

Section Officer

Credit-wise - Semester III

Subject Code	Course Title	Name of Act / Rule / Code Etc.	Credits	Number of Hours
326 (SES)	Constitution and Legislative Rules	Constitution Of India	1.0	11
		Maharashtra Legislative Assembly Rules	0.75	8
		Maharashtra Legislative Council Rules	0.75	8
		Maharashtra Legislature Manual	0.50	6
		Maharashtra Public Service Commission (Exemption from Consultation) Regulations, 1965 (With Amendments)	0.50	6
		Maharashtra Public Service Commission (Members and Staff) (Conditions of Service) Regulations, 1971 (With Amendments)	0.50	6
Total			4	45
327 (SES)	Acts, Rules II	Overview of Maharashtra Civil Services Rules, 1979	1	12
		Drafting of (Government) Bill and Rules	1	12
		Procedure in respect of Non-Government Bill	0.75	8
		Procedure to amend Acts and Rules	0.75	8
		Maharashtra State Public Services [Reservation for Scheduled castes, Scheduled Tribes, Denotified Tribes, (Vimukta Jatis), Nomadic Tribes, Special Backward Class and other Backward Classes] Act, 2001	0.50	5
Total			4	45
328 (SES)	Civil Services Rules-II	Overview of Maharashtra Civil Services Rules, 1981	1.0	11
		Practical examples of Pay fixation, Leave account and Pension Calculation	1.0	12
		Maharashtra Civil Services (Payments during Joining time, Foreign Service and Suspension, Dismissal and Removal from Service) Rules, 1981	1.0	10
		Overview Of Maharashtra Civil Services (Pension / Commutation of Pension) Rules	1.0	12
Total			4	45

329 (SES)	Secretariat Rules and Office Procedures	Secretarial Instructions	1.0	11
		Rules of Business (Excluding the 1 st Schedule)	1.0	11
		Instruction under the Rules of Business	1.0	11
		Manual of Office Procedure	1.0	12
Total			4	45
330 (SES)	Budget & Financial Rules	Maharashtra Budget manual	1.0	10
		Bombay Financial Rules, 1959	1.0	10
		Maharashtra Contingent Expenditure Rules, 1965	0.50	6
		Manual Of financial Powers, 1978 (Part-I)	0.50	6
		Budget Estimation Allocation Management Systems (BEAMS)	0.50	6
		State Schemes, District Schemes, Maharashtra Plan Schemes Information Management System (MPSIMS)	0.50	7
Total			4	45
Practicals				
	Practical Components	Military Attachment	2	20
	Practical Components	Village Report	2	20
	Practical Components	Judiciary Report	2	20
	Practical Components	Parliamentary Appreciation Module	2	20
	Practical Components	Legislative Procedures Module	2	20
Total			10	100
Overall Total			30	325

326(SES): Constitution, Legislative Rules

- **Constitution of India** (11 Hours)
 - Preamble
 - Directive Principles
 - Fundamental Rights
 - Fundamental Duties
 - Important Articles
 - Amendments in Constitution

- **Maharashtra State Legislative Assembly / Council Rules** (16 Hours)
 - Definition
 - Legislative Assembly / Council Meetings
 - Legislative Assembly / Council Officers
 - Proceedings
 - General Rules of Proceedings
 - Hon'ble Governor's Speech
 - Legislative Tools (Half an hour discussion, Point of order, Starred, Unstarred Questions)
 - Ratification of amendments in Constitution
 - Committees
 - Financial Business
 - Request application
 - Special Powers
 - Other proposals
 - Subordinate legislation / Subdivision
 - Permission to remain absent to meeting
 - Miscellaneous

- **Maharashtra Legislature Manual** (6 Hours)

- **Maharashtra Public Service Commission (Exemption from Consultation) Regulations, 1965 (With Amendments)** (6 Hours)

- **Maharashtra Public Service Commission (Members and Staff) (Conditions of Service) Regulations, 1971 (With Amendments)** (6 Hours)

Reference Books :

- 1) Constitution Of India
- 2) Book of Maharashtra State Legislative Assembly / Council Rules
- 3) Related G.R.s

327(SES) : Maharashtra Civil Services Rules, 1979

➤ **Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 (12 Hours)**

- Introduction
- Suspension
- Punishment and Disciplinary Authorities
- Procedure to implement punishment
- Appeals
- Revision and Review
- Miscellaneous
- Repeal and saving

➤ **Maharashtra Civil Services (Conduct) Rules, 1979**

- Definition
- Government Officer's / Employee's duties
- Restrictions on Government Employees for Private partnership, Active Politics, Strikes, etc.

➤ **Drafting of (Government) Bill and Rules (12 Hours)**

➤ **Procedure in respect of Non-Government Bill (8 Hours)**

➤ **Maharashtra State Public Services [Reservation for Scheduled castes, Scheduled Tribes, Denotified Tribes, (Vimukta Jatis), Nomadic Tribes, Special Backward Class and other Backward Classes] Act, 2001 (5 Hours)**

Reference Books :

- 1) MCSR, 1979
- 2) Related Acts

328 (SES) : Civil Services Rules - II

- **Maharashtra Civil Services (Leave) Rules, 1981** (11 Hours)
 - Short Title and commencement
 - Eligibility
 - Definition
 - Sanction of Leave and Rejoining
 - Grantable and Non-grantable kinds of leaves
 - Study Leave and other special leave
 - Miscellaneous
 - Repeal and saving

- **Maharashtra Civil Services (Pay) Rules, 1981**
 - Nature and Scope
 - Eligibility
 - Definition
 - Pay
 - Deputation outside India
 - Consolidation of Appointments
 - Repeal and saving

- **Maharashtra Civil Services (General Conditions of Service) Rules, 1981**
 - Short Title and commencement
 - Eligibility
 - Definition
 - Submission of Medical Certificate
 - Appeal and action on Medical Certificate
 - Lien
 - Gazetted / Non-gazetted Officers / Employees' Service records
 - Service Book's Custody

- **Practical examples of Pay fixation, Leave account and Pension Calculation** (12 Hours)

- **Maharashtra Civil Services (Payments during Joining time, Foreign Service and Suspension, Dismissal and Removal from Service) Rules, 1981** (10 Hours)
 - Short Title and commencement
 - Eligibility
 - Definition
 - Joining period
 - Foreign Service
 - Suspension, Dismissal and Removal from service
 - Repeal and saving

- **Maharashtra Civil Services (Pension) Rules, 1982** (12 Hours)
- Short Title and commencement
 - Eligibility
 - Definition
 - Retirement
 - General Conditions
 - Qualifying Service
 - Pension
 - Types of Pension and Conditions applied
 - Regulation of Pension for the earlier services before joining
 - Regulation of Pension for the services after joining
 - Determination and authorization of Pension and Gratuity
 - Family Pension and post-death determination of an employee who dies while in service
 - Granting family pension and other benefits for the pensioner
 - Provision of Pension
 - Reappointment of Retired Pension-holding employee
- **Maharashtra Civil Services (Commutation Of Pension) Rules, 1984**

Reference Books :

- 1) MCSR, 1981
- 2) Related G.R.s

329(SES): Secretariat, Rules And Office Procedures

- **Secretarial Instructions** (11 Hours)
 - 29 Departments In Secretariat

- **Rules of Business (Excluding the 1st Schedule)** (11 Hours)

- **Instruction under the Rules of Business** (11 Hours)

- **Manual of Office Procedure** (12 Hours)
 - Receiving, registering and distributing the correspondence
 - Review of correspondence received
 - Action on received correspondence
 - Submission of note and draft
 - Interdepartmental and other references
 - Drafting
 - Transfer of file
 - Issue of letters
 - Actions after issuing letter
 - Numbering and Indexing the file
 - Classification of files on the basis of registration and disposal
 - Types and regulations of correspondence
 - Proceedings of Legislative Assembly / Council
 - Regulation of delay
 - Meetings regarding Supervision and officials
 - Job profile of Assistants and under secretary
 - Functions and rights of Superintendents in Ministerial Departments

Reference Books :

- 1) Secretarial Instructions
- 2) Manual Of Office Procedure
- 3) Related G.R.s

330 (SES): Budget & Financial Rules

- **Maharashtra Budget manual (Part 1 & 2)** (10 Hours)
- Introduction
 - Definition
 - Consolidated Funds
 - Charged and Voted
 - Important Principles of State Budget
 - Kinds of Accounts
 - Formation of Accounts
 - Five star classification
 - Four star classification
 - Submission of Budget in Legislation
 - Expenditure Estimation Committee
 - Estimate Committee and Public Accounts Committee
 - New items
 - Re-estimates
 - Revised estimates
- **Bombay Financial Rules, 1959** (10 Hours)
- Introduction
 - Acknowledgement
 - Government Treasury- Characteristics and precautions
 - Precautions to be taken while giving cheque
 - Outdated claims
 - Two copies of documents
 - Actions on objections raised by Auditor General
 - Non-sanctions Grants
 - Guarantee
 - Principles of Financial norms
 - Reverse Effect
 - Lapse of sanction
- **Maharashtra Contingent Expenditure Rules, 1965** (6 Hours)
- Introduction
 - Supply and services
 - Emergency Expenditure
 - Classification of Emergency Expenditure
 - General Rules
 - Recurring Emergency Expenditure
 - Purchase of postal stamps
 - Responsibilities of procurement and disbursal officer
 - Responsibility of Supervisor
 - Regular Emergency Expenditure
 - Special Emergency Expenditure
 - Signed Emergency Expenditure
 - Endorse Emergency Expenditure
 - Voluntary Grants
 - Distribution and transfer of Emergency Expenditure grants
 - Expenditure of meetings
 - Expenditure of secret services

- Sanction Advance
 - Other miscellaneous expenditure
 - Government accounts
 - Financial Publications
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- **Manual Of financial Powers, 1978 (Part-I)** (6 Hours)
 - **Budget Estimation Allocation Management Systems (BEAMS)** (6 Hours)
 - **State Schemes, District Schemes, Maharashtra Plan Schemes Information Management System (MPSIMS)** (7 Hours)

Reference Books :

- 1) Book of Bombay Financial Rules,1959
- 2) Budget Manual
- 3) Manual of Financial Powers
- 4) Contingent Expenditure Rules
- 5) Related G.R.s