



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala.

CIN: U40100KL2011SGC027424

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ABSTRACT

Establishment – Revision of syllabus of Departmental Test for the Ministerial and Executive staff of KSEB Limited – Sanctioned – Orders issued.

Corporate Office (Administration)

B.O. (FTD) No. 2044/2018 (Estt.II/6191/2018) Dated, Thiruvananthapuram 28.12.2018

Read: (1) Letter dated 30.10.2018 of the Additional Secretary, KPSC.

(2) Note No. Estt.II/6191/2018 dated 17.12.2018 of the Secretary (Administration) submitted to the Full Time Directors (Agenda 78/12).

ORDER

The Kerala Public Service Commission, vide letter read 1st paper above informed KSEB Limited that the Commission has decided to conduct departmental test in the online mode from January 2019 onwards. In this connection, the KPSC has requested KSEBL to publish revised/updated editions of all reference books, manuals and codes and to ensure availability of authorised books to candidates who appear for departmental test.

Since the Electricity Supply Act was repealed by the enactment of Electricity Act, 2003, the syllabus of departmental test for KSEBL employees has to be so modified. Therefore, as ordered by the Chairman & Managing Director, a meeting was convened with the concerned officials on 16.11.2018 to discuss the subject matter. After detailed discussion, it was proposed to include Electricity Act, 2003, Goods and Services Tax (GST), Companies Act, 2013 & Rules and Indian Contract Act, 1872 in the syllabus and to exclude Electricity Supply Act, Treasury Code Volumes I & II and Account Code Volumes I, II & III from the existing syllabus. As ordered by the Chairman & Managing Director, the matter was placed before the Full Time Directors as per note read 2nd paper above.

Having examined the matter in detail, the Full Time Directors in the meeting held on 26.12.2018, resolved to approve the proposed syllabus for Departmental Test for the Ministerial and Executive staff of KSEB Limited for issuance of a Board Order in this regard, so as to furnish the same to the Kerala Public Service Commission. Also resolved to inform the KPSC that the matter of publishing departmental text books is beyond the purview of the Board.

The detailed revised syllabus of Departmental Test for the Ministerial and Executive staff of KSEB Limited is attached as annexure.

Orders are issued accordingly.

By Order of the Full Time Directors,

Sd/-

Lekha G

Company Secretary in-charge

To

The Chief Engineer (HRM)

Copy to:

1. All Chief Engineers.
2. The Chief Engineer (IT).
3. The Financial Advisor / Chief Internal Auditor.
4. The Company Secretary-in-charge.
5. The Chief Personnel Officer / Legal Adviser & Disciplinary Enquiry Officer.
6. T.A to the Chairman & Managing Director / Director (D & IT) / Director (T & SO) / Director (GC & HRM) / Director (CP, GE, SCM & Safety).
7. P.A to the Director (Finance).
8. The Chief Public Relations Officer.
9. Sr.CA to the Secretary (Administration) / Sr.CA to the Chief Vigilance Officer.
10. Stock File.

Forwarded / By Order


Senior Superintendent

(Annexure to B.O. (FTD) No. 2044/2018 (Estt.II/6191/2018) dated 28.12.2018)

Papers for the Ministerial Staff of KSEBL

Account Test (Lower):

1. Kerala Service Rules (with books).
2. Kerala Financial Code Volumes I & II, Kerala Budget Manual (with books).
3. Elements of Commercial Accounts & Book-keeping (Including basic concepts of Company Accounts excluding Partnership Accounts) (Any Financial Accounting book prescribed by any recognized University in Kerala) (without books).

Account Test (Higher):

1. Kerala Public Works Account Code (with books).
2. Kerala Financial Code Volumes I & II, Kerala Budget Manual (with books).
3. Introduction to Indian Government Accounts and Audit (V edition except Chapters 12, 26, 27, 28 & 29) (without books), The Constitution of India (with books).
4. Kerala Service Rules (with books).

Departmental Test:

1. Kerala PWD Code (with books).
2. Kerala PWD Account Code (with books).
3. Electricity Act, 2003 (without books), *Companies Act, 2013 & Rules (with books).
4. Departmental Manual of Office Procedure (without books).
5. **Goods & Services Tax (with books), ***Indian Contract Act, 1872 (without books).

Papers for the Executive Staff of KSEBL

Account Test (Lower):

1. Kerala Service Rules (with books).
2. Kerala Financial Code Volumes I & II, Kerala Budget Manual (with books).
3. Elements of Commercial Accounts & Book-keeping (Including basic concepts of Company Accounts excluding Partnership Accounts) (Any Financial Accounting book prescribed by any recognized University in Kerala) (without books).

Account Test (Higher):

1. Kerala Public Works Account Code (with books).
2. Kerala Financial Code Volumes I & II, Kerala Budget Manual (with books).
3. Introduction to Indian Government Accounts and Audit (V edition except Chapters 12, 26, 27, 28 & 29) (without books), The Constitution of India (with books).
4. Kerala Service Rules (with books).

Departmental Test:

1. Kerala PWD Code (with books).
2. Kerala PWD Account Code (with books).
3. Electricity Act, 2003 (without books), *Companies Act, 2013 & Rules (with books).
4. **Goods & Services Tax (with books), ***Indian Contract Act, 1872 (without books).

***Relevant portions of Companies Act, 2013 and Rules**

Chapter I	-	Preliminary – Definition, types of Company
Chapter II	-	Incorporation of Company
Chapter VI	-	Registration of Charges
Chapter VII	-	Management and Administration
Chapter IX	-	Accounts of Companies
Chapter X	-	Audit and Auditors
Chapter XI	-	Appointment and Qualification of Directors
Chapter XII	-	Meetings of the Board and its powers
Chapter XXIII	-	Government Companies

****Relevant portions of Goods & Services Tax Act (GST)**

- (1) Basic Concepts.
- (2) Definitions of various terms under:
 - (i) CGST Act, 2017 and Rules there under.
 - (ii) Kerala SGST Act, 2017 and Rules there under.
 - (iii) IGST Act, 2017 and Rules there under.
 - (iv) GST (Compensation to States) Act, 2017.
- (3) Registration Procedure.
- (4) Inter State & Intra State supply, determination of nature of GST to be levied (IGST/CGST/SGST & Cess).
- (5) Valuation of taxable supplies.
- (6) Incidence of taxation and invoicing for taxable supplies.
- (7) Documents to be issued under GST Acts under various situations and maintenance of books of accounts.
- (8) Remittance of GST.
- (9) Returns under GST.
- (10) Tax structure – Basic rates and special rates.
- (11) TDS provisions under GST.
- (12) Input tax credit provisions.
- (13) E-way bill provisions.
- (14) Refund provisions.
- (15) Penal provisions.

*****Relevant portions of Indian Contract Act, 1872**

Chapter II	-	Of Contracts, Voidable Contracts and Void Agreements
Chapter IV	-	Of the Performance of Contract
Chapter VI	-	Of the Consequences of Breach of Contract