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
   Paper I: (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 Samithis and Zilla Parishads
   Act, 1959.

2. Subordinate Accounts Service Examination
   Paper II: (Local Acts and Rules framed
   therein Practical) Paper Code: 9
   (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 :
   (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
   thereunder.
   (o) Andhra Pradesh (Andhra Area) Town Planning Act
   and Rules framed thereunder.

3. Subordinate Accounts Service Examination
   Paper III: (Financial Rules and Principals of
   Andhra Pradesh Govt. Accounts (with books):
   Paper Code: 23
   b) The A.P. Financial Code Vol. II
   d) The A.P. Treasury Code Vol. II
   f) The A.P. Budget manual
   g) The Constitution of India

4. Subordinate Accounts Service Examination
   Paper IV: (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.


(k) The Provincial Insolvency Act.


(m) Official Trustees Act.


(o) The Local Fund Audit Department Manual.

(p) Statutory Rules Under :


(q) The Andhra Pradesh Panchayat Samithies and Zilla Parishad Act and Rules framed thereunder.


(s) A.P. Zilla Grandhalaya Samastas Act and the rules framed thereunder.


(u) Andhra Pradesh (Andhra Area) Town Planning Act and the Rules framed thereunder.

5. Deputy Inspectors' Test I – Paper :

(Regarding to Secondary and Special Schools) Paper Code - 2

6. Deputy Inspectors' Test II – Paper :

(Regarding to Elementary Schools) Paper Code - 12

7. Deputy Inspectors' Test III – Paper :

(Educational Statistics) Paper Code - 20


(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.

(CIVIL AND CRIMINAL LAW)

(a) Indian Penal Code (excluding Chapters VI, VII, XV, XIX and XIX.)

(b) Indian Evidence Act (excluding Chapters VIII)

(c) Criminal Procedure Code (excluding Chapters VIII to XIV, XVIII, XXIII, XXVII to XXIX, XXXIX to XXXXVII and XL.

9. Excise Department 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 Department Test – C Paper Code - 35
(Second Paper 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
M. and T.P. Act and Rules made thereunder.

(a) The Andhra Pradesh Financial Code, Volume I.
(b) The Andhra Pradesh Financial Code, Volume II.
(c) The Andhra Pradesh Treasury Code, Volume 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 and VII.
(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.

15. Sub-Jail Administration Test: Paper Code - 11
(b) The Prisons Act III of 1900.
(c) The Andhra Children Act IV of 1920.

Chapter II: Section I - VII 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.
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 I, 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
Chapter VII: Articles
Chapter VIII: Articles 147-200 only
Chapter X: Articles 226-233 and 260
Chapter XI: Articles 267-271
Chapter XII: Articles
Chapter XIV: Article 326


   Part - II - Instruction 2 under T.R.7 (2)
   Subsidiary Rules 1,2,3,4,5,7 (c) and (d)
   Instructions 5, 10, 16, under T.R.10.
   Instruction 2 under IX T.R.11
   Instructions under T.R. 13
   Subsidiary 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.

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.


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.


8. Fire Service Department Test, Part II
   Paper Code - 39
   Fire Service Manual (with books):
   All the chapters contained in the Fire Service Manual with all its Annexures and forms.

9. Departmental Test for Officers of the Forest Department - Forest law - Second paper:
   Paper Code - 26

1. Forest law:
   (i) The Andhra Pradesh Forest Act 1 of 1967 with rules made thereunder with all the amendments issued from time to time.
   (ii) The Andhra Pradesh Minor Forest Produce (Regulation of Trade) Act, 1971 and the Andhra Pradesh Minor Forest Produce (Regulation of Trade in Abrus Leaves) Rules, 1970 with all the amendments issued from time to time.
   (iii) The Wild Life (Protection) Act, 1972 with the rules made thereunder with all amendments issued from time to time.
   (iv) The A.P. Survey and Boundaries Act, 1923.
   (v) The Indian Basement Act, 1882.
   (vi) The Cattle Tresspass Act, 1871.
   (vii) A.P. Rent and Revenue Sales Act, 1839.
   (viii) A.P. Land Revenue Recovery Act, 1864.
   (ix) A.P. Land Encroachment Act, 1905.
   (x) The Indian Penal Code, 1860 with the following selected Chapters:
       (i) Introduction.
       (ii) General explanation.
       (iii) Punishments.
       (iv) General exceptions
       (v) Abetment.
       (vi) Offences by or relating to Public Servants.
       (vii) Contempt of Lawful authority of Public Servants.
       (viii) False evidence and offences against Public Justice.
       (xvii) Offences against property.
       (xviii) Offences relating to documents and Trade and Property marks.
       (xxviii) Attempts to commit offences.
   (x) 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.

(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.
(g) Andhra Pradesh Survey and Boundaries Act, 1923, Act VIII of 1923.
(i) The Standing Orders of the Board of Revenue bearing on the above Act and Chapter XIII of the Chain Survey Manual.


(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).
(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.
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 Summoners Act, 1869 (Act III of 1869).
(c) The Andhra Pradesh Court Fees and Suits Valuation Act, 1956 (Act VII of 1956).
(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.

**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 Encroachments 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) Collector's 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, 1869 (Act 8 of 1869).


(q) The Andhra Pradesh (Telangana Area) Court of Wards Act, 1350 F. (Act XII of 1350 F).


(ac) The Rice (Southern Zone) Movements Control Order, 1957.

(ad) The Southern States (Regulation of Export of Rice Order, 64).


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).

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
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.
   7. Payment of Bonus Act.
   8. Working Journalists (Conditions of Service) and 

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

    1. The Fundamental Rules and Subsidiary Rules of 
       A.P. Government.
    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.
    6. Introduction to Indian Government Accounts and 
       Audit.

33. Treasuries and Accounts Service Examination - 
    (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
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(c) Purchase from Govt. Workshops
(d) Manufacture

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V. Famina-Tools
(a) Sale of Stores
(i) General
(iii) Surplus stores
VII. Hire of Tools and Plant
VIII. Mathematical Instruments
E. Departmental Revenue
I. Sale of usufruct of trees etc.
II. Rents of Buildings-Lands
III. Navigation Revenue
IV. Rents and Freight of Boars and other floating plant.
V. Public Works Dept., Tollgates.
E. Miscellaneous
I) Maintenance of Ferry Boats
II) A. Bridge over irrigation canals and channels. Supply of Medicines.
III) Store-Keepers.
G. Rules for Divisional workshops
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A. Introductory
F. Investigation of new irrigation Schemes 385
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H. Preparation of projects - Irrigation works.
Chapter - VI : Powers of Sanction 407-408
2. Andhra Pradesh Public Works Account Code except :
Chapter : - VD, XV C&D, Appendices. 1, 2, 3, 5.
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.
3. Principles of Auditing by Batliboi

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) Cashbook 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, Trading 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 installment 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) Liquidity Ratios
  - (b) Solvency Ratios
  - (c) Profitability Ratios.

BOOKS RECOMMENDED:
(A) Advanced Accounts by N.C. Shukla and T. Greval
(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 - Overhead - Methods of Cost Accounting.
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.
7. Budgeting and Budgetary control - various types of Budgets advantages and limitations of Budgetary Control.

BOOKS RECOMMENDED


MERCANTILE LAW
1. Indian Contract Act
   - Contracts including special contracts. Indemnity - Guarantee - Bailment - Agency.
38. Treasuries and Accounts Service Examination - Part-II: Paper-IV (CONSTITUTION OF INDIA)

41. JAIL DEPARTMENT TEST PAPER:III (with books)

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**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
7. Venkateswar Iyer : Indian Contract Act
8. Menabia : Mercantile Law
9. Kappor N.D. : Mercantile Law
10. Sethna : Mercantile Law
11. Sethna : Commercial & Industrial Law
12. Pandis : Mercantile Law

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6. Role and Functions of Comptroller and Auditor General of India.

39. Jail Department Test, Paper I : (with books)

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)

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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-Aonly) 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

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JAIL DEPARTMENT TEST PAPER:III

1. 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
42. JAIL DEPARTMENT TEST PAPER : IV (with books)  
   **Paper Code - 82**

1. The Andhra Pradesh Borstal School Act, 1925 and Rules there under.


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.
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.
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)**:
   
   **Paper Code - 99**

2. The A.P. Accounts Code, Vol. III-Chapters I to IV.

47. **Departmental Test for A.P. Works Accounts Service, Part II- Paper IV (with books)**:
   
   **Paper Code - 128**

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) Classes 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.


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**


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**
1. The Stamp Act and Rules thereunder.

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.
5. The Societies Registration Act, XXI 1860.
6. The Indian Christian Marriage Act, 1872.
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 Lighthouse House Act (the whole).
5. The Landing and Shipping Fees Act.

57. Departmental Test for the Employees of Andhra Pradesh Government Life Insurance Department: **Paper Code-60**
1. INSURANCE (PAPER-I)
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 V: Objections for selection and classification of risks (upto para 24).
Lesson VII: Except paras 10, 11, 12, 13, 14, 18, 19 and 20.


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).

60. The Indian Evidence Act Test: Paper Code - 77
   I. The Indian Evidence Act of 1872. Candidates shall be expected to have read Cunningham's 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.
   (e) The Andhra Pradesh (Andhra Area) Public Health Act.
   (h) Statutory Rules under :-
      (2) The A.P. Gram Panchayat Act.

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.
   (f) The Local Fund Audit Department Manual.
   (h) Statutory Rules under :-

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.

64. Departmental test for the Gazetted Officers of the Education Department, First Paper (with books): Paper Code - 89
   (i) Rules relating to Elementary Schools.
   (ii) Rules relating to the Provident Fund for teachers in non-pensionable service.
   (iii) The Inspection 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:
(i) The Andhra Civil Services (Classification, Control and Appeal) Rules and the Hyderabad Civil Service (Classification, Control and Appeal) Rules.


(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


2. The Andhra Pradesh Entertainments Tax Act, 1939, and the Rules and Notifications issued there under:

3. The Andhra Pradesh (Telangana Area) Horse Racing and Betting Tax Regulations, 1949, and the Rules and Notification issued thereunder:


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

   Paper Code - 102

   1. Order V-Issue and Service of Summons.

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).

   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).

   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).


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.


71. Endowments Department Test - Second Paper

Paper Code - 126


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


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, XXI, XXV, XXVI, XXXIX, XL, XLI and XLI.

II. Criminal Rules of Practice.


74. Forest Department Test - Part I Paper I:

Paper Code - 107

(i) Andhra Pradesh Forest Department Code.


(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 Abus 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.


76. Departmental Test for Government Press Officers

Paper Code - 131


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.

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


(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

2. The Andhra Pradesh Electricity Department Manual, Volume II.
5. Andhra Pradesh Electrical Subordinate Service Rules.
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 I-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.

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
   or
   ACTS INTENDED FOR THE EMPLOYEES PANCHAYAT RAJ INSTITUTIONS:
   a) Andhra Pradesh Panchayats Samithis and Zilla Parishads Act, 1959, and the rules framed thereunder.

84. Accounts Test for the Employees of Local Bodies Paper-II:
   a) The Fundamental Rules.
   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, Transitory and special provisions Article 371-D
   (Special provisions with respect to State of Andhra Pradesh)

5. Andhra Pradesh (Regulation of Appointments to Public Services and Rationalisation of staff pattern and pay structure) Act, 1994.
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)
### 86. Marketing Departmental Test for the Officers and Staff of the Marketing Department:

**Paper Code - 151**

2. Market Regulations - Detailed study of the following:
3. Grading and Standardisation - Detailed study of the following:
   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, Tobbacoo, 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.
4. Warehousing: Detailed study of the following Acts:

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

**Paper Code - 152**

   2. 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.

### 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.
5. Andhra Pradesh Cinemas (Regulation) Rules.
6. Andhra Pradesh Electrical Licensing Regulations (Chapter-I)
7. Functions of Electrical Inspectorate.

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**NOTE:**

**BOOKS CONTAINING COMMENTARIES, SHORT NOTES, SUMMARIES, QUESTIONS & ANSWERS, MADE EASY & SOLVED**

**PROBLEMS ARE NOT ALLOWED INSIDE THE EXAMINATION HALL**