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Separate paging is given to this part in order that it may be filed as a Separate Compilation.

PART I-A

CENTRAL SECTION

**Orders and Notifications (Other than those published in Part IV-B)
under the Gujarat Local Boards, Village Panchayats, Municipal
Boroughs, District Municipal, Primary Education and Local Fund Audit Acts.**

URBAN DEVELOPMENT AND URBAN HOUSING DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 15th May, 2026

GUJARAT MUNICIPALITIES ACT, 1963.

No. KV-98/2026/UDUHD/EMF/e-file/18/2023/0252/R:- In exercise of the powers conferred by sub-section (2) of section 47A read with sub-section (3) of section 277 of the Gujarat Municipalities Act, 1963 (Guj. 34 of 1964), the Government of Gujarat hereby makes following rules further to amend the Municipal Accounts Officer, Class II, in the Gujarat State Municipal Accounts Service (Conditions of service relating to Pre-service Training and passing of Post-training Examination) Rules, 2020, namely:-

1. (1) These rules may be called the Municipal Accounts Officer, Class II, in the Gujarat State Municipal Accounts Service (Conditions of service relating to Pre-service Training and passing of Post-training Examination) (Amendment) Rules, 2026.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.
2. In the Municipal Accounts Officer, Class II, in the Gujarat State Municipal Accounts Service (Conditions of service relating to Pre-service Training and passing of Post-training Examination) Rules, 2020 (hereinafter referred to as “the said rules”) in rule 3, -
 - (i) in sub-rule (1), for the words, “six weeks”, the words, “thirteen weeks” shall be substituted;
 - (ii) in sub-rule (5), the words and letter “Part-B of” and the word, bracket and letter “(Part-B)” shall be deleted;
 - (iii) in sub-rule (6), the figure, brackets, word and letter “4(Part-A)” and the words and letter “Part-B of” shall be deleted.

3. In the said rules, for Appendix-'I' the following Appendix shall be substituted, namely: -

"Appendix-'I'
(see rule 3 (4))

Syllabus for institutional training and Post-training examination for the direct recruits Municipal Accounts Officer, Class-II in the Gujarat State Municipal Accounts Service.

Paper-I: Basics of Administration

(Duration 3 hours) Marks-100.

(With Books) (MCQs type)

Part-1:- Brief Introduction of Laws

1. The Bharatiya Nyaya Sanhita, 2023.
2. The Bharatiya Nagarik Suraksha Sanhita, 2023.
3. The Environment (Protection) Act, 1986.
4. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
5. The Gujarat Lokayukta Act, 1986.
6. The Contract Labour (Regulation and Abolition) Act, 1970.

Part-2:- Litigation Management

1. Introductory sessions by Advocate General of Gujarat/ Additional Advocate General/Secretary (Legal)/Secretary (Legislative) of State Government.
Brief introduction
Court Procedures (Lower Court/High Court/Supreme Court).
Public Interest Litigation and Judicial Activism.
Nature of Petitions, Para wise remarks, Drafting of Affidavit.
2. Basic knowledge of the Constitution of India - Preamble, Fundamental Rights, fundamental Duties, Directive Principles of State Policy, Centre-State Relations: Distribution of Powers, Local self-Governance.
3. Basic concept of Lok Adalat.
4. The Law officer's (Appointment and Conditions of Service) and Conduct of Legal Affairs of the Government Rules, 2009.

Part-3: Public Administration and Management.

1. Principles and Structure of Government Organization and Administration.
2. Public Administration: Basic concepts, Public Policy and Management.
3. Role and Characteristic of Civil Service with special reference to current challenges, Changing Role of Civil Service in emerging Political-economic scenario.
4. Control on Administration.
5. Secretariat and field relationship.
6. Administrative reforms: Needs and Measures.
7. Good Governance including E-Governance.

Paper-II: Service Matters and others

(Duration 3 hours) Marks-100.

(With Books) (MCQs type)

1. The Gujarat Civil Services Rules, 2002.
 - (1) The Gujarat Civil Services (General Conditions of Services) Rules, 2002.
 - (2) The Gujarat Civil Services (Leave) Rules, 2002.

- (3) The Gujarat Civil Services (Pension) Rules, 2002.
- (4) The Gujarat Civil Services (Pay) Rules, 2002.
- (5) The Gujarat Civil Services (Additions to Pay) Rules, 2002.
- (6) The Gujarat Civil Services (Travelling Allowance) Rules, 2002.
- (7) The Gujarat Civil Services (Joining Time, Foreign Service, Deputation out of India, Payment during Suspension, Dismissal and Removal) Rules, 2002.
2. The Gujarat Civil Services (Conduct) Rules, 1971 and the Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
3. The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
4. The Gujarat Government Rules of Business, 1990 and the Instructions issued thereunder.
5. Policy regarding Performance Appraisal Report.
6. Reservation Policy of State Government and Roster Registers (How to prepare/maintain Roster Register and allocation of Roster Points).
7. Gujarat Legislative Assembly Rules.
8. The Gujarat Public Service Commission (Exemption from Consultation) Regulations, 1960.
9. Office procedure for Secretariat/Office procedure for Non-Secretariat and E-Sarkar.

Paper-III: Financial Matters and others

(Duration 3 hours) Marks-100. (With Books) (MCQs type)

1. The Gujarat Financial Rules, 1971.
2. The Financial Powers (Delegation) Rules, 1998.
3. Bombay contingency Expenditure Rules, 1959.
4. The Gujarat Budget Manual (volume-1).
5. The Gujarat Civil Services (New Contributory Pension Scheme) Rules, 2024.
6. The Gujarat State Procurement Policy.
7. The Prevention of Corruption Act, 1988 with special reference to sanction of prosecution.
8. The Right to Information Act, 2005 and Rules thereunder.
9. The Gujarat (Right of Citizens to Public Services) Act, 2013.
10. The Rights of Persons with Disabilities Act, 2016.

Paper-IV: Gujarati/English Language and Noting Drafting

(Duration 3 hours) Marks-100. (Without Books)

1. Simple and easy Gujarati / English in Government Correspondence-Re-Writing of paras, with particular reference to Noting and Drafting.
2. Official Correspondence with Public and other agencies in Gujarati / English including drafting of Agenda/ Minutes of Meeting/MoU.
3. High Court matters- Preparation of Para wise Remarks, Filing of Affidavit etc. and Drafting of Speaking Orders'.
4. Essay writing.
5. Precis writing.
6. Report writing.
7. Grammar.

Paper-V

(Duration 3 hours) Marks-100.

(With Books)

Part-A: The Gujarat Municipalities Act, 1963 and rules made thereunder: -

Gujarat Municipalities Act, 1963 and the rules made thereunder, Provisions relating to Election, Formation of different Committees- their powers and duties; control over Municipalities- by The Chief Officer, Regional Commissioner of Municipalities, Commissioner of Municipalities and State Government- Powers, duties and responsibilities of the Chief Officer.

Part-B:**(1) Municipal Finance and Accounts: -**

Taxation, Property Tax, Professional Tax and Scientific Assessment of Taxation, Budget of Municipalities, Municipal Accounts Code, Control over receipts and expenditure, Accounts, Clearance of Audit Paras, Grant-in-aid, Rent, Interest, Penalty, Donations and Loans, introduction to the activities of Gujarat Municipal Finance Board, Double Entry Accounting System, Computerization of Accounts, Financial Management, Municipal Credit Rating, Municipal Audit, Responsive and Accountable Management.

(2) Bombay General Provident Fund Rules.**(3) Existing Higher Pay Scale Scheme.****(4) The Gujarat Treasury Rules, 2000.****Paper-VI**

(Duration 3 hours) Marks-100.

(With Books)

Part-A: The Gujarat Town Planning and Urban Development Act, 1976 and the rules made thereunder:-

Development control and building bye laws - Fire safety, sewerage and drainage, Ecological and Environmental factors, Planning of utilities Services.

Part-B: Provisions of Various other Act concerning to Municipalities: -

1. The Industrial Disputes, Act 1947.
2. The Gujarat Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2019.
3. The Registration of Births and Deaths Act, 1969.
4. The Minimum Wages Act, 1948 and the Minimum Wages (Gujarat) Rules, 1961.
5. The Real Estate (Regulation and Development) Act, 2016.
6. The Gujarat Fire Prevention and Life Safety Measures Act, 2013.
7. Panchayati Raj.
8. PWD Manual.
9. The Gujarat Goods and Services Tax Act, 2017.

By order and in the name of the Governor of Gujarat,

NILESH MODI,

Deputy Secretary to Government.

