

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/812(56)/2017-R&T

Office of the VC & MD
RTC House, PNBS,
Vijayawada.

Circular No.PD-22/2017, Dt.07-11-2017

Sub: **TRAINING** – Conduct of Lower Management Examinations at ZSTCs
– Communication of revised pre-exam training modules and
written exam syllabus for implementation - Reg.

- Ref: 1. Cir.No.PD-50/1985, Dt.20.05.1985.
2. Syllabus for Departmental Examinations 1987 (Manual-1).
3. Cir.No.PD-25/1988, Dt.31.03.1988.
4. Lr.No.R2/800(1)/99-HRD, Dt.11.02.1999 of Dy.CPM(R).
5. Cir.No.PD-38/2003, Dt.28.05.2003.
6. Cir.No.PD-47/2010, Dt.09.09.2010.
7. Cir.No.PD-64/2010, Dt.09.12.2010.
8. This office order No. Even, Dt.25.07.2017.
9. Committee recommendations No.Even, Dt.18.08.2017.

The ZSTCs are conducting the Lower Management Exams for various Departments for determining their eligibility for promotion to the Higher posts. Prior to the conduct of the exam pre-exam training is imparted to the prospective promotees to refresh their subject and to enable them to appear for the written exam.

On review of training modules and duration for Lower Management Exams being conducted by ZSTCs, it is observed that different ZSTCs are following different course content and training duration.

Further, on review of syllabus for Lower Management Exams, it is observed that the syllabus for these Exams was prepared and communicated long back in the year 1987.

It is necessary to have a uniform course structure. It is also necessary to bring in suitable changes and updations wherever necessary to the existing training module and syllabus for all Lower Management Exams, to suit the present requirement.

In order to streamline the same, a Committee has been constituted vide ref. 8th cited, with the following Principals to thoroughly scrutinize the present course content and give its recommendations.

01. Principal, ZSTC/Nellore.
02. Principal, ZSTC/Kurnool.

Contd..2

The Committee after detailed examination and deliberations submitted its recommendations vide reference 9th cited. The recommendations of the Committee have been examined in detail together with the present requirement.

Based on the recommendations of the Committee a revised training module with uniform duration, course content and written exam syllabus for all Lower Management Exams is communicated herewith as per the following details:

- I. Training Duration:** Presently the training duration is not uniform between various ZSTCs. Based on the recommendations of Committee it is decided that training duration shall be for 5 days for LOM, LMM and LPM. For LAM and LMtL it is 4 days.
- II. Revised Training duration, Test & No. of Exam papers:** The pre-exam training would be 5 days in respect of LOM, LMM, LPM and 4 days in respect of LMtL and LAM as per the details below.

III.

Sl.No.	Name of Test	Training duration + test	No. of Exam papers
1	Lower Operational Management(LOM)	5 days + 1 day	Paper I only
2	Lower Maintenance Management(LMM)	5 days + 1 day	Paper I only
3	Lower Personnel Management(LPM)	5 days + 1 day	Paper I only
4	Lower Material Management(LMtM)	4 days + 1 day	Paper I only
5	Lower Accounts Management(LAM)	4 days + 1 day	Paper I & II

The pre-exam training is imparted to the trainees only to refresh them on the subject. They should be able to appear for the exam based on the subject picked up by them during the service. As far as possible the relevant subjects will be covered. As such any representation from any employee that a particular subject was not covered during pre-exam training need not be entertained.

- III. Exam Duration & Marks:** The exam duration is one day for all tests. All Lower Management Exams will have only one paper except LAM. In respect of LAM there would be two papers i.e. Paper - I and Paper - II.

Sl.No.	Name of Test	Paper	Test Duration	Max. Marks
1	Lower Operational Management(LOM)	Paper-I	180 Minutes	100
2	Lower Maintenance Management(LMM)	Paper-I	180 Minutes	100

3	Lower Personnel Management(LPM)	Paper-I	180 Minutes	100
4	Lower Material Management(LMtM)	Paper-I	180 Minutes	100
5	Lower Accounts Management(LAM)	Paper-I Paper-II	180 Minutes 180 Minutes	100 100

The question paper will be of descriptive type. The question paper for all the Lower Management Exams will be set in English.

IV. Qualifying Marks: The minimum marks to declare a candidate to have passed the exam is prescribed as 40% as per the existing practice and as communicated vide letter at reference (4) cited. It is sufficient that the candidate pass the exam once in entire service as per the existing system and the candidate once passed the exam need not appear again for the exam.

V. Exam Schedule: Vide Cir.No.PD-64/2010, Dt.09.12.2010 it was communicated that Lower Management Examinations shall be conducted twice in a year i.e. between (i) February and June and (ii) August to December. However the cut off date for eligibility is not prescribed.

The 1st phase of examination shall be conducted for those candidates who have completed the qualifying service as on 30th April of the year. The exam for such candidates shall be conducted by the end of June.

The 2nd phase of examination shall be conducted for those candidates who have completed the qualifying service as on 30th October of the year. The exam for such candidates shall be conducted by the end of December.

The details are tabulated below:

Dt. of completing qualifying service	Exam to be held by end of
April 30	June
October 31	December

VI. Books permitted for the written exam: For all the examinations except Lower Accounts Management (LAM) only Bare Acts may be permitted inside the exam hall. Other than Bare Acts no other books/Circulars/Regulations are permitted as per instructions issued vide reference (3) cited. For Lower Accounts Management (LAM) the material indicated in the syllabus is permitted. The candidates have to bring their own material in this regard.

With regard to use of calculator the same is permitted, where problems are given involving mathematical calculation.

VII. Setting the Examination Question Paper: The Executive Director Zone is the authority competent to nominate the Officers for setting the Examination Question Papers for all Lower Management Examinations conducted by ZSTCs. An Officer not below the rank of SSO shall be nominated for setting the Question Paper.

The Principal shall communicate the orders of Executive Director to the Officer concerned through a confidential letter. Along with the letter, a copy of the exam syllabus and a couple of old question paper also be sent for reference.

VIII. Exemption: The instructions issued vide Cir.No.PD-38/2003, Dt.28.05.2003 at ref. 5th cited regarding exemption from appearing in the examination for candidates who have crossed 50 years of age (as on 1st July of the year in which the exam is conducted) holds good and such candidates need not appear for the exam.

IX. Number of attempts: A candidate who fails in the exam may be permitted to appear for the exam once again as per the existing system. There is no cap on the number of exam attempts and a candidate may appear for the exam any number of times till he passes the exam.

The revised training module and written exam syllabus are enclosed to this Circular.

This circular will come into force with immediate effect. The Principals of all ZSTCs are henceforth advised to follow the revised training modules and written exam syllabus for all Lower Management Examinations being conducted by ZSTCs.

Encl: As above


Executive Director (A & P)

Copy to All Officers of the Corporation for information.

Copy to Notice Board of Corporate Office.

SYLLABUS FOR LOWER OPERATIONAL MANAGEMENT (LOM) EXAMINATION

SECTION - A - ACTS & REGULATIONS

30 Marks

I. ACTS:

10 Marks

- a) M.V. Act 1939
- b) Taxation Act
- c) M.T.W Act 1961

II. REGULATIONS:

20 Marks

- a) C.C.A. Regulations
- b) Leave Regulations

SECTION - B - OPERATIONAL MATTERS

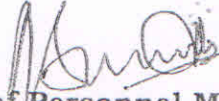
60 Marks

- a. Financial Performance of the Corporation:
 - i) Revenue Head
 - ii) Expenditure Head
- b. Circulars
- c. Principles of Scheduling and Sector-wise Analysis and Link Tickets Concepts
- d. Bus Links
- e. Crew Links
- f. Accidents
- g. Route Surveys
- h. Maintenance of Records and Registers at Depots
- i. Generation of Reports in Computers, OLTAS
- j. Tickets
- k. TIMs
- l. Bus Station Management.
- m. Jathra Management
- n. Illicit Operations and Parirakshana Samitee
- o. Marketing Schemes
- p. VLT and Cargo Services
- q. City Operations
- r. Reservation: a) VTPIS b) ABAIS
- s. Value Added Services
- t. Privileges Extended to Commuters
- u. Absenteeism
- v. Grievance Procedure
- w. Domestic Enquires
- x. Ticket Checking
- y. Incentive Schemes
- z. Key Indicators

SECTION - C - COMPUTERS & REPORTS

10 Marks

- a. Operation of Computers
- b. Generation of Various reports in OLTAS, INFO.com VTPIS and TIMS


Dy. Chief Personnel Manager (R&T)

SYLLABUS FOR LOWER MAINTENANCE MANAGEMENT (LMM) EXAMINATION

SECTION A - GENERAL

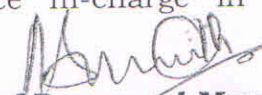
Max. Marks: 20

- a. CC&A and Leave Regulations.
- b. Depot Incentive Schemes
- c. Factories Act - 1948

SECTION B - MAINTENANCE

Max. Marks: 80

- a. Introduction - Role of Dy.Suptd (Mech), Corporate Objectives - Role of Mechanical Supervisor in achieving them.
- b. Periodical Maintenance viz., Daily, Weekly, Monthly, Quarterly and other Periodical Maintenance Schedules.
- c. Permissible Repair Schedules.
- d. Maintenance of Various Systems.
- e. Common Failures and their Rectification in Depot Maintenance - Common Defects Observed during Production Methods and Corrective action.
- f. Receipts and Accountal of HSD and Oils, Common Irregularities.
- g. Knowledge of Methods of Control viz., HSD Oil Consumption, LUB Oil Consumption and Expenditure on Tyres and Spares.
- h. Knowledge of Methods of Control on: i) Drawals and Utilization of costly items., ii) Drawal and Utilization of Consumable items., iii) Drawals and Utilization of Perishable items., iv) Action to be taken when materials are NIS.
- i. Key Indicators of Maintenance and their Importance.
- j. Tyre Maintenance at Depots: i) Mechanical defects causing Tyre mileage loss, ii) Over/Under inflation effects, iii) Dual Tyres matching, iv) Equipment at Depots for Tyre Maintenance and Tyre Stocking and Disposal.
- k. Duties of Charge man while carrying out Tyre Maintenance Inspection at Depot.
- l. Provision of Float Aggregates and their Requirement basing on mileage.
- m. Maintenance of Tools and Plants.
- n. Forms, Registers and Periodicals commonly used on Maintenance side in various Schedules.
- o. Knowledge on Computers and computer reports, VEMAS, LIMS.
- p. Knowledge on Circulars.
- q. Preventive Action to be taken against Fire Hazards and while carrying out electrical works - First Aid.
- r. Man power planning in Garages.
- s. Disposal of scrap vehicles/Material to ZWS - Procedure - Sending of vehicles/Units for repair and return to ZWS - Procedure.
- t. Body upkeep - Attention of high end vehicles - sweeping and cleaning of vehicles and Garages - Precautions to be taken while making certification for payments.
- u. Domestic enquiry - Procedure - Absenteeism its impact on Operations - Steps to be taken by Maintenance In-charge in controlling absenteeism.


Dy. Chief Personnel Manager (R&T)

SYLLABUS FOR LOWER PERSONNEL MANAGEMENT (LPM) EXAMINATION

SECTION - A: RTC REGULATIONS

Max. Marks: 25

- a) Office Manual.
- b) Regulations of the Corporation with emphasis on Service and Conduct Regulations. Direct recruitment to Regional category posts, Leave, Pay and Allowances, Bus Pass, C.C.A. Regulations.
- c) Sanction procedure for selection grade and Gr-I categories.
- d) Selection procedure for promotion to Regional Category posts.

SECTION - B: WELFARE SCHEMES

Max. Marks: 20

- a) Employee Pension Scheme.
- b) PF, EDLIF and AMBF Scheme.
- c) SRBS, SBTF and GRATUITY.
- d) Code of Discipline and Criteria for the recognition of Trade Unions.
- e) Grievance Procedure.
- f) Settlements.

SECTION-C - LABOUR LEGISLATIONS & OTHER ACTS

Max. Marks: 35

- a) RTC Act.1950 and Rules there under.
- b) Trade Union Act.1926.
- c) Industrial Dispute Act.1947
- d) Factories Act.1948.
- e) Payment of Wages Act.1963
- f) Workmen's Compensation Act.1923.
- g) Employment Exchange (Compulsory Notification of Vacancies Act.1959).
- h) Payment of Gratuity Act.1972.
- i) M.T.W. Act.1961.
- j) M.V.Act 1939 (Chapter V-A)
- k) M.V.Act.1988 and latest amendments
- l) R.T.I. Act.2005.

SECTION - D: OFFICE MANAGEMENT

Max. Marks: 20

- a) Preparation of Notes to the Corporation, Managing Director/Head of the Department.
- b) Correspondence with other Organisations.
- c) Preparation of Circulars, Administrative Instructions.
- d) Knowledge on Computers & PMS
- e) Knowledge on Delegation of Powers
- f) Hire vehicles Bills preparation and payment precautions to be observed
- g) Outsourcing - steps and precautions to be taken while making payments
- h) GST and applicability on RTC on rents and property
- i) Tender procedure, e-tender system


Dy. Chief Personnel Manager (R&T)

SYLLABUS FOR LOWER MATERIAL MANAGEMENT (LMtM) EXAMINATION

SECTION: A

I. PURCHASE:

Max. Marks: 35

- a) Forms, Registers and Periodicals commonly used in Stores and Purchase Department.
- b) Key indicators of Materials Management and their importance.
- c) Local Purchase Procedures.
- d) Legal Aspects of Purchasing.
- e) Procurement procedures for capital equipment items.
- f) Rate contract and Proprietary items.
- g) Follow up action for supplies against order and their procedures for effective delivery.

II. STORES:

Max. Marks: 25

- a) Internal Audit Procedure.
- b) Delegation of Powers.
- c) Claims section procedure and precautions to be followed.
- d) Stock verification and reconciliation.
- e) Accountal and rejection procedure of R & I and stock materials of the Corporation.

III. DISPOSALS:

Max. Marks: 10

- a) Procedure of Tender-cum-Auction of Scrap Vehicles and Scrap Materials.
- b) Auction Committee and their function and responsibilities.
- c) e - Auction Procedure.

SECTION: B

Max. Marks: 30

- a) Preparation of Note to HOD/COS/PO/SO.
- b) Correspondence with Suppliers/ Bankers/ Accounts/ Mechanical/ Engineering Department.
- c) Computer Knowledge.
- d) Types of Audit, Internal Audit procedures

Dy. Chief Personnel Manager (R&T)

SYLLABUS FOR LOWER ACCOUNTS MANAGEMENT (LAM) EXAMINATION

PAPER - I :

Max. Marks: 100

GENERAL RULES & PROCEDURE INCLUDING DRAFTING

ONE compulsory question in drafting (this draft is confined to office work only) and questions on Acts & Regulations.

- a. The RTC Act and Rules
- b. The APSRTC Employees' (Conduct Regulations) 1963
- c. The APSRTC Employees' (Classification, Control and Appeal) Reg.1967.
- d. The APSRTC Employees' (Medical Attendance) Reg. 1967
- e. The APSRTC Employees' (Bus Pass) Regulations, 1964
- f. The APSRTC Employees' (Recruitment) Regulations, 1966
- g. The APSRTC Employees' (Depreciation Fund) Regulations, 1967
- h. The APSRTC Employees' (Leave) Regulations, 1963.
- i. The APSRTC Employees' (Service) Regulations, 1964

NB: Reference Books such as Regulations/Circular instructions are allowed. Candidates are requested to bring in their own Regulations/Executive Instructions.

PAPER-II: BRANCH PAPER

Max. Marks: 100

(One subject (a) or (b) below as selected by the candidate)

a) PROVIDENT FUND INCLUDING FPS & EDLIF, FINANCE & STORES, PAY & ALLOWANCES

- i) The APSRTC Employees' (Provident Fund) Regulations
- ii) Circular Instructions on FPS and EDLIF
- iii) Payment of Gratuity Act 1972
- iv) All Chapters of Accounts & Audit Manual
- v) The APSRTC Employees' (Pay & Allowances) Regulations, 1964

(OR)

b) AUDIT & INSPECTION, GRATUITY

- i) The Payment of Gratuity Act, 1972
- ii) All Chapters of Accounts & Audit Manual
- iii) Civil Engineering Manual.
- iv) GST - Applicability to RTC

Dy. Chief Personnel Manager (R&T)

TRAINING MODULE FOR LOWER OPERATIONAL MANAGEMENT (LOM) EXAM				
DAY	1st SESSION	2nd SESSION	3rd SESSION	4th SESSION
1	a) Corporation Scenario - Role of Traffic Sup. in achieving Corporation objectives b) Duties and responsibilities of Traffic supervisor	a) Financial position of the Corporation b) Corporation Revenue Heads & Corporation Expenditure Heads	a) Principles of Scheduling and Sector wise analysis b) Bus Links and Crew Links c) Circulars	TICKETS: a) Accounting, issuing & receipts b) TIMS: Accounting, issuing, receiving, reports generated c) Way Bill - Issuing and receiving d) Cash accounting e) Imprest
2	Conducting of route survey, Procedure for conducting of route surveys and importance of route surveys	a) Market Share Surveys, Illicit Operations, Depot Parirakshana Samitee b) Key indicators in Traffic Section	a) Steps to Improve OR, EPK, EPB and Incentive Schemes b) Privileges Extended to Commuters	RPIM, CREAM, Profitability, ABCD Break-Even Analysis
3	M.V.Act-1939, M.V.Act-1988, latest amendments	MTW Act-1961, Taxation Act	a) Absenteeism and its impact on Operations and steps to control Absenteeism, b) Domestic Enquiry, c) Grievance procedure	Causes of Accidents, Conducting of Preliminary Enquiry, Maintenance of Accident Register and Sensitization, Accident Clock, Map, Testing
4	CC&A Regulations and Leave Regulations	Ticket checking Procedure and Types of Check, TIMs Checking	Knowledge of Computers and OLTAS reports and VTPIS	Maintenance of Records and Registers at Depot
5	a) Types of Operations: City, VLT, Cargo, Hire, Long Distance b) Jathara Management	a) Marketing Strategies, Passenger Friendly Schemes, CAT Cards and Special Hire. b) Value Added Services, Refund of Fares, OPRS and ABAS	a) Bus Station Management, b) Licensing of Stalls and Canteens, c) Commercial Revenue and DOT/BOT Schemes	Review

Dy. Chief Personnel Manager (R&T)

TRAINING MODULE FOR LOWER MAINTENANCE MANAGEMENT (LMM) EXAM				
DAY	1st SESSION	2nd SESSION	3rd SESSION	4th SESSION
1	<p>a) Corporation objective - Role of Mechanical Supervisor in achieving them</p> <p>b) Duties & Responsibilities of Mechanical Supervisors</p>	<p>a) Present Corporation Scenario</p> <p>b) Various Expenditure Heads & Revenue Heads</p>	<p>a) Periodical maintenance - Daily, Weekly, Monthly, Quarterly, and other periodical maintenance schedules</p> <p>b) Permissible repair schedules.</p> <p>c) Maintenance of various systems.</p> <p>d) Latest developments in vehicle technology</p>	<p>a) Domestic enquiry Procedure</p> <p>b) Absenteeism and its impact on Operations - Steps to be taken to control absenteeism</p>
2	<p>Knowledge of methods of control HSD Oil consumption, LUB oil consumption and expenditure on Tyres and Spares</p>	<p>Knowledge of Methods of Control on :</p> <p>a) Drawals and Utilisation of Costly items</p> <p>b) Consumable Items</p> <p>c) Perishable Items</p> <p>d) Action to be taken when materials are NIS</p>	<p>a) Key indicators of Maintenance and their importance</p> <p>b) Depot Incentive Schemes</p>	<p>Tyre maintenance at Depots</p> <p>a) Mechanical Defects causing Tyre mileage loss</p> <p>b) Over / Under inflation effects</p> <p>c) Dual Tyres matching</p> <p>d) Equipment at Depots for Tyre maintenance and Tyre stocking and disposal. Duties of Chargemen while carrying out tyre inspection at Depots</p>
3	<p>Receipts and Accountal of HSD and other Oils - Common irregularities</p>	<p>a) Provision of Float aggregates and their requirements basing on mileage</p> <p>b) Maintenance of T&P</p> <p>c) Various forms, registers, periodicals commonly used in maintenance side</p>	<p>a) Knowledge of Computers - VEMAS, OLIMS</p> <p>b) Knowledge on Circulars</p>	
4	<p>a) Common failures and their rectification in Depot maintenance -</p> <p>b) Common defects observed during production methods and corrective action</p>		<p>a) CC&A and Leave regulations,</p> <p>b) Conduct regulations</p>	
5	<p>Preventive action to be taken against fire hazards and while carrying out electrical works -First Aid</p>	<p>a) Man power planning in garages</p> <p>b) Factories Act - 1948</p>	<p>a) Disposal of scrap material / Vehicles - Procedure</p> <p>b) Material transferred to ZWS for repairs and return - Procedure</p>	<p>a) Body upkeep - Attention of high end vehicles - Latest circular guidelines</p> <p>b) Cleaning and sweeping of buses and garages - Checks to be done while making certification for payment</p>

Dy. Chief Personnel Manager (R&T)

TRAINING MODULE FOR LOWER PERSONNEL MANAGEMENT (LPM) EXAM				
DAY	1st SESSION	2nd SESSION	3rd SESSION	4th SESSION
1	a) Introduction, Office Manual, Registers, Disposals Indexing and Economy Measures b) Duties and Responsibilities of Dy.Suptd (P)	a) Industrial Relations, b) Code of Discipline and criteria for the recognition of Trade Unions c) Grievance Procedure and Domestic Enquiry	Regulations of the Corporation with emphasis on Service and Conduct Regulations	a) Direct Recruitment to Regional Category posts b) Leave, Pay & Allowances, Bus Passes & CC&A Regulations c) Settlements d) Sanction procedure for Special grade and Gr-I categories e) Selection procedure for promotion to Regional Category posts
2	a) RTC Act-1950 and Rules made there-under(Salient Features) b) Trade Union Act., 1926	a) Payment of Gratuity Act-1972 b) Employment Exchange (Compulsory Notification of Vacancies) Act-1959	Regulations and Circular Instructions on PF, EPS,EDLIF, SBTF, SRBS, HBA, FPS, AMBF and other Welfare Schemes & Settlements	
3	a) Payment of Wages Act, b) Workmen's Compensation Act-1923	Hire vehicles bills preparation and payment procedure - precautions to be observed	Knowledge on PMS and Computers	
4	M.V.Act-1939, M.V.Act- 1988 and latest amendments.	MTW Act-1961, Taxation	Right to Information Act-2005	a) Industrial Disputes Act-1947. b) Factories Act-1948(Salient Features, Regulating Licenses, Health, Welfare, Working Hours and Returns)
5	a) Preparation of Circulars and administrative instructions b) Preparation of notes to the Corporation and Correspondence with other Organizations	Awareness on Delegation of Powers	a) Outsourcing – steps and precautions b) GST and applicability on RTC on rents and property c) Tender procedure, e-tender system	Review

Dy. Chief Personnel Manager (R&T)

TRAINING MODULE FOR LOWER MATERIAL MANAGEMENT (LMEM) EXAM			
DAY	1st SESSION	2nd SESSION	3rd SESSION
1	<p>a) Introduction on Stores functioning.</p> <p>b) Key indicators of Material Management and their importance.</p> <p>c) Duties & Responsibilities of Dy.Suptd.(Mat.)</p>	<p>a) Purchase activity at Corporate level</p> <p>b) Procurement procedure for Capital Equipment items</p> <p>c) Purchase activity at Zonal Level - RC Items and proprietary items, followup action for supplies against order and their procedure for effective recovery</p>	<p>a) LFC and PRC meetings - Follow up with suppliers against purchase orders</p> <p>b) Inventory control procedures</p> <p>c) ABC Classification - VED Analysis - FSN Analysis</p> <p>a) Forms, Registers, Periodicals commonly used in SPD</p> <p>b) Legal aspects of SPD</p> <p>C) Local purchase procedure</p>
2	<p>STORES: Stock verification and reconciliation and accountable and rejection procedure of R&I and stock items</p>		<p>Stocking and distribution of materials - Advance payments section - Claim section - Procedure and precautions to be followed - CMA - 40 and CIRT Claims and their Clearance - Samples to be sent to CIRT - Form A large</p>
3	<p>DISPOSAL SECTION FUNCTIONS: Registers and periodicals used in Tyre section - Stocking and distribution of tyres - Auction Committee and their functions and their responsibilities - Procedure for Tender cum Auction of Scrap vehicles and Materials - e-auction - Release of Scrap vehicles and Materials</p>		<p>a) AUDIT: Types of audit - Internal audit procedures</p> <p>b) Delegation of Powers</p>
4	<p>a) Preparation of note to HOD/COS/PO/SO.</p> <p>b) Correspondence with suppliers, Bankers/ Accounts/ Engineering department</p>	<p>Financial performance - Various expenditure Heads - Revenue Heads</p>	<p>Knowledge on computers - STOINS module</p>

Dy. Chief Personnel Manager (R&T)

TRAINING MODULE FOR LOWER ACCOUNTS MANAGEMENT (LAM) EXAM			
DAY	1st SESSION	2nd SESSION	3rd SESSION
1	a) Duties and Responsibilities of Dy.Sup(F). b) RTC Act 1950 and Rules	a) Conduct and CC&A regulations b) Medical attendance, Bus pass Regulations c) Recruitment regulations	4th SESSION Pay & Allowances regulations with emphasis on Service, Leave Regulations
2	Kinds of Accounts : Primary books of accounts, Journal Entries, Ledger, Trial Balance, Profit & Loss, BRS, NDRS		Regulations and Circular instructions on PF, EPF, EDLIF, SBTF, SRBS, HBA, FPS, AMBF and other Welfare Schemes. Payment of Gratuity Act-1972
3	Stores and Purchase manual	Civil Engineering manual	a) Depreciation fund regulations b) Budget, Suspense accounts c) Income Tax calculations Knowledge of FACTIS and Computers
4	Latest Accounts Manual - All Chapters		a) Outsourcing activities. Precautions to be taken while making payments. b) GST applicability to RTC Hire vehicle payment procedure - precautions to be taken while making payments. Ensuring of validity of Agreement period, Insurance coverage period

Dy. Chief Personnel Manager (R&T)