

**Maharashtra Accounts Clerks Examination Syllabus
(MAC Examination Syllabus)**

Paper No.	Subject	Books prescribed
1	Service Rules (Without Book) 100 Marks	<p>1. Maharashtra Civil Services Rules</p> <p>-----</p> <p>Posts and Appointment, Pay Joining Time Allowances Leave Pension Miscellaneous</p> <p>Bombay Civil Service Rules (Traveling Allowance)</p> <p>2. The Bombay General Provident Fund Rules.</p>
2	Account Rules and Treasury Rules (Without Book) 100 Marks	<p>1. Account code Vol.I (Chapter 1 to 6 and Appendices 1 and 2)</p> <p>-----</p> <p>2. Maharashtra Treasury Rules, 1968 Vol.I, Part I, III , V (Chapter I to VI) and Part IX and X</p>
3	Financial Rules (Without Book) 100 Marks	<p>1.The Bombay Financial Rules, 1959 Chapters I to V Chapter Vi (excluding Section I) Chapter X to XII Chapter XV</p> <p>2. Maharashtra Contingent Expenditure Rules 1959</p> <p>3. Hand Book of Speedy Settlement of Audit Objection and Inspection Reports etc.</p>
4	Precise and Draft (Without Book) 100 Marks	<p>1. Precise writing on given case 2. Drafting a letter 3. Usage of word and correction of sentences</p>

Paper No.	Subject	Books prescribed
5(A)	Special Subject (Treasuries) Practical (With books) 100 Marks	Book prescribed 1. Government Securities Manual Chapter I Chapter II (Except Para 3) Chapter III Chapter IV Chapter V (Except Paragraph 3) Chapter VI 2. Bombay Stamp Manual (Third Edition) Part III Chapters I and II Pages 263 to 331. 3. Account Code Volume II 4. Sub Treasury Manual 5. Maharashtra Treasury Rules-1968 vol. I & II Part II Part IV Part V Part VI Part VIII Part XIV (Chapters I, II and V) Appendices III, IV, V, VII, X, XI and XII)
5(B)	Special Subject (Local Fund Accounts) (With books) 100 Marks	(A) Audit Procedure 1. An introduction to Indian Government Accounts and Audit (3 rd Edition) Part III only. 2. Manual for the Office of the Chief Auditor, Local Fund Accounts (Chapter VIII, IX, XI, XII, and XXII and Appendix K) (B) Acts and Rules: - 1. Bombay Local Fund Audit Act 1930 and Rules there under. 2. The Maharashtra Municipalities Act, 1965 (from November 1966) 3. The Bombay Municipal Accounts Code or the Accounts Rules framed under Section of the C.P. and Berar Municipalities Act. 4. a) The Maharashtra Zilla Parishad and Panchayat Samities Act. 1961 b) The Maharashtra Zilla Parishad and Panchayat Samities Account Code Framed there under. 5. i) The Maharashtra Village Panchayat (Audit of Accounts Rules 1961) ii) The Bombay Village Panchayat (Budget of Accounts) Rules 1961 iii) The Bombay Village Panchayat (Custody of Village Funds Rules 1950) iv) The Bombay Village Panchayat (Refund Rules) v) The Bombay District Development Funds Rules 1960 vi) Maharashtra Village Panchayat (Recovery Dues) Rules 1960 vii) Maharashtra Village Panchayat (Taxes & Fees) Rules 1960 viii) Maharashtra Village Panchayat (Payment of Lump sum contribution by factories in lieu of Taxes ix) The Maharashtra Village Panchayat (Employees) Provident Fund Rules 1961

Paper No.	Subject	Books Prescribed
5 (C)	Special Subject (for Pay and Accounts Office) (With books) 100 Marks	<ol style="list-style-type: none"> 1. Manual of the Pay and Accounts office, Mumbai 2. An Introduction to Indian Government Accounts and Audit Third Edition – Part III only 3. Account Code Volume IV, (Chapter 1,3,4 and 19) 4. Maharashtra Treasury Rules, 1968 {Part I, V (Chapters I to VI) VI, IX and X} 5. Manual of Financial Powers 1964 (Financial Publication No.VIII).
5 (D)	Special Subject (Directorate and Regional Offices) (With books) 100 Marks	<ol style="list-style-type: none"> 1. Office Manual of the Directorate 2. Bombay Budget Manual (2nd Edition) F.P.No.X (Excluding Chapters IV, V, IX, paras 112 to 117, Chapter XIII and Appendices 2,4,7,11 and 12) 3.(i) B.C.S. Conduct Discipline and Appeal Rules. (ii) Bombay Civil Services Classification and Recruitment Rules. 4.(i) Instruction Manual for Store verification staff (ii) Bombay Financial Rules, 1959 Chapter II, Section XII Chapter XIII, Rules 146 (A) & (B) (iii) Maharashtra Contingent Expenditure Rules 1965 Section 24 Rules 94 to 103 Section 34 Rules 169 to 186
5 (E)	Special Subject (For Clerk in Zilla Parishad and Panchayat Samities) (With books) 100 Marks	<ol style="list-style-type: none"> 1. Central Public Works Accounts Code (Chapter mentioned below) Chapters II, III, V, VI, VII, VIII, X (Paras 197to 204 and 206,207,228 to 232, 234 to 286, 288 to 312) XI, XIII, (Paras 343 to 361 and 371 to 374) XV, XXII and XXIII (Para 543 to 545 and 550) 2. Bombay P.W.D. Manual (Chapters mentioned below) Chapter II (Paras 72,88 to 97 and 108), III (Paras 127 to 134,143 to 216, 230 to 255 and 280 to 291, V (Paras 319,326,378, and 382) VII (Paras 408 to 419,440 to 445, 454 to 458 and 461 to 475) and VIII 3. Zilla Parishads and Panchayat Samities Account code 4. Maharashtra Zilla parishad and Panchayat Samities Act, 1961 (Chapters VI and IX to XII) 5. Standing orders issued by Government from time to time regarding (ways and means), position and the Budget procedure in respect of Zilla Parishad.
5(F)	Special Subject (For Financial Advisor and Deputy Secretary to Govt. of Maharashtra) (With books) 100 Marks	<ol style="list-style-type: none"> 1. Manual of Food Accounts Sections I to VI 2. Hand Book of Accounting Procedures prescribed in the Manual of Food Accounts. Chapter 1, 2, 3, and 5. 3. Manual of Instructions to Godown Keepers and Godown Managers 1, 2, 7 and 9