

SYLLABUS FOR IAS AND HAS

Paper-1: Criminal Law and Procedure & Code of Civil Procedure (Common Papers for IAS/HAS)

Part A

1. Indian Penal Code, 1860 as amended upto date.
2. Criminal Procedure Code, 1974
3. Indian Evidence Act, 1872

Part B

1. Code of Civil Procedure, 1908

Paper-2: Criminal Case (Common Papers for IAS/HAS)

1. The record of any contested preventive proceedings under the code the Criminal Procedure, 1974, may be given and the candidate required to frame the preliminary order/conditional order and write out the final order.
2. The record of a contested case pertaining to an offence under the Indian Penal Code, 1860 or on the Special Acts like the Arms Act, 1959 etc. triable ordinarily by a Magistrate of the First Class will be supplied to the candidate who will be required to frame charge/charges and write out the judgment.

Paper-3: Revenue Law and Procedure (Common Papers for IAS/HAS)

1. The H.P. Land revenue Act, 1954 and Rules framed under the Punjab Land Act as applicable to H.P.
2. The H.P. Tenancy and Land Reforms Act, 1972 and Rules framed there under.
3. The H.P. ceiling on Land Holdings Act, 1972 and Rules framed there under.
4. Hindu Succession Act, 1956
5. The Benami Transaction (Prohibition) Act, 1988.
6. The Transfer of property (Prohibition) Act, 1982.
7. Limitation Act, 1963 (Section 5).
8. Hindu minority & Guardianship Act, 1956

Paper-4: Hindi (In Devnagri Script) (Common Papers for IAS/HAS)

1. Written:

- a. Translating into Hindi a passage in English.
- b. Rendering into simple Hindi a passage in Hindi
- c. Letter or memorandum in Hindi.
- d. Translation of some administrative/revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language, H.P.).
- e. Use of simple idioms and proverbs in Hindi.

2. Oral:

- a. Reading a passage printed or cyclostyled in Hindi.
- b. Conversation in polished Hindi with the examiner.

Paper-5: Revenue Case (Common Papers for IAS/HAS)

The record of a contested case under any of the revenue laws applicable in H.P. triable by Assistant Collector 1st grade or Land Reform officer will be given and the candidate would be required to frame the issues requiring determination in the case and write the final order.

Paper-6: General Administration (Paper only for HAS officers)

1. Principles of Public Administration.
2. Organisational structural of Government at the centre and in the states, functioning of Ministries Departments.
3. Office Management and Procedure: Office Organisation, Procedure, Effective Management of office work, causes of in-efficiency and delays, Conduct Rules, Disciplinary Act, Character Rolls, Promotion, Service Rules, CCA Rules.
4. Role of Civil Servants in Democracy: Relationship of Civil Servants with political, executive and legislature, concept of ministerial responsibility, rules of business, role of civil servants in policy formulation and its execution.
5. District Administration : Organisation and structure of the district administration, working of the district offices, sub-divisional office and tehsil office, role of the sub-divisional magistrate, relationship with offices and other departments, RTI Act, 2005.
6. Land Revenue Administration: Land records, survey and settlement operation, land revenues, realization of other government dues as arrear of land revenue, land reforms, abolition of intermediaries, land ceiling, consolidation of holdings a critical, evaluation, land acquisition, principles and procedure, payment of compensation.
7. Community development and cooperatives.
8. Local Governments: Municipal boards, zilla parishads, panchayat smithies, village panchayats-their working, their sources of revenue and their performance. The concept of Panchayati Raj-its merits and demerits.
9. Population: Trends in population growth & programmes to control population.
10. Economic Administration: The national economic policy: five years plans, financial resources of the central as well as the state governments, small savings, deficit financing, capital formation, industrial policy.
11. Public relations: Handling of public grievances, labour relations, scheduled castes and scheduled tribes.

A. GENERAL

1. Our concept of socio-economic development. The welfare state- the socialist pattern of society, growth with social justice.
2. Economic planning in under-developed countries, obstacles to economic development in under developed countries.
3. Indian economic policy, mixed economy, use of market mechanism, controls and collectivist methods.

B. THE FIVE YEAR PLANS

1. Objectives.
2. Outlines and strategy of the plan size, priorities, techniques adopted.
3. Fifth and subsequent plans-salient features.
4. The HP five year plans – broad outlines. The main programmes -achievements and short falls – critical appraisal.
5. Indo German Projects- Objectives-programmes content and schedule break- up of resources. Their impact on the socioeconomic life of the people in the areas.

C. COMMUNITY DEVELOPMENT & NATIONAL EXTENSION SERVICE

1. Organisational patter, their impact on the socio-economic condition of the people and a critical review of the achievements and shortfalls.

D. AGRICULTURE

1. Agricultural extension work, its importance, methods and techniques.
2. Contents of the programme – package programmes, propagation of high yielding varieties – land reclamation, soil – conservation programmes, minor irrigation.
3. Improved agricultural practices : Use of fertilizers and manures, improved implements, Japanese method of paddy cultivation.
4. Potato and ginger development and their marketing progress and problems.

E. HORTICULTURE

1. Programme for the development of fruits and vegetables, introduction and propagation of new varieties of temperate fruits like apples, pears, cherries, peaches, plums and stone fruits, citrus fruits, mangoes, guava, pomegranates, insect and pest control measures, marketing conditions, agencies and preservation programmes.

F. ANIMAL HUSBANDRY

1. Cattle breeding scheme, development of goat and sheep breeding, development of poultry/pisciculture.

G. CO-OPERATION

1. History of co-operative movement, principles of co-operation.
2. Co-operative institutions service co-operatives, co-operative marketing societies, credit societies, district co-operative bank and district co-operative federation, land mortgage banks, state level co-operative institutions.
3. Critical review of the institutions and their working.

H. PUBLIC HEALTH

1. Environment sanitation programmes, health problems and projects, primary centers and maternity health centers, family planning programmes.

I. INDUSTRIES

1. Industrial development policy industrial policy resolutions, private sector, public sector and joint sector.
2. Large, medium and small industry.
3. Importance of small scale industries programme – industrial estates.
4. Agro-industries: forest based industries.
5. Rural and cottage industries.
6. Craftsman training schemes.

Paper-8: Constitution and Civil Law (Paper only for HAS officers)

A. Constitution of India

- a. Evolution and general characteristics of the constitution.
- b. Fundamental rights.
- c. Directive principles of state policy.
- d. Union executive, legislature and judiciary.
- e. State executive, legislature and judiciary.
- f. Services under the union and the states- rights of the civil servants under constitution.

B. CIVIL LAW

- a. Hindu Laws (Succession, adoption, marriage).
- b. Mohammedan laws (Succession, adoption, marriage).
- c. The General clause Act, 1897.
- d. The Limitation Act, 1963.

- e. The Transfer of Property Act, 1882.
- f. The Specific relief act, 1963.
- g. The Societies registration act, 1860.
- h. The Indian Contract Act, 1972.
- i. The Company Law.
- j. Election Laws, the representation of the people's act.
- k. The H.P. Panchayati Raj Act, 1968.

PAPER-9 : (Civil Service, Treasury and Financial Rules) (Common Papers for IAS/HAS)

1. Fundamental Rules and Supplementary Rules.
2. Central Civil Services (Pension) Rules, 1972
3. General Provident Fund (Central Services) Rules, 1960 & Contributory Provident Fund (India) Rules, 1962
4. Office Manual/Vigilance Manual
5. C.C.S. (Leave) Rules, 1972
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964
8. T.A. Rules of H.P. Govt. & Leave Travel Concession Scheme of Central/State Government.
9. H.P. Financial Rules, 2009 & General Financial Rules 2005. Budgetary process.
10. H.P. Treasury Rules, 2007
11. Hand Book for supervisory Officers.
12. Rules of Business of H.P. Government
13. C.S. (Medical Attendance) Rules 1944 & H.P. Govt. Reimbursement of Medical Claim policy dated 21-06-2008.
14. Defined Contributory Pension Scheme (NPS).
15. Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.
16. The Competition Act, 2002

Paper-10: Special Acts (Criminal), Manuals and Rules (Common Paper for IAS/HAS)

1. The Arms Act, 1959 & Rules framed thereunder.
2. The H.P. Police Act, 2007 and Punjab Police Rules as applicable to H.P.
3. The Indian Forest Act, 1927 as applicable to H.P. and Rules framed thereunder by the H.P. Government.
4. The Defence and Internal Security of India Act, 1971
5. The Motor Vehicles Act and Rules framed thereunder.

6. The Maintenance of Internal Security Act.
7. The H.P. Prevention of Specific Corrupt Practices, Act, 1983.
8. The Explosive Substances Act, 1908 and Rules framed thereunder.
9. The Punjab jail manual.
10. Prevention of food adulteration Act & Rules.
11. The Himachal Pradesh High Court rules and Orders.
12. Maintenance of Parents Act, 2007
13. The Himachal Pradesh Maintenance of Parents and Dependents Act, 2001.
14. Special Marriage Act.
15. Essential Services Maintenance Act, 1968.
16. The Forest Conservation Act, 1980.
17. Forest Rights Act & Rules.
18. Inheritance under Muslim Law.
19. Lease Rule.
20. H.P. Mines and Mineral Development regulation Act, 1957 & Rules framed thereunder.
21. RTI Act, 2005
22. Juvenile Justice Act, 2000

Paper–11: Minor Revenue Acts and Rules (Common Paper for IAS/HAS)

1. The HP holdings (consolidation and prevention of fragmentation) Act,1971 & Rules framed thereunder.
2. The H.P. Requisitioning and acquisition of immovable property Act, 1972.
3. Right to Fair compensation and Transparency in Land Acquisition Rehabilitation & Resettlement Act,2013 & Rules framed thereunder.
4. The H.P.Transfer of Land (Regulation) Act,1968 & Rules framed thereunder.
5. The HP land revenue (surcharge) Act, 1974.
6. The HP land records manual.
7. The Punjab settlement manual.
8. Administration Manual (Chapters II,VI to VIII, XI,XIII,XV,XVI and XXII).
9. The Indian stamp Act, 1899.
10. Indian Registration Act, 1908 & The Indian Registration (HP) amendment Act, 1968.
11. H.P. Village Common land vesting & utilization Act, 1974 & Rules framed thereunder.
The H.P.Village Common land (vesting & utilization) scheme, 1995.
12. The redemption of mortgage Act, 1971.
13. The HP agriculture credit operation and miscellaneous provisions (banks) Act, 1972.
14. The HP utilization of surplus area scheme, 1974.
15. The HP public premises and land (eviction and rent recovery) Act, 1971.

16. H.P. Court Fee Act & Rules 2005.
17. Grant of nautor to landless and eligible persons scheme, 1975.
18. The HP nautor rules, 1968.
19. Govt. Grants Act 1895.
20. Standing Orders of Financial Commissioner on the following subjects:
 - a. Proceedings and suits between landlords and tenants.
 - b. General Procedure of Revenue Officers and Courts.
 - c. Assignment of Land Revenue and Non-Service Pensions.
 - d. Tehsildars and Naib-Tehsildars.
 - e. Tehsil inspections.
 - f. Village headman.
 - g. Land acquisition.
 - h. Corrective processes.
 - i. Suspension and Remission of Land Revenue and Cesses.
 - j. Land Revenue Accounts.
 - k. Land improvement Loans and Agriculturist Loans.
 - l. Business Returns.
 - m. Registers.

Paper-12: Motor and Mechanism and Driving (Common Paper for IAS/HAS)

1. Main parts of vehicles: Requirement of the motor vehicles act regarding certain fittings on a motor vehicle, motor driving.

Paper-13: Target Shooting (Rifle-Revolver) (Paper only for HAS officers)

1. Musketry, target shooting of rifle and revolver. Parts of rifle and revolver. How to handle the weapons. Target shooting by rifle and revolver.

Paper-14: Computer. (Paper only for HAS officers)

Part-A (50 Marks) 1½ hours

1. Computer Basics.
 - i) Introduction to computers.
 - ii) An Overview of Computer Hardware
 - Various Components of Computer RAM, ROM and CPU etc.
 - Secondary Storage Devices-Hard Disk, Floppy, CD-ROM etc.
 - Input/Output Devices- Keyboard, Mouse, VDU, Printer etc.
 - iii) Various Types of Computers
 - iv) An Overview of Computer Software - Operating System/ Systems Software-Variety types of Working Environments

- v) Standard Application Software's.
2. Data Communication.
 - i) Basic concepts of networking
 - ii) Types of Networks, Advantages and Need for Networking
 - iii) Network Components, Ways to set-up Network.
 - iv) Using the Internet.
 - WWW, E-Mail & Video Conferencing Services over Internet.
 - Government to citizen (G2C) Interface of the H.P. Government.
 3. Applications of Computer in Government.
 - i) Office Automation Tools under Windows.
 - ii) Data Base Management System.
 - i) Computer based Management Information System.
 4. Programmes and Policies of the State Government.
 - i) Guidelines/Notifications for Procurement and set-up of IT Infrastructure.
 - ii) Information Technology (IT) Policy and E-Governance Strategy and Guidelines.
 5. Current Topics in IT.

Part-B Practical (50 Marks) 1½ hours.

1. Proficiency in Working on a Windows Computer.
 - i) How to install and use basic input/output devices.
 - ii) Practical knowledge of MS-Office.
 - iii) Practical knowledge of internet/E-mail services.
 - iv) Managing files/folders.
 - v) Practical knowledge of sharing resources on a network.