

MAHARASHTRA FINANCE AND ACCOUNTS SERVICES
CLASS III EXAMINATION

PART II

Paper No.	Subject		Books Prescribed
V	Precis and Drafts		Nil
	* (a) Passage or Correspondence to be summarized		
	* (b) Drafting of a Letter		
	(c) Usage of words and correction of sentences.		
VI	Book Keeping (without Books)	1	Advance Accounting by J.R batliboi 22 nd Edition Chapter I to VI, IX, XIV, XV, XXII and DDIV
	Fundamental of Double Entry, Trading, Manufacturing and Profit and loss Account and Balance Sheet, Capital and revenue Income and expenditure and receipt and payments accounts. Bills of exchange, Promissory notes and cheques, self-balancing system, consignments and joint venture Single Entry system Depreciation Reserve, Double Account System Goodwill in Accounts, cost accounting	2	Advanced Accounts by R.N.carter portions Corresponding to (1) above
VII	Act and Rules (with books)	1	The Maharashtra Zilla Parishad And Panchayat Samities Act 1961 And Rules Framed There under.
		2	The Bombay Local Fund Audit Act, 1930 and The Bombay Local Fund Audit Rules, 1931
		3	The Bombay Primary Education Act; 1947 and The Bombay Primary Education Rules, 1940
		4	The Local Authorities Loans Act, 1914 And Bombay Local Authorities Loan Rules 1923
		5	The Bombay Village Panchayat Act 1958.
		6	The Maharashtra Municipalities Act 1965.
VIII	Miscellaneous (Without book)	1	Group A An Introduction to Indian Government Accounts and Audit (Fourth Edition) Part III and IV (excluding Chapter relating to defense, Railways and posts and telegraphs)
		2	The Maharashtra Zilla Parishads and panchyat samities accounts code
		3	The Maharashtra Municipal Accounts Code, 1971
		1	Group B Constitution of INDIA (Articles 109 to117, 148to151, 195to207, 264to293, 308to323, 356,357)