

Books /Manual /Reference Material allowed to be used in Departmental Confirmatory Examination, 2018 for Junior Accountants recruited under DR Quota

Paper-I (Telecom Finance and E-Governance in CCA offices)

Topics	Subjects	Links for download
Licensing Finance	Financial Conditions of Unified License Agreement (Access Service Providers & Internet Service Providers)	http://dot.gov.in/ http://dot.gov.in/sites/default/files/Unified%20Licence_0.pdf
USOF Schemes	Current schemes sponsored by USOF (Bharat Net/NOFN, Mobile Services in LWE Areas, 25000 WiFi Hotspots in BSNL Rural Exchanges, Rural Wireline Broadband, NVPT, E-Chaupal, Wifi Hotspots at Rural Railway Stations), with special emphasis on mthe financial conditions of the respective agreements, and Roles and Responsibilities of CCA.	www.usof.gov.in
IT Applications in CCA offices	1. PFMS	
	(a) DDO wise budget allocation at the DH level user in Pay & Accounts office	http://cga.nic.in/writereaddata/Manuals/PFMSUserManualVoL1.pdf
	(b) DH-Bill Receive and Pass/Return	
	(c) Printing of Cheque	
	(d) Creation and approval of sanction for Nill Bill by PD user	
	(e) Registration of Program Division (PD) and its functions	http://cga.nic.in/writereaddata/Manuals/PFMSUserManualVoLII.pdf
	(f) Processing of NILL Bill in PFMS	
	(g) Issue of Cheques; reprocess failed transaction; challan entry and transfer entry at DH level	http://cga.nic.in/writereaddata/Manuals/PFMSUserManualVoLIII.pdf
2. Compact		
(a) Introduction; About compact; General Provident Fund and Pension Utilities	http://pao2000.nic.in/pao2000_userguide.htm	

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	(b) Direct payment of GPF Advance and withdrawal to BSNL Employees	
	3. PVA Software	http://nicf.gov.in/pdf/New_PVA_User_Manual_F2.pdf
	4. NTRP	https://bharatkosh.gov.in/Default.aspx
	5. GEM	
	(a) Vision & Purpose of Government e-Marketplace (b) Introduction to GeM (evolution of Government e-Marketplace and its salient features)	https://gem.gov.in/trainingMaterial

Paper-II (General Administration and Finance)

- General Financial Rules' 2017
- Financial Handbook Volume – I
- FR SR Part-I : General Rules
- FR SR Part-II: Travelling Allowances
- FR SR Part III: Leave Rules
- Central Civil Services (Pension) Rules, 1972
- General Provident Fund (Central Civil Services) Rules, 1960
- Leave Travel Concession Rules
- New pension Scheme Rules
- CCA (Conduct) Rules
- Swamy's Manual on office Procedure

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