

SYLLABUS FOR DEPARTMENTAL EXAMINATION

PAPER NO.1 CO-OPERATION AND CO-OPERATIVE LAWS

- I Important provisions in Maharashtra Co-operative Societies Act and Rules thereunder particularly with regard to :-
1. Definitions
 2. Membership
 3. Registration of Societies
 4. Amendments of Bye-laws
 5. Cancellation of registration
 6. Annual and Special General Meetings
 7. Committees, its powers and functions.
 8. Elections of Managing Committees of Societies
 9. Removal of Committees of members thereof
 10. Enforcement of performance
 11. Seizing of records
 12. Recovery of dues
 13. Winding of Co-operative Societies and powers of Liquidators
 14. Offences and penalties
 15. Appeals review and Revisions.
- II Important provisions of Maharashtra Agricultural Produce Marketing (Regulation) Act and Rules, with regards :-
1. Definitions
 2. Establishment of Markets
 3. Regulation of Marketing of Agricultural Produce
 4. Powers and duties of Market Committees
 5. Market Funds, its custody and investment
 6. Amalgamation of division of market committee
 7. Penalties for contravening provisions of this Act.
- III Important provisions in Bombay Money Lending Act and Rules thereunder particularly with regards :
1. Definitions
 2. Appointment of Registrar, General of Money Lenders Registrar and Asstt. Registrars and their powers
 3. Issue of licences
 4. Powers of Authorised Officers to require production of records or documents
 5. Duties of Money Lenders
 6. Penalty for molestation
 7. Cognizance of offences
 8. Licences and Inspection fees
 9. Delegation of powers

PAPER NO.2 ACCOUNTS AND AUDITING

- I First Steps in accountancy (Bottliboy, III Edition, Chapters I to XII)
- II Auditing (Elementary) -
1. Vouching
 2. Audit Programme
 3. Meaning and definition of Audit
 4. Purpose of advantages of Audit
 5. Rights and responsibilities of Auditors
 6. Valuations of Assets and Liabilities
 7. Awarding of Audit Classification
 8. Responsibility of an Audit
 9. Annual Audit Programme
 10. Programme of Audit
 11. Audit of Co-operative Societies by certified Auditors
 12. Types of Audit Viz. Concurrent and continuous
 13. Audit, re-audit, pre-audit, test-audit
 - Scrutiny of Audit memos.
 14. Books of Accounts to be maintained by Co-operative Societies.
 15. Techniques of Audit (Ticks of pencils and inks)
 16. Special features of Audit of

various types of Co-operative Societies.

PAPER NO. III ACCOUNTS TEST

1. Bombay Civil Service Rules, Volume I and II. (Important chapters on Definition, leave, pay fixation, joining time, and Leave travelling allowances and Pension)
2. Maharashtra Civil Services Discipline and Appeal Rules 1979. Maharashtra Civil Services (Conduct) Rules, 1979
3. Bombay Contingent expenditure Rules, 1959
4. Bombay Financial Rules, 1959
5. Budget Manual
6. Financial powers of officers of the Co-operative Department at various levels
7. Directives regarding touring of Departmental Officers

PAPER NO. IV OFFICE ADMINISTRATION

1. Departmental set-up and administrative powers of officers at various levels.
2. Six bundle system of papers
3. Classification weeding and destruction of records
4. To put up notes on the given types of cases
5. Different forms of communications.
a) Letters b) D.O. Letters c) Reminders d) Telegrams e) Summary of telephonic message
6. Preparation of papers of Meeting
7. Compiling of periodical returns