

PAPER-2 SERVICE & FINANCIAL RULES
(100 MARKS PASSING MARKS-40)

S. No	Syllabus Contents Area
1	Terms and Conditions of Civil Servants, Structure of Pay, allowance and other benefits.
2	Leave, Joining Time, Pension Rules, GPF Rules, Loans and Advances Rules
3	Contingencies, Method of Receipt and Withdrawl of money, Revised System of Financial Control and Budgeting.

INTRODUCTION

This syllabus aims to:

Ensure that the students acquire sufficient knowledge and skills in Service and Financial Rules as set out by the Government of Pakistan.

CONTENTS:

Service and Financial Rules

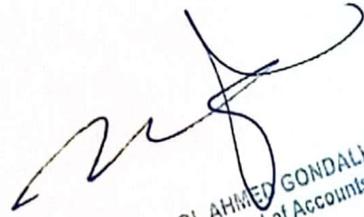
3(a)	Terms and Conditions of Civil Servants.  <p style="text-align: center;">(WAQOOL AHMED GONDAL) Controller General of Accounts Islamabad</p>	<ul style="list-style-type: none">• Statutory provisions regarding terms and conditions of service of Civil Servants.• Terms and conditions of Appointment of Public Servants and Probationers.• Deputation and Foreign Service.• Rules for fixing seniority• Appointment, Promotion and Transfer Rules.• Definitions as contained in FR & SR Vol-I and II.• Appointments, Medical certificate of fitness to join a new post.• Lien• Appointment through various Prime Minister Assistance Packages (case study may be included)• Government Servants Conduct Rules 1964.• Government Servants Efficiency & Discipline Rules, 1973.• Procedure of Departmental proceedings Government against Servants, Suspension, Reinstatement, Punishments etc.• Removal from Service Ordinance 2000
3(b)	Structure of Pay, allowance and other benefits.	<ul style="list-style-type: none">• Statutory Provisions regarding pay.• Fixation of pay under FRS and Basic Pay Scales.

		<ul style="list-style-type: none"> • Grant of annual increments. • Schemes of Basic scales of pay, Revised and Basic scales of pay. • Fixation of pay on initial appointments, promotions, adhoc appointments, current charge, additional charge and officiating appointments. • Fringe benefits: House Rent, Conveyance, Dearness and other Allowances. • TA Rules: TA on Tour and TA on Transfer. • Preparation of Pay and TA Bills
4(a)	Leave	<ul style="list-style-type: none"> • Statutory Provisions regarding leave. • Leave Account under Revised Leave Rules, 1980. Calculation of leave, Preparation of Leave Accounts. Grant of leave with or without MC Leave not due, Encashment of LPR, EOL, Other kinds of leave.
b)	Joining Time,	<ul style="list-style-type: none"> • Admissibility of Joining Time. • Calculation of Joining Time and joining time pay.
c)	Pension.	<ul style="list-style-type: none"> • Classification and categorization of pensions. • Conditions of qualifying service for pensions Sanction of pension Anticipatory pension. • Condonation of Interruption and Deficiencies in service for Pension. • Calculation of Pension and Commutation. • Payment of Pension. • Revised pension policy/rules of Federal Government (case study may be included)
d)	General Provident Fund	<ul style="list-style-type: none"> • Statutory Provisions. • GP Fund Rules; Salient Features • Constitution of the Fund- Conditions, Nomination, Rates of Subscription. Protection of accumulations. • Allotment of number and maintenance of GPF Account Calculation of profit on GPF Accounts. • Advance from GPF, Final withdrawals.
5(a)	Contingencies	<ul style="list-style-type: none"> • Various classes and kinds of contingencies • Permanent Advance • Contracts-Guiding Principles.


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 Islamabad

READING MATERIAL

Title	Publication
General Financial Rules	GOP
Fundamental Rules and Supplementary Rules	GOP
Civil Servants Act 1973	GOP
Appointment, Promotion and Transfer Rules Leave Rules (revised)	GOP
Leave Rules (Revised)	GOP
Compilation of Pension Rules and Orders	GOP
E&D Rules	GOP
Removal from Service (Special Power) Ordinance, 2000	GOP
Compilation of Service & Financial Rules - upto date amendments	GOP
DDO Hand Book	GOP
Public Procurement Rules	GOP
PFM ACT 2019	GOP
Financial Management and Powers of PAO Regulations 2021	GOP
Revised Pension Policy/Rules	GOP


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