

**SYLLABUS FOR INCOME TAX OFFICERS EXAMINATION AS PER NEW DE RULE-2009**

**PAPER – I : INCOME TAX LAW & ALLIED TAXES**

**(Objective type without books)**

Duration : 2 hours

Max. Marks : 100

**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

**(A) INCOME TAX**

1. Income Tax Act, 1961 as amended from time to time along with relevant Rules. **(75 Marks)**
2. Analysis of any of the following 10 case laws :-
- |        |  |                  |
|--------|--|------------------|
| (i)    | CIT Vs. Raja Vinay Kumar Sahas Roy                     | 32 ITR 466 (SC)  |
| (ii)   | CIT Vs. Sitladas Tirthdas                              | 41 ITR 367 (SC)  |
| (iii)  | Kedarnath Jute Manufacturing Co. Ltd. Vs. CIT          | 82 ITR 363 (SC)  |
| (iv)   | Chowringhee Sales Bureau Pvt. Ltd. Vs. CIT             | 87 ITR 542 (SC)  |
| (v)    | Chelapalli Sugars Ltd. Vs. CIT                         | 98 ITR 167 (SC)  |
| (vi)   | Mc. Dowell and Co. Ltd. Vs. Commercial Tax Officer     | 154 ITR 148 (SC) |
| (vii)  | Shree Sajjan Mills Ltd. Vs. CIT                        | 156 ITR 585 (SC) |
| (viii) | CIT Vs. Brithsh Paints Ltd.                            | 188 ITR 44 (SC)  |
| (ix)   | CIT Vs. Podar Cement Pvt. Ltd.                         | 226 ITR 625 (SC) |
| (x)    | Tuticorin Alkali Chemicals and Fertiliser Ltd. Vs. CIT | 227 ITR 172 (SC) |

**The list of cases is illustrative and may be modified /enlarged from year to year.  
The candidates would be informed in advance of such changes.**

**(15 Marks)**

**(B) WEALTH TAX**

- Wealth Tax Act, 1957 as amended from time to time alongwith relevant rules. **(10 Marks)**

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**PAPER – II : ADVANCE ACCOUNTANCY**

**(Objective type without books)**

Duration : 2 hours

Max. Marks : 100

**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

1. Accounting Cycle & Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance sheet.
2. Partnership Account (including change in constitution & dissolution)
3. Company Accounts
  - (a) Final accounts
  - (b) Issue and forfeiture of shares
  - (c) Project expenses – accounting of pre & post incorporation expenses.
  - (d) Contingent expenditure
4. Hire Purchase consignment and Joint Venture Accounts.
5. Departmental / Branch Accounts
6. Accounts of depreciation – Straight-line Method and Written down Method.
7. The following Accounting Standards issued by the institute of Chartered Accounts of India.
  - (a) AS-1 : Disclosure of Accounting policies.
  - (b) AS-2 : Valuation of Inventory
  - (c) AS-7 : Accounting for Construction contracts.
  - (d) AS-9 : Revenue recognition.
  - (e) AS-11 : Accounting for effect of changes in foreign exchange rates.
  - (f) AS-19 : Leases
  - (g) AS-22 : Accounting for Taxes on income
8. Basics of amalgamation, absorption and reconstruction.

**This paper will also test the candidate's knowledge of general commercial terms. The paper will be graduation standard.**

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**PAPER – III : ALLIED LAWS  
(Objective type without books)**

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**Duration : 2 hours**

**Max. Marks : 100**  
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**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

- 1. Indian Contract Act**  
Chapter-I to Chapter-VI
- 2. Transfer of Property Act**  
Chapter-II (Ss. 5 to 11,44 to 53A)  
Chapter-III,  
Chapter-IV (Ss. 58,59A,69,73,100, 102, 103)  
Chapter-V (Ss. 105 to 108)  
Chapter-VII  
Chapter VIII (Sec. 130)
- 3. Hindu Law by Mulla**  
  
Chapter-IV, VIII, X, XII, XIII, XVI, XVII, XVIII, XIX & XXIX
- 4. Companies Act.**  
  
Part-I : Ss. 3 to 4A  
Part-II : Ss. 11,12,13,16,17,18,26,27,31,33,34,43,43A,45  
Part-III : Ss. 55,56,60 to 63, 69 to 81  
Part-IV : Ss. 82 to 99, 108 to 112  
Part-VI : Ss. 146 to 169, 198 to 201, 205 to 233B, 235, 291 to 293  
Part-VII : Ss. 425, 433, 484
- 5. Indian Partnership Act, 1932**  
  
Chapter I to Chapter VI
- 6. Civil Procedure Code**  
  
(a) Order V – Issue and service of summons  
(b) OrderXVI – Summoning & attendance of witnesses  
(c) Sec. 60 to 63 read with order XXI  
(d) Order XIX – Affidavits  
(e) Order XXVI - Commissions - Rules 1 to 18 only  
(f) Order XLVII – Review
- 7. Information Technology Act, 2000**  
  
Chapter I to Chapter V, Chapter XI
- 8. Right to Information Act**  
  
Section – 2,3,4,6,7,8,9,10,11

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**PAPER – IV : OFFICE PROCEDURE  
(OBJECTIVE TYPE WITHOUT BOOKS)**

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**Duration : 2 hours**

**Max. Marks : 100**  
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**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

**Part (A)**

- (a) Important definitions of Fundamental Rules.
- (b) Travelling allowance and joining time.
- (c) Financial powers.
- (d) Government servants conduct rules.
- (e) Classification, control and Appeal Rules.
- (f) Medical Attendance Rules.
- (g) Home Travel Concession.
- (h) Children's Education Allowance.
- (i) House Rent provisions.
- (j) Revised Leave Rules
- (k) Pension, Gratuity and Family Pension Provisions.
- (l) General Provident Fund Rules.
- (m) Preparation and maintenance of cash book.
- (n) Contingent Registers.
- (o) Pay bills of Gazetted and non-Gazetted officers.

**(50 Marks)**

**Part (B)**

- (a) Income Tax Records, Registers prescribed for an Income Tax Office, their use purposes.
- (b) Procedure regarding issue of notices, including summons, under different sections of the Income Tax Act, 1961
- (c) In-depth understanding of procedures of collection and Recovery of Taxes under the Income Tax Act, 1961
- (d) Procedure regarding granting of refunds.
- (e) Periodical statistical reports.
- (f) Expenditure and Revenue Budget.
- (g) In-depth understanding of procedures of search & seizure & survey under the Income Tax Act.
- (h) Procedure regarding Appeals and Revision.
- (i) Internal Audit & Revenue Audit.
- (j) Central action plan & scrutiny guidelines issued by the CBDT from time to time relevant to the financial year immediately preceding the financial year in which the examination is being conducted.
- (k) Procedure for reopening assessments under the Income Tax Act. and Wealth Tax Act.
- (l) Time limitations for finalization of assessments and penalty proceedings under the Income Tax Act. and Wealth tax Act
- (m) Inspection by higher authorities.

**(50 Marks)**

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**SYLLABUS FOR INCOME TAX OFFICERS EXAMINATION AS PER NEW DE RULE-2009**

**PAPER – V : INCOME-TAX & ACCOUNTANCY ( COMBINED PRACTIAL)**

**(Subjective Paper) (with I.T. Act & Rules)**

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Duration : 3 hours

Max. Marks : 100

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This paper will deal with the practical application of the Income Tax Act and Rules in dealing with assessments, keeping in view important judicial decisions and Board's Instructions. Candidates will be required to draw up assessment and other orders under the Act. and also preparation of CSRs.

They will be allowed the use of Income Tax Manuals, CBDT Publications, as prescribed, and the Ready Reckoner, when answering this paper.

**(50 Marks)**

Practical subjective test of advanced Accountancy Problems having bearing on computation of Income. The syllabus would be similar to one of paper titled "Advanced Accountancy (without Books )" i.e. paper-2.

**(50 Marks)**

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