Serial No.	Name of Office.	Designation of posts.
3	Pay and Accounts Office, Bombay ...	1. Assistant Superintendent/Selection Grade Clerk. 2. Upper Division Clerk.
4	District Treasury Offices	1. Deputy Accountant. 2. Stamp Head Clerk. 3. Senior Clerk.
5	Offices of the Divisional Commissioners.	1. Deputy Accountant. 2. Senior Clerk. 3. Senior Accounts Clerk.
6	Office of the Controller of Accommodation, Bombay.	1. Deputy Head Accountant. 2. Accountant.
7	Office of the Charity Commissioner, Bombay.	1. Senior Clerk.
8	Directorate of Printing and Stationery and Government Central Press.	1. Senior Clerk.
9	Office of the Commissioner of Labour and Director of Employment, Bombay.	1. Senior Clerk. 2. Senior Grade Clerk.
10	Office of the Director of Technical Education, Bombay.	1. Noting Assistant. 2. Accountant.
11	Office of the Director of Social Welfare, Poona.	1. Head Accountant. 2. Audit Officer. 3. Senior Clerk.
12	Office of the Dairy Development Commissioner, Bombay.	1. Junior Accountant. 2. Accountant. 3. Head Clerk. 4. Auditor. 5. Stock Verifier. 6. Deputy Accountant. 7. Head Cashier. 8. Senior Cashier. 9. Assistant Accountant. 10. Stores Assistant. 11. Senior Accounts Clerk. 12. Senior Clerk.
13	Office of the Chief Accounts Officer and Deputy Secretary, Agriculture, Food and Co-operation Department, Bombay.	1. Junior Accountant. 2. Deputy Accountant. 3. Supply Accountant. 4. Accounts Supervisor.
14	Office of the Inspector General of Police.	1. Senior Grade Clerk. 2. Selection Grade Clerk
15	Office of the Commissioner of Police, Bombay.	1. Deputy Accountant. 2. Cashier. 3. Head Clerk.
16	Office of the Superintendent, Government Transport Service, Bombay.	1. Assistant Accountant.
17	Office of the Commandant General, Home Guards, Maharashtra State, Bombay.	1. Deputy Accountant. 2. Auditor.
18	Office of the Administrator General and Official Trustee, Maharashtra State, Bombay.	1. Second Clerk. 2. Additional Second Clerk. 3. Senior Assistant Accountant. 4. Additional Senior Assistant Accountant. 5. Assistant Accountant.
19	Office of the Secretary, Maharashtra State Soldiers', Sailors' and Airmen's Board, Poona.	1. Senior Clerk.
20	Office of the Comptroller of the Household to the Governor of Maharashtra.	1. First Assistant.
21	Office of the Electrical Engineer to Government, Bombay.	1. Senior Accounts Clerk. 2. Divisional Head Clerk. 3. First Clerk. 4. Accountant.
22	Office of the Chief Accounts Officer, Koyna.	1. Upper Division Clerk.
23	Any other post specified by Government from time to time.	

APPENDIX "C"

Syllabus for Maharashtra Finance and Accounts Service Class III Examination

No. of papers	Subject	Books prescribed	Hours	Marks
		PART I		
I.	Service Rules (without Books) Theoretical.	1. Bombay Civil Services Rules, Vol. I. 2. Bombay Civil Services Rules Vol. II (Appendices I to III, VII-A IX to XIV-C, XX to XLII-C, XLIV-A, XLV to XLVII, L to LII). 3. Bombay General Provident Fund Rules	3	100
II.	Service Rules (with Books) Practical.	As above ...	3	100
III.	Treasury and Financial Rules (without books).	1. Bombay Financial Rules, 1959. 2. Bombay Treasury Rules, 1960. 3. Bombay Budget Manual (Second Edition) (excluding Chapters IV, V, Chapter IX; paragraphs 112 to 117, Chapter XIII and Appendices 2, 4, 7, 11 and 12). 4. Bombay Contingent Expenditure Rules, 1959.	3	100
IV.	Accounts Rules (without Books).	1. Account Code, Vol. I. 2. Account Code, Vol. II. 3. Account Code, Vol. IV (Chapters 1, 3, 4 and 19 only). 4. An Introduction to Indian Government Accounts and Audit (Third Edition) Parts I and II (excluding the Chapters relating to Defence, Railways and Posts and Telegraphs). 5. The Central Public Works Account Code, [Chapters II, III, VI to XI, XIII (A, B, C and D), XV and XVI].	3	100
		PART II		
V.	Precis and Draft— (a) Passage or correspondence to be summarised ... 50 (b) Drafting of a letter ... 30 (c) Usage of words and correction of sentences. 20	*Nil.*	3	100
VI.	Book Keeping (without Books). Fundamentals of Double Entry, Trading, Manufacturing and Profit and Loss Accounts and Balance Sheet, Capital and Revenue. Income and Expenditure and Receipts and Payments Accounts, Bills of Exchange, Promissory Notes and Cheques, Self-balancing System, Consignments and Joint Ventures, Single Entry System, Depreciation Reserve, Double Account System, Goodwill in Accounts, Cost Accounting.	(i) Advance Accounting by J. R. Batliboi, 21st Edition, Chapters I to VI, IX, XIV, XV, XXII and XXIV. (ii) Advanced Accounts by R. N. Carter. Portions corresponding to (i) above.	3	100

No. of papers.	Subject	Books prescribed	Hours.	Marks.
		PART II—*contd.*		
VII.	Acts and Rules (without Books).	*Group A*— 1. The Maharashtra Zilla Parishads and Panchayat Samitis Act, 1961 and Rules made thereunder. ... 2. The Bombay Local Fund Audit Act, 1930 and Bombay Local Fund Audit Rules, 1931. ... 3. The Bombay Primary Education Act, 1947 and the Bombay Primary Education Rules, 1949. ... 4. The Local Authorities "Loans Act", 1914 and the Bombay Local Authorities Loans Rules, 1923. ... 5. Bombay Village Panchayat Act, 1956. ... *Group B*— 1. The Bombay Municipal Boroughs Act, 1925. ... 2. The Bombay District Municipal Act, 1901 *Group C*— 1. Central Provinces and Berar Municipalities Act, 1922; The Hyderabad District Municipalities Act, 1956. ...	3	100
		Note.—Candidates may attempt questions from Groups A and B, or from Groups A and C.		
VIII.	Miscellaneous (without Books).	*Group A*— (60 marks). 1. An Introduction to Indian Government Accounts and Audit (Third Edition), Parts III and IV (excluding Chapters relating to Defence, Railways and Posts and Telegraphs). 2. The Maharashtra Zilla Parishads and Panchayat Samitis Account Code. 3. (*a*) The Bombay Municipal Account Code; or (*b*) Account Rules framed under section 176(*i*) of the C. P., and Berar Municipalities Act, 1922.		
		Notes.—1. Questions on the Maharashtra Zilla Parishads and Panchayat Samitis Account Code will be based on the draft Account Code till the final Code is issued. 2. Questions on item No. 3 will be on both (*a*) and (*b*) and the candidates can choose either (*a*) or (*b*).		
		Group B— (40 marks) 1. Constitution of India. (Articles 109 to 117, 148 to 151, 195 to 207, 264 to 293, 308 to 323, 356, 357).		

ANNEXURE H.

Form for exercising option referred to in paragraph 6 of the Government Resolution, Finance Department, No. DAT. 1064/584-C/XII, dated the 1st February 1965

I, ...

holding the post of* .... in the scale of .....

in the office of .....

in the substantive/officiating capacity do hereby elect † to come under the revised scale of pay / to retain the existing scale of pay until † with effect from 196 .

2. The option hereby exercised is final and will not be modified at any subsequent date.

3. §I am in continuous Government service in the present post from ..... and have completed more than one year's service in this post on .....

.....

Date ..... 19 .

Signature

Signed before me

Signature : (with date) — Head of the Office (in the case of non-gazetted Government servants).

Signature : (with date) — Another Gazetted Officer (in the case of Gazetted Officers).

Received the above Declaration.

Date. Signature.

Assistant Accountant General.
Pay and Accounts Officer.
Head of Office

*The option should be exercised separately in respect of substantive and officiating appointments to the posts included in the Maharashtra Finance and Accounts Service only.

†To be scored if not applicable.

‡Here enter any one of the following alternatives :—

"The date of next increment"

or

"The date of my subsequent increment raising my pay to Rs. "

or

"I vacate or cease to draw pay in the existing scale."

§To be filled in by the Government servant who is holding the post in officiating capacity.

Note 1.—In the case of the Gazetted Officers, they should forward their options to the Audit Officer concerned under intimation to the Director of Accounts and Treasuries and Joint Secretary, Finance Department, Bombay.

Note 2.—In the case of non-gazetted Government servants, they should forward their options to the Director of Accounts and Treasuries and Joint Secretary, Finance Department, Bombay through their Heads of Offices.

ANNEXURE I

(Referred to in paragraph 13 of the Government Resolution, Finance Department, No. DAT-1064/584-C/XII, dated the 1st February 1965)

1. Designation of the post.
2. Name and address of the Office in which the incumbent is working.
3. Whether the post is permanent or temporary.
4. If temporary, the period upto which the post is continued, and the number and date of Government sanction.

4-A. (a) Name of the Service in which the post was sanctioned before the date of issue of these orders.

(b) Whether the incumbent of the post is transferable to any other category of post in the same service.

5. Name of the incumbent of the post.
6. Date of appointment to the post.
7. Whether appointed by nomination or promotion.
8. If the appointment is made according to any Recruitment Rule approved by Government, please attach a copy of the Rules.
9. Whether holding the post substantively or in the officiating capacity. If a substantive holder, the date of confirmation may be stated.
10. Existing scale of pay (whether mofussil or city, whether revised or un-revised may please be specifically stated).
11. Existing pay and allowances (as on 1st February 1965) including special pay and special allowances.
12. The examinations which the officer is required to pass under the existing Recruitment Rules and whether he has passed those examinations.
13. Whether the incumbent belongs to any organised State or Subordinate Service.
14. Whether the post is transferable and borne on State-wide Cadre.

N.B.—Separate form should be used for each incumbent of the post included in the Maharashtra Finance and Accounts Service.