports Act, 1908 and the rules issued thereunder
4. The Tamil Nadu Out ports, Landing and Shipping Fees Act, 1885.
5. The Tamil Nadu Minor Ports Harbour Crafts Rules, 1953.
6. The Indian light House Act.
7. The Indian Port Health Rules, 1955
8. Code of Storm Warning signals or use at Indian Maritime Ports.
9. All Circulars, Government orders and Rules issued in Connection with Mercantile Marine Department including Notices to mariners of a Permanent nature.

FISHERIES DEPARTMENT TEST I:

Madras Fisheries Manual, Parts I and II

SUBORDINATE ACCOUNTS SERVICE EXAMINATION:

Part 1 (a) :- Local Acts and Rules Framed thereunder (Practical):-

1. The Madras City Municipal corporation Act.
2. The Tamil Nadu District Municipalities Act.
3. The Tamil Nadu Panchayats Act.
4. The Tamil Nadu Public Health Act.
5. The Tamil Nadu elementary Education Act.
6. The Rules framed under the Tamil Nadu elementary Education Act.
7. The Tamil Nadu Educational Rules.
8. The Municipal Manual
9. The Panchayat Manual.
10. Statutory Rules framed under the Tamil Nadu Panchayats Acts.

Part II(b):- Accounts and Audit of local bodies (Practical):

1. The Port Manual.
2. The Rules framed under Elementary Education Act.
3. The Tamil Nadu Educational Rules.
4. The Electricity Rules.
5. The Provincial Insolvency rules.
6. The Madras City Municipal corporation Act.
7. The Tamil Nadu district Municipalities Act.
8. The Tamil Nadu Panchayats Act.
9. The Tamil Nadu Elementary Education Act.
10. The Universities Act.
11. The Provincial Insolvency Act.
12. The Administrator-General Act.
13. The Official Trustee Act.
14. Indian Ports Act.
15. The Indian Electricity Act.
16. The Local fund Audit Department Manuals.
17. The Municipal Manuals.
18. The Tamil Nadu Public Libraries Act and Rules Framed thereunder.

19. The Tamil Nadu Agricultural Produce Markets Acts and the Rules framed thereunder.
20. Manual of Instructions for the Maintenance of Accounts of Panchayat Union Councils.
21. The Tamil Nadu State Housing Board Act and The Rules framed thereunder.

SUBORDINATE ACCOUNTS SERVICE EXAMINATION
-Cont.

- part -II (c):- Accounts and Audit of State Trading Schemes (practical):
1. Tamil Nadu Financial Code. Volumes I and II
 2. Tamil Nadu Account Code, Volume III
 3. Local Fund Audit Department Manual, Volume V.

Part I (b): Fundamental rules and Tamil Nadu Pension Code and Tamil Nadu T.A. Rules (Practical):

1. The Fundamental Rules (Printed and Published by Government of Tamil Nadu)
2. The Tamil Nadu Pension Code including the Tamil Nadu government Servants Family pension Rules.
3. Tamil Nadu Pension Rules, 1976.
4. The Tamil Nadu pension Rules, 1978.
5. The Tamil Nadu Manual of Special Pay and Allowances.
6. Municipal Manual
7. Panchayat Manual
8. Rules framed under the Tamil Nadu Panchayats Act.

LOCAL FUND AUDIT DEPARTMENT TEST-LOCAL ACTS AND RULES FRAMED THEREUNDER:

1. The Madras city corporation Act.
2. The Madurai City Municipal Corporation Act.
3. The Tamil Nadu District Municipalities Act.
4. The Tamil Nadu Panchayats Act
5. The Tamil Nadu Public Health Act.
6. The Manual of Panchayat Administration part-I Panchayats.
7. Manual of Panchayat Administration Part-II Panchayats Union Councils.
8. Municipal Manual, Volumes I and II
9. Elementary Education Act.
10. Local Fund Audit Department Manual, Volumes II, III and V.
11. Manual of Instructions for the Maintenance of Accounts of Panchayats Union Councils.

FOREST DEPARTMENT TEST:

1. The Tamil Nadu Forest Department Code-Tamil Nadu Accounts Code, Volume III.
2. The Standing Orders of the Board of Revenue.
3. The Service Manuals, volumes, I, II, and III.

DEPARTMENTAL TEST FOR MOTOR VEHICLES INSPECTORS AND ASSISTANT MOTOR VEHICLES INSPECTORS:

1. Motor Vehicles Act and Rules and Regulations and other allied Acts and Rules contained in the Road Traffic Code.
2. Motor Vehicles (Taxation of Passengers and Goods) Act, 1952 and the Rules made thereunder.
3. The New Code of Criminal Procedure, 1898.
4. Tamil Nadu Government Office Manual.

DEPARTMENTAL TEST FOR JUNIOR ASSISTANT IN THE OFFICE OF THE ADMINISTRATOR-GENERAL AND OFFICIAL TRUSTEE-FIRST PAPER ONLY.

1. Administor-General's Act III of 1913 and the Rules framed thereunder.
2. Official Trustees' Act II of 1913 and the Rules framed thereunder.
3. The Government Securities Manual.

DEPARTMENTAL TEST FOR OFFICERS OF THE TAMIL NADU JAIL SERVICE:

1. The Tamil Nadu Prison and Reformatory Manual, Volumes I, II and III.
2. The Indian Penal Code.
3. The Code of Criminal Procedure.

DEPARTMENTAL TEST FOR GOVERNMENT PRESS OFFICERS:

1. Printing Manual.
2. Government Press office Manual.

ACCOUNT TEST FOR PUBLIC WORKS WORKSHOPS OFFICERS:

1. Tamil Nadu Public Works Department Code.
2. The Tamil Nadu Public Works Account Code.
3. Tamil Nadu Financial Code, Volumes I and II
4. Tamil Nadu Account Code, Volumes I and III
5. Tamil Nadu Treasury Code, Volume I.
6. Rules issued in G.O. No. 1366, P.W., dated 23rd September 1921, as corrected from time to time (Regarding Maintenance and check of daily labour, muster roll, etc., in the Public Works, Workshops, Madras).
7. Tamil Nadu Pension Code.
8. Rules Governing the Grant of gratuities of workers of the work charge establishment as laid down in G.O.Ms.No.430, P.W., dated 2nd March 1940 (as amended from time to time).

DEPARTMENTAL TEST IN COMMERCIAL TAXES ACTS:

PART - I

- (a) The Tamil Nadu General Sales Tax Act, 1959 and the Rules framed thereunder.
 - (b) The Central Sales Tax Act, 1956 and the Rules thereunder.
 - (c) The Tamil Nadu Commercial Taxes Manual, Volume I (Excluding Appendix XI, Pages 323-396).
- Note:- Lifco's Tamil nadu General Sales Tax Act, 1959 and the Central Sales Tax Act, 1956 without notes, commentaries or explanations can be used.

PART - II

SECTION - A.

- (a) The Tamil Nadu Entertainments Tax Act and Rules, 1939.
- (b) The Tamil Nadu Betting Act, 1935.
- (c) Tamil Nadu Tax on Luxuries in Hotels and Lodging Houses Act, 1981 and Tamil Nadu Tax on Luxuries in Hotels and Lodging Houses Rules, 1980.

SECTION - B.

- (a) The Tamil Nadu Commercial Taxes Manual, Volume -II
- (b) The Tamil nadu Commercial Taxes Manual, Volume III.

PART-III

Appendix XI of the Tamil Nadu Commercial Taxes Manual, Volume I (Pages 323 - 396). Containing extracts from the following Acts and Codes:-

- (a) Bankars' Books Evidence Act (XVIII of 1891)
- (b) The Code of Civil Procedure (V of 1908).
- (c) The Indian Companies Act (VII of 1913)
- (d) The Constitution of India.
- (e) The Indian Contract Act (IX of 1872)
- (f) The Criminal Procedure Code (V of 1898)
- (g) The Indian Evidence Act (I of 1872)
- (h) The General Clauses Act (X of 1897)
- (i) The Indian Limitation Act (IX of 1908)
- (j) The Negotiable Instrument Act (XXVI of 1881)
- (k) The Indian Partnership Act (IX of 1932)
- (l) The Indian Penal Code (XLV of 1860)

THE STATIONERY AND PRINTING DEPARTMENT TEST:

PART A-

Stationery Manual, Volumes I and II

PART B-

Government Press Office Manual.

DEPARTMENTAL TEST FOR OFFICERS OF THE PANCHAYAT DEVELOPMENT DEPARTMENT:

PAPER -I

- (i) Manual of Village -level Workers.
- (ii) Community Development Manual, Part I.
- (iii) A Guide to community Development.

PAPER -III

Constitution of India and Miscellaneous Acts; The Miscellaneous Acts will be Tamil Nadu Elementary Education Act, 1920; Tamil Nadu Public Health Act, 1939; Places of Public Resort Act, 1888; the Tamil Nadu Public Libraries Act, 1948; Local Authorities Loans Act, 1914(Central Act IX of 1914); Tamil Nadu Local Authorities Finance Act, 1961; the Tamil Nadu Town Planning Act, 1920; The Tamil Nadu District Development Councils Act, 1958.

PAPER IV -

The Tamil Nadu Panchayats Act, 1958 and the Rules and Order issued thereunder.

PAPER V-

The Tamil Nadu District Municipalities Act, 1920 and the rules and orders issued thereunder.

PANCHAYAT DEVELOPMENT ACCOUNT TEST:

- (i) The Fundamental rules and Subsidiary rules including Tamil Nadu leave Rules.
- (ii) The Manual of Special Pay and Allowances-Parts I and II.
- (iii) The Tamil Nadu Financial Code-Chapters I to VIII and XII to XIV.
- (iv) The Tamil Nadu Treasury Code, Volume I -Part II (Chapters III, V and VII) and Part III (Chapter IV).
- (v) The Tamil Nadu Budget Manual Chapters I to V, VII and VIII.
- (vi) An introduction to Indian Government Accounts and Audit Chapter 1, Part B of Chapter 2, Chapters 10,13,15, 16,17,24,25,27 and 28.
- (vii) The Tamil Nadu Pension Code.
- (viii) Manual of Instructions for the Maintenance of Accounts of Panchayat Unions.

DEPARTMENTAL TEST FOR GRAMASEVAKS, GRADES I AND II AND GRAMASEVIKAS:

- (i) Manual of Village Level Workers.
- (ii) The Community Development Manual (Part I)
- (iii) Village Swaraj (english Published by Nevajeevan Publishing House, Ahmedabad.)
- (iv) Village Swaraj (Tamil) Mahatma Gandhi Noolkal, Volume 5 under the title "கிராம சுயராஜ்யம்" Published by the Gandhi Works Publication Committee, Madras-2.
- (v) The Tamil Nadu Panchayat Act, 1958 (Without rules and Orders).

DEPARTMENTAL TEST IN THE TAMIL ANDU MEDICAL CODE:

All Chapters in Volume I and the appendices in Volume II of the Tamil Nadu Medical Code (5Th Edition)

- (m) The Sale of Goods Act (III of 1930)
- (n) The Transfer of Property Act (IV of 1882)
- (o) The Tamil Nadu General Clauses Act (II of 1891)
- (p) The Tamil Nadu Revenue Recovery Act (II of 1864)

DEPARTMENTAL TEST FOR JUNIOR ASSISTANTS IN THE POLICE DEPARTMENT:

The Police Standing Orders, Volumes I to IV

LABOUR AND FACTOREIS DEPARTMENTAL TEST

PART- A

THE FOLLOWING ACTS RELATING TO FACTORIES ADMINISTRATION AND THE RULES THEREUNDER:

1. The Factories Act, 1948.
2. The payment of Wages Act, 1936.
3. The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958.
4. The Meternity Benefit Act, 1961.
5. The Tamil Nadu Labour Welfare Fund Act, 1972.
6. The Minimum Wages Act, 1948.
7. The Criminal Procedure Code.
8. The Indian Penal Code (Act XIV of 1960).

PART-B

THE FOLLOWING ACTS RELATING TO LABOUR ADMINISTRATION AND THE RULES THEREUNDER:

1. The Industrial Disputes Act, 1947
2. The Trade Unions Act, 1926.
3. The Industrial employment (Standing Orders) Act, 1946.
4. The Workmen's Comperisation Act, 1923.
5. The Tamil Nadu Catering Establishments Act, 1958.
6. The Tamil Nadu shops and Establishments Act, 1947
7. The Payments of Bonus Act, 1965
8. The Payment of Gratuity Act, 1972.
9. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966.
10. The Motor Transport Worker's Act, 1961.
11. The Tamil Nadu Weights and Measures (Enforcement) Act, 1958.

DEPARTMENTAL TEST FOR OFFICERS OF THE PROBATION BRANCH OF THE JAIL DEPARTMENT:

1. The Indian Penal Code.
2. The New Code of Criminal procedure.
3. Probation of Offenders Act, 1958.
4. Tamil Nadu Borstal Schools Act, 1925.
5. Suppression of Immoral traffic in Women and Girls Act, 1956.
6. Tamil Nadu Juvenile Justice Act, 1986.
7. Principles of the Probation System.
8. "Probation and Related Measures" Published by United Nations.

The books for the test. Departmental test for Agricultural Marketing Department Employees (With Books) will be the Tamil Nadu Agricultural Produce markets, Act, the Tamil Nadu Agricultural Produce Market Rules and by laws framed under the Act and all orders made thereunder.

Departmental test on Motor Vehicles Act, 1939, etc., and the Rules and Notifications made thereunder for the staff of the Transport Department (Central Act IV of 1939); the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) (with books).

Departmental Test in the Code of Criminal procedure for the Staff of the Transport Department, Chapters I to V, XII to XXI, XXIII to XXVII and XXXII of the Code of Criminal Procedure, 1973 (Central Act of 1974) (with books).

DEPARTMENTAL TEST FOR SUBORDINATE OFFICERS IN THE TAMIL NADU TREASURIES AND ACCOUNTS DEPARTMENT:

1. The Tamil Nadu Accounts Code, Volume II
2. The Tamil Nadu Treasury Code, Volumes I and II
3. Securities Manual.

DEPARTMENTAL TEST FOR APPOINTMENT AS INTERNAL AUDIT OFFICERS IN THE BOARD OFFICE AUDIT BRANCH OF THE TAMIL NADU ELECTRICITY BOARD:

PAPER - I -

1. Tamil Nadu Electricity Board Service Regulations.
2. Tamil Nadu Electricity Board Leave Regulations.
3. Tamil Nadu Electricity Board Travelling Allowance Regulations.
4. Tamil Nadu Electricity Board Special Pay and Allowance Regulations.
5. Tamil Nadu Pension Code.

PART - II

1. Tamil Nadu Treasury Code, Volumes I and II
2. Tamil Nadu Accounts Code, Volumes I and II
3. Tamil Nadu Financial Code, Volumes I and II
4. Tamil Nadu Public Works Department A and D Codes.
5. Tamil Nadu Budget Manual
6. Tamil Nadu Electricity Manual.

DEPARTMENT TEST FOR AUDIT SUPERINTENDENTS IN THE ACCOUNTS BRANCH OF THE OFFICE OF THE CHIEF ENGINEER (HIGHWAYS AND RURAL WORKS), MADRAS; PAPER IV PUBLIC WORKS AND GENERAL ACCOUNT (THEORETICAL AND PRACTICAL):

1. Tamil Nadu Highways Manual Volume IV.
2. Tamil Nadu Account Code, Volumes I and II
3. Central Account Code, Volume IV
4. The Tamil Nadu Financial Code, Volume I.
5. The Tamil Nadu Treasury Code.
6. The Tamil Nadu Budget Manual.
7. Tamil Nadu Highways Manual, Volume I.

PAPER V - ESTABLISHMENT AUDIT (THEORY AND PRACTICAL)

1. The Fundamental Rules and the Subsidiary Rules of the Tamil Nadu Government.
2. Tamil Nadu Pension Code and the Liberalised Pension rules, 1960.
3. Tamil Nadu Manual of Special Pay and Allowances Volume I.

DEPARTMENTAL TEST FOR AUDIT CLERKS IN THE ACCOUNTS BRANCH OF THE OFFICE OF THE CHIEF ENGINEER (HIGHWAYS AND RURAL WORKS) MADRAS:

PAPER I -

1. Tamil Nadu Highways Manual, Volume IV parts I to III and Part IV (Appendices).
2. Tamil Nadu Account Code, Volume III.
3. Tamil Nadu Financial Code, Volume I and II
4. Tamil Nadu Budget Manual.

PAPER - II

1. The Fundamental rules and the Subsidiary Rules of the Tamil Nadu Government.
2. Tamil Nadu Pension Code and the Liberalised Pension Rules, 1960.
3. Tamil Nadu Account Code, Volume I.
4. Tamil Nadu Treasury Code, Volume I.

DEPARTMENTAL TEST FOR THE DRAUGHTSMAN, GRADE III IN THE FOREST DEPARTMENT:

(a) Examination in Law --

- (i) Tamil Nadu Forest Act (Act V of 1882) with such notification (or) Rules, General (or) Special as have been made thereunder.
- (ii) Land Acquisition Act, 1894.
- (iii) Tamil Nadu Survey and Boundaries Act, 1923.
- (iv) The Easement Act.
- (v) The Land Encroachment Act, 1903.
- (vi) The Tamil Nadu Land Improvement Scheme Act, 1955 and the Tamil Nadu Land Improvement Rules.
- (vii) The Code of Civil procedure.
- (viii) The Forest conservation Act, 1880.
- (ix) Mines and Minerals (Regulation and Development) Act, 1957 (Central Act of 1957).
- (x) The Tamil Nadu Estate Abolition and Conservation into Ryotwari Act, 1948.

(b) Examination in Office Procedure and Accounts.

- (i) The Tamil Nadu Forest Department Code.
- (ii) Standing orders of the Board of Revenue dealing with Sections Pertaining to land diversion of jungle streams, quarrying of stones and minerals, eviction of encroachment, etc., vide B.S.O. Nos. 4,11-A(9), 15,16,17,18,18-A,18-B,19,19-A,19-B,19-C,21,22, 22-A,23,23-A,26,26-A,42-A,81,82,83,89,92,93,94, 95, 96 and 97.
- (iii) The Tamil Nadu financial Code, volume I and II.
- (iv) Tamil Nadu Accounts Code, volume III, Part III Pertaining to Forest Department.
- (v) Tamil Nadu Government Office Manual.
- (vi) The Tamil Nadu Civil Services (C.C.A) Rules.

DEPARTMENTAL TEST FOR MUNICIPAL COMMISSIONERS IN MUNICIPAL ADMINISTRATION DEPARTMENT:

PART - I

- (a) Tamil Nadu Municipal Manual (Volumes I and II)
- (b) Tamil Nadu District Municipalities Act and Rules.
- (c) Public Health Act.
- (d) Town and Country Planning Act, 1971.

PART-II

- (a) Tamil Nadu Places of Public Resort Act.
- (b) Public Building, Licence and Regulation Act.
- (c) Entertainment Act and Rules.
- (d) Elementary education Act,
- (e) Rent Control Act.

DEPARTMENTAL TEST FOR FOREST SUBORDINATE SERVICE OFFICERS:

Forest Law Second Paper :-

1. The Tamil Nadu Forest Act, 1882, With Such notifications or rules general or special as have been made thereunder.
2. The Land Acquisition Act, 1894 as subsequently amended.
3. The Tamil Nadu Survey and Boundaries Act, 1923.
4. The Easement Act, 1882.
5. The Cattle Trespass Act, 1971.
6. The Penal Code, Selected Chapters --
 - (i) Introduction
 - (ii) General Explanations.
 - (iii) Punishments.
 - (iv) General Exception.
 - (v) Abetment.
 - (ix) Offences, by or relating to Public Servants.
 - (x) Contempt of the Lawful authority of the Public Servants.
 - (xi) False evidence and offences against Public Justice.

- (xvii) Offences against property.
- (xviii) Offences relating to documents and to trade property marks.
- (xxiii) Attempt to commit offence
- 7. Tamil Nadu Preservation of Private Forest Act, 1949
- 8. Tamil Nadu Hill Area (Preservation of Trees) Act 1955.
- 9. Tamil Nadu Private Forests (Assumption of Management) Act 1961.
- 10. The Tamil Nadu Wild Birds and Animals Protection Act 1912.
- 11. Tamil Nadu Wild Elephants Preservation Act
- 12. The Tamil Nadu Animals and Birds (Sacrifices) Prohibition Act, 1950.
- 13. The Indian Stamps Act, 1889.
- 14. The Tamil Nadu Revenue Recovery Act, 1864.
- 15. The Tamil Nadu Land Encroachment Act, 1905.
- 16. Tamil Nadu General Sales Tax Act, 1959
- 17. Tamil Nadu Estate (Abolition) Act, 1948
- 18. The Tamil Nadu Panchayats Act, 1958
- 19. The Criminal Procedure Code, 1889.
- 20. Prevention of Corruption Act, 1947.
- 21. Wild Life Protection Act, 1972 (Central Act) and Rules thereunder.

OFFICE PROCEDURE AND ACCOUNTS-SECOND PAPER -

- 1. The Tamil Nadu Forest Department Code.
- 2. The Fundamental Rules and the Subsidiary Rules thereto, the Tamil Nadu Leave Rules, 1933 and the Tamil Nadu Travelling Allowance Rules.
- 3. The Board's Standing Orders Nos. 105, 111, 112, 113, 172, 175, 180, 192 and Chapter XIX.
- 4. Tamil Nadu Government Office Manual
- 5. The Tamil Nadu Account Code, Volume III Part III Articles 240-297.
- 6. The Tamil Nadu Services Manual, Volume I, II and III Portions noted below:-
 - (i) General rules for the Provincial and Subordinate Services.
 - (ii) The Tamil Nadu Civil Services Classification, control and Appeal rules.
 - (iii) The Tamil Nadu Forest Service Rules.
 - (iv) The Tamil Nadu forest Subordinate Service Rules.
 - (v) The Tamil Nadu Ministerial Service Rules.
 - (vi) The Tamil Nadu Inferior Service Rules.

DEPARTMENTAL TESTS FOR APPOINTMENT OF ASSISTANT AUDIT OFFICERS IN THE AUDIT WING OF THE HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS (ADMINISTRATION) DEPARTMENT:

PART I (A) --

- 1. Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 and Rules issued thereunder.
- 2. Revenue Acts and Rules as Published by Government of Tamil Nadu.

PART I (B) --

- 1. The Fundamental Rules of the Tamil Nadu Government.
- 2. Tamil Nadu pension Code.

- 3. Tamil Nadu Pension Rules.
- 4. Tamil Nadu Manual of Special Pay and Allowances.
- 5. Tamil Nadu Hindu Religious and Charitable Endowments. Act, 1959.

PART II (A) --

- 1. Manual of Accounts of Hindu Religious Endowments.
- 2. Hindu Religious and Charitable Endowments Departmental Manual.
- 3. Local Fund Audit Departmental Manual Volume V.

PART II (B) --

- 1. Hindu Religious and Charitable Endowments Act, 1959 and Rules issued thereunder.
- 2. Manual of Accounts of Hindu Religious Institutions.
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- 7. Tamil Nadu Public Works Department Account Code.
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