

THE
TRIPURA ACCOUNTS
- CUM -
ADMINISTRATIVE TRAINING
RULES, 1998

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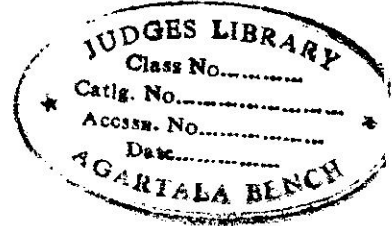
TRIPURA



GAZETTE



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PART-I—Orders and Notifications by the Government of Tripura.
High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

No. F. 2(1)-Fin(G)/97-(P-I) Dated, Agartala, the 5th January, 1998.

MEMORANDUM

Subject:—Tripura Accounts cum Administrative Training Rules, 1998.

The Governor is pleased to make the "Tripura Accounts cum Administrative Training Rules, 1998" as contained in the Annexure for in-Service Training of the State Govt. employees.

2. This Rule shall come into force from the date of issue and shall replace "The Tripura Accounts Training Rules, 1984" as notified under this Department's Memorandum No. F. 10(43)-Fin(G)-79 Vol. I dated 1/2/86.

B. K. Chakraborty

Joint Secretary to the
Government of Tripura.

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ANNEXURE—I

Part—I General

1. Short title and commencement

- i. These Rules may be called "The Tripura Accounts Cum Administrative Training Rules, 1998".
- ii. These Rules shall come into force from the date of issue.

2. Definition

In these Rules unless the context otherwise requires:

- i. "Governor" means the Governor of Tripura.
- ii. "Government" means the Government of Tripura.
- iii. "Finance Department" means the Finance Department of the Government of Tripura.
- iv. "Trainees" means the employees of different Departments of the Government of Tripura selected for Accounts Training by the Finance Department.
- v. "Examination" means the end-of term examination to be held on completion of the training.
- vi. "Schedule" means the Schedule appended to these Rules.

3. Applicability

(a) These Rules shall be applicable to and obligatory for the holder of the following categories of posts.

- i. Accounts Officer, Special Officer (Accounts), Financial Advisor, Finance Officer, Deputy Director (Accounts), Section Officer and similar other posts as may be included in this category by the Government from time to time.
- ii. Office Superintendent and Superintendent of Accounts (including those of the Treasuries & Sub-Treasuries) which are feeder posts for promotion to the posts grouped under clause (i) above.
- iii. Accountant (including the Accountant and Deputy Accountant of Treasuries and Sub-Treasuries), Head Clerk, Head Assistant and Assistant which are feeder posts for promotion to the posts grouped under clause (ii) above.
- iv. All feeder posts for promotion to the groups of posts mentioned in clause (iii), (ii) and (i) above.

(b) These rules may also be applicable to such categories of posts which are directly connected with the Accounts and the financial rules and regulations of the Government, and are not feeder posts for the purpose of promotion to posts grouped under clause (i), (ii), (iii) and (iv) of sub-rule (a) of this rule, but shall not be obligatory for the holder of such posts.

(c) An employee holding any posts falling under the category of posts covered by sub-rule (b) of this Rule may be selected for Accounts Training, provided that the Head of the Department concerned certifies that performance of duties attached to the post held by the employee concerned requires

sufficient knowledge of financial Rules and regulations and shall continue to so require in future also.

4. Training Sessions and Examination :

(a) There will be two Sessions for the training. Each Session will be for a period of five months. The First Session will be from the 1st of January to the end of May, and the Second Session will be from the 1st of July to the end of November each year.

(b) Each Session will have an end-of-term examination on dates to be notified by the Finance Department.

(c) The training shall be conducted at the State Institute of Public Administration & Rural Development, Finance Deptt., Govt. of Tripura shall conduct the examination with the help of the Lecturers and publish results.

(d) A trainee shall be deemed to have completed the training if he attends at least 75% of classes held in each subject during a Session.

(e) No trainee shall be allowed to sit for the examination of a Session unless he/she has completed the training.

(f) Subject to the provision contained in sub-rule (b) of Rule 8, a trainee who has completed the training during a Session but fails to appear in the examination during that Session due to any reason may be allowed to sit for the examination during any of the subsequent Sessions. This will also apply in case of trainees who appear in the examination but cannot successfully complete the training as per sub-rule (b) of Rule 5.

Note :—For this purpose a candidate shall have to apply to the Finance Department, through the Head of the Department concerned, for inclusion of his name in the list of candidates for each examination.

5. Successful completion of Accounts Training :

(a) Benefits under these Rules shall accrue only after successful completion of the Accounts Training.

(b) A trainee shall be deemed to have successfully completed the training if he/she has passed in the end-of-term examination on completion of the training.

PART—II

6. Subjects and syllabus :

The subjects and syllabus will be uniform for trainees from all Departments. The subjects and syllabus and the question papers in which these will be included are shown in the Schedule appended to these Rules. The subjects and syllabus may be modified as and when felt necessary in view of modifications/changes in the Rules, by the Finance Department.

7. Full marks and qualifying marks :

Each of the four groups of subjects as indicated in the Schedule shall carry 100 marks and the minimum qualifying marks in each group shall be 40. Each group will have one omnibus question paper for the purpose of examination.

8. **Criteria for passing the examination :**

(a) A trainee shall have to secure at least 40% marks in each paper to pass the examination.

(b) A trainee who fails to secure 40% marks in one or more papers will be given not more than three chances in all to clear all the papers.

Provided that no trainee shall have more than one full Session for completion of training as under sub-rule (d) of Rule-4 except without the permission of the Finance Department.

Notes :—By securing only the qualifying marks (i.e. 40%) in any paper, a candidate shall become entitled to an exemption from appearing in the examination in that paper in his/her subsequent chance(s), if any, under sub-rule (b) of this Rule.

9. **Selection of Trainees :**

(a) The selection of trainees shall be on the basis of seniority. The individual Department of the Government shall prepare a panel of trainees on the basis of seniority and sponsor names of trainees as and when requested by the Finance Department. The final selection shall be made by the Finance Department.

(b) i) The period of training shall be treated as on duty under the provisions of F. Rs. 9(6)(b)(i).

ii) The trainees coming from outstations shall be entitled to T.A. under S.R. 164. They shall, however, be entitled to the D.A. at the following rates :

(1) First 30 days— Full D. A.

(2) Remaining period— Half of full rates.

10. **Exemption :**

(a) The following categories of Government servants shall be exempted from the examination :—

i. Government servants who have passed the SAS examination of the Indian Audit and Accounts Department ;

ii. Qualified Divisional Accountants (i.e. those who have passed the Divisional Accountants' Examination and posted as such by the Accountant General to various Public Works Divisions) ;

iii. Government servants who have duly passed the Accounts Training Examination conducted earlier by the Accountant General, Assam etc./ Tripura.

iv. An employee for whom successful completion of the training under these Rules is obligatory may be exempted from the operation of these rules on his/her attaining the age of 55 years if he could not avail of or successfully complete the Training under these Rules.

v. Under any special circumstances the Governor may exempt any Government servant from this examination.



(b) The employees who are exempted under sub-rule (a) of this rule shall have all benefits under these Rules except that provided for under sub-rule (a) of Rule 11.

11. Benefits on successful completion of the training under these Rules and holding up on promotion, etc.

(a) A candidate who has successfully completed the training shall be granted 1 (one) Advance Increment (not to be worked off) from the first day of the month following the last date of the examination.

Note:—"Not to be worked off" means that the anniversary date of increment will remain unaltered.

(b) Except in cases covered by Rule 10 a Government servant for whom the passing of the examination is obligatory shall be held up for confirmation at and for further promotion from the levels indicated in (iii), (ii) & (i) of sub-paragraph-(a) of Rule 3 of these Rules. Government servants who have already been confirmed in their respective positions shall not be eligible for further promotion till they pass the examination.

Note:—This provision does not restrict temporary promotion to the posts grouped under clause (iii) of sub-rule (a) of Rule 3.

12. Where the Governor is satisfied that operation of these Rules may cause undue hardship he may, by an order, amend or relax the provisions of these Rules.

13. **Adoption :**

The benefits of the Scheme may be availed of by Government Companies Undertakings/Corporations as also by the Institutions, Bodies and Organisations receiving grants from the Government only by adoption with the approval of the Finance Department.

14. i) On commencement of these rules every rule/regulations or order including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matter contained in this rule cease to operate.

ii) Notwithstanding such ceasure of operation anything done or any action taken or any chance remained to be availed by a candidate, the candidate under the old rule shall be allowed to avail the chances in the papers which remained not cleared as per the syllabus of the old rules viz. The Tripura Accounts Training Rules, 1986. Such candidates shall have to intimate the Finance Department well ahead of his desire to sit for the particular paper during the Term end Examination of the Session through the Head of the Department so that arrangements can be made for conducting his examination in the Old Course.

ANNEXURE—II
SCHEDULE TO THE ACCOUNTS TRAINING RULE, 1998.

(Vide Rule—6)

A. Syllabus and Question Papers :

Name of the Paper & names of Subjects included.	Syllabus
PAPER—I	
(a) Fundamental Rules and Supplementary Rules.	(a) Volume—I i) Chapter—I to Chapter—IX (i.e. from Rule 1 to Rule 56) ii) Chapter—XI, XII & XIII. (i.e. from Rule 105 to Rule 130)
	(b) Volume—II i) Division—II ii) Division VI from Chapter to VI. iii) Division XXII. (These rules will be as per the Rule books supplied, used in the classes and be subject to the modifications made or decisions/orders issued by the State Government from time to time.)
(b) Tripura Civil Services (Conduct) Rules, 1988.	Syllabus will be informed by the Lecturer
(c) i) Chapters 1-5 of the Manual of Office Procedure.	
ii) Disciplinary matters and departmental proceedings.	
iii) Basic features of the Constitution of India including procedures of Parliament and Legislative Assembly.	

Name of the Paper & names of Subjects included	Syllabus
<p>PAPER—II</p> <p>(a) Pension Rules and Leave Rules.</p>	<p>i. Pension Rules of the State Govt (Full)</p> <p>ii. The Tripura State Civil Services (Leave) Rules, 1986 (Full).</p> <p>(These Rules will be as per the Rule books supplied used in the Training Classes and subject to the modifications made or decisions/orders separately issued by the State Govt. from time to time.</p>
(b) Group Insurance Scheme.	Syllabus will be informed by the Lecturer.
(c) i. Chapters 6-9 of the Manual of Office Procedure.	Syllabus will be informed by the Lecturer.
ii. Conduct/handling of Court cases including CAT cases.	
PAPER—III	<p>1. Central Treasury Rules, Vol-I as adopted by the State Govt. (Full) EXCEPT</p>
(a) Treasury Rules and General Financial Rules.	<p>a. Section— I,II,III,IV of part VII.</p> <p>b. Part—XI</p> <p>c. Part—XII</p> <p>d. Part—XIII</p> <p>e. Part—XIV</p> <p>f. All provisions which apply only to Non-Bank Treasuries.</p> <p>II. General Financial Rules (Full) as adopted by the State Govt.</p>
(b) G.P.F. Rules	Syllabus will be informed by the Lecturers
(c) Delegation of Financial Power Rules, Tripura 1994,	Full
(d) i. Chapters 10-13 of the Manual of Office Procedure.	
ii. Reservation in services and posts.	

PAPER — IV

(a) Account Code

(Vol—I, II: & III)

- i. Volume—I(Full)
- ii. Volume—II(except articles 15 to 21, 28 to 38, 52, 112 to 114, 120, 128 to 134)
- iii. Volume—III(except articles 1 to 8, 10, 11, 13, 14, 25 to 30, 35, 36, 39, 63, 64, 92 to 104, 106 to 120, 125, 132, 137 to 139, 143 to 181, 185 to 194, 196 to 198 and 201 to 204)

(b) Budget and allied matter relating thereto

- i. Constitutional procedure in financial matters.
- ii. Concepts, definition and structure of Govt. Accounts.
- iii. Preparation and presentation of State Budget.
- iv. Exercise and Miscellaneous Topics

(c) I Chapters 14-17 of the Manual

B. Pattern of the Examination and Questions;—

Each of the 4(four) papers will be of 100 marks. Questions on different subjects mentioned in the syllabus will be asked to test the knowledge of the trainees. Emphasis will be on testing the ability for application of the Rules/Orders as in force.

