



**ANDHRA PRADESH PUBLIC SERVICE  
COMMISSION :: HYDERABAD**  
**LIST OF BOOKS ALLOWED FOR THE DEPARTMENTAL TESTS  
WHICH ARE TO BE ANSWERED WITH BOOKS**

- 1. Subordinate Accounts Service Examination I- Paper : - (Fundamental Rules A.P. Pension Code - Practical) Paper Code-1**
- (a) Fundamental Rules (Printed and published by the Andhra Pradesh Government)
- (b) Andhra Pradesh Pension Code Volumes I & II and the A.P. Revised Pension Rules, 1980.
- (c) Andhra Pradesh Manual of Special Pay and Allowances.
- (d) Statutory rules under the Andhra Pradesh Municipalities Act, 1965. The Andhra Pradesh Gram Panchayats Act, 1964 and the Andhra Pradesh Panchayat Samithies and Zilla Parishads Act, 1959.
- 2. Subordinate Accounts Service Examination II- Paper : - (Local Acts and Rules framed thereunder - Practical) Paper Code-9**
- (a) The Andhra Pradesh municipalities Act, 1965.
- (b) The Andhra Pradesh Gram Panchayats Act, and the rules framed under Andhra Pradesh (Andhra Area) Village Panchayat Act.
- (c) The Andhra Pradesh (Andhra Area) Public Health Act.
- (d) The Andhra Pradesh (Andhra Area) Elementary Education Act.
- (e) The Local Boards Manual.
- (f) The Municipal Account Code.
- (g) The Union Manual.
- (h) Rules framed under the Elementary Education Act.
- (i) The Integrated Andhra Pradesh Education Rules, 1966.
- (j) Statutory Rules under :-  
The Andhra Pradesh Municipalities Act, 1965.
- (k) The Andhra Pradesh Panchayat Samithies and Zilla Parishads Act and the rules framed thereunder.
- (l) The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1966 and the statutory rules framed thereunder.
- (m) Andhra Pradesh Public Libraries Act and Rules framed thereunder.
- (n) The Andhra Pradesh (Agricultural Produce and Livestock) Market Act, 1966 and the Rules framed there under.
- (o) Andhra Pradesh (Andhra Area) Town Planning Act and Rules framed thereunder.
- 3. Subordinate Accounts Service Examination III- Paper : - (Financial Rules and Principals of Andhra Pradesh Govt. Accounts (with books): Paper Code-23**
- a) The A.P. Financial Code Vol. I
- b) The A.P. Financial Code Vol. II
- c) The A.P. Treasury Code Vol. I
- d) The A.P. Treasury Code Vol. II
- e) The A.P. Account Code Vol. I
- f) The A.P. Budget manual
- g) The Constitution of India
- 4. Subordinate Accounts Service Examination IV- Paper : - (Accounts and Audit - Practical) Paper Code - 34**
- (a) The Municipal Account Code.
- (b) The Local Boards Manual.
- (c) Rules framed under the Elementary Education Act.
- (d) The Union Manual.
- (e) The integrated Andhra Pradesh Educational Rules, 1966.
- (f) The Andhra Pradesh Provincial Insolvency Rules, 1966.
- (g) The Andhra Pradesh Municipalities Act, 1965.
- (h) The Andhra Pradesh Gram Panchayat Act and the rules framed thereunder.

- (i) The Andhra Pradesh (Andhra Area) Elementary Education Act.
- (j) Acts of the 7 Universities i.e. (1) Osmania. (2) Andhra (3) Sri Venkateswara, (4) Jawaharlal Nehru Technological (5) Nagarjuna (6) Kakatiya and (7) Agriculture.
- (k) The Provincial Insolvency Act.
- (l) The Administrator General's Act.
- (m) Official Trustees Act.
- (n) The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act. 1966.
- (o) The Local Fund Audit Department Manual.
- (p) Statutory Rules Under :
- (a) The Andhra Pradesh Gram Panchayat Act, 1964.
- (b) The A.P. Municipalities Act, 1965.
- (q) The Andhra Pradesh Panchayat Samithies and Zilla Parishad Act and Rules framed thereunder.
- (r) The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1966 and the Statutory Rules framed thereunder.
- (s) A.P. Zilla Grandhalaya Samastas Act and the rules framed thereunder.
- (t) Andhra Pradesh (Agricultural Produce and Livestock) Market Act, 1966 and the Rules framed thereunder.
- (u) Andhra Pradesh (Andhra Area) Town Planning Act and the Rules framed thereunder.
5. **Deputy Inspectors' Test I – Paper :**  
(Relating to Secondary and Special Schools)  
**Paper Code - 2**
6. **Deputy Inspectors' Test II – Paper :**  
(Relating to Elementary Schools) **Paper Code - 12**
7. **Deputy Inspectors' Test III – Paper :**  
(Educational Statistics) **Paper Code - 20**
- (a) The Andhra Pradesh Inspection Code with special reference to the office and the General duties of Deputy Inspectors.
- (b) The Andhra Pradesh Educational Rules. The Andhra Pradesh Elementary Education Act, 1920 with Rules made thereunder, important Government Notifications relating to Education and the sections of the Andhra Pradesh District Municipalities Act, 1920 and the Andhra Pradesh Local Boards Act, 1920, relating to Education and the Byelaws and Rules issued thereunder.
- (c) Grant-in-aid Code and the Rules for the grant of recognition and Aid to Elementary Schools and the Educational Statistics and the rules relating to the Provident Fund for teachers in non-pensionable service.
- NOTE :**
- (1) Candidates are required to be conversant with such amendments to the Acts, Rules etc., mentioned above as might have been issued or published not later than six months prior to the date of the examination.
- (2) Candidates will be permitted to use the Public Instructions Report and the Census Statistics in answering the question on the Educational Statistics.
8. **Excise Departmental Test – A: Paper Code - 3**  
(CIVIL AND CRIMINAL LAW)
- (a) Indian Penal Code (excluding Chapters VI, VII, XV, XIX and XX.)
- (b) Indian Evidence Act (excluding Chapters VIII)
- (c) Criminal Procedure Code (excluding Chapters VIII to XIV, XVIII, XXIII, XXVII to XXIX, XXXIV to XXXVII and XL.
9. **Excise Departmental Test – B Paper Code - 13**  
(ACTS AND RULES)
- (a) The A.P. Excise Act, 1968 and the rules framed under the said Act.
- (b) The Spirituous preparations (Inter - State Trade and Commerce) Control Act, 1955.
- (c) Andhra Pradesh Spurious Preparations (Inter-State Trade and Commerce) Central Rules, 1964.
10. **Excise Departmental Test – C Paper Code - 35**  
(Second Paper EXCISE MANUAL):
- (A) Col. Bedfords Technical Excise manual.

- 11. Excise Department Test-D: Paper Code - 71**  
(Second Paper DISTILLERY MANUAL)
- (a) Distillery Manuals.  
(b) M. and T.P. Act and Rules made thereunder.
- 12. Departmental Test for Clerks in the Police Department Paper Code - 4**  
Police Manual.  
M. and T.P. Act and Rules made thereunder.
- 13. The Accounts Test for Subordinate Officers Part I: Paper Code - 8**
- (a) The Andhra Pradesh Financial Code, Volume I.  
(b) The Andhra Pradesh Financial Code, Volume II.  
(c) The Andhra Pradesh Treasury Code, Colime I, Part I Part II (Chapters II, V and VII) and Part III (Chapter IV).  
(d) The Andhra Pradesh Treasury Code, Volume II (omitting Appendices 1 to 7, 10, 11, 14, 15 and 18-25).  
(e) The Andhra Pradesh Account Code, Volume I (Chapters 3 to 6 and Appendix 3).  
(f) The Andhra Pradesh Budget Manual - Chapters I-V, VII and VIII.  
(g) The Fundamental Rules and the Subsidiary Rules framed thereunder by the Andhra Pradesh Government including the Andhra Pradesh Leave Rules, 1933.  
(h) The Andhra Pradesh Manual of Special Pay and Allowances, Part I (omitting Appendix) and Part II.  
(i) The Andhra Pradesh Pension Code.
- 14. The Accounts Test for Subordinate Officers, Part II: Paper Code - 10**
- (a) The Andhra Pradesh Treasury Code, Volume I, Part II (Chapters I, II, IV, VI, VIII, IX and X) and Part III (Chapter I-III).  
(b) The Andhra Pradesh Treasury Code, Volume II (omitting Appendices 1-9, 12, 13, 16, 17).  
(c) The Andhra Pradesh Account Code, Volume II.  
(d) The Government Securities Manual, third edition. Chapter I (omitting paragraphs 10 and 11), Chapter II (omitting paragraphs 13 and 23) Chapters IV, V, VI, IX and X (omitting paragraph 123 and Appendix II) and the Andhra Pradesh Government Securities Rules, 1937.
- (c) The Constitution of India, 1950, Articles 148 to 151, 202, to 207, 264 to 293 and 308 to 314.  
(f) An introduction to the Indian Government Accounts and Audit.  
(g) The Andhra Pradesh Pension Code.
- 15. Sub-Jail Administration Test : Paper Code -11**
- (a) The Andhra Subsidiary Jail Manual (including the Prisons Act IX of 1894).  
(b) The Prisons Act III of 1900.  
(c) The Andhra Children Act IV of 1920.  
(d) The Prisoners (Attendance in Courts ) Act 1955 (Act 32 of 1955).
- 16. Account Test for Public Works Workshops Officers - I Paper : Paper Code - 14**
1. Andhra Pradesh Public Works Department Code: Chapter - I - Sections G.II and III, J-1, II, III, IV, V, VII and VIII.  
Chapter - II: Section H - VIII and paras 201 -209 and 211 - 215.  
Chapter-IV: F-III, G and H and paragraphs 188-195, 293-297, 304-343, 317-330 and 331-343 and Chapter - VI:  
2. Andhra Pradesh Public Works Account Code. Chapters III, IV, V, VI, VII, X, XI, XII, XIII, XIV, XV, XVIII and paragraphs 83, 150, 151 and 177-178.  
3. Andhra Pradesh Account Code Volume-I Entire code.  
4. Andhra Pradesh Account Code Volume III: Chapter - I: Articles 1,2,9  
Chapter - II: Articles 16,22, 32, 37, 38, 42, 47-48 and Institutions in from P.W.A.X.  
Chapter - III: Sections 1,2 and Articles 105-111 sub Section 3 and 4-8 and 11.
- 17. Account Test for Public Works Workshops Officers - II Paper: Paper Code - 29**
1. Andhra Pradesh Financial Code Volume - I.  
Chapter I : Article 5  
Chapter II : Article 6  
Chapter III : Article 12  
Chapter IV : Article 38-60  
Chapter VI : Article 91-121

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chapter VII : Articles                                                                                                                                                                | (ii) The Andhra Pradesh Minor Forest Produce (Regulation of Trade) Act, 1971 and the Andhra Pradesh Minor Forest Produce (Regulation of Trade in Abnus Leaves) Rules, 1970 with all the amendments issued from time to time. |
| Chapter VIII: Articles 147 -200 only                                                                                                                                                  |                                                                                                                                                                                                                              |
| Chapter X : Articles 226-233 and 260                                                                                                                                                  |                                                                                                                                                                                                                              |
| Chapter XI : Articles 267-271                                                                                                                                                         |                                                                                                                                                                                                                              |
| Chapter XII: Articles                                                                                                                                                                 | (iii) The Wild Life (Protection) Act, 1972 with the rules made thereunder with all amendments issued from time to time.                                                                                                      |
| Chapter XIV : Article 326                                                                                                                                                             |                                                                                                                                                                                                                              |
| 2. Andhra Pradesh Financial Code Volume - II : Item 56 in Appendix 7 and Rule 6 in Part - II of Appendix 12.                                                                          | 2. Land Acquisition Act, 1894 (as sub sequently amended).                                                                                                                                                                    |
| 3. Andhra Pradesh Treasury Code Volume - I Part- I: Treasury Rule I - 41                                                                                                              | 3. The A.P. Survey and Boundaries Act, 1923.                                                                                                                                                                                 |
| Part - II - Instruction 2 under T.R.7 (2)                                                                                                                                             | 4. The Indian Basement Act, 1882.                                                                                                                                                                                            |
| Subsidiary Rules 1,2,3,4,5,7 (c) and (d)                                                                                                                                              | 5. The Cattle Trespass Act, 1871.                                                                                                                                                                                            |
| Instructions 5, 10, 16, under T.R.10.                                                                                                                                                 | 6. A.P. Rent and Revenue Sales Act, 1839.                                                                                                                                                                                    |
| Instruction 2 under IX T.R.11                                                                                                                                                         | 7. A.P. Land Revenue Recovery Act, 1864.                                                                                                                                                                                     |
| Instructions under T.R. 13                                                                                                                                                            | 8. A.P. Land Encroachment Act, 1905.                                                                                                                                                                                         |
| Subsidiaries rules 1, 2, 3, 4, 5, 6, 39-51, 54, 56, 63 and instructions 40, 41, 46-49, 52, 58 under T.R.16 and subsidiary rules 2, 3, 4 and instructions 4-10 under T.R.32.           | 9. The Indian Penal Code, 1860 with the following selected Chapters :                                                                                                                                                        |
| 4. Rules issued in G.O.Ms. No. 1386 w, dated 23.9.71 as corrected from time to time regarding maintenance and check of daily labour muster rolls etc., in the Public Works Workshops. | (i) Introduction.                                                                                                                                                                                                            |
| 5. Andhra Pradesh Pension Code - Entire Code.                                                                                                                                         | (ii) General explanation.                                                                                                                                                                                                    |
| 6. Rule governing the grant of gratuities to workers of the work charged establishment as laid down in G.O.Ms. No. 430, PWD., dated 2-3-1940 as amended from time to time.            | (iii) Punishments.                                                                                                                                                                                                           |
| 7. Andhra Pradesh Public Works Stores Manual.                                                                                                                                         | (iv) General exceptions                                                                                                                                                                                                      |
|                                                                                                                                                                                       | (v) Abetment.                                                                                                                                                                                                                |
|                                                                                                                                                                                       | (ix) Offences by or relating to Public Servants.                                                                                                                                                                             |
|                                                                                                                                                                                       | (x) Contempt of Lawful authority of Public Servants.                                                                                                                                                                         |
|                                                                                                                                                                                       | (xi) False evidence and offences against Public Justice.                                                                                                                                                                     |
|                                                                                                                                                                                       | (xvii) Offences against property.                                                                                                                                                                                            |
|                                                                                                                                                                                       | (xviii) Offences relating to documents and Trade and Property marks.                                                                                                                                                         |
|                                                                                                                                                                                       | (xxiii) Attempts to commit offences.                                                                                                                                                                                         |
|                                                                                                                                                                                       | 10. The Code of Criminal Procedure, 1973 with the following Chapters:-                                                                                                                                                       |
|                                                                                                                                                                                       | (i) Preliminary                                                                                                                                                                                                              |
|                                                                                                                                                                                       | (ii) Arrest of persons.                                                                                                                                                                                                      |
|                                                                                                                                                                                       | (vi) Processes to compel appearance.                                                                                                                                                                                         |
|                                                                                                                                                                                       | (vii) processes to compel the production of things.                                                                                                                                                                          |
|                                                                                                                                                                                       | (xv) Complaints to Magistrates.                                                                                                                                                                                              |
|                                                                                                                                                                                       | (xvi) Commencement of proceedings before the Magistrates.                                                                                                                                                                    |
| <b>18. Fire Service Department Test. Part II</b>                                                                                                                                      |                                                                                                                                                                                                                              |
| <b>Paper Code - 39</b>                                                                                                                                                                |                                                                                                                                                                                                                              |
| Fire Service Manual (with books):                                                                                                                                                     |                                                                                                                                                                                                                              |
| All the chapters contained in the Fire Service Manual with all its Annexures and forms.                                                                                               |                                                                                                                                                                                                                              |
| <b>19. Departmental Test for Officers of the Forest Department - Forest law - Second paper:</b>                                                                                       |                                                                                                                                                                                                                              |
| <b>Paper Code - 26</b>                                                                                                                                                                |                                                                                                                                                                                                                              |
| <b>I. Forest law:</b>                                                                                                                                                                 |                                                                                                                                                                                                                              |
| (i) The Andhra Pradesh Forest Act I of 1967 with rules made thereunder with all the amendments issued from time to time.                                                              |                                                                                                                                                                                                                              |

- (xvii) The Charge.
- (xix) Trial of warrant cases by Magistrates.
- (xx) Trial of Summons cases by Magistrates.
- (xxi) Summary trials
- (xxiii) Evidence in enquiries and trials.
- (xxiv) General provisions as to enquiries and trials.
- (xxix) Appeals.
- (xxx) Reference and Revision
- (xxxiv) Disposal of property.
- (xxxvi) Limitation for taking cognizance of certain offences.
11. The Indian Evidence Act, 1872.
12. The Indian Contract Act, 1892 (with books).
13. The Sales of Goods Act, 1932 (with books).
14. Removal of Untouchability and the Protection of Civil Rights Act, 1955.
20. **Departmental Test for Officers of the Forest Department, Second Paper, Land Revenue with books): Paper Code-61**
- LAND REVENUE :**
- The Standing Orders of the Board of Revenue Nos. 1, 2, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 26, 27, 28, 30, 31, 33, 34, 41 to 49, 90, 91, 92 to 98, 196, 197, 201, 202 and 205.
21. **Departmental Test for the Officers of the Forest Department, Second Paper, Office Procedure and Accounts : Paper Code - 86**
1. Andhra Pradesh Forest Department Code.
2. Fundamental Rules and the Subsidiary Rules of the Andhra Pradesh Government Leave Rules of 1933 and the Andhra Pradesh Manual of Special Pay and Allowances.
3. Boards Standing Orders No. 175.
4. District Office Manual.
5. Andhra Pradesh Accounts Code Vol. III, Part III Articles 200-297.
6. Service Rules :-
- (i) Andhra Pradesh State and Subordinate Services Rules.
- (ii) Andhra Pradesh Civil Services (CCA) Rules.
- (iii) Andhra Pradesh Forest Service Rules.
- (iv) Andhra Pradesh Forest Subordinate Service Rules.
- (v) Andhra Pradesh Forest Subordinate Establishment Rules (Ad hoc Rules).
- (vi) Andhra Pradesh Ministerial Service Rules.
- (vii) Andhra Pradesh Last Grade Service Rules.
- 22. The Revenue Test, Part I First Paper : Paper Code-18**
- (a) The Indian Treasure Trove Act, 1878, Indian Act VI of 1878.
- (b) The Land Improvement Loans Act, 1883, Indian Act XIX of 1883.
- (c) The Agriculturists Loans Act, 1884, Indian Act XII of 1884.
- (d) The Land Acquisition Act, 1894, Indian Act I of 1894.
- (e) The Andhra Pradesh Rent and Revenue Rules Act, 1839 Central Act VII of 1839.
- (f) The Andhra Pradesh Revenue Recovery Act, 1894, Act II of 1894.
- (g) Andhra Pradesh Survey and Boundaries Act, 1923, Act VIII of 1923.
- (h) The Andhra Pradesh Land Encroachment Act, 1905, Act III of 1905.
- (i) The Standing Orders of the Board of Revenue bearing on the above Act and Chapter XIII of the Chain Survey Manual.
- (j) The Andhra Pradesh Irrigation Projects (Special Land Tax) Act, 1976.
- 23. The Revenue Test, Part I Second Paper : Paper Code-27**
- (a) The Andhra Pradesh (Andhra Area) Compulsory Labour Act, 1858 (Central Act I of 1858).
- (b) The Andhra Pradesh (Andhra Area) Irrigation Cess Act, 1865 (Act VII of 1865).
- (c) Andhra Pradesh (Andhra Area) Proprietary Estates Village Service and Andhra Pradesh (Andhra Area) Hereditary Village Officers Laws (Repeal) Act, 1969 (Repealing Act of 1969)
- (d) Andhra Pradesh (Andhra Area) Registration of Births and Deaths Act, 1899 (Act III of 1899).
- (e) Rest of the Standing Orders of the Board of Revenue.



- (f) The Railway Protection Act, 1886 (Act IV of 1886).
- (g) The District Office Manual.
- (h) The Andhra Pradesh (Telangana Area) Land Revenue Act III, 1317 F. (Act VIII of 1317 Fasli) sections which are in force only.
- (i) The Andhra Pradesh (Telangana Area) Railways, Government Irrigation Sources and Public Building Protection Act (Act No. I of 1321 Fasli).
- (j) The Hyderabad Land Revenue Rules of 1951.
- (k) The Andhra Pradesh (Telangana Area) Record of Rights in Land Regulation of 1358 Fasli (Regulation VIII of 1358 F.)
- (l) The Famine Manual.
- (m) Rules, Orders and Circulars of Revenue Secretariat pertaining to the above Acts and Regulations.
- (n) The Andhra Pradesh (Andhra Area) Village Officers Service Rules, 1969.
- (o) The Andhra Pradesh Land Revenue (Enhancement) Act, 1967.
- (p) The Andhra Pradesh (Andhra Area) Works (Repairs, Improvement and Construction) Act, 1943.
- (q) The Andhra Pradesh Non-Agricultural Assessment Act, 1963.
- (r) The Andhra Pradesh (Andhra Area) Tank Improvement Act, 1949.
- (s) The Andhra Pradesh Irrigation (Construction and Maintenance of Water Sources) Act, 1865 (Act VII of 1865).
- (t) The Andhra Pradesh (Telangana Area) Irrigation Act, 1358 F.
- (u) The Andhra Pradesh Excise Act, 1968 (Act No. 17 of 1968).
- 24. The Revenue Test, Part II : Paper Code - 43**
- (a) Manual of Village and Taluk Accounts.
- (b) Special Fund Code.
- (c) Instructions relating to Taluk and Village Accounts of Telangana.
- 25. The Revenue Test, Part III : Paper Code - 62**
- GROUP A (COMMON ACTS) :**
- (a) The Indian Stamp Act, 1899 (Central Act II of 1899).
- (b) The Andhra Pradesh Revenue Summons Act, 1869 (Act III of 1869).
- (c) The Andhra Pradesh Court Fees and Suits Valuation Act, 1956 (Act VII of 1956).
- (d) The Andhra Pradesh Panchayat Samithies and Zilla Parishads Act, 1959 (Andhra Pradesh Act No. XXXV of 1959).
- (e) The Current Five-Year Plans of India with particular reference to the Current Five-year Plans of the State of Andhra Pradesh.
- (f) The Andhra Pradesh Revenue Malversation Regulation, 1822 (Regulation IX of 1822) with up-to-date amendments.
- (g) The Stamp Manual.
- (h) Rules under the above Acts and Regulation.
- (i) Removal of untouchability and Protection of Civil Rights Act, 1955.
- GROUP - B (REGIONAL ACTS):**
- (a) The Andhra Pradesh (Andhra Area) Land Registration Regulation, 1802 (Act No. XXIV of 1802).
- (b) The Andhra Pradesh (Andhra Area) Board of Regulation, 1803 (Regulation I of 1803).
- (c) The Andhra Pradesh Endowments and Encheats Regulations, 1817 (Regulation VII of 1817)
- (d) The Andhra Pradesh (Andhra Area) Collector's Regulation, 1803 (Regulation II of 1803)
- (e) The Andhra Pradesh (Andhra Area) Village Land Disputes Regulation, 1816 (Regulation XII of 1816).
- (f) The Andhra Pradesh Subordinate Electors and Revenue Malversation Amendment Regulation, 1828 (Regulation VII of 1828).
- (g) The Ganjam and Visakhapatnam Act, 1839.
- (h) The Andhra Pradesh (Andhra Area) Inams Act, 1969 (Act 8 of 1969)
- (i) The Andhra Pradesh Forest Act, 1967.
- (j) The Andhra Pradesh (Andhra Area) Canals and Public Ferries Act, 1890 (Act No. II of 1890),
- (k) The Andhra Pradesh Municipalities Act, 1965 (Act VI of 1965).

- (l) The Andhra Pradesh (Andhra Area) Court of Wards Act, 1902 (Act II of 1902).
- (m) The Andhra Pradesh Co-operative Societies Act, 1964 (Act VII of 1964).
- (n) The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act of 1966 (Act 17 of 1966).
- (o) The Andhra Pradesh (Andhra Area) Inams Abolition and Conversion into Ryotwari Act, 1956 (Act XXXVI of 1956).
- (p) The Andhra Pradesh Mines, Mineral Concession Rules, 1966.
- (q) The Andhra Pradesh (Telangana Area) Court of Wards Act, 1350 F. (Act XII of 1350 F).
- (r) The Limitation Act, 1963 (Central Act 36 of 1963).
- (s) The Andhra Pradesh Gram Panchayat Act, 1964 (Act 2 of 1964).
- (t) The Essential Commodities Act, 1955 (Central Act 10 of 1955).
- (u) The Rice Milling Industry Regulation Act, 1958 Rules thereon.
- (v) The Andhra Pradesh (Andhra Area) Estates Abolition Act, 1948 (Act XXVI of 1948).
- (w) The Andhra Pradesh (Andhra Area) Estate Land Act, 1908 (Act I of 1908).
- (x) The Andhra Pradesh (Andhra Area) Tenancy and Agricultural Lands Act, 1950 (Act XX of 1950).
- (y) The Andhra Pradesh Ceiling on Agricultural Holdings Act, 1973.
- (z) The Andhra Pradesh (Andhra Area) Abolition of Inams Act, 1955 (Act VIII of 1955).
- (aa) The Andhra Pradesh (Telangana Area) Atiyat Enquiries Act, 1952 (Act X of 1952).
- (ab) The Andhra Pradesh (Andhra Area) Tenancy Act, 1956 (Act XVIII of 1956).
- (ac) The Rice (Southern Zone) Movements Control Order, 1957.
- (ad) The Southern States (Regulation of Export of Rice Order, 64).
- (ae) The Andhra Pradesh Sugar Dealers Licensing Order, 1963.
- (af) The Andhra Pradesh Foodgrain Dealers Licensing Order, 1964.
- (ag) Andhra Pradesh Kerosene (Licensing and Distribution) Order, 1965.
- (ah) The Andhra Pradesh Paddy and Rice (Requisitioning of Stocks) Order, 1866.
- (ai) Andhra Pradesh Foodgrain (Procurement) Order, 1967.
- (aj) Andhra Pradesh Guest Control Order, 1976.
- (ak) Andhra Pradesh Coarse Grain (Requisitioning of Stock) Order, 1973.
- (al) The Andhra Pradesh Paddy Procurement Levy Order, 1972.
- (am) The Andhra Pradesh (Prevention of Hoarding of Foodgrains) Order, 1973.
- (an) The Andhra Pradesh Scheduled Commodities (Regulation of Distribution by Card System) Order, 1973.
- (ao) The Scheduled Commodities Act, 1973.
- (ap) The Andhra Pradesh Hydrogenated Vegetable Oil Dealers Licensing Order, 1974.
- (aq) Andhra Pradesh Exhibition of Price List of Goods Order, 1966.
- 26. Labour Factories and Boilers Department**  
**Test Part A : Paper Code - 22**
- (i) District Office Manual (without books).
- (ii) Manual for Conciliation Officers (with books). District Office Manual and Manual for Conciliation Officers.
- 27. Labour Factories and Boilers Department**  
**Test Part B : Paper Code - 40**  
**Acts and Rules relating to Factories Administration and the Rules framed thereunder:**
- SECTION I :**
1. Factories Act
  2. Payment of Wages Act.
  3. Maternity Benefit Act.
  4. Employment of Children Act.
  5. Cotton, Ginning and Pressing Factories Act.
- SECTION II :**
1. Shops and Establishments Act.
  2. Motor Transport Workers Act, 1961.
  3. Beedi and Cigar (Conditions of Employment) Act.
  4. Minimum Wages Act.

**28. Labour Factories and Boilers Department Test, Part C: Acts and Rules relating to Labour Administration : Paper Code - 57**

Acts relating to Labour Administration :-

1. Industrial Disputes Act.
2. Workmen's Compensation Act.
3. Indian Trade Unions Act.
4. Industrial Employment (Standing Orders) Act.
5. Employees State Insurance Act.
6. Employees Provident Fund Act.
7. Payment of Bonus Act.
8. Working Journalists (Conditions of Service) and Miscellaneous Provisions Act, 1955.  
(G.O. Ms No. 391, dated 31st March, 1972).

**29. Labour, Factories and Boilers Department Test, Part D : Paper Code-75**  
[Acts, Rules and Regulations under the Indian Boilers Act]:

**30. Divisional Test, Part V : Paper Code-138**

1. The Fundamental Rules and Subsidiary Rules of A.P. Government.
2. Manual of Special Pay and Allowances.
3. The A.P. Pension Code, Vol. I and II.
4. A.P. Budget Manual.
5. Revised Pension Rules, 1980

**31. Treasuries and Accounts service Examination- Part -I : Paper-I : Paper Code-31**  
(Service Rules) (THEORY)

1. Andhra Pradesh Fundamental Rules and Subsidiary Rules.
2. Andhra Pradesh Pension Code Volume-I and II and Revised Pension Rules.
3. Andhra Pradesh State and Subordinate Service Rules
4. Andhra Pradesh Conduct Rules
5. Andhra Pradesh Classification, Control and Appeal Rules and Procedure for conducting departmental enquiries.

**32. Treasuries and Accounts Service Examination - Part -I : Paper - II Paper Code - 64**  
(Financial Rules - Theory)

1. Andhra Pradesh Financial Code Volume I & II
2. Andhra Pradesh Account Code Volume I & II
3. Andhra Pradesh Treasury Code Volume I & II
4. Andhra Pradesh Manual and Special Pay and Allowances.
5. Andhra Pradesh Budget Manual.
6. Introduction to Indian Government Accounts and Audit.

**33. Treasuries and Accounts Service Examination - Part - I : Paper - III Paper Code - 89**

(Practicals - Study of Service and Financial Rules through problems)  
Problems on Service Rules and Financial Rules on the Codes, Manuals and Rules included in Paper-I and II of Part- I.

**34. Treasuries and Accounts Service Examination - Part - I : Paper - IV Paper Code - 114**

(Book- Keeping and Works Accounts) :

Part - I : Elementary Book-keeping

Part-II : Public Works Department Accounts and Forest Accounts.

For Part - I, the syllabus in Elementary Book Keeping will be the same as prescribed for Paper-IV of the Subordinate Accounts Service Examination of Local Fund Audit Department. Part-II will contain the question paper to test basic understanding of Public Works Department Accounts and Forest Accounts.

**35. Treasuries and Accounts Service Examination Part-II : Paper-I (Work Accounts and Auditing including Works Audit - Andhra Pradesh Public Works Department Code) Paper Code-46**

Chapter - I : Paras 58 and 59 - Work charges establishment.

Chapter - II : E - Preparation of Projects.

I - General paras 112 - 121

II - Original Works paras 122 - 132

III - Repairs, paras 133 - 147

IV - Road - Para 149

F - Contracts :

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| 3. Andhra Pradesh Accounts code Volume - III.                           |         |

Chapter - I : General

II : Classification of the Public Works receipts and expenditure.

III : Accounts to be kept in Public Works Offices. Art. 1 to 239

IV : Accounts returns rendered by Public Works Officers and appendices 1, 2, 3.

Objects of Auditing conduct of Audit - Internal check - Audit programmes General Principles governing the Audit of Joint Stock Company (Public and Private) bouching - Valuation and verification of Assets and Liabilities - Duties and responsibilities of Auditor Audit of various Institutions special features of Government Companies and Public Utility concerned - Investigations Audit Reports.

**BOOKS RECOMMENDED**

1. Principles of Auditing by Depaula.
  2. Auditing by R.V. R. Ram Gupta.
  3. Principles of Auditing by Batliboi
- 36. Treasuries and Accounts Service Examination- Part - II Paper - II - Advanced Accountancy and Costings : Paper Code - 79**
- I. Introduction :- (a) Principles of Book-Keeping including accounting concepts and conventions, (b) Journalising, Posting and balancing of accounts, (c) Sub-division of journal, (d) Cash-book different types of cash books including petty cash book.
  - II. Bank reconciliation statement including problems on over-draft and problems with extracts from cash book and pass book.
  - III. Bills of exchange including accommodation bills.
  - IV. Preparation of trial balance and final accounts of a sole trade (a) Trial balance (b) Capital and revenue, (c) Manufacturing account, Traking Account, Profit and Loss Account and Balance Sheet including adjusting and closing entries, (d) Treatment of bad debts and provision for doubtful debts.
  - V. Errors and their rectification-Suspense account effect rectification on profit.

- VI. Consignment including invoicing goods at a price higher than cost price treatment of normal and abnormal losses.
- VII. Joint venture including memorandum joint venture.
- VIII. Account current including red ink interest. Average due date.
- IX. Royalties including sub lease. Hire purchase and instalment purchase system including default and repossession (excluding hire-purchase trading account).
- X. Self balancing and sectional balancing systems, accounts from incomplete records.  
Depreciation. Reserves (Theory and problems).
- XI. Accounts of non-trading concerns (Preparation of income and expenditure accounts and balance sheet only).
- XII. Company Accounts :-  
a. Record of share capital transactions including over subscription, forfeiture and re-issue of forfeited shares.  
b. Issue and redemption of debentures.  
c. Purchase of business  
d. Profits prior to incorporation.  
e. Bonus shares  
f. Final Accounts
- XIII) Analysis of Financial statements :  
Ratio analysis - Computation of  
(a) Liquidit Ratios (b) Solvency Ratios  
(c) Profitability Ratios.

**BOOKS RECOMMENDED :**

- (A) Advanced Accounts by N.C. Shukla and T. Grewal  
(B) Advanced Accountancy by Rup Ram Gupta and Vishnu Saran Gupta

**Part - II - Paper - II Costing.**

1. Introduction
2. The Elements of Cost-The analysis of Total cost - Direct material - Direct Labour - Direct Expenses - Over Head - Methods of Cost Accounting.

3. Materials - Purchase - Receipt storage and issue of Materials records and forms kept in connection with purchases - pricing of materials - Maximum and Minimum limits.
4. Labour Employment of Labour - Different Methods of Payment of wages - Incentive record Maintained for payment of labour - Time keeping and time Booking - termination of employment.
5. Over Heads production - Administrative - Selling and Distribution over head - How classified, collected, apportioned and allocated.
6. Methods of Costing : Unit of out - put costing - Job or contract Costing - Assertainment - Profit - on partly completed contracts - Operating cost - process costing - Process losses and treatment - of waste and scrap - Joint product - Marginal costing - Importance - Break even - analysing - p/v ratio Advantages and Limitations Standard costing - Uniform costing.
7. Budgeting and Budgetary control - various types of Budgets advantages and limitations of Budgetary Control.
8. Reconciliation between Cost and Financial Accounts.

**BOOKS RECOMMENDED**

1. Wheldon's Cost Accounting and Costing Methods by L.W.J. Owler and J.L. Brown.
2. Principles of practice of Cost Accounting by N.K. Prasad.
3. Whelden's Costing simplified by L.W.J. Owler and J.L. Brown.
4. Cost Accounting by B.K. Bhar.

**37. Treasuries and Accounts Service Examination:-**

**Part-II, Paper-III (Mercantile Law & Industrial Law), Paper Code-100**

**MERCANTILE LAW**

1. Indian Contract Act  
Contracts including special contracts. Indemnity -Guarantee-Bailment-Agency.
2. Sale of Goods Act.
3. Negotiable Instrument Act.

Definition Rules of Evidence - Rules of presentment crossing-Endorsement. Marking - Dishonor - Bills of exchange - Payment of cheques - Bankers liability relating to payment of cheques.

4. Common carriers and carriage of Goods Act.

**INDUSTRIAL LAW**

1. Insurance General and Marine.
2. Factories Act.
3. Workmen's Compensation Act.
4. Payment of Wages Act.
5. Employees Provident Fund Act.  
Provision relating to Memorandum and Article of Association, Capital, Share and Share Holders, Mortgage and charges, Director's Meetings Accounts and Audit, Govt. Companies and Private Companies.

**BOOKS RECOMMENDED**

1. Shah : Company Law
  2. Sethna : Company Law
  3. Mehta : Supreme Court on Company Law
  4. Shukla M.C. : Mercantile Law
  5. Venkatesam. E : Hand Book of Mercantile Law
  6. Mulla & Pollock : Indian Contract Act
  7. Venkateswar Iyer : Indian Contract Act
  8. Menabis : Mercantile Law
  9. Kappor N.D. : Mercantile Law
  10. Sethna : Mercantile Law
  11. Sethna : Commercial & Industrial Law
  12. Pandis : Mercantile Law
38. Treasuries and Accounts Service Examination - Part-II : Paper-IV (CONSTITUTION OF INDIA)  
**Paper Code 129.**
1. Constitutional provisions relating to Civil Services.
  2. Constitutional provisions relating to Fiscal Administration of India.

3. Planning Process and Budgeting procedures in Government.
4. Functional Classification and performance Budgeting.
5. New Techniques in Budgeting.
6. Role and Functions of Comptroller and Auditor General of India.

**39. Jail Department Test, Paper I : (with books)  
Paper Code-33**

1. Prison Manual (Andhra Pradesh Prisons Rules, 1979)
2. The Indian Prisons Act, 1894
3. The prisoners' Act, 1900
4. The Transfer of Prisoners Act, 1950

**40. Jail Department Test, Paper : II (with books)  
Paper Code - 48**

- Indian Penal Code, 1860
- Chapter II** General Explanation (Definitions)
- Chapter III** Punishments
- Chapter IV** General Exceptions
- Chapter IX** Offences by or relating to public servant
- Chapter XVI** Offences affecting the Human body
- Chapter XVII** Offences against property
- Chapter XX(498-A only)** Cruelty by husband or relatives of husband
- Section 128** Allowing prisoner to escape
- Section 129** Negligently suffering such prisoner to escape
- Section 130** Aiding escape of, rescuing or harbouring such prisoner
- Section 217 and 225** Offences against public justice

**41. JAIL DEPARTMENT TEST PAPER:III  
(with books) Paper Code - 66  
I. Criminal Procedure Code, 1973**

- Chapter I General Explanation (Definitions)
- Chapter II Constitution of Criminal Courts & Offices
- Chapter III Power of Courts
- Chapter VIII Security for keeping the peace & for good behaviour
- Chapter IX Order for Maintenance of wives, Children & Parents
- Chapter XXII Attendance of persons confined or detained in prisons
- Chapter XXV Provisions as to accused person of unsound mind
- Chapter XXVII The Judgement

Chapter XXIX Appeals  
Chapter XXXII Execution, Suspension, Remission &  
Commutation of Sentences

Chapter XXXIII Provisions as to Bail & Bonds

**2. Prisoners (Attendance in Courts) Act, 1955 and  
Rules there under**

**42. JAIL DEPARTMENT TEST PAPER : IV (with  
books) Paper Code - 82**

1. The Andhra Pradesh Borstal School Act, 1925  
and Rules there under
2. The Probation of Offenders Act, 1958
3. The Protection of Human Rights Act, 1973
4. The Preventive Detention Act, 1969 and Rules  
there under

(G. O. MS. NO. 361 G.A. (SER-C) DEPT., DATED 3/11/2004

**44. Departmental test for A.P. Works Accounts  
Service Part I, Paper I (with books) :**

**Paper Code - 44**

1. The A.P. Financial Code, Volumes I and II.
2. The A.P. Treasury Code, Volumes I and II.
3. The A.P. Accounts Code, Volumes I and II.
4. The A.P. Budget Manual.
5. An introduction to the Indian Government  
Accounts and Audit.

**45. Departmental Test for A.P. Works Accounts  
Service-Part I, Paper II (with books) :**

**Paper Code - 78**

1. The Fundamental Rules and S.Rs. framed  
thereunder by the A.P. Government including the  
A.P. Leave Rules, 1933.
2. The A.P. Manual of Special Pay and Allowances.
3. The A.P. Pension Code, Volumes I and II Revised  
Pension Rules, 1980.
4. The Government Securities Manual-Third Edition,  
Chapter I (omitting paragraphs 10 and 11), Chapter  
II (omitting paragraphs 13 and 23), Chapter IV, V,  
VI, IX and X (omitting paragraph 123 and  
Appendix II) and the A.P. Government Securities  
Rules, 1937.
5. The Constitution of India, 1950, Articles 148 to  
151, 202 to 207, 264 to 293 and 308 to 314.

**46. Departmental Test for A.P. Works Accounts  
Service Part II- Paper III (with books) :**

(Practice with problems). **Paper Code-99**

1. A.P. Public Works Accounts Code.
2. The A.P. Accounts Code, Vol. III-Chapters I to  
IV.
3. P.A.O. Manual.

**47. Departmental Test for A.P. Works Accounts  
Service, Part II- Paper IV (with books) :**

**Paper Code - 128**

1. A.P. Public Works Departmental Code.
2. Elementary principles of  
(i) Contract Act, and  
(ii) Workmen's Compensation Act and Industrial  
Disputes Act.
3. Working knowledge in  
(i) Analysis of rates and dates and  
(ii) Clauses under preliminary specifications to A.P.  
detailed standard specifications.

**48. The Civil Judicial Test, Part I; Paper Code - 45**

The Limitation Act, the Stamp Act, The A.P. Court  
Fees Act & Suits Valuation Act, 1956.  
(G.O.Ms.No. 648, G.A. (Ser.C) Dept., dt : 1-6-64).

**49. The Civil Judicial Test Part II, Second Paper :**

**Paper Code-147**

The Code of Civil Procedure and the Rules of  
Practice (Civil) of the High Court of Judicature at  
Hyderabad on the Appellate side and the Courts  
Subordinate thereto as revised up-to-date.

**50. Departmental test for Officers of the Andhra  
Pradesh Agricultural Services - (with books) :**

**Paper Code - 50**

The A.P. Agricultural Department Manual, 1972.  
Candidates sitting for this test will be allowed to  
use the A.P. Financial Code, Volumes I and II also.

**51. Animal Husbandry Department Test (with  
books) : Paper Code-51**

Andhra Pradesh Animal Husbandry Department  
Manual.

**52. Registration Department Test, Group-I,  
Paper I : Paper Code-52**



The Registration Act, Registration Rules, the Table of Fees.

**53. Registration Department Test, Group-I, Paper II : Paper Code-70**

Registration manual, Volume II circulars and Departmental Orders.

**54. Registration Department Test, Group-II, Paper III : Paper Code-83**

I. The Stamp Act and Rules thereunder.

**55. Registration Department Test, Group-III, Paper IV Miscellaneous Acts : Paper Code-94**

1. The Transfer of Property Act.
2. The Evidence Act.
3. The Civil Procedure Code, Sections 1 and 2 of the preliminary Chapters ; Sections 27 to 32, 75 to 78 and orders V, XVI and XXVI.
4. The Special Marriage Act XLIII of 1954.
5. The Societies Registration Act, XXI 1860.
6. The Indian Christian Marriage Act, 1872.
7. The Hindu Marriage Act, 1955.
8. Chit Fund Act, 1971.
9. The Hyderabad Tenancy Act, 1950. Chapter V and orders and Circulars pertaining there to.

**56. Port Department Test, Higher Grade : Paper Code -55**

1. The Madras Port Manual (the whole).
2. The Merchant Shipping Act, 1958 (the whole) and rules issued thereunder.
3. The Indian Port Act (the whole).
4. The Indian Light-House Act (the whole).
5. The Landing and Shipping Fees Act.
6. The relative Government Orders and Rules issued in connection with Mercantile Marine Administration.

**57. Departmental Test for the Employees of Andhra Pradesh Government Life Insurance Department Paper Code - 60**

- I. INSURANCE : (PAPER-I)

Part (A): The Andhra Pradesh Government Life Insurance Rules and their Practical application.  
Part (B): Principles and practice of Insurance (Lessons indicated below) from the book entitled, "Principles of Life Assurance" published by the Federation of Insurance Institutes, Universal Insurance Buildings, P.M. Road, Bombay.

Lesson - I : Nature of Insurance- Brief History of Life Assurance.

Lesson-II : Utility of Insurance (Except pages 14 to 16)

Lesson-III : Basic elements in Life Insurance Premium.

Lesson-IV : Endowment Assurance-Its usefulness-whole life policy-Term Assurance Policy - Mortgage Redemption Assurance policy.

Lesson - V : Objections for selection and classification of risks (upto para 24).

Lesson - VII : Except paras 10, 11, 12, 13, 14, 18, 19 and 20.

Lesson - XI : Instead of Life Insurance Corporation forms, Andhra Pradesh Govt. Life Insurance forms.

**58. Departmental test for the Employees of Andhra Pradesh Government Life Insurance Department Paper - II : Elementary Book - Keeping : Paper Code - 68**

Principles of Double Entry, objects and advantages of Double Entry-Subsidiary Books and their use viz., Cash Book, Purchase Book, Sales Book, Purchase Returns, Sales Returns, Bills Receivable Book, Bills Payable Book and Journal Ledger Accounts and Posting the transactions from the subsidiary books in the ledger and extracting the ledger balance, preparation of Bank Reconciliation statement and Trial Balance, Adjusting the errors and their rectification-Cheques, Endorsements, Acceptance, Dishonor, Renewal and crossing a cheque and its advantages, Trading Account, Valuation of stock, Panal Adjustments, Reserve for doubtful debts, Accounts adjusting Entries and Closing Entries, Profit and Loss Account-Balance Sheet, Fixed Assets, Floating Assets, Liquid Assets and Wasting Assets, Final Accounts, of a Sole Trader.

**59. PORT DEPARTMENT TEST (LOWER GRADE) Paper Code - 72**

1. The Madras Port Manual (the whole) (as adopted by the State of Andhra Pradesh).
2. The Indian Ports Act, 1908 (the whole Act and rules issued thereunder).
3. The Madras Out Ports Landing and Shipping Fees Act 1885 and rules issued thereunder (as Adopted by the State of Andhra Pradesh).
4. Preparation of Pay, T.A. and Contingent Bills.
5. District Office Manual.
60. **The Indian Evidence Act Test : Paper Code - 77**
  1. The Indian Evidence Act of 1872.

Candidates shall be expected to have read Cunninghams commentaries or any similar work.
61. **Local Fund Audit Department Test-I Paper : (Local Acts and rules framed thereunder)**  
**Paper Code - 84**
  - (a) The Municipal Account Code.
  - (b) The Local Boards Manual.
  - (c) The Union Manual.
  - (d) The Andhra Pradesh Municipalities Act, 1965.
  - (e) The Andhra Pradesh (Andhra Area) Public Health Act.
  - (f) The Andhra Gram Panchayat Act, 1964.
  - (g) The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1966.
  - (h) **Statutory Rules under :-**
    - (1) The A.P. Municipalities Act, 1965.
    - (2) The A.P. Gram Panchayat Act.
    - (3) The A.P. Charitable and Hindu Religious Institutions and Endowments Act, 1966.
  - (i) The Andhra Pradesh Panchayat Samithies and Zilla Parishads Act and the Rules framed thereunder.
62. **Local Fund Audit Department Test-II Paper : (Accounts and Audit)**  
**Paper Code - 93**
  - (a) The Municipal Account Code.
  - (b) The Local Boards Manual.
  - (c) The Union Manual.
  - (d) The Andhra Pradesh Municipalities Act, 1965.
- (e) The Andhra Pradesh Gram Panchayat Act, 1964.
- (f) The Local Fund Audit Department Manual.
- (g) The A.P. Charitable and Hindu Religious Institutions and Endowments Act, 1966.
- (h) **Statutory Rules under :-**
  - (1) The A.P. Municipalities Act, 1965.
  - (2) The A.P. Gram Panchayat Act, 1964.
  - (3) The A.P. Charitable and Hindu Religious Institutions and Endowments Act, 1966.
- (i) The Andhra Pradesh Panchayat Samithies and Zilla Parishads Act and the Rules framed thereunder.
63. **Local Fund Audit Department Test-III Paper (Fundamental Rules and Travelling Allowances Rules; A.P. Pension Codes)**  
**Paper Code - 105**
  - (a) Fundamental Rules (Printed and Published by the Andhra Pradesh Government).
  - (b) The Andhra Pradesh manual of Special Pay and Allowances.
  - (c) A.P. Pension Code Volumes I & II.
  - (d) A.P. Liberalised Pension Rules, 1961.
  - (e) A.P. Govt. Servants Family Pension Rules, 1964.
  - (f) The A.P. Revised Pension Rules, 1980. (GOMs. No. 558, G.A. (Ser.C) Dept. dt : 23.11.1987).
64. **Departmental test for the Gazetted Officers of the Education Department, First Paper (with books):**  
**Paper Code - 88**
  - (i) Rules relating to Elementary Schools.
  - (ii) Rules relating to the Provident Fund for teachers in non-pensionable service.
  - (iii) The Inspection Code.
  - (iv) The Grant-in-aid Code.
  - (v) Instructions to local authorities and Inspecting Officers of the Education Department in connection with the introduction of Universal Free and Compulsory Primary Education in Andhra Pradesh.
65. **Departmental Test for the Gazetted Officers of the Education Department, Second Paper :**

**Paper Code - 97**

- (i) The Andhra Civil Services (Classification, Control and Appeal) Rules and the Hyderabad Civil Service (Classification, Control and Appeal) Rules.
- (ii) The Andhra Pradesh Panchayat Samithies and Zilla Parishads Act, 1959 and rules issued thereunder.
- (iii) The new S.S.C. (X Class) Scheme issued in G.O.Ms.No. 63, Education, dated 16th January, 1969 (vide G.O.Ms.No. 554, dated 9th August, 1974).
- (iv) Special Rules for Educational Service and Special Rules for Educational Subordinate Service.

Note:- Candidates are required to be conversant with such Amendments to the Acts and Rules, etc., mentioned above as have been issued or published six months prior to the date of examination.

**66. Departmental Test for Officers of the A.P. Commercial Taxes Subordinate Services-First Paper-Commercial Taxes Act and Rules :**

**Paper Code - 92**

- 1. The Andhra Pradesh General Sales Tax Act, 1957, and the Rules and Notifications issued thereunder :
- 2. The Andhra Pradesh Entertainments Tax Act, 1939, and the Rules and Notifications issued there under :  
(vide G.O.Ms. No. 456 dated 4th July, 1974).
- 3. **The Andhra Pradesh (Telangana Area) Horse Racing and Betting Tax Regulations, 1949, and the Rules and Notification issued thereunder :** (G.O.Ms. No. 456, dated 4th July, 1974).
- 4. The Central Sales Tax Act, 1956 and the Rules and Notifications issued thereunder.

**67. Departmental Test for Officers of the Commercial Taxes Subordinate Services - Second paper other Laws :**

**Paper Code - 102**

- 1. The Code of Civil Procedure, 1908.
  - 1. Order V-Issue and Service of Summons.
  - 2. Order XIII-Production, Impounding and Return of Documents.

3. Order XVI-Summoning and attendance of witnesses.

4. Order XVIII-Hearing of the suit and examination of witnesses.

2. The Indian Penal Code, 1960.

1. Chapter X-Contempt of the Lawful authority of public servants.

2. Chapter XI-False evidence and offences against public justice.

3. The Code of Criminal Procedure, 1973

Sections 99, 100, 251, 252, 254, 256(i) and 257.

4. The Indian Evidence Act, 1872

1. Chapter-I Preliminary

2. Chapter-III - Facts which need not be proved.

3. Chapter XII- Burden of proof (Sections 101 to 104, 106, 109, 110 and 114).

5. The Indian Sale of Goods Act, 1900.

1. Chapter-I (Section 2).

2. Chapter-II (Sections 4 to 6)

3. Chapter-III (Sections 18 to 26 and 30).

4. Chapter IV - (Section 33 and 39).

5. Chapter V- (Sections 45 to 49).

6. The Indian Contract Act, 1872.

1. Chapter I - (Section 3, 5 and 8).

2. Chapter II - (Sections 10, 11, 13 to 18, 22 to 25 and 27).

3. Chapter IV- (Sections 37 to 40, 46 and 47).

4. Chapter X - (Sections 182 to 188, 211, 213 and 214)

7. The Madras Revenue Recovery Act, 1864 as amended by the Madras Revenue Recovery (Andhra Pradesh) Extension and Amendment Act, 1958 (Andhra Pradesh Act VI of 1959).

**68. Fisheries Department test I, (with books) :**

**Paper Code-95**

Andhra Pradesh Fisheries Manual, Volume I.

**69. The Criminal Judicial Test, Second Paper, The Indian Penal Code detailed application (with books) :**

**Paper Code - 108**

1. The Indian Penal Code and the Acts amending the same.  
Candidates shall be expected to have read Mayne's Commentaries or any similar work.
- 70. The Criminal Judicial Test, Fourth Paper, The Code of Criminal Procedure Detailed Application (with books): Paper Code-136**
1. The Code of Criminal Procedure and the Acts amending the same.
- 71. Endowments Department Test - Second Paper Paper Code - 126**
1. The A.P. Charitable and Hindu Religious [Institutions] and Endowments Act, 1987.
2. Rules made under the A.P. Charitable and Hindu Religious Institutions and Endowments Act, 1987 and such of the rules framed under the A.P. Charitable and Hindu Religious Institutions and Endowments Act, 1966 which are in force and which are not inconsistent with the provisions of the Act 1987.
- 72. Transport Department Test - Part-I (With Books) Paper Code - 106**
- The Motor Vehicles Act, 1939 and the A.P. Motor Vehicles Taxation Act, 1963 and the rules framed under these two Acts Revenue Recovery Act of 1966 as amended.
- 73. Transport Department Test - Part-II (With Books) Paper Code - 124**
- (For Motor Vehicles inspectors and Assistant Motor Vehicles Inspectors).
- I. Chapters in Criminal Procedure Code.  
I, II, III, IV, V, VI, XIV, XV, XVII, XIX, XX, XXI, XXV, XXVI, XXXIX, XL, XLI and XLVI
- II. Criminal Rules of Practice.
- III. District of Office Manual.
- 74. Forest Department Test - Part I Paper I : Paper Code - 107**
- (i) Andhra Pradesh Forest Department Code.
- (ii) Andhra Pradesh Accounts Code Vol. III Part III, Articles 240-297.
- (iii) Andhra Pradesh Forest Act I of 1967 with the rules in the Madras Forest Manual I (1940 edition) new rules are framed under Act I of 1967 made thereunder and all the amendments issued from time to time.
- The Andhra Pradesh Minor Forest Produce Regulation of Trade Act, 1971, the Andhra Pradesh Minor Forest Produce (Regulation of Trade in Abnus Leaves) Rules, 1970.
- Wild Life Protection Act, 1972 and the Rules framed thereunder with all amendments issued from time to time.
- 75. Forest Department Test Part II, Third paper : Standing Orders of the Board of Revenue and Service Rules. Paper Code - 139**
- (a) Petition rules issued in G.O. Ms. No. 1433, General Administration (Ser.-C) Department, dated 22nd August, 1958.
- (b) Board's Standing Order No. 175.
- (c) Service Rules :
- (i) A.P. State and Subordinate Service Rules.
- (ii) A.P. Civil Services (CCA) Rules.
- (iii) A.P. Forest Service Rules.
- (iv) A.P. Forest Subordinate Service Rules.
- (v) A.P. Forest Subordinate Establishment Rules (Ad hoc Rules).
- (vi) A.P. Ministerial Service Rules.
- (vii) A.P. Last Grade Service Rules.
- (d) District Office Manual.
- (e) Removal of untouchability and the protection of Civil Rights Act, 1955.
- 76. Departmental Test for Government Press Officers Paper Code - 131**
1. Printing Manual.
2. Government Press Office Manual.
- 77. Departmental Test for Officers and Ministerial Staff of the Stationery and Printing Department: Paper Code - 132**
- Department Manuals :**
1. Stationery Manual Volumes I and II.
2. Chapter VII of the Andhra Pradesh Financial Code, Volume I on the purchase of stores, etc.

3. Appendix 9 of the Andhra Pradesh Financial Code, Volume II regarding supply of Stationery and Printing Stores.
- 78. The Accounts Test for Public Works Department Officers and Subordinates - Paper-I:**  
**Paper Code - 137**
- 79. The Accounts Test for Public Works Department Officers and Subordinates-Paper II:**  
**Paper Code-142**
- (a) The Andhra Pradesh Public Works Department Code, Chapter-I (Paragraphs 58 and 59), Chapter II (Paragraphs 112-120, 123-132, 140, 147-149, 151, 157, 158, 161, 173, 181, 189, 190, 192-212, 216-220 and 222-224) Chapter III (Paragraphs 225-234, 236, 238-247, 249, 251, 254 and 257 to 289), Chapter IV (Paragraphs 290, 293-297, 300-302, 304-313, 316-328, 331-342 and 345-366), Chapter V (Paragraphs 367-369, 385-440 and 443-448), Appendices (except Appendix III).
- (b) The Andhra Pradesh Public Works Account Code, Chapter XVIII and Appendices VI and VIII.
- (c) The Andhra Pradesh Account Code, Volume -I Chapter III and VI.
- (d) The Andhra Pradesh Account Code, Volume III Chapters I, IV.
- (e) The Andhra Pradesh Financial Code, Volume I Chapter I, Chapter III (Articles 7-23, 28 and 31-37), Chapter IV (Whole) Chapter V (Whole), Chapter VI (Articles 91-112, 115 and 120), Chapter VIII (Whole), Chapter XII (Whole) and Chapter XIV (Article 317, 319 and 326).
- (f) The Andhra Pradesh Financial Code, Volume II Appendices IV, XIV and XXV.
- (g) The Andhra Pradesh Treasury Code, Volume-I Part I, The Andhra Pradesh Treasury Rules, Part II Treasury Rule 7 (instruction 2) under Treasury Rule 7 (2), Treasury Rule 10 Subsidiary Rule 2-6, 7(c), 7(d) and 18 and Instructions 5, 15 and 16. Treasury Rule 11 (Subsidiary Rule 1 and Instruction 2) Treasury Rule 13 instruction. Treasury Rule 16 [Subsidiary Rule 1, 2 (a), 4, 5, 28, 39-50, 54-56, 61 and 63 and instructions 3, 10, 40-43, 46-49, 52, 57-58]. Treasury Rules 23 (Instructions 1, 2 and 4) and Treasury Rule 32 (Subsidiary rules 1-4 and instructions 3-10).
- (h) The Andhra Pradesh Pension Code.
- 80. Departmental Test for Accounts in Andhra Pradesh Electricity Department (with books):**  
**Paper Code - 140**
1. The Andhra Pradesh Electricity Department Manual, Volume I and the Code mentioned therein.
  2. The Andhra Pradesh Electricity Department Manual, Volume II.
  3. General Rules for State and Subordinate Services.
  4. Andhra Pradesh Electrical Service Rules.
  5. Andhra Pradesh Electrical Subordinate Service Rules.
  6. Indian Electricity Act, 1910.
  7. Electricity Supply Act, 1948.
  8. The Andhra Pradesh State Electricity Board, Power Tariffs, 1969 (as amended from time to time).
- 81. The Accounts Test for Executive Officers:**  
**Paper Code-141**
- a) The Andhra Pradesh Financial Code, Chapters I-VIII and XII-XIV.
  - b) The Andhra Pradesh Treasury Code, Part-I, Part-II (Chapters III, V and VII) and Part III (Chapter-IV)
  - c) The Andhra Pradesh Budget Manual, Chapters 1-V, VII and VIII.
  - d) An introduction to Indian Government Accounts and Audit, Chapter I, Part B of Chapter 2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28.
  - e) The Constitution of India, 1950, Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.
  - f) The Andhra Pradesh Pension Code.
- 82. The Agricultural Department Test**  
**Paper Code-144**
- The A.P. Agricultural Department Manual 1972 Candidates sitting for this Test will be allowed to use the A.P. Financial Code, Volumes I & II also.
- 83. The Accounts Test for the Employees of Local Bodies, Paper-I:**  
**Paper Code-146**
- A. COMMONACTS:**
- a) Andhra Pradesh Elementary Education Act.
  - b) Andhra Pradesh Public Health Act.



- c) Public Health Code.
- d) Andhra Pradesh Public Libraries Act
- e) Local Authorities Loans Act.
- f) Places of Public Resort Act.

**B. ACTS INTENDED FOR MUNICIPAL EMPLOYEES:**

- a) Andhra Pradesh Municipalities Act, 1965 and the rules framed thereunder.
- b) Andhra Pradesh (Andhra Area) Town Planning Act and Chapter XIV of Andhra Pradesh (Telangana Area) District Municipalities Act, 1956.
- c) Manual of Prevention of Food Adulteration

or

**ACTS INTENDED FOR THE EMPLOYEES PANCHAYAT RAJ INSTITUTIONS:**

- a) Andhra Pradesh Panchayat Samithis and Zilla Parishads Act, 1959, and the rules framed thereunder.
- b) The Andhra Pradesh Gram Panchayat Act, 1964, and the Rules framed thereunder.

**84. Accounts Test for the Employees of Local Bodies Paper-II : Paper Code-148**

- a) The Fundamental Rules.
- b) The Manual of Special Pay and Allowances.
- c) Portion from the Andhra Pradesh Treasury Code Volume-I Part I of Treasury Rules 10, 12 to 29, 31 and 32.  
Part II Chapter-III Subsidiary Rules 1 to 4, 6 to 12, 18 and 19.  
Instructions 7 to 10, 17 to 20, 28 to 30 and 32  
Chapter IV Subsidiary Rules 1 to 5.  
Chapter V Subsidiary Rules 1 to 14, 18 to 26, 31, 32, 39 to 51, 57, 61, 64 to 90.  
Instructions 38, 40 to 45, 50 and 57.  
Chapter VII Subsidiary Rules 1 to 5.  
Instructions 1 and 2.  
Part III, Chapter IV Instructions 1 to 4.

**85. Departmental test for the Gazetted and Non-Gazetted Staff of the Andhra Pradesh Public**

**Service Commission only: Paper Code-149**

- 1. Constitution of India" Articles 16, 308-323, 323-A, 335 and 371-D.

NOTE :

- a) PART-III Fundamental Rights: Article 16 (Equality of opportunity in matters of public employment)
  - b) PART-XIV Services under the Union Article 308-323 and the States.
  - c) PART-XIV.A Administrative Tribunals Article 323-A
  - d) PART-XVI Specified provisions Article 335 relating to certain classes
  - e) PART-XXI Temporary, Transitional Article 371-D and special provisions (Special provisions with respect to State of Andhra Pradesh)
2. Andhra Pradesh Public Service Commission Office Manual.
  3. Andhra Pradesh Public Service Commission Regulations, 1963.
  4. Andhra Pradesh Civil Services (Disciplinary Proceedings Tribunal) Act, 1960.
  5. Andhra Pradesh (Regulation of Appointments to Public Services and Rationalisation of staff pattern and pay structure) Act, 1994.
  6. Andhra Pradesh (S.Cs., S.Ts., and B.Cs) Regulation of issue of Community Certificates Act, 1993 and Rules issued thereunder.
  7. Andhra Pradesh Public Examinations (Prevention of Malpractice and unfair means) Act, 1997.
  8. Andhra Pradesh Regulation of Reservations for Appointments to Public Services Act, 1997 and Rules issued thereunder (As and when the Act comes into force).
  9. Andhra Pradesh Civil Services (Conduct) Rules, 1964.
  10. Andhra Pradesh Departmental Tests Rules, 1965.
  11. Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.
  12. Andhra Pradesh Civil Services (C.C. & A) Rules, 1991.
  13. Andhra Pradesh State and Subordinate Services Rules, 1996.
  14. Andhra Pradesh Ministerial Service Rules, 1998.

**86. Marketing Departmental Test for the Officers and Staff of the Marketing Department:**

**Paper Code - 151**

- I. Marketing Departmental Manual.
- II. Market Regulations - Detailed study of the following:
  1. The Andhra Pradesh (Andhra Area) Commercial Crops Market Act, 1933 and the rules made thereunder
  2. The Andhra Pradesh (Telangana Area) Agricultural Markets Act, 1939 F and the rules made thereunder.
  3. A study of model bye-laws of the regulated markets.
- III. Grading and Standardisation - Detailed study of the following :
  1. Agricultural Produce Grading and Marketing Act, 1937 (Central Act).
  2. The General Grading and Marketing Rules 1937 made under the above Act.
  3. A detailed study of the Grade Designations and definitions of quality prescribed under the Grading and Marketing Rules for the Major important Agricultural Commodities and Livestock produces viz., Rice, Tobacco, Ghee, Jaggery, Groundnut, Jute, Turmeric, Chillies and other commodities like Citrus fruits, Eggs, Mangoes for selected varieties, Cotton, Vegetable Oils and Cakes, Cashew, Pulses, Onions, Palmyrah fibres.
- IV. Warehousing : Detailed study of the following Acts:
  1. The Andhra Pradesh (Telangana Area) Warehouses Regulation, 1358 F and the Hyderabad Warehouses Rules.
  2. The Andhra Pradesh (Andhra Area) Warehouses Act 1951 and the rules made thereunder.

3. Warehousing Corporations Act, 1962 and Andhra Pradesh State Warehousing Corporation rules, 1965.

**87. Departmental Test for Technical Staff of A.P. Electrical Inspectorate Service**

**Paper Code-152,**

1. i) Provisions of Indian Electricity Act, 1910.  
ii) Indian Electricity Rules, 1956  
iii) Indian Electricity (Supply) Act, 1948.
2. A.P. Electricity Duty Act and Rules, 1939
3. A.P. Cinemas (Regulations) Act & Rules.
4. A.P. Electrical Licensing Regulations.
5. National Electrical Code.

**88. Departmental Test for Non-Technical Staff of A.P. Electrical Inspectorate Service.**

**Paper Code-153,**

1. Indian Electricity Act, 1910  
Part-II (Sections 3 to 11)  
Part-III (Section 28 only)
2. Indian Electricity Rules, 1956  
Chapter II (Rule 4) and Annexures 3,4, and 5
3. Sixth schedule under the Indian Electricity (Supply) Act, 1948 with the relevant Sections referred to thereunder.
4. Andhra Pradesh Electricity Duty Act and Rules, 1939.
5. Andhra Pradesh Cinemas (Regulation) Rules.
6. Andhra Pradesh Electrical Licensing Regulations (Chapter-I)
7. Functions of Electrical Inspectorate.

**NOTE :**

**BOOKS CONTAINING COMMENTARIES, SHORT NOTES,  
SUMMARIES, QUESTIONS & ANSWERS, MADE EASY & SOLVED  
PROBLEMS ARE NOT ALLOWED IN SIDE THE EXAMINATION HALL.**