



19.	Public Works Accounts Rules & Procedure (Application) (DAGP)				
20.	Provincial Receipts & Expenditure and Receipts of Autonomous Bodies (Application) (DAGP)				
21.	Work (MES) (Theory & Application) (DAGP & PMAD)				
22.	Pay, Pension and TA Rules (Theory & Application) (DAGP & PMAD)				
23.	Military Accounting Procedure (Theory & Application) (DAGP & PMAD)				
24.	Store and Contract Evaluation (Theory & Application) (DAGP & PMAD)				
25.	Postal Accounts Rules and Procedures (DAGP)				
26.	Telecommunication Rules, Accounts and Procedures (DAGP)				
27.	Postal and Telecommunication Works Rules and Procedures (DAGP)				
28.	Income Tax Law (DAGP)				
29.	Sales Tax Act and Rules (DAGP)				
30.	Federal Excise Duty and Revenue Accounting (DAGP)				
31.	Customs Laws and Allied Taxes (Theory) (DAGP)				
32.	Customs Laws and Allied Taxes (Application) (DAGP)				
33.	Petroleum and Other Indirect Taxes (ICT) (Application) (DAGP)				
34.	Construction, Project Management and Contract Evaluation (Application) (DAGP & PRAD)				
35.	Stores workshop and Services Accounts (Application) (DAGP & PRAD)				
36.	General and Revenue Accounts of Railways (Application) (DAGP & PRAD)				
37.	Rules and Regulations of Public Sector Enterprises (DAGP)				
38.	Civil Service Rules and Local Councils Service Rules (Application) (DAGP)				
39.	Local Government Act and Rules (Application)				
40.	Accounting and Reporting System of Local Governments (Application) (DAGP)				
41.	Receipts & Expenditure of Local Governments and District Education/Health Authorities (Application) (DAGP)				
42.	Service, Financial, General Rules and Book of Financial Powers (WAPDA)				
43.	Budgeting, Accounting and Financial Reporting (WAPDA)				
44.	Procurement and Contracts (WAPDA)				

Refer to Page No. 4 for Exemption Fee Structure

Student's Signature: \_\_\_\_\_

Continued



# Pakistan Institute of Public Finance Accountants

## Exemption Form

Corporate Sector, Public Sector [AGP, CGA, CDA,  
PMAD, PG, PRAD, WAPDA and Other Govt. Organizations]

### READ & FOLLOW THE INSTRUCTIONS

#### **EXEMPTION CRITERIA & POLICIES:**

- The exemption on the basis of bachelor and master degree will be granted to those students only who have obtained at last 45% and 50% marks in Annual Program respectively or at least 2.5 GPA in Master and 2.00 GPA in Bachelors (Semester System) in the subject on the basis of which exemption is applied for.
- The cases of failure condoned in the subject in which exemption is applied for will not be entertained in any case.
- Exemptions are granted on the basis of completed academic qualifications, having at least 70% course coverage in the corresponding subject. Details of papers exempted for members of professional Accounting Bodies and holder of other qualifications are given in the schedule of exemption (Refer to career plan & official website).
- Academics/Departmental results will be verified from concerned departments accordingly. PIPFA will not be responsible in case of any delay from the concerned universities/institutes/departments.
- No refunds will be made for fees paid in case of rejection of exemption; fees may be adjusted in any other head of account after the approval of competent authorities.
- The decision of competent authorities will be considered final, PIPFA reserves the right to accept or reject any claim without assigning any reason.
- Incomplete exemption form shall not be accepted

#### **DOCUMENTS(S) ATTESTATION (for the purpose of exemption):**

- The student will provide HEC attested documents at the time of applying for exemptions. The attestation by the HEC on the original document (required for the exemption) will be verified by the Center In-charge/Member PIPFA (active Member) before sending to exemption office. The remote area students will also produce their HEC attested documents in original duly attested by member PIPFA (Active Member)
- Students who have applied for exemption will have to submit detailed course contents (duly attested) from their respective University/Institute for evaluation purpose (if required) failing which their exemption cannot be acceded to.

**Please ensure that the photocopies of required documents (duly attested by Center In-Charges/Member PIPFA) have been attached with the application form in the following order:**

1.  One Photograph
2.  B.com (Part-I & Part-II)
3.  Graduation Mark sheets (B.Com/BBA/BS 4 yrs, B.Com(H), BBA, B.Sc, BCS, BE, LLB)
4.  M.Com (Part-I & Part-II)
5.  Masters consolidated Mark sheet/Transcript (M.Com, MBA, MSC (Acc & Fin))
6.  Course Contents for Evaluation (If Required)
7.  Others (Please Specify) \_\_\_\_\_

#### **DEADLINE:**

- Deadline for acceptance of exemption application is 05<sup>th</sup> January for Summer Session and 05<sup>th</sup> July for Winter Session.
- Exemption Form will not be accepted after due date; under any circumstances.

Any Deficiency (Please Specify) \_\_\_\_\_ [Deficiency (ies) should be removed within 15 days]  
Exemption Fee Rs. \_\_\_\_\_ Receipt # \_\_\_\_\_ Dated: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Continued

## Cancellation & Suspension of Registration

A student of the Institute shall be deemed guilty of misconduct, and will face cancellation/suspension of registration, if he/she:

- Fails to comply with the rules and regulations of the Institute
- Fails to supply correct information to the Institute
- Fails to comply with any of the directives issued by the Management of the Institute
- Involves himself/herself in such activities which cause damage to the image of the Institute
- Uses unfair means in an examination
- Is found indulged in under-hand dealing with any official or officials of the Institute
- In the event of any misconduct or breach of any regulation by registered student, the BOG may, if it is satisfied after such investigation as it may deem necessary and after giving an opportunity of being heard, suspend or cancel the registration of the student.
- Registration of a student shall be cancelled and all fee paid shall be forfeited if educational documents are found fake at any later stage.
- Registration of a student, who does not pay the annual subscription within six months from the date it falls due, i.e. 1st July every year is liable to be cancelled.

## Declaration

- PIPFA Board is authorized to change the policies from time to time for the settlements and smooth running of the Institute's affairs, which will be accepted by me and cannot be challenged in any Court of Law.
- I declare that I have thoroughly read and agree with the instructions & information provided in this form and Career Plan.
- In accordance with clause 3.4.3 of PIPFA Career Plan, my registration may be cancelled and fee paid shall be forfeited if educational documents are found fake at any later stage.
- The information provided by me in this form is true and correct to the best of my knowledge and belief.

**Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

<b>Exemption Fee Structure</b>	
<b>Level</b>	<b>All Sector</b>
Level-1	Rs. 1,875 Per Subject
Level-2 & Level-3	Rs. 2,500 Per Subject
Level-4	Rs. 3,125 Per Subject
Gateway	Rs. 18,750

<b>FOR OFFICE USE</b>	
<b>Education/Exemption Officer</b>	<b>Director Examinations</b>
Documents in Order (Yes/No) _____	Exemption(s) Approved in Subject(s):  Sr. # _____
Evaluation Sheet Attached (Yes/No) _____	
Exemption(s) Recommended in Subject(s): Sr. # _____	
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____