

**SYLLABUS FOR WRITTEN TEST
FOR THE POST OF ACCOUNTS OFFICER**

1. General Financial Rules 2017 : (a) Works, (b) Procurement of Goods and Services, (c) Inventory Management and (d) Contract management
2. Manual for Procurement of Goods and Services
3. Fundamental Rules Part 1 (Rule 22 and Rule 26)
4. Fundamental Rules Part 2 (Travelling Allowances rules)
5. Central Civil Services (Leave Travel Concession Rules)
6. Pay and Allowances to Central Govt Employees and Income tax
7. Central Civil Services (Leave) Rules
8. New Pension Scheme for Central Government Employees
9. Office procedure and RTI Act

