

Syllabus for FPO Examination



SPECIALIZED TRAINING PORGRAMME

LIST SHOWING REFERENCE BOOKS/ BOOKS TO BE PROVIDED TO PROBATIONERS FOR CONSULTATION DURING THE FPO EXAMINATION

S. No	Subject	TITLE OF BOOKS	REMARKS	
1	LEGISLATIVE ENACTMENTS	Paper-A		
		i	Pakistan Post Office Act, 1898	WITHOUT BOOKS
		ii	Pakistan Post Office Rules, 1961	
		iii	The Government Savings Bank Act, 1873	
		iv	The Post Office Cash Certificates Act, 1917 and Savings Certificate Ordinance, 1944	
		Paper-B		WITHOUT BOOKS
		i	Federal Employees Benevolent Fund and Group Insurance Act, 1969.	
		ii	Federal Employees Benevolent Fund and Group Insurance Rules, 1972	
		iii	Post Office Insurance Fund Rules 2001	
		iv	Postal Life Insurance Manual	
v	Post Office Annuities Rules.			
2	ESTABLISHMENT (SERVICE LAWS AND RULES)	Paper-A		
		i	Civil Servants Act, 1973.	WITHOUT BOOKS
		ii	Civil Servants (Appointment, Promotion, Transfer) Rules, 1973.	
		iii	Civil Servants (Seniority) Rules, 1993	
		iv	Revised Leave Rules, 1980	
		v	Post Office Volume-IV (Revision of Establishment and Recruitment Rules).	
		vi	Post Office Volume-III (Schedule of Administrative Powers of Different Postal Authorities)	
		Vii	Secretariat Instructions	With the Help of Book
		Viii	Rules of Business, 1973	
		Paper-B		WITHOUT BOOKS
		i	Government Servants Conduct Rules, 1964	
		ii	Government Servants E&D Rules, 1973	
		iii	Civil Servants Appeal Rules, 1977	
iv	Services Tribunal Act, 1973			
v	Industrial relation Act (IRA), 2012			
vi	Human Resource Management by Wayne F. Cascio (Chapter-I)			

		vii	Human Resource Development by Jon M. Werner, Randy L. DeSimone (Chapter-I)			
3	POSTAL OPERATIONS	Paper-A			WITHOUT BOOKS	
		i	Post Office Guide			
		ii	Post Office Manuals V, VI, VII, VIII, & IX			
		iii	Understanding Gender for workplace 1. Introduction to Gender Studies 2. Autonomy vs Integration debate in Gender Studies 3. Problematizing the category of "Sex": Queer Theory 4. Is Sex socially determined, too? 5. Feministic Theories and Practice 6. Gender and Development 7. Gender and Governance 8. Status of women in Pakistan 9. Gender based violence 10. How to avoid gender discrimination and harassment at work place?			
		iv	Human Rights 1. What are human rights? 2. The Voluntary Principles on Security and Human Rights 3. The UN Framework; Protect, Respect, Remedy 4. Seven Step Model for Managing Human Rights Impact 5. Human Rights in the light of Constitution of Pakistan 1973			
		Paper-B				
		i	B.O Rules,			
		ii	Letter Post Manual, Parcel Post Manual, EMS Operational Guide			
		iii	Post Office Manual Volume-II			
		iv	What are Professional Ethics? 1. The required skill set 2. Dos and Don'ts of a professional 3. Setting up own professional ethics guidelines			
4	POSTAL ACCOUNTS	Paper-A			WITH THE HELP OF BOOKS	
		i	Initial Account Code Volume-I			
		ii	Post and Telegraph Account Code.			
		iii	Posts and Telegraph Audit Code Vol-II Technical Audit Code (Postal)			
		iv	Civil Service Regulations (Pension Rules)			
		Paper-B				
		i	A Handbook for Drawing & Disbursing Officers.			
ii	Fundamental and Supplementary Rules					
iii	General Provident Fund Rules					
				WITH THE HELP OF BOOKS		

		v	Public Procurement Rules-2004		
5	CIVIL & CRIMINAL LAWS	Paper-A			WITH THE HELP OF BOOKS
		i	Constitution of Islamic Republic of Pakistan 1973		
		ii	The Code of Civil Procedure (CPC)-1908		
		iii	Qanoon-e-Shahadat Order-1984		
		iv	Wafaqi Mohtasib (Ombudsman) order 1983		
		Paper-B			WITH THE HELP OF BOOKS
		i	Pakistan Penal Code (PPC)-1860		
		ii	The Code of Criminal Procedure (CrPC) -1898		
		iii	Federal Investigation Agency (FIA) Act-1974		
		iv	National Accountability Bureau (NAB) Ordinance, 1999		
v	The Protection Against Harassment of Women at the workplace Act- 2010				

LEGISLATIVE ENACTMENTS PAPER-A

(WITHOUT BOOKS)

(i). The Pakistan Post Office Act, 1898 (P.O Manual Volume-1)

- Preliminary (title, extent, application and commencement, definition) and meanings of "in course of transmission by post" and "delivery".
- Privilege and Protection of the Government.
- Postage.
- Postage Stamps.
- Conditions of Transmission of Postal Articles.
- Registration, Insurance and Value Payable Post.
- Undelivered Postal Articles.
- Ship Letters.
- Money Orders.
- Penalties and Procedure (Offence by officers of the Post Office. Other offences and General Ones).
- Supplemental.

(ii). Pakistan Post Office Rules, 1961 (P.O Manual Volume-1)

- Preliminary.
- Rates of Postage.
- Main Conditions of Transmission by post of Postal Articles.
- Registration of Postal Articles.
- Insurance of postal articles
- Value Payable Post.
- Money Orders.
- Official Postal Articles.
- General Rules.

(iii). The Government Savings Bank Act, 1873 (P.O Manual Volume-1)

- Preliminary (title, extent and interpretation).
- Nomination and payment on death of depositor.
- Payment of Deposits belonging to Minors of Guardian.
- Payment of Deposits belonging to lunatics.
- Payment of married women's deposits.
- Rules regulating certificates and Payments.

(iv). The Post Office Cash Certificates Act, 1917 & Savings Certificate Ordinance, 1944 (P.O Manual Volume-1)

LEGISLATIVE ENACTMENTS PAPER-B

(WITHOUT BOOKS)

- i. Federal Employees Benevolent Fund and Group Insurance Act, 1969.
- ii. Federal Employees Benevolent Fund and Group Insurance Rules, 1972

Post Office Insurance Fund Rules 2001.

- i. Definitions
- ii. Types of Policies.
- iii. Maximum & Minimum limit of Insurance.
- iv. Manner of Payment of Premium
- v. Loans.
- vi. Conversion of Policy.
- vii. Surrender of Policy.

Postal Life Insurance Manual

- i. Background
- ii. Importance
- iii. Organizational Set-Up
- iv. Working of Field Unit.

Post Office Annuities Rules

- i. Introduction
- ii. Kinds of Annuities

ESTABLISHMENT (SERVICE LAWS AND RULES)

Service Laws and Rules PAPER-A

(WITHOUT BOOKS)

(Except Rules of Business which is as open Book)

- i. Civil Servants Act, 1973.
- ii. Civil Servants (Appointment, Promotion, Transfer) Rules, 1973.
- iii. Civil Servants (Seniority) Rules, 1993.
- iv. Revised Leave Rules, 1980.
- v. Post Office Volume-IV
 - Revision of Establishment
 - Recruitment Rules.
- vi. Post Office Volume-III
 - Schedule of Administrative Powers of Different Postal Authorities.
- Vii Rules of Business
 - Part-A- General.
 - Part-B- Consultation among Divisions
 - Schedule-I, II, III.
- Viii Secretariat Instructions
 - Appendix E & F.

ESTABLISHMENT (SERVICE LAWS AND RULES)

Administrative Powers PAPER-B

(WITHOUT BOOKS)

- i. Government Conduct Rules, 1964.
- ii. Government Servants E&D Rules, 1973.
- iii. Civil Servants Appeal Rules, 1977.
- iv. Service Tribunal Act, 1973.
- v. Industrial Relation Act (IRA) 2012
- vi. Human Resource Management
- vii. Human Resource Development

Postal Operations PAPER-A

(WITHOUT BOOKS)

(i). Post Office Guide.

- Section-I: General Rules.
- Section-II: Inland Letter and Parcel Post.
- Section-III: Foreign Letter Post.
- Section-IV: Foreign Parcel Post.
- Section-V: Money Orders (both inland and foreign).
- Section-VI: Post Office Savings Bank (All Accounts)
- Section-VII: Post Office Certificates, (Defense Savings Certificates, Special Savings Certificates, Regular Income Certificates etc).
- Section-IX: Postal Life Insurance.
- Section-X: Official Postal Articles.
- Section-XI: Collection of Provincial Taxes and Fees.
- Section-XIII: Issue Department-State Bank of Pakistan.
- Section-XIV: Payment of Pensions.

(ii). Post Office Manual Volume-V.

- Definitions.
- Miscellaneous Rules (Mail and Sorting Department, Registration and Parcel Department, General, Disposal of Surplus Bags, Other Provisions regarding Bags.
- Investigations (General Rules, Cases of Highway Robbery, Cases of theft or loss, cases of fraud and misappropriation).
- Transmission of Mails under the weightment system.
- Complaints.
- Criminal Proceedings and Civil Suits.
- Forged, Counterfeit and Defaced Postal Stamps, Coins and Currency notes.

Post Office Manual Volume -VI.

- Miscellaneous Rules.
- Sorting Department (General Rules).
- Delivery Department (General Rules).
- Registration and Parcel Departments.
- Money Orders Department.
- Saving Bank.
- Post Office Savings Certificates.
- Cash and Savings Certificates (Old Issues).
- Post Bags.
- Duties of Postmen, Village Postmen, Mail Peons, Letter Box Peon and Packers.

Post Office Manual Volume-VII.

- Miscellaneous Rules.
- General Rules for Sections and Mail Offices.
- Sorting Sections and Sorting Mail Offices.
- Primary and Secondary Sorting System.
- Transit Section and Transit Mail Offices.
- Record Offices.
- Porters and Van Peons.
- Inland Air Mail.

Post Office Manual Volume-VIII.

- Heads of Circles.
- Superintendents.
- Assistant Superintendents of Post Offices.
- Assistant Superintendents, Mail, Sorting and Transportation.
- Town Inspectors of Post Offices, Overseer and Postmen.
- Supervisor in Mail Sorting and Transportation.
- Overseers.
- Stock Depots.
- Returned Letter Offices.
- Breaks and Accidents.

Post Office Manual Volume-IX.

- Detailed Procedure of Postal Training.

Postal Operations PAPER-B

(WITHOUT BOOKS)

(i). Branch Office (B.O) Rules.

- Preliminary Rules.
- Miscellaneous Rules.
- Stamps, Seals, Books and Forms.
- Receipt and Delivery of Mails.
- Dispatch of Mails.
- Special Rules for Branch Offices not authorized to perform Registration and Parcel Work independently.
- Special Rules for Branch Offices authorized to perform Savings Bank and Cash Certificates, Rules for the Transaction of Cash Certificate Business.

(ii). Letter Post Manual, Parcel Post Manual, EMS Operational Guide

(iii). Post Office Manual Volume-II.

- Security Deposits.
- Stock
- Printing
- Contracts.
- Buildings.
- Miscellaneous Rules.

Postal Accounts PAPER-A

(WITH THE HELP OF BOOKS)

(i). Posts, Telegraphs and Telephones Initial Account Code Volume-I

- General Principles and Rules.
- General Outlines of the system of Accounts.
- Allocation of Expenditure between capital revenues Reserve Fund and Working Expenses.
- Relations with Audit.
- Supply of Funds and other remittance Transactions.
- Supply of Stamps
- Cash.
- Revenue Receipts.
- Pay and Allowances General Rules.
- Gazetted Officer's bill.
- Establishment.
- Contingent Charges.
- Miscellaneous Advances.
- Post Office Accounts.
- Service Accounts.
- Miscellaneous Charges.

(ii). Post and Telegraph Account Code.

- Chapter-1 – General Outlines of the System of Accounts.
- Chapter-4 – Consolidation of Accounts.
- Chapter-6 – Cost Calculation.
- Chapter-7 – Journal and Ledger.
- Chapter-9 – Finance and Revenue Accounts.
- Chapter-10 – Balance Sheet and verification of balances.
- Chapter-11 – Capital Accounts.

(iii). Posts and Telegraph Audit Code Vol-II Technical Audit Code (Postal)

(iv). Civil Service Regulations

- Pension Rules.

Postal Accounts PAPER-B

(WITH THE HELP OF BOOKS)

(i). A Handbook for DDO (Financial Administration).

- Chapter – I – Financial Administration.
- Chapter – II – Budget.
- Chapter – III – Audit.

(ii). Fundamental and Supplementary Rules.

- General Conditions of Services.
- Definitions.
- Pay.
- Addition to Pay.
- Combination of Appointment.
- Deputation out of Pakistan.
- Dismissal, Removal and Suspension.
- Compulsory Retirement.
- Leave Rules.
- Joining Time.
- Foreign Service.
- Drawing of Compensatory Allowances.
- Fee.
- Travelling Allowance.
- Record of Service. (Gazetted and non Gazetted Government Servants).
- Allotment of Government Residences.
- Rent of Government Residences.

(iii). General Provident Fund Rules.

(iv). Public Procurement Rules-2004.

Civil & Criminal Laws: PAPER-A

(WITH THE HELP OF BOOKS)

i. Constitution of Islamic Republic of Pakistan, 1973

- Part-II – Chapter-1 – Fundamental Rights.
- Part-III – Chapter-3 – The Federal Government.
- Part-VI – Chapter-2 – Audit and Accounts.
- Part-VII, Judicature – Articles – 175, 176, 184, 185, 189, 192, 199, 201, 203, 204, 209, 210, 211, 212.
- Part-XII – Chapter-1 – Services.
- Part-XII – Chapter – 5 – Interpretation.

ii. The Code of Civil Procedure (CPC)-1908

- Preliminary.
- Short title, Commencement and extent.
- Definitions.
- Part-I – Suits in General.
Sections – 9 – 12.
- Part-IV. Suits in Particular cases.
Sections – 79 – 80.
- Order-5 – Issue of Summons. Rule 1-8
- Order-19 – Affidavit.
- Order-27 – Suits by or against the Government or public officers in their official capacity.

iii. Qanoon-e-Shahadat Order – 1984

- Relevancy of Facts.
- Admissions.
- Statements by persons who cannot be called as witnesses.
- Statements made under Special Circumstances.
- How much of a statement is to be proved.
- Judgments of Courts of Justice when relevant.
- Opinions of third persons relevant.
- Character when relevant.
- Facts when need not be proved.
- Oral and documentary evidence.
- Public Documents.
- Production and effect of evidence.
- Estoppels.

vi. Wafaqi Mohtasib (Ombudsman) Order, 1983

Civil & Criminal Laws: PAPER-B

(WITH THE HELP OF BOOKS)

i. Pakistan Penal Code (PPC)-1860

- Chapter – I – Preamble.
- Chapter – II – General Explanations.
- Chapter – V – Of Abetment.
- Chapter – IV – Of Offences by or Relating to Public Servants.
- Chapter – XII – Of Offences relating to coin and Government Stamps.
- Chapter – XXI – Of defamation.
- Chapter – XXII – Of Criminal Intimidation.

ii. The Code of Criminal Procedure (CrPC) –1898

- Preliminary.
- Arrest, Escape and Retaking.
- Processes to compel Appearance.
- Processes to compel the production of documents and other movable property and for the discovery of persons wrongfully confined.
- Information to the police and their powers to investigate.
- Summary Trials.
- Lunatics.
- Bails.
- Proceedings in case of certain Offences affecting the Administration of justice.
- Maintenance of Wives and Children.
- Directions of the Nature of Habeas Corpus.
- Public Prosecutor.
- Commissions for the examination of witnesses.
- Special Rules of Evidence.

iii. Federal Investigation Agency (FIA) Act-1974

iv. National Accountability Bureau (NAB) Ordinance, 1999

v. The Protection Against Harassment of Women at the Workplace Act-2010