

No. 2906A.P. The 23rd March 1936.—In supersession of the existing rules the following rules are prescribed for the examination of officers of the Indian Civil Service, Assam Civil Service and the Assam Junior Civil Service. The rules will come into force at the examination to be held in November 1936:—

RULES FOR THE CONDUCT OF THE DEPARTMENTAL EXAMINATIONS

SECTION I

GENERAL

1. These examinations will be held under the direction of the Assam Public Service Commission. The Commission will in correspondence with the officers concerned prepare a list of all officers liable to appear at the examination. Direction and control of the examinations.

The rules in this section will govern the examinations of officers of all Departments of Government unless otherwise stated in the special rules for those Departments.

2. The dates for the examination will be fixed by the Public Service Commission and duly notified to the examiners and the examinees at least a month before the examination begins. Time for examination.

3. Examinations will be held in each subject by each standard twice a year, usually in April and November.

4. The examination will be held simultaneously at Gauhati and Silchar. Centre of examination.

5. The examinations by the Lower and Higher Standards in Assamese and Bengali will be conducted by a Board of Examiners, which will consist of the Local Committee as defined in rule 6, together with any additional officers or non-official gentlemen who may be appointed by the President to assist at the examination. Board of Examiners for examination in Assamese and Bengali.

When an officer of any department other than an officer of the Indian Civil Service, Assam Civil Service, Assam Junior Civil Service or Police is to be examined, the senior local officer of that department should, if possible, be appointed by the President under the preceding clause.

The papers for these examinations will be selected or prepared, and marks will be assigned by this Board or under their instructions.

6. The examinations will be conducted by a Local Committee at Gauhati and Silchar. The Commissioner of Divisions or in his absence the Deputy Commissioner, Kamrup, will be the President of the Local Committee at Gauhati, and the Deputy Commissioner, Cachar, of that at Silchar. Other members of the Local Committees at Gauhati and Silchar will be selected by the Public Service Commission in consultation with the Commissioner of Divisions and always keeping in view the need for observing economy in travelling allowances, etc. The President is authorised to select another official or private person in case any official or other person originally selected is unable for any reason to attend the examination. The President of the Local Committee or in his absence an officer deputed by him for the purpose will be the Superintendent of the examination. Local Committees.

The Local Committee will have no concern with the written examination further than to see that it is conducted with proper strictness, and that the answers of examinees are forwarded in sealed covers to the examiners.

The examination in Hindustani, under rule 14, will be conducted by the Local Committee, and their decision, which in this subject will be final, should be intimated to the Superintendent at the close of the examination.

7. For the written examination referred to in the above rule, sets of questions will usually be prepared on the requisitions of the Public Service Commission by the officers named below:— Questions and question setters for written papers.

Superintendent and Remembrancer of Local Affairs, Assam—

For the papers in Law, Part I, with and without books.

Secretary to the Government of Assam in the Revenue Department—

For the papers in Law, Part II, Revenue Law, with books.

Director of Land Records, Assam—

For the papers in Law, Part II, Revenue Law, without books.

Secretary to the Government of Assam in the Finance Department—

For the papers in Accounts.

The Commission is authorised to borrow the necessary Codes and Acts from the offices of the Commissioners and the Deputy Commissioners and from the Secretariat Library, if necessary, to enable examinations with books to be conducted. At the close of the examination the Superintendent will be responsible for the return of the books to the offices to which they belong.

The Commission will have the question papers printed or copied under proper supervision and will arrange for them to be sent or make them over in sealed packets in sufficient numbers to the Superintendent of the Local Committee with instructions as to how they are to be dealt with in order to ensure a fair and uniform method of ascertaining the proficiency of the examinees.

8. Written papers will be examined by the officers who set them or, if for special reasons the services of these officers are not available, by such other officers as the Commission may select.

The officers who examine the papers will as speedily as possible communicate to the Secretary, Public Service Commission, the number of marks obtained by the examinees. The Commission will tabulate the marks and submit the results to the Chief Secretary. Government or such other authority as may be empowered so to do will publish the final results of the examinations in the Gazette.

In the case of oral examinations in the vernaculars the Superintendent of the Local Committee will communicate the marks obtained by each candidate to the Secretary, Public Service Commission.

SECTION II

SUBJECT AND STANDARDS OF EXAMINATION

A.—LANGUAGES

9. The vernacular languages in which examinations will be held are :—

(a) Assamese and Bengali.

(b) Hindustani.

(a) Assamese and Bengali

10. There will be two standards of examination, the Lower and the Higher. Every officer first serving in the districts of the Surma Valley and Hill Districts Division, except the Naga Hills, and in the Goalpara District, must pass by both standards in Bengali and by the Higher Standard in Assamese. Every officer first serving in the remaining districts of the province must pass by both standards in Assamese and by the Higher Standard in Bengali.

11. The subject of the examination, the marks to be obtained and the time allowed in each standard are as follows :—

	Maximum marks	Pass marks	Time allowed
(i) Conversation + Reading 20 + 20	20	10	$\frac{1}{4}$ hour.
(ii) Translation	20	10	1 "
(iii) Dictation	20	10	$\frac{1}{2}$ "
(iv) Reading and explanation of vernacular papers ...	20	10	$\frac{1}{2}$ "

12. The object of the Lower Standard is to test the proficiency for practical purposes of the examinee.

He will be tested in conversation with two or three Indians of different classes in such a manner and to such an extent as to satisfy the examiners that he is able to understand and make himself understood in conversation on subjects connected with the ordinary duties and business of a Court, or of his Department.

He will be required to translate into the vernacular an English judgment or other paper, and the translation must be substantially correct in meaning and grammar and intelligible to an Indian.

A passage from some paper in the vernacular will be read out to him by an Indian, and he will be required to write it down in the vernacular character with fair accuracy. Finally, he will be called on to read with fair fluency, and explain in English to the examiners, three papers written by different persons in a plain running hand. different passages may be selected for officers of different Departments having regard to their different duties.

13. The examination in the Higher Standard will be of the same nature as that for the Lower Standard, but considerably more difficult in degree.

The candidate will be required to converse fluently with persons of different classes in the vernacular, for at least five minutes each, on subjects essentially different.

The passage for translation into the vernacular will be of a narrative character and the translation must be fairly correct in idiom, grammar and spelling.

For dictation, a more difficult passage will be selected, and for reading, passages from newspapers, or from records of some difficulty written in a common office running hand.

(b) *Hindustani*

14. The examination in Hindustani will be colloquial only. The candidate will be required to converse with two or three Indians who speak Hindustani in such a manner and to such an extent as to satisfy the examiners that he can understand, what they say and make himself understood by them, regarding the incidents of every day life. The maximum marks will be 20, and pass marks 10.

B.—LAW

For the examination of members of the Indian Civil Service, the Assam Civil Service and the Assam Junior Civil Service

Note.—The examination in Law shall be directed as far as may be feasible to points which frequently arise in practical work.

15. For the purpose of the examination of these officers, Law is sub-divided into the following two parts:—

- I. Criminal and Civil Law, and the Law of Evidence.
- II. Revenue Law.

16. There will be four sets of question papers in the examination in Law, *viz.*, one in each part to be answered without the aid of books, and one in each part to be answered with the aid of books. Officers are not required to pass by the Lower Standard in the papers with books.

17. In each of the papers in Parts I and II an examinee will be deemed to have passed by the Higher or the Lower Standard if he obtains the minimum marks specified in the scale of marks set forth below. No candidate will, however, be held to have passed by the Higher Standard in either Part I or II, unless at the same examination he has obtained pass marks in both the papers in that Part.

18. The scale of marks fixed and the time allowed are as follows:—

Subject of examination	Maximum marks	Pass marks		Time allowed
		Lower Standard	Higher Standard or sole standard	
1	2	3	4	5
				hours
Without Books	150	60	100	3
With Books	150	Nil	100	3

19. The Acts, Regulations and Rules from which questions will be set are shown below:—

(1) EXAMINATION WITHOUT BOOKS

PART I.—CRIMINAL AND CIVIL LAW AND THE LAW OF EVIDENCE.

The Scheduled District Acts (XIV of 1874), and the explanatory note, pages 742-744 of Appendix I, Assam Code, Volume II of 1915.

The Indian Penal Code Act XLV of 1860, Chapters 2, 4, 5 and 8 and definition of all offences.

The Indian Evidence Act I of 1872.

The Code of Criminal Procedure Act V of 1898, Chapters 4-9, 13-21, 24-26.

The Code of Civil Procedure Act V of 1908, Sections 15 to 35, 137 to 139, 142 and 146 to 153, and the first Schedule, Orders I to XX and XLVIII.

PART II.—REVENUE LAW

The Bengal Permanent Settlement Regulation I of 1793, Sections 1 to 8.

The Assam Land and Revenue Regulation I of 1886.

And all amending Acts.

Chapters I to III of the Rules under the Assam Land and Revenue Regulation.

(2) EXAMINATION WITH BOOKS

PART I.—CRIMINAL AND CIVIL LAW AND THE LAW OF EVIDENCE.

Acts of the Governor General in Council

The Indian Penal Code XLV of 1860.

The Police Act V of 1861.

The Cattle Trespass Act I of 1871.

The Indian Evidence Act I of 1872.

The Indian Sale of Goods Act III of 1930.

The Indian Contract Act IX of 1872.

The Indian Oaths Act X of 1873.

The Indian Arms Act XI of 1878, and the rules framed thereunder,

The Northern India Ferries Act XVII of 1878.

The Legal Practitioners Act XVIII of 1879.

The Transfer of Property Act IV of 1882.

The Indian Explosives Act IV of 1884, and the rules framed thereunder.

The Reformatory Schools Act VIII of 1897.

The Code of Criminal Procedure V of 1898.

The Tea Districts Emigrant Labour Act XXII of 1932.

The Code of Civil Procedure V of 1908.

The Registration Act XVI of 1908.

The Whipping Act IV of 1909.

The Factories Act XXV of 1934.

The Workmen's Compensation Act VIII of 1923.

And all amending Acts.

Bengal Acts

The Village Chaukidari Act VI of 1870.

And all amending Acts.

Assam Regulations and Acts

The Inner Line Regulation V of 1873.

The Assam Frontier Tracts Regulation II of 1880.

The Assam Private Fisheries Protection Act I of 1935.

PART II.—REVENUE LAW

- The Bengal Permanent Settlement Regulation, I of 1793.
 The Bengal Decennial Settlement Regulation, VIII of 1793.
 ✓ The Court-fees Act, VII of 1870.
 The Opium Act, I of 1878.
 The Land Improvement Loans Act, XIX of 1883.
 The Agriculturist Loans Act, XII of 1884.
 ✓ The Land Acquisition Act, I of 1894.
 The Indian Stamp Act, II of 1899.
 The Goalpara Tenancy Act, I of 1929.
 The Assam (Temporarily-Settled Districts) Tenancy Act, III of 1935.
 And all amending Acts.

Bengal and Eastern Bengal and Assam Acts

- The Sylhet Tenancy Act, XI of 1936.
 The Assam Land Revenue Re-assessment Act, VIII of 1936.
 Eastern Bengal and Assam Excise Act, I of 1910.

Assam Regulations

- The Assam Local Rates Regulation, III of 1879.
 The Assam Land and Revenue Regulation, I of 1886.
 The Assam Forest Regulation, VII of 1891.
 The Assam Land Revenue Manual including the Introduction.
 The Land Records Manual.
 And all amending Acts.

C.—ACCOUNTS

20. The examination in Accounts will be of one standard and two papers will be set. The questions in the first paper will be set from Chapters 6-8, 10-11, 13-16, 19, 20 and 27 of the publication "*An introduction to Indian Government Accounts and Audit, Second Edition*". The candidates will not be allowed to use the book at the time of examination.

The questions in the second paper, in answering which candidates will be allowed to refer to books and which will be of a practical character will be set from—

✓ (a) *the Fundamental and Subsidiary Rules, Section II.*—Chapters II, III, IV, V (omitting rules 45-48), VIII, IX, X [omitting rules 64, 75(2) to 75(C), 79-81(b) (i), 82-84, 89-92, 94, 100A and 101] and XI of Section II of the Fundamental and Assam Subsidiary Rules 1939, Second Edition and Subsidiary Rules framed under the Fundamental Rules relating to Chapters mentioned above but excluding those relating to officers and departments specially mentioned, such as police, Assam Survey Departments, etc.

✓ (b) *the Assam Pension Manual, Second Edition, 1939.*—Chapters II-VI, VIII, X and XI.

✓ (c) *the Assam Budget Manual, Second Edition, 1939.*—Chapters XV and XVI.

✓ (d) *the Assam Financial Rules, Second Edition, 1939* with appendices 4-8, 10 and 17; and *the Treasury Rules and Subsidiary Orders made thereunder, Second Edition, 1939*, with appendices I and III-V, omitting the portions dealing with Forest and Public Works matters.

The time allowed for each paper will be three hours. The maximum marks for each paper will be 150 and the minimum pass mark will be 90.

An examinee will not be held to have passed the examination in Accounts until the Deputy Commissioner of the district to which he is attached shall have furnished a certificate that the examinee was placed in charge of a district treasury under the general supervision of the Extra Assistant Commissioner ordinarily in charge for a period of not less than six weeks, and that he continuously and duly attended to, and satisfactorily discharged; the duties of a Treasury Officer for such period.

NOTE(1).—For the purpose of this rule an examinee must have been placed in charge of a district treasury for a period of not less than six weeks during the twelve months preceding the examination.

NOTE (2).—The examination in accounts is optional for officers of the Assam Civil Service (Junior).

SECTION III

RULES REGARDING THE LIABILITY, ETC., OF OFFICERS TO EXAMINATION
AND THE CONSEQUENCES OF THEIR SUCCESS OR FAILURE IN THE
EXAMINATION

A

Special rules affecting the members of the Indian Civil Service

21. An Assistant Commissioner is compulsorily liable to examination in the following subjects:—Law, Parts I and II, by Lower and Higher Standards, the vernacular of the district to which he is first posted by Lower and Higher Standard, the second vernacular by the Higher Standard only, and Accounts and colloquial Hindustani; provided that Bengali officers will not be required to pass in Bengali or Assamese officers in Assamese. He will also be required to undergo training in Survey and Settlement and obtain a certificate in these subjects according to such tests as may from time to time be prescribed.

(2) On passing the Lower Standard of Law, Parts I and II and the Lower Standard of the language of the district to which he is first posted, and not before, he will be allowed to draw his first increment of pay, and may, if considered fit, be invested with the powers of a Magistrate of the second class. On passing the remaining part of the examination including Survey and Settlement, and not before, he will receive the 2nd increment of pay, and may, if thought fit, be invested with the powers of a Magistrate of the 1st class. These increments will have effect from the first day following that on which the departmental examination, in which he is declared to have passed, ended. No further increment will be earned by him till the completion of his third year of service.

Provided that an Assistant Commissioner shall exercise the power of a Magistrate of the third class for a period of six months before he receives second class powers, and shall exercise the powers of a Magistrate of the second class for a similar period before he receives first class powers.

(3) An officer who has failed to pass all the examinations, including the second vernacular, by the Lower and Higher Standards within three years will not be (unless the Governor in Council by general or special order declares him to be) eligible for the third or any subsequent increment of pay until he passes such examination or examinations, after which he shall be entitled to pay at the rate corresponding to his position in the time scale.

Provided that an officer may be treated as having passed in such examination or examinations if in the opinion of the Governor in Council he has made satisfactory progress in training generally equivalent to such examination or examinations.

B

Special rules affecting the members of the Assam Civil Service and the Assam Junior Civil Service

22. Extra Assistant Commissioners and Sub-Deputy Collectors save as hereinafter stated will, unless specially exempted by Government, be liable to pass the same examination in Law, Languages and Accounts as members of the Indian Civil Service. They will also be liable to undergo training and to secure a certificate in Survey and Settlement as provided in the rules relating to those subjects.

23. Unless temporarily exempted, an Extra Assistant Commissioner will not be eligible for confirmation until he has passed all the departmental examinations as required by the preceding rule and obtain a certificate in Survey and Settlement. A direct recruit to the Assam Civil Service will also be liable to undergo two years' probation before he becomes eligible for confirmation.

An officer of the Assam Civil Service will not be given second class or first class powers until he has exercised third class or second class powers, respectively, for a period of six months.

24. A Sub-Deputy Collector will not be eligible for confirmation until he has completed two years' probation and, unless temporarily exempted, has passed in Law, Parts I and II by the Lower Standard, in Hindustani, and in Bengali or Assamese, Lower Standard, if he is liable to examination in these languages, and in Survey and Settlement. The examination in Law by the Higher Standard and in Accounts is optional, but Sub-Deputy Collectors who pass these examinations will increase thereby their chances of appointment to the Assam Civil Service.

25. If the confirmation of an officer of the Assam Civil Service and the Assam Junior Civil Service is delayed beyond two years of probation on account of his failure to pass the Departmental Examinations to which he is liable or otherwise to satisfy the Governor in Council that he is fit for confirmation, his future increments after confirmation shall, unless in any case there is a special order to the contrary, be regulated according to the date of confirmation. Further, he will be liable to be superseded by such of his juniors as may qualify before he does, until he becomes eligible for confirmation, when he will be restored to his original position in relation to them.

An officer who has failed within three years from the date of first appointment to pass completely such Departmental Examinations as may have been prescribed shall be liable to be discharged from the service.

RULES FOR THE TRAINING OF JUNIOR CIVILIANS, EXTRA ASSISTANT COMMISSIONERS AND SUB-DEPUTY COLLECTORS IN SURVEY AND SETTLEMENT WORK.

The course of training is divided into two parts namely Survey and Settlement.

1. Junior Civilians and Extra Assistant Commissioners will undergo a course of training lasting for two months, approximately one month being devoted to each of the two subjects. In the case of Sub-Deputy Collectors the duration of the course will be four months, three months being devoted to Survey and one month to Land Records and Settlement training. During the period of training officers will be under the orders of the Director of Land Records and Surveys.

SURVEY

2. The training in Survey will be carried out at the Provincial Survey School at Jhalukbari. The Director of Surveys will arrange for the training and will lay down detailed rules from time to time for the conduct of the class.

3. The course for Junior Civilians and Extra Assistant Commissioners will include lectures on the general principles of Survey, and instructions in the use of the different instruments, its object being to give officers a practical acquaintance with the system of survey found in Assam. The Syllabus of the course is as follows:—

(i) *Chain survey—4 working days—*

Necessity for testing chains.

Method of chaining.

Taking offsets.

Recording in field books and on *Khaka*.

Reconnaissance and setting out triangles.

Necessity for tie lines.

Method of surveying detail by subsidiary lines.

Plotting from field books and in field.

Executing the chain survey of about 10 acres, on the scale of 16 inches or 64 inches to 1 mile. Plotting the survey and drawing a scale of chains and links. Preparation of diagonal scales and area squares. Explanation of the compass and Magnetic North.

(ii) *Plane table—2 working days.*—Use of plane table and sight vane for traversing.

(iii) *The odolite traversing—9 working days.*

(iv) *adjustment of instruments.*—Method of observing, marking traverse stations, conditions of a traverse circuit; the universal theorem: system of co-ordinates: plotting by co-ordinates; the calculation of areas, and the necessity for Azimuthal observation.

Traverse computations.

Executing a closed traverse circuit of at least 10 stations computing and plotting the same on a scale of 32 inches to 1 mile and taking out area. Drawing a scale of yards and one of chains and links, North point and magnetic declination to be shown.

(iv) *Cadastral Survey—10 working days.*—Methods of filling in detail from plotted traverse stations. Necessity for distribution of error in subsidiary lines. Use of pentagraph and planimeter. Execution of a cadastral survey of about 20 acres on the scale 64 inches to 1 mile. Areas to be extracted by acre comb and planimeter.

(v) *Partalling—2 days.*—Cadastral survey executed to be partalled.

The Sub-Deputy collectors' Course during the first month will follow the same lines as that of Junior Civilians and Extra Assistant Commissioners. The two subsequent months will be devoted to training in practical problems ordinarily met with by officers in-charge of circles. The Director will lay down the details of the course.

4. *Working routine.*—On working days, officers should work in the field from 3 to 6 hours. There will be no work on Sundays.

During the course officers will have access to 16-inch cadastral maps prepared during settlement operations and one inch, half inch and quarter inch topographical maps of the Survey of India. The Director will arrange for a supply of these as required.

LAND RECORDS AND SETTLEMENT

5. On the termination of the training in Survey, the officers will, if there be then no district under settlement, be deputed for training in Land Records and Settlement work under the Assistant Director. The period of such training will ordinarily be not less than three weeks distributed as follows:—

(1) *Preliminary instructions in office—4 days.*—This will consist of course of lectures on the subjects noted below:—

- (a) Past Land Revenue History.
- (b) Survey and unsurveyed areas in Assam.
- (c) Preparation and maintenance of maps and records.
- (d) Regular and Supplementary Settlement.
- (e) Maintenance of survey marks.
- (f) General duties of recorders, Supervisor Kanungoes, Registrar Kanungoes and Sub-Deputy Collectors.
- (g) Procedure of mutation in field and in office.
- (h) Settlement rules under Sections I, II and III.
- (i) Assessment of Local Rates.
- (j) Rules for deferred enhancement of Land Revenue.
- (k) Grazing Reserve.
- (l) Suspension and remission of revenue.

(2) *Practical instruction in doing field mutation in villages—2 days.*—This will consist of reading out the names of settlement-holders recorded in *periodic jamabandis* and recording the name of *dakhilkars* in column 5 of the *chitha*.

(3) *Practical training in the present system of Land classing—2 days.*—The officers will be taken to a typical village and given practical training in the system of land classification adopted at the last resettlement.

(4) *Writing of a chitha in the field—3 days.*—For this purpose the officers will be divided in batches of two or three and will be given copies of existing cadastral maps of certain typical villages. Each officer will write out the *chitha* for at least 50 days, recording crops as well as classification in addition to the name of the settlement-holders and their work as it goes on will be tested by the officer in-charge.

(5) *Area calculation and other office work after chitha working—4 days.*—This will be done in office. Revenue and Local rates should be calculated at the same time.

(6) *Re-settlement and the method of assessment under soil unit system—3 days.*—The various processes of re-settlement and the soil unit system of assessment will be clearly explained.

(7) *Visit to the Registrar Kanungoe's, and Sub-Deputy Collector's office and examination of the Registrars.*—The officers can easily be taken to the Registrar Kanungoe's office at Gauhati which is only 8 miles from Jhalukbari.

(8) *Coaching in rules.*—For this purpose the officers will be taken in batches of two or three at a time and the rules of the Land Revenue and Land Records Manuals will be discussed.

(9) *Time allowed for preparation—3 days.*

(10) *Examination—1 day.*

6. On the termination of the training in Survey the officers, will, if there be then a district under Settlement, usually be deputed there for training under the Settlement Officer in as many of the above-mentioned items as convenient. The Director will arrange for such examination oral and written, if any, as he may deem necessary after the training is over.

7. The Director shall after the examination, if any, held under rules 5 and 6 above submit a report on the proficiency of each officer.

8. An officer shall not be deemed to have passed the departmental examinations until he is reported by the Director to be proficient in Survey and settlement work.

No. 103G.7., dated 5th January 1934.—In supersession of the existing rules the following rules are prescribed for the examination of Police officers:—

RULES FOR THE EXAMINATION OF POLICE OFFICERS

A.—Languages

(i) Assamese	...	} ... {	Colloquial.
(ii) Bengali	...		Lower Standard.
(iii) Hindustani	Colloquial.

The Lower and Higher Standard examinations will be the same as those prescribed in Section (II)(A) for members of the Indian Civil Service. The colloquial vernacular examinations will be of the same standard as the colloquial Hindustani examinations there described, but where an officer is taking no other subject, the examination may be held in the case of gazetted officers by a board arranged by the Deputy Commissioner.

In the case of non-gazetted Police officers, the examination will be held in the headquarters of the district in which they may be serving at the time, under the supervision of a separate local examination board in each district except the Naga Hills, the examination being held simultaneously with the examination on Police law and languages at the half-yearly departmental examination centre at Gauhati or Silchar. Police officer serving in the Naga Hills district will appear at Jorhat. The officers serving in the Kamrup or Cachar district will appear at Gauhati or Silchar as the case may be, but separate examination boards should be constituted at Gauhati and Silchar for the districts of Kamrup and Cachar for the examination of these officers in April or November each year, respectively.

The District Examination Board for districts other than Kamrup and Cachar shall consist of the Deputy Commissioner of the District as President and the Superintendent of Police and an Indian officer selected by the Deputy Commissioner as members. For the districts of Kamrup and Cachar, the District Examination Board shall consist of the Superintendent of Police as President, and the Senior Extra Assistant Commissioner and another Indian officer selected by the Deputy Commissioner as members.

If the Deputy Commissioner or Superintendent of Police is unavoidably absent, he may depute an Extra Assistant Commissioner or a Gazetted Police Officer, as the case may be, to discharge his duty under this rule. In the absence of the Deputy Commissioner, the Superintendent of Police will preside, or if he also is unavoidably absent such member as the Deputy Commissioner may designate.

B.—Law

(i) With books.

(ii) Without books.

(iii) Oral.

The syllabus for the various law examinations is as follows :—

- (i) Oral.—Criminal procedure Code (Act V of 1898), Chapters IV-IX inclusive and Chapter XI, Police Act (V of 1861), Police (Incitement to Disaffection) Act, XXII of 1922, Assam Police Manual, Part III.

The oral examination will be held by the Superintendent of Police, who will satisfy himself that the candidate's knowledge is sufficient for the performance of his duties.

Questions for the paper without books will be set from the Acts noted below :—

- (i) The Indian Penal Code, Act XLV of 1860, Chapters 2, 4, 5 and 8 and definitions of all offences.
- (ii) The Police Act (Act V of 1861).
- (iii) The Code of Criminal Procedure (Act V of 1898), Chapters IV to XIV, XXIV (Sections 337 to 339 and 343 only), XXXIX, XLI, XLIII, XLVI (Sections 550, 551 and 560-565).

Questions for the paper with books will be set from the Acts noted below, and from the Assam Police Manual and the Circulars of the Inspector General :—

The Indian Penal Code, Act XLV of 1860.	The Dangerous Drugs Act (Act II of 1930).
The Police Act, V of 1861.	The Explosives Substances Act (Act VI of 1908).
The Inland Steam Vessels Act, VI of 1864, Chapters I, IV, VII and VIII.	The Indian Motor Vehicles Act (Act VIII of 1914 as amended by Act XXVII of 1920).
The Public Gambling Act, III of 1867.	The Sarais and Puraos Act (Act XXII of 1867).
The Cattle Trespass Act, I of 1871.	The Indian Railways Act, IX of 1890.
The Evidence Act, I of 1872.	The Prevention of Cruelty to Animals Act, XI of 1890.
The European Vagrancy Act, IX of 1874.	The Code of Criminal Procedure, V of 1898.
The Opium Act, I of 1878.	The Whipping Act, IV of 1909.
The Indian Arms Act, XI of 1878.	The Criminal Tribes Act, III of 1911 as amended by Acts XI of 1915 and I of 1923.
The Indian Arms Rules, 1924.	The Police (Incitement to Disaffection) Act, XXII of 1922.
The Northern India Ferries Act, XVII of 1878.	The Indian Official Secrets Act, XIX of 1923.
The Indian Explosives Act, IV of 1884, and the rules framed thereunder.	

PROVINCIAL ACTS

The Bengal Cruelty to Animals (Arrest) Act, III of 1869.	The Bengal Cruelty to Animals Act, I of 1869.
The Village Chaukidari Act, VI of 1870.	The Private Fisheries Act, II of 1889.
	Eastern Bengal and Assam Excise Act, I of 1910.
	The Assam Maintenance of Public Order Act (Assam Act V of 1947).

Both papers will include questions on general police knowledge and will be set by the Inspector General of Police on the requisition of the Public Service Commission in the case of Gazetted Officers and of his own motion in the case of non-Gazetted Officers.

C.—ACCOUNTS

Probationary Assistant and Deputy Superintendents of Police, directly recruited or promoted, must pass in Accounts in the books prescribed below. The maximum marks allotted is 150 and the pass marks 90, the time-limit being 3 hours for each paper.

The examination will be of one standard and two papers will be set.

✓ The questions will be set by the Secretary to the Government of Assam in the Finance Department. They will be such as to test the practical acquaintance of the candidates with the principles and provisions of the books prescribed.

The syllabus for Accounts will be the same for police officers as for the officers to whom rule 20 applies, with the exception that, in the case of the police officers, questions will be set from the Subsidiary Rules framed under the Fundamental Rules relating to the general chapters mentioned therein and also those specially relating to the Police but excluding those specially relating to other Departments and the use of books will be allowed as under Rule 20 for the second paper.

These amendments will have effect from the examination due to be held in April 1942.

✓ 2. The liabilities of the various ranks to examination are described in the following paragraphs. The Inspector General of Police (or in the case of gazetted officers, the Local Government) has power, where extenuating circumstances exist, to extend the prescribed periods in special cases, or to modify the penalties. These powers, however, will not ordinarily be exercised without very strong reasons.

Where the penalty of stoppage of increment is imposed this will operate except in the case of Assistant Superintendent of Police from the date of the next increment due after the expiration of the prescribed examination period and shall continue until the date of the examination in which the officer eventually passes.

No Indian officer is required to pass an examination in his mother tongue.

3.(a) Probationary Sub-Inspectors will be trained in the Bengal Police Training College, Sardah, until a college is established in this province for the purpose, and before leaving the college they must pass the examinations prescribed for them which include amongst other subjects law with and without books, under penalty of reduction to the rank of Assistant Sub-Inspector in the case of departmental cadets and discharge in the case of others. These officers must also pass in Hindustani and one language by the Lower Standard within one year of passing out of the college and in the language by the Higher Standard within two years of passing out under penalty of reduction or discharge as above.

Note.—The prescribed language for Assamese, Garo, Lushai and Khasi officers is Bengali, and for Bengali and Naga officers, Assamese. Officers of the hill races and Anglo-Indian Officers must also pass by the higher standard in the remaining language, i.e., Assamese or Bengali, within two years of posting to a district in which it is spoken, under penalty of stoppage of increments.

(b) A probationary Sub-Inspector whether a direct recruit or a departmental cadet will not be confirmed until he has passed the departmental examinations completely before which his service will not count towards increment.

4. (a) A probationary Sub-Inspector promoted from the rank of Assistant Sub-Inspector who may be exempted from the training at the Bengal Police Training College must pass the departmental examinations completely within two years from the date of his appointment as Sub-Inspector under penalty of reversion to Assistant Sub-Inspector.

(b) Assistant Sub-Inspectors newly appointed to officiate as Sub-Inspectors on or after the 1st January 1935 will draw the minimum of the revised scale of pay introduced with effect from the 1st January 1935. Probationary Sub-Inspectors whether directly recruited or promoted on probation from the rank of Assistant Sub-Inspectors on or after the 1st January 1935 (excepting those who had officiated as Sub-Inspector before the 1st January 1935) will draw the minimum of the revised scale of pay introduced with effect from the first January 1935 until they are confirmed.

(c) The Inspector-General of Police may grant periodical increments on the merits of each case, for their officiating service to those Assistant Sub-Inspectors of Police appointed to Act as Sub-Inspectors who have passed the Departmental Examinations either before they are appointed to officiate or within two years of their officiating appointment. Those Assistant Sub-Inspectors who have not passed will, as hitherto, not be

allowed to officiate without special orders of Government, and any who do not pass the qualifying examinations within the period of two years will not be granted increment save under the special orders of Government.

These orders come into force with effect from 1st January 1942.

(d) Those Assistant Sub-Inspectors who have officiated before the 1st January, 1935 and are officiating but who have drawn no increment for the period of the officiating service, will, on substantive appointment as Sub-Inspectors count their officiating service for increment. The effect of this would be to speed up their first increment after confirmation (*i.e.*, the next stage above Rs.80 by the period of officiating service.

5. Inspectors who are promoted Sub-Inspectors and have not passed completely as in paragraph 3 must do so within one year under penalty of reversion to their substantive rank. Inspectors directly appointed are subject to the same examination rules as Assistant and Deputy Superintendents of Police (paragraph 6) except the examination in Accounts and settlement work.

6. Assistant and Deputy Superintendents, and directly appointed Inspectors must pass in—

(a) Law (both papers), Accounts and settlement work. (Directly appointed Inspectors are not required to pass in Accounts and settlement work.) Lower Standard in one language and Hindustani, within two years of appointment.

(b) They must also pass in one language by the Higher Standard within three years, and European and Anglo-Indian officers must further pass the remaining language by the Higher Standard within four years of appointment, in both cases under penalty of stoppage of increment; until an officer has passed completely in accordance with this rule, he will not be considered eligible for promotion either officiating or substantive, to the ranks of Superintendent of Police.

(c) Promoted Deputy Superintendents must pass in accounts within two years of promotion in prospective or substantive vacancies as the case may be, under penalty of stoppage of increment.

Note—(i) A probationary Assistant Superintendent of Police will not be eligible for the second increment of pay until he has passed the departmental examinations prescribed in clause (a).

(ii) An Assistant Superintendent of Police will not be eligible for the third increment of pay until he has passed in one language by the Higher Standard and, if required to pass also in the second language by the Higher Standard, he will not be eligible for the fourth increment until he has done so.

(The amendment has come into effect from the 15th March 1932.)

(iii) Assistant Superintendents of Police who pass their examinations regularly within the periods prescribed in rules 6 (a) and (b) will be allowed to draw their 2nd, 3rd or 4th increment of pay from the usual date of increment, on the publication of the results of the departmental examinations.

7. Sergeant-Majors, Sergeants and Sub-Inspectors (Armed Branch) must pass in—
Law, Oral,

Hindustani, Colloquial,

Assamese or Bengali Colloquial,

within two years of appointment, under penalty of stoppage of increment.

8. No Assistant Superintendent of Police or Deputy Superintendent of Police or directly recruited Inspector will be considered eligible for confirmation until he has passed the examinations mentioned in rule 6 (a) above.

9. The seniority of Deputy Superintendents of Police shall be regulated by the date of their confirmation to the Assam Police Service. Officers who are confirmed will ordinarily be placed above any of their seniors who may not be found qualified for confirmation, but Deputy Superintendents of Police who have lost places owing to delay in confirmation will be restored to their original position when they qualify for confirmation.

RULES FOR THE EXAMINATION OF FOREST OFFICERS

1. (i) Examinations will be held in April and November simultaneously at Silchar and Gauhati in the following subjects:—

For Imperial Service Officers

(a) Vernacular by the Higher Standard in a principal language of the province, unless the officer is a native of the province of pure Asiatic extraction. The principal languages are Assamese and Bengali and the Governor will prescribe the language in which each officer will be required to pass.

- (b) Land Revenue.
 (c) Forest Law.
 (d) Procedure and Accounts.

An Assistant Conservator shall not draw more than two annual increments of pay until he has passed in all the above subjects. On passing the examination prescribed he will resume drawing pay under the time-scale at the rate to which his length of service entitles him.

For Provincial Service Officers

(ii) A Probationary Extra Assistant Conservator of Forest who has rendered 2 years approved service in that class and has passed the following departmental examination, viz.:—

(1) Vernacular by the Lower Standard in one 'principal' language of the province as may be prescribed by the Local Government.

- (2) Land Revenue,
 (3) Forest Law,
 (4) Procedure and Accounts,

will be eligible for permanent appointment to the class of Extra Assistant Conservator of Forests. A probationer who has failed within a period of two years from the date of first appointment to pass completely the departmental examination shall be liable to be removed from service and shall, unless specially exempted, receive no further increment of pay. He will also be superseded by such of his juniors as qualify before he does. When however he becomes eligible for substantive appointment, he will be restored to his original position in relation to other officers of the grade. His future increments after confirmation shall, unless in any individual case there is any special order to the contrary be regulated according to the date of such confirmation.

(iii) A Forest Ranger who is promoted to officiate as Extra Assistant Conservator shall not be eligible for confirmation until he has passed the above prescribed examinations.

(iv) The same papers will be set for officers of the Imperial and Provincial Services.

Examination in the Vernaculars

2. The examination will be held under the orders and direction of the Public Service Commission. The examination will be conducted in accordance with the test prescribed for the time being for Civil Officers in the province, and the same papers shall be set to both Civil and Forest Officers, regard being had to the duties of officers of different departments. The senior local Forest Officer will, if possible, be appointed by the President of the Local Examination Committee to be a member of the Board of Examiners, to assist him in conducting the examination when any officer of the Forest Department is to be examined.

3. The subjects of the examinations, the marks to be obtained, and the time allowed in Lower and Higher Standards are as follows:—

Subjects of Examination	Maximum Marks	Pass Marks	Time allowed
1	2	3	4
(i) Conversation	20	10	$\frac{1}{2}$ hour
(ii) Translation	20	10	1 "
(iii) Dictation	20	10	$\frac{1}{2}$ "
(iv) Reading and explanation of vernacular papers ..	20	10	$\frac{1}{2}$ "

4. The object of the examination in the Lower Standard for the purposes of Articles 42 and 43 of the Forest Department Code, 7th Edition, and paragraph 10 of these rules, is to test the proficiency for practical purposes of the examinee. He will be tested in conversation with two or three Indians of different classes in such a manner and to such an extent as to satisfy the examiners that he is able to understand and make himself understood in conversation on subjects connected with the ordinary duties and business of a Forest Officer and with forest out-door work. He will be required to translate into the vernacular an English judgment or other official paper, and the translation must be substantially correct in meaning and grammar, and intelligible to an Indian.

A passage from some official paper in the vernacular will be read out to him by an Indian, and he will be required to write it down in the vernacular character with fair accuracy. Finally, he will be called on to read with fair fluency, and explain in English to the examiners, three papers written by different persons in a plain running hand. Special passages connected with forest work may, if thought desirable, be selected for Forest Officers.

5. The examination in the Higher Standard will be of the same nature as that for the Lower Standard, but considerably more difficult in degree.

The candidate will be required to converse fluently with persons of different classes in the vernacular, for at least five minutes each, on subjects essentially different.

The passage for translation into the vernacular will be of a narrative character and the translation must be fairly correct in idiom, grammar and spelling.

For dictation, a more difficult passage will be selected, and for reading, passages from newspaper, or from official records of some difficulty written in a common office running hand. Special passages connected with forest work may, if thought desirable, be selected for Forest Officers.

6. Under Articles 42 and 43 of the Forest Department Code, 7th Edition, Forest Officers may appear for examination in the tribal languages of the province, in accordance with the rules applicable to other civil officers with whom they have been classed for the purpose of those rules.

Examination in Land Revenue, in Forest Law and in Procedure and Accounts.

7. One paper in each of the following subjects will be set by the Conservator of Forests, Assam, on the requisition of the Superintendent of the Departmental Examinations, the maximum and the pass marks assigned to each paper and the time allowed for each, are as follows:—

Subjects of Examination	Maximum marks	Pass marks	Time allowed
1	2	3	4
(i) Land Revenue (<i>without books</i>), 8 questions ...	100	60	2½ hours.
(ii) Forest Law (<i>without books</i>), 10 questions ...	100	60	3 hours.
(iii) Procedure—(5 questions) (1 paper)—Books allowed—Fundamental Rules with Subsidiary Rules, Assam, and Assam Forest Manual, Volume II.	50	30	2 hours.
(iv) Accounts (<i>without books</i>), 4 questions (1 paper).—On the keeping, preparation, incorporation and check of Forest Accounts and returns generally.	50	30	1 hour.

8. The books from which questions will be sent are:—

Land Revenue.—Baden Powell's "Short Account of the Land Revenue and its Administration in British India" and the Assam Land and Revenue Regulation, Chapters I to III and the Rules thereunder, Chapters I to III.

Forest Law.—The Assam Forest Regulation and Rules having the force of law.

Procedure and Accounts.—

With books.—Assam Forest Manual, Volume II, and Fundamental Rules with Subsidiary Rules framed by the Government of Assam.

Without books.—Forest Account Code, Chapters 9 and 10 of the Civil Account Code, Volume I, Assam Budget Manual, Assam Pension Manual, the Book of Financial Powers, Assam, and the Assam Financial Rules including the Treasury Orders and the Subsidiary Orders made thereunder except those parts which apply to the Public Works Department.

9. The Conservator will report to the Secretary, Public Service Commission, the names of such officers as have passed the examinations in Land Revenue, Forest Law and Procedure and Accounts, noticing, specially, in order of merit those who have passed with credit. ✓

Note.—The examination in the vernaculars will be held by the Local Committee as laid down in Section I.

10. In the case of a Forest Officer transferred to Assam from any other province who has already passed the examinations prescribed in Article 40 of the Forest Department Code, 7th Edition, the Examinations passed by him in his former province will hold good for the purposes of promotion, save that, except in the case of officers of over twelve years' service, if his transfer intended to be permanent and unless he is specially exempted by the Local Government, he will be required to pass by the Lower Standard in Assamese or Bengali within a period of two years' active service, failure to pass within that period entailing stoppage of increments of pay.

RULES FOR THE EXAMINATION IN VERNACULAR LANGUAGES OF OFFICERS OF THE INDIAN AGRICULTURAL SERVICE SERVING IN ASSAM

1. Every officer of the Indian Agricultural Service is required to pass a written and colloquial examination in Assamese or Bengali within two years of the date of his joining in the province, but the Provincial Government may, for special reasons, extend the period of passing in any particular case. Failure to pass within the prescribed period will, in the absence of such special orders as the Provincial Government may issue to the contrary, entail loss of appointment or stoppage of increment of pay.

The Provincial Government will determine by which of these languages each particular officer is to pass.

This examination is referred to in the rules below as the written examination.

2. An officer may further be required to pass a colloquial examination in a second language. See rule 11 below.

3. When an officer, who has not yet passed his written examination, is required by reason of transfer, or for any other cause, to pass a written examination in the other language, the limit of time laid down in rule 1 will run from the date of transfer or the order requiring him to pass in the other language.

4. Examinations will be conducted under the direction and control of the Public Service Commission.

5. Examinations will be held simultaneously with the Departmental Examination of Assistant Magistrates and others in April and November, on dates to be notified in the Government Gazette.

6. It will be the duty of the Director of Agriculture to report to the Public Service Commission by the 15th February and 15th September of each year, the names of intending examinees and the language in which each will be examined.

7. No Indian officer will be liable to examination in a language which is his own vernacular and no officer transferred from another province will be required to pass in a vernacular in which he has already passed.

8. There will be only one standard of examination for the written examination.

9. The written Examination will include the following tests:—

- (1) Translation of a printed passage selected from a newspaper, suitable official report or the like.
- (2) Transliteration, according to the Hunterian or Wilsonian system, of the paper set for translation from the vernacular.

- (3) Translation into the vernacular of an English passage similarly selected.
- (4) Dictation into the vernacular of a simple passage in English.
- (5) Conversation in the vernacular.

Notes.—(a) The passages for translation will be selected by an officer of the Agricultural Department in consultation with the Local Committee. They will be of a general character or will deal specially with agricultural matters, not with specialised revenue or magisterial reports.

(b) The paper set for dictation is to be translated into the vernacular and dictated off-hand fluently and intelligibly and the translation written down by a clerk exactly as dictated.

(c) In the conversation test the candidate will be required to show ability to converse freely and at first hand both with the educated classes and with village cultivators. He will not be expected to be acquainted with technical expression concerned with subjects other than agriculture, but a high standard of colloquial fluency will be expected.

10. The maximum and pass marks assigned to each branch of the examination and the time allowed for the papers as follows:—

	Maximum and pass Marks.	Time allowed.
	2	3
1. Transliteration	Twenty marks are allotted to each subject and half marks are required for a pass. The greatest importance will be attached to conversation.	} 2½ hours.
2. Translation from vernacular		
3. Translation from English		
4. Dictation from English		
5. Conversation		
		2 "
		½ hour
		½ "

11. An officer who is serving at the same time in the Assam and Surma Valleys, or who having passed his written examination in the language of the one Valley is transferred to the other will be required, subject to any exemption which may be granted by the Local Government, to pass a colloquial examination in the second language. This must be done within four years of his joining in the province or within two years of his beginning to work in the area in which the second language is ordinarily spoken, whichever is the later date. He will be liable to the same penalty for failure as is laid in rule 1.

The examination will be confined to conversation in the vernacular.

12. No reward will be given for passing the compulsory examinations, *i.e.*, the written examination described in rules 9 and 10 and the colloquial examination referred to in rule 11.

13. Subject to any special orders which may be passed by the Local Government these rules will apply to any officer first joining the Agricultural Service in this province after 1st January 1917.

NOTE.—These rules will also apply to the officers in class I of the Assam Agricultural Service who may be recruited from outside the Province.

RULES FOR THE EXAMINATION OF OFFICERS OF THE PROVINCIAL AGRICULTURAL SERVICE, CLASSES I AND II AND SUBORDINATE AGRICULTURAL SERVICE

1. The examination will be held in April and November simultaneously at Silchar and Gauhati at the time of the departmental examination of officers of other services.

2. Two papers, one in accounts and the other in procedure under the Assam Land Revenue, Assam Loans, Industrial Loans and Co-operative Manuals will be set by the Director of Agriculture on the requisition of the Public Service Commission. The maximum marks for each paper will be 150 and the minimum pass marks will be 90. Three hours will be allowed for each paper. An officer who succeeds in passing in any paper will not be required to present himself again for examination therein.

3. The questions will be set from the following books:—

ACCOUNTS

(a) Fundamental Rules:—

Chapters.—II, III, IV (omitting rule 38), V (omitting rules 45-48), VIII, IX [rules 56 (a) and (b)], X [omitting rules 61-64, 69, 75 (2), 75A-75C, 77(a) (i), 77(b)(i), (c) and (d) 79, 81 (a)(i), 81(b)(i), 82-84, 85(c), 89-92 and 94-102] and XI.

(b) Subsidiary Rules framed under the Fundamental Rules relating to the Chapters mentioned above (including Subsidiary Rules 20 and 21 but excluding those relating to officers and departments specially mentioned, such as police, Assam Rifles, Assam Survey Department, etc.).

(c) Assam Financial Rules:—

PART I.—

Chapter 1.—Sections 1 (omitting rule 2), II, IV, V (omitting rule 29), VI, VII, VIII, IX and X (omitting rule 33-37).

Chapter 3 (omitting rule 48), 4 (rules 49, 51 and 52 only), 5 (rules 61-63), 8 (rules 71-75) and 12 (omitting rule 181) and 13 [rule 186 (7)(b)].

Appendices 2 and 7.

PART II.—

Treasury Orders.—7, 9 (a), 16, 19(a), (b), (c), (d), 21, 22, 26, and 27 (a).

Subsidiary Orders.—6A, 9, 10, 12, 17, 21, 34, 35, 40, 41, 43-55, 57-63 (excluding 57A), 107, 108, 111, 112, 115, 116 and 123.

Appendix I to Treasury Orders (so far as it relates to the Agriculture Department).

(d) Assam Contingency Manual.

(e) *Civil Account Code.*—Articles 87, 88, Chapters 9 and 10 (to the extent necessary) and articles 193 and 194.

PROCEDURE

(a) Hand Book of reference for the Department of Agriculture, Assam, whole.

(b) The Assam Land Revenue Manual (5th edition).

The Assam Land and Revenue Regulation (I of 1886),

Chapter II.—Rights over land.

Part II.—Chapter II.—Grazing rules, and V (rules for recovering arrears).

(c) (1). The Assam Loans Manual (2nd edition)—

Part I.—Agricultural Loans.

Part II.—Land Improvement Loans.

(2) Rules for the grant of industrial loans in Assam.

(i) Manual for Co-operative Societies in Assam, Chapters, I, III, VI and XI.

4. Candidates will be allowed the use of books at the time of examination.

5. No officer shall be confirmed before passing the examination without the orders of Government. Ordinarily it must be passed within the two years of probation but the Director of Agriculture in the case of Subordinate and the Local Government in the case of Provincial Agricultural Services may for special reasons extend the period by another year in a particular case. Any officer passing after two years as provided above may be confirmed and will be granted increment with effect from the first day

following that on which the departmental examination in which he is declared to have passed, ended. An officer who fails to pass within three years shall lose his appointment unless otherwise directed by the Local Government, to whom each such case will be submitted by the Director of Agriculture for orders.

6. The conditions regulating initial pay, increments, confirmation, etc., of an officer of a lower grade officiating in and ultimately promoted to a higher grade, are as follows:—

- (1) Initial pay will be fixed under the provisions of the general rules in force to govern the fixation of pay on a time-scale.
- (2) A total period of 2 years of officiating service—continuous or consisting of broken periods as the case may be—will be allowed for passing the departmental examination completely. This period shall also count for increments. Officiating service beyond this up to the date following that on which the departmental examination in which he passes ends shall, in the absence of such special orders as the Local Government may issue to the contrary, not count for increments in the higher grade.
- (3) If the officer passes the departmental examination completely within 2 years, he will be confirmed provided he is found otherwise fit. An officer failing to pass the examination completely within 2 years will be liable to reversion. Any extension of this period of two years allowed by the Director or the Local Government as in rule 5 above to enable the officer to pass the examination will, in the absence of such special orders as the Local Government may issue to the contrary, not be of avail for earning increments in the higher grade.
- (4) Approved service after the departmental examination in which the officer passes shall count for increments.
- (5) Seniority will be regulated according to the date of confirmation after passing the examination in full.

RULES FOR THE DEPARTMENTAL EXAMINATION OF THE PRINCIPALS OF GOVERNMENT TECHNICAL SCHOOLS IN ASSAM IN ACCOUNTS

1. The examination will be held in April and November simultaneously at Silchar and Gauhati at the time of the departmental examination of officers of other services.

2. There will be one paper in Accounts with a time limit of three hours. The Director of Industries will set questions on the requisition of the Public Service Commission. The maximum marks for the paper will be 150 and the minimum pass marks will be 90.

3. Present incumbents are required to pass this examination within the year following the issue of these rules, but the Director of Industries for special reasons may extend the period for another year. A new recruit must ordinarily pass this examination within the period of probation. Any new recruit passing as provided above may be confirmed and will be granted increment with effect from the first day following that on which the departmental examination in which he is declared to have passed ended. An officer who fails to pass within three years shall lose his appointment unless otherwise directed by Local Government, to whom each such case will be submitted by the Director of Industries for orders.

4. The questions will be set from the following books and the candidates will be allowed the use of books at the time of examination:—

ACCOUNTS

(a) FUNDAMENTAL RULES—

Chapters.—II, III, IV (omitting rule 38), V (omitting rules 45 and 48), VIII, IX [rules 56(a) and (b)], X [omitting rules 61-64, 66, 69, 75(2), 75A-75C, 77(a)(i), 77(b)(i), (c) and (d), 79, 81(a)(i), 81(b)(c), 81A (introduced by correction slip No.24), 83-84 85(c), 89-92 and 94-102] and XI.

Subsidiary Rules framed under the Fundamental Rules relating to the Chapters mentioned above (including Subsidiary Rules 20 and 21 but excluding those relating

to officers and departments specially mentioned, such as Police, Assam Rifles, Assam Survey Department, etc.)

(b) ASSAM FINANCIAL RULES—

PART I.—

Chapter 1.—Sections I (omitting rule 2), II, IV (omitting note 1 below rule 24 and note 4 below rule 25), V [omitting the clause (b) of rule 28 and notes 4 and 5 below rule 28(a) and also omitting rule 29], VI VII, VIII, IX (omitting the note below rule 33), X (omitting rules 35-37) and XIII.

Chapter 2—Rule 40.

Chapter 3:—(Omitting rule 48), 4 (rules 49, 51 and 52 only), 5 (rules 61-63), 7, rules 66 and 67, 8 (rules 71-75) and 12 (omitting rule 181) and 13 [rule 186 (7)].

Appendices:—2, 4, 7, 13.

PART II.—

Treasury orders:—7, 9(a), 16, 19(a), (b), (c), (d), 21, 22, 26 and 27 (a).

Subsidiary orders:—9, 10, 12, 17, 21, 31A, 34, 35, 40, 41, 43-55, 57-63, 111, 112, 115, 116 and 123.

Appendix I to Treasury orders (so far as it relates to the Department of Industries).

(c) ASSAM CONTINGENCY MANUAL

(d) CIVIL ACCOUNT CODE—

Articles 87, 88, Chapters 9 and 10 (to the extent necessary), and articles 193 and 194.

(e) BUDGET MANUAL—

Paragraphs 80 and 81 and Chapter XVII. ✓

RULES FOR THE EXAMINATION IN VERNACULAR LANGUAGES OF OFFICERS FILLING SUPERIOR APPOINTMENTS IN THE INDIAN CIVIL VETERINARY DEPARTMENT AND SERVING IN ASSAM

1. Every officer of the Civil Veterinary Department is required to pass a written and colloquial examination in Assamese or Bengali within two years of the date of his joining in the province, but the Local Government may, for special reasons, extend the period of passing in any particular case. Failure to pass within the prescribed period will, in the absence of such special orders as the Local Government may issue to the contrary, entail loss of appointment or stoppage of increment of pay.

The Local Government will determine by which of these languages each particular officer is to pass.

This examination is referred to in the rules below as the written examination.

2. An officer may further be required to pass a colloquial examination in a second language. See rule 11 below.

3. When an officer who has not yet passed his written examination is required by reason of transfer, or for any other cause, to pass a written examination in the other language, the limit of time laid down in rule 1 will run from the date of transfer or the order requiring him to pass in the other language.

4. Examinations will be conducted under the direction and control of the the Public Service Commission.

5. Examinations will be held simultaneously with the Departmental Examination of Assistant Magistrates and others in April and November, on dates to be notified in the Government Gazette.

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6. It will be the duty of the Superintendent, Civil Veterinary Department, to report to the Public Service Commission, by the 15th February and the 15th September of each year, the names of intending examinees and the language in which each will be examined.

7. No Indian officer will be liable to examination in a language which is his own vernacular, and no officer transferred from another province will be required to pass in a vernacular in which he has already passed.

8. There will be only one standard of examination for the written examination.

9. The written examination will include the following test:—

- (1) Translation of a printed passage selected from a newspaper, suitable official report, or the like.
- (2) Transliteration according to the Hunterian or Wilsonian system, of the paper set for translation from the vernacular.
- (3) Translation into the vernacular of an English passage similarly selected.
- (4) Dictation into the vernacular of a simple passage in English.
- (5) Conversation in the vernacular.

NOTES.—(a) The passages selected should be of a general character or should specifically deal with veterinary matters, and not with specialised revenue or magisterial reports.

(b) The paper set for dictation is to be translated into the vernacular and dictated off-hand fluently and intelligibly, and the translation written down by a clerk exactly as dictated.

(c) In the conversation test the candidate will be required to show ability to converse freely and at first hand both with the educated classes and with village cultivators. He will not be expected to be acquainted with technical expressions concerned with subjects other than veterinary, but a high standard of colloquial fluency will be expected.

10. The maximum and pass marks assigned to each branch of the examination and the time allowed for the papers are as follows:—

1	Maximum and pass marks	Time allowed
1	2	3
1. Transliteration	Twenty marks are allotted to each subject and half marks are required for a pass. The greatest importance will be attached to conversation.	2½ hours.
2. Translation from Vernacular		
3. Translation from English		2 "
4. Dictation from English		½ hour
5. Conversation		½ "

11. An officer who is serving at the same time in the Assam and Surma Valleys, or who having passed his written examination in the language of the one Valley is transferred to the other, will be required, subject to any exemption which may be granted by the Local Government, to pass a colloquial examination in the second language. This must be done within four years of his joining in the province or within two years of his beginning to work in the area in which the second language is ordinarily spoken, whichever is the later date. He will be liable to the same penalty for failure as is laid down in rule 1.

The examination will be confined to conversation in the vernacular.

12. No reward will be given for passing the compulsory examinations, *i.e.*, the written examination described in rules 9 and 10 and the colloquial examination referred to in rule 11.

13. Subject to any special orders which may be passed by the Local Government, these rules will apply to any officer first joining the Civil Veterinary Department in this province after 1st January 1917.

RULES FOR THE LANGUAGE EXAMINATION OF MEDICAL OFFICERS.

1. Indian Medical Service Officers and Military Assistant Surgeons when posted from the Military Department to civil surgeoncies or assistant surgeoncies in Assam shall unless exempted by special order of Government be required to pass a colloquial test in Bengali or Assamese, as they may prefer, within the first two years of their appointment in civil employ. Officers who fail to pass within that period will be liable, instead of being confirmed, to reversion to military employ.

Officers posted in hill districts may be exempted from the examination.

2. Assistant Directors of Public Health and Assistant Surgeons of the Assam Medical Service (Senior) in the Medical and Public Health Departments whose native vernacular is Bengali or Assamese will be required to pass the test in Assamese or Bengali, respectively, within two years from the date of first posting to an area where such language is the principal vernacular: the period of two years shall be taken to be the first two complete years, including broken periods, during which they are on duty in that area. Failure to pass within two years will result in loss of further increments, and an officer who fails to pass within a total period of three years during which he is so posted will be liable, if he has not yet been confirmed, to removal from service. Assistant Surgeons whose mother tongue is neither Bengali nor Assamese must pass under the aforesaid conditions in hill languages.

3. The test shall be held by the Deputy Commissioner of the district in which the examinee is serving. The Deputy Commissioner shall be assisted by two or more examiners to be selected by him. In this examination the candidate shall be required to converse with some patients on the subject of their symptoms and ailments. He shall also be required to converse with two or three other persons on subjects which are likely to be dealt with by him in the course of his ordinary duties, e. g., sanitation, medical facilities, jail administration. The candidate shall be required to satisfy the examiners that he is able to understand and to make himself understood.

4. These Rules shall have effect in the case of officers already posted to an area in which they are required to pass in a vernacular as if the date of posting were the date of issue of these rules.

RULES FOR THE EXAMINATION OF THE OFFICERS OF CO-OPERATIVE SOCIETIES

1. Every officer of the Department is required to pass a written examination in the law and principles of co-operation and in Accounts. He will also have to pass a language examination in Assamese and Bengali provided that no officer will be liable to pass the Examination in a language which is his own. An officer whose mother tongue is neither Assamese nor Bengali will have to pass the examination in both the languages. Ordinarily the Examination must be passed within two years of the date of joining the Appointment, but the Registrar of Co-operative Societies may for special reasons extend by one year in the case of any particular officer the period allowed for passing the Examination. No officer will be confirmed before he has passed Examination prescribed in these rules.

An officer who fails to pass in all subjects within the prescribed period shall lose his appointment unless Government otherwise direct. Every such case shall be reported by the Registrar to Government for orders.

2. The Examination will be held half-yearly at the time of the Departmental Examination of officers of other services.

3. Four papers, viz., two in law and principles of co-operation, Procedure, Law of limitation and Contract, Indian Sale of Goods Act, one on translation in Assamese and Bengali, and the other in Accounts, will be set by the Registrar of Co-operative Societies. The maximum mark will be 150. The minimum pass marks will be 90. Three hours will be allowed for each paper. An officer who succeeds in passing in any paper will not be required to present himself again for examination in that paper.

4. The question will be set from following books :—

(a) Law Part I.—

(i) Law and principles of Co-operation by H. Calvert, I. C. S.

(ii) Strickland's introduction to Co-operation in India.

- (iii) Assam Government rules framed under the Co-operative Societies Act.
- (iv) The Maclagan Committee's Report.
- (v) The manual for Co-operative Societies Act in Assam by Rai Bahadur K. L. Barua.
- (b) Law Part II.—
- (i) Indian Limitation Act (IX of 1908) Sections 19-21, 25, Schedules 57, 59, 60-65, 66-69, 73-75, 80-83, 115, 116, 132, 178-182.
- (ii) Indian Contract Act (IX of 1872) Chapters II, IV, VIII and X.
- (iii) Civil Procedure Code (Act V of 1908) Sections 48 and 145, Schedule 11, order No. 21.
- (iv) Transfer of Property Act (Act V of 1882), Sections 54, 58, 59, 73, 83, 105 to 108 and 120.
- (v) Assam Land and Revenue Regulation I of 1886—Chapters II and V.
- (vi) General Circulars and Departmental Instructions.
- (vii) Indian Sale of Goods Act.
- (c) Accounts:—
- (i) Fundamental Rules, Chapters II, III, IV, VIII, IX, X (Except rules 9, 100A and 101) and XI.
- (ii) Subsidiary rules framed by the Government of Assam embodied under the Fundamental Rules in the Chapters mentioned in (1) above.
- (iii) Assam Financial Rules, Part I, Chapters III (Except rules 54, 63-76, 83, 9, 102 and 104-105).

Chapter V.—Rules 135 and 136 only.

PART II.—

Chapter VI (except rules 141-144 and 146-157).

Chapter VII (except rules 175-176).

Chapter XVIII (Rules 466-468) only.

PART III.—

Chapter XIX (except rules 518-520).

APPENDIX 3.

Treasury Rules.—7(1), 7(2), 8, 9, 10, 15(a), 15(b), 16, 19, 23, 26, 29 and 31.

Subsidiary Order to the Treasury Rules—20, 21, 23, 28, 32, 37, 47, 48, 52, 53, 54, 57, 64, 67, 69, 87, 88, 92, 193, 196, 197, 204 & 207-209.

THE ASSAM CONTINGENCY MANUAL

5 The candidates will be allowed to use of books at the time of Examination in Accounts only.

6. Every officer who is required to pass the language Examination must pass higher standard in Assamese or in Bengali or in both as the case may be. The subject of the examination, the marks to be obtained and the time allowed are as follows:—

			Maximum	Pass mark	Time allowed
(1)	Conversation	20	10	½ hr
(2)	Translation	20	10	1 hr

	Maximum	Pass mark	Time allowed
(3) Dictation	20	10	.. ½ hour.
(4) Reading and explanation of the passages to be selected by the examiner.	20	10	... ½ hour.

RULES FOR THE DEPARTMENTAL EXAMINATION OF EXCISE OFFICERS

1. All Superintendents, Inspectors and Sub-Inspectors of excise whether permanent or temporary will be required to pass these examinations unless exempted by Government or unless they have passed similar examinations before.

2. The general rules under Section I of the Rules for Departmental Examinations, published by the Appointment Department from time to time, will apply to these examinations except that the sets of questions for the written examinations in law will be drawn up by the Commissioner of Excise and that an officer will not be required to pass in both Law papers at the same examination. The examination will be held at the same time as the ordinary departmental examinations, special arrangements being made for the practical examination in warehouse work.

3. Subject to the proviso that no officer is required to pass a language examination in a language which is his own mother-tongue, the examination and standards prescribed are as follows:—

FOR SUPERINTENDENTS

Law	Higher Standard.
Assamese	Higher Standard.
Bengali	Higher Standard.
Hindustani	Sole Standard.
Accounts	Sole Standard.

FOR INSPECTORS

Law	Higher Standard.
Assamese	Higher Standard.
Bengali	Higher Standard.
Hindustani	Sole Standard.

FOR SUB-INSPECTOR

Law	Lower Standard.
Assamese	Lower Standard.
Bengali	Lower Standard.
Hindustani	Sole Standard.

In addition all Superintendents, Inspectors and Sub-Inspectors must pass a practical test in warehouse work.

4. For the examination in Law there will be two papers, one with book, and the other without books. The questions will be set from the Acts or portions of Acts shown in Annexure A. The questions for the Lower Standard will be the same as those for the Higher Standard, but the minimum pass marks will be 60 for Lower Standard 100 for Higher Standard, the total marks being 150 and the time allowed will be three hours for each paper. Only unannotated editions will be allowed in the examination with books.

5. The examination in languages will be as follows:—

ASSAMESE AND BENGALI

	Maximum marks	Pass marks	Time allowed
(a) Translation from English to Vernacular ...	20	10	1 hour.
(b) Dictation	20	10	$\frac{1}{2}$ "
(c) Reading and explaining Vernacular papers ...	20	10	$\frac{1}{2}$ "
(d) Conversation	20	10	$\frac{1}{4}$ "

(a) The candidate will have to translate from an English judgment or other document of a somewhat difficult nature, preferably relating to matters with which Excise Officers may have to deal.

(b) He will be required to write down in the vernacular a passage from a vernacular official paper read out to him.

(c) He will be required to read with fair fluency and explain in English to the examiners three vernacular papers written by different persons in the plain running hand.

(d) He will be tested in conversation with 2 or 3 Indians of different classes in such a manner as to satisfy the examiners of his powers to understand and making himself understood in conversation in an argument or topic of some difficulty.

The questions set for the Lower Standard will be less difficult than those for the Higher Standard.

Hindustani.—The examination in Hindustani will be colloquial only, and similar to (d) above, the conversation being about Excise work and every-day incidents. The maximum marks will be 20 and pass marks 10.

6. There will be only one paper in Accounts. //

The maximum marks will be 150, pass marks 90 and the time allowed 3 hours. Questions will be set from the books shown in Annexure B.

✓ 7. The practical Examination in warehouse work will be based on the Technical Excise Manual. The maximum mark will be 75 and pass marks 40. Officers will be expected to be able without the aid of books to:—

- (1) Test the strength of spirits.
- (2) Compare different hydrometers and thermometers and note the result.
- (3) Find out the contents of a cask.—(i) By the bungrod and ullage tables, (ii) by the weighing machine, (iii) by the ullage slide rule.
- (4) (i) Find the drip of a vessel (vat).
(ii) Find the contents of a vessel (vat).
(iii) Find the depth of a vessel (vat).
- (5) Gauge a vessel by (i) the wet method, (ii) dry method, (iii) prepare tables and tabulations.
- (6) Adjust the weighing machine.
- (7) (i) Reduce a strong spirit to a weak spirit.
(ii) Raise a weak spirit to a strong spirit.

- (ii) Mix two spirits of different strengths to get a fixed quantity of a fixed strength.
- (8) Pack hydrometers and thermometers for transit by post or rail.
- (9) Grog a cask.
- (10) Test a gallon measure.
- (11) Balance accounts and write up warehouse registers, *e. g.*, vat register, *Khatiani* register, issue register, register of casks receive and spirit issued therefrom.
- (12) Take stock and prepare stock-taking statements and to do any other work of a practical nature which may be necessary in a spirit warehouse.

8. An officer (unless exempted by Government from passing in any particular subject or subjects) will not be confirmed as Superintendent, Inspector or Sub-Inspector until he has passed all the departmental examinations prescribed for such class of officers. All officers appointed by direct recruitment, *i. e.*, otherwise than by promotion, to the post of Superintendent or Inspector and all Sub-Inspectors of Excise must pass all the departmental examinations prescribed for the post to which they are appointed within two years of appointment and failure to pass within the time prescribed will render such officers liable to be discharged from the service.

Provided (i) that if an officer is exempted from passing in any particular subject or subjects until he is posted to a certain district or districts, *e. g.*, a Bengali or Assamese-speaking district such officer will be allowed one year's time in which to pass that subject from the date of the joining the particular district and may, if found otherwise fit, be confirmed as soon as he has passed in the subjects from which he has not been conditionally exempted.

(ii) that for the purpose of passing the warehouse test an officer will be allowed one year from the termination of one month's practical training in a warehouse and may, if found otherwise fit, be confirmed even though he has not passed this test provided he has passed in all the other prescribed subjects.

9. The relation between the drawal of increments by Excise Officers and the passing of departmental examination is regulated by the following principles:—

- (i) If an officer's confirmation is delayed beyond two years on account of his failure to pass the departmental examinations, he will draw no further increments of pay and be temporarily superseded by such of his juniors as may qualify before he does; but on confirmation he will be restored to his original position in the gradation list; his future increments after confirmation will, however, unless in any case there is a special order to the contrary, be regulated according to the date of confirmation.
- (ii) Since an officer officiating in a higher grade, in which additional departmental examinations, are required to be passed, counts service for increment in the higher scale under Fundamental Rule 26 even for broken periods, the same broken periods must count towards the period during which he is required to pass any departmental examination in the higher grade.
- (iii) During the period within which he is required to pass any departmental examinations and during any period for which he is exempted from passing any such examination for a stated reason, an officer will, unless there are special orders to the contrary, draw increments as they accrue by length of service.
- (iv) An officer who is required to pass any departmental examinations subject to certain antecedent conditions, such as posting to a particular district, or undergoing warehouse training, will be allowed a period of one year following the fulfilment of these conditions during which he will be allowed, unless there are special orders to the contrary, both to count service for and to draw increments as they accrue in the ordinary course.
- (v) If an officer has not passed the departmental examinations within the period is stated in (iii) or (iv) above he will not draw any increment which would ordinarily be due from the date following that period, and will

unless there are special orders to the contrary, cease to count service for increment from that date until the date following the successful passing of all examinations which he is at the time bound to pass. He will thereafter be required to serve such period as together with any period served upto the date from which he ceased to count service will complete the full incremental period on the time scale, before he draws his next increment.

10. An Inspector will not be promoted permanently to the rank of Superintendent until he has passed in Accounts and a Sub-Inspector will not be promoted permanently to the rank of Inspector until he has passed all the examinations prescribed for Inspectors.

Inspectors and Sub-Inspectors may, with the permission of the Deputy Commissioner of the district in which they are serving, appear at the examinations prescribed for officers of higher rank.

11. Officers who have not passed the warehouse test are themselves responsible for bringing this fact annually to the notice of the Deputy Commissioner under whom they are serving, who will arrange to depute the officer as soon as convenient for a month's practical training in a warehouse. Officers who omit to report annually to the Deputy Commissioner that they are still liable for warehouse training may be held to have failed to pass this examination through their own fault and may be made liable to a stoppage of increment from such date as the Commissioner of Excise may decide. In such cases future increments will be governed by the provisions of rule 9 (v) *supra*.

ANNEXURE A.—EXCISE LAW

EXAMINATION WITHOUT BOOKS

1. The Eastern Bengal and Assam Excise Act, I of 1910.
2. The Opium Act of 1878.
3. The Assam Opium Smoking Act, III of 1927.
4. Technical Excise Manual (Chapters I, VII and VIII).
5. The Indian Penal Code, Chapters II, IV, V (Sections 107 to 114 and 116), VIII, IX, X, XI, XVI Sections 339 to 358), XVII (Sections 415 to 420), XXII (Sections 503 and 504) and XXIII.
6. The Criminal Procedure Code, Chapters V, VI, VII, XIV (Sections 160 to 171), XV (Sections 177, 179, 180, 182 and 183), XXXIX, XLI and XLIII.
7. The Dangerous Drugs Act, II of 1930.

EXAMINATION WITH BOOKS

1. The Indian Evidence Act, I of 1872.
2. The Criminal Procedure Code, Chapters, XX, XXI, XXII, XXXVIII, XLII.
3. The Assam Temperance Act, IV of 1926.
4. The Assam Sales of Motor Spirit and Lubricants Taxation Act, 1939 together with the rules made thereunder.
5. The Assam Amusement and Betting Tax Act, 1939, together with the rules made thereunder.
6. The statutory rules made under the Assam Opium Smoking Act, III of 1927 and the Assam Temperance Act, IV of 1927, together with the statutory rules and executive instructions contained in the Assam Excise Manual.
7. The Technical Excise Manual (the whole).

NOTE.—All the Acts mentioned above are to be understood as the Acts amended up to the date of the Examination.

ANNEXURE B.—ACCOUNTS

Examination with Books

(a) *The Fundamental and Subsidiary Rules, Section II.*—Chapters II, III, IV, V, (omitting rules 45-48), VIII, IX, X [omitting rules 64, 75 (2) to 75 (c), 79-81 (b) (i), 82-84, 89-92, 94, 100A and 101] and XI of Section II of the Fundamental and Assam Subsidiary Rules, 1939, Second Edition and Subsidiary Rules framed under the Fundamental Rules relating to Chapters mentioned above but excluding those relating to Officers and Departments specially mentioned, such as Police, Assam Survey Departments, etc.

(b) *the Assam Pension Manual, Second Edition, 1939.*—Chapters II-VI, VIII, X and XI.

(c) *the Assam Budget Manual, Second Edition, 1939.*—Chapters XV and XVI.

(d) *the Assam Financial Rules, Second Edition, 1939* with Appendices 4-8, 10 and 17, and the Treasury Rules and Subsidiary Orders made thereunder, Second Edition, 1939, with Appendices I and III-V, omitting the portions dealing with Forest and Public Works matters.

(e) *the Assam Contingency Manual, Second Edition, 1939.*

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