

Paper I : Income Tax Law & Computation

(Objective Type without books)

Duration : 3 hours

Max. Marks : 150

(150 multiple choice questions of one marks each ; 1/8 mark to be deducted for every incorrect attempt)

(A) Income Tax

[140 Marks]

Income Tax Act, 1961 as amended from time to time along with relevant Rules, with an indepth understanding of the following chapters:

- a. Chapter VI -
- b. Chapter XIII -
- c. Chapter XVII - Read with 2nd and 3rd schedules.
- d. Chapter XXI

The paper will also contain objective type questions on practical application of Income Tax Act in dealing with assessments like total assessable income, calculation of taxes etc. The paper will also test knowledge of candidates regarding work relating to enquiry and surveys, tax evasion petitions, prosecutions, investigations and collection of information for CIB detailed in the Manual of Office Procedure, being some of function of Inspectors of Income Tax.

(B)

- 1. Wealth Tax Act, 1957 as amended from time to time alongwith relevant rules.
- 2. The Black Money (Undisclosed Foreign Income & Assets) and the Imposition of Tax Act. 2015. *
- 3. Benami Transactions (Prohibition) Amendment Act. 2016. *

* Updated vide letter No. 20-38 dated 12.04.2019.

[10 Marks]

**Paper II : BOOK – KEEPNG
(Objective Type without books)**

Duration : 2 hours

Max. Marks : 100

(100 multiple choice questions of one marks each ; 1/8 mark to be deducted for every incorrect attempt)

1. Fundamentals:
 - i. Definition of Accounting
 - ii. Functions of Accounting
 - iii. Necessity of Accounting
2. Accounting Principles
 - i. Concepts & Conventions
 - ii. Cash and Mercantile Systems
3. Fundamentals of Double Entry System – General Principles.
4. Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in subsidiary books – Posting of Ledger
5. Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements.
6. Capital and Revenue expenditure, receipts and payments and income and expenditure accounts
7. Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors
8. Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance sheet.

Books Recommended

1. Financial Accounting : R.L. Gupta
V.K. Gupta
(Sultan Chand & Sons)
2. Advance Accounts : M.C. Shukla
T.S. Grewal
(S. Chand & Company Ltd.)

PAPER – III : ALLIED LAWS

(Objective type without books)

Duration : 2 hours

Max. Marks : 100

(100 multiple choice questions of one marks each ; 1/8 mark to be deducted for every incorrect attempt)

1. **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)

2. Indian Registration Act 1908 (XVI of 1908)

Sections 16, 17, 18, 40 to 47 and 60.

3. Indian Succession Act, 1925 (XXXIX of 1925)

Part I – Definitions – Section 2.
Part II – Domicile –Section 4, 11, 14 and 19.
Part V – Intestate Succession –
Chapter I – Section 29-30.
Chapter II – Section 32, 33 and 34.
Part VI – Testamentary Succession –
Chapter – I – Sec. 57-58
Chapter – II – Sec. 59-62
Chapter – V - Sec. 67, 69 and 70
Part VIII – Sections 211-216
Part IX – Chapter I
Chapter V – Sec. 303, 304
Chapter VI
Chapter VII – Sec 317 & 324

4. Indian Trusts Act :

Chapter I – Sec. 3
Chapter II – Sec. 4-6
Chapter III – Sec. 11, 19, 20, 20A and 23
Chapter VI – Sec. 58, 64 and 67
Chapter VIII – Sec. 78
Chapter IX – Sec. 81, 85 and 88

5. Hindu Law : Mullah's Hindu Law

Chapter XII – Co-parceners and Co-parcenary property – Mitakshara Law

Allied Laws contd. on next page

SYLLABUS FOR INCOME TAX INSPECTORS EXAMINATION AS PER NEW DE RULES 2009

6. Civil Procedure Code
 - (a) Order V – Issue and service of summons
 - (b) Order XVI – 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. Right to Information Act
Section – 2,3,4,6,7,8,9,10,11

Paper IV : Office Procedure
(Objective Type without books)

Duration : 2 hours

Max. Marks : 100

(100 multiple choice questions of one marks each; 1/8 mark to be deducted for every incorrect attempt)

Part (A)

- (a) Important definitions of Fundamental Rules.
- (b) Traveling 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) Write off of taxes.

(50 Marks)

Paper No. V : HINDI

(Subjective type)

Duration : 1 hours

Max. Marks : 50

This will consist of Translation of a set passage of 500 words from English to Hindi.
