

Syllabus Coverage Plan

Combined Section Officers' (Grade 'B') LDCE
Combined Stenographers' (Grade 'B'-Grade-'I') LDCE

Last updated on 19 September 2026

Topic marked in **GREEN** are covered in our course.

Topic marked in **RED** are NOT covered in our course.

Topic marked in **BLUE** are not covered in our course, but we will cover them by 20 October 2026.

Coverage in Paper 1

- Salient features of the Five Year Plans,
- Indian Economy
- Major Developmental Schemes
- Current affairs both national and international.
- Constitution of India
- Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha
- Machinery of the Govt. of India,
- Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices and their relation inter se.
- RTI Act, 2005.

Coverage in Paper 2

Category I, VIII, XI:

1. Manual of office procedure (latest edition)
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs. (for Category I & IV only)
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Compilation of the General Financial Rules, (Revised and Enlarged).
10. Delegation of Financial Power Rules.
11. Intelligence Bureau Standing Orders (for Category VIII only).

Category II:

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the I.S.T.M.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.

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4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Classification, Control and Appeal) Rules.
7. Compilation of the General Financial Rules (Revised and enlarged).
8. Delegation of Financial Power Rules.
9. Indian Foreign Service (PLCA) Rules.
10. Financial Powers of Government of India's Representatives abroad.
11. Assisted Medical Attendance Schemes.
12. Indian Foreign Service (Conduct and Discipline) rules.

Category III:

1. Manual of Office Procedure issued by the Min. of Railways (Railway Board).
2. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
3. Indian Railway Admn. and Finance (excluding Chapters V, VI, VIII & IX).
4. Indian Railway Financial Code Vol. I (excluding Chapter II and VI).
5. Indian Railway Establishment Code Vol. I.
6. The Railway Services (Conduct) Rules, 1966.
7. The Railway Servants (Discipline and Appeal) Rule, 1968.

Category X:

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Financial Regulations Part I (Revised Edition).

Coverage in Paper 3

Prepare notes and drafts on specific problems and précis from a passage

Mock Tests

You will get 3 Full length Mocks for Paper 1 and Paper 3 each. It will be made available by 15 November 2026. There will NOT be any mock test for Paper 2.

Students are advised to take 1 day free trial to check quality of content and classes in our course.