

**PAKISTAN INSTITUTE OF
PUBLIC FINANCE ACCOUNTANTS**



**INDUCTION TRAINING PROGRAM FOR
AUDITORS (BPS-16) OF
LOCAL FUND AUDIT DEPARTMENT, PUNJAB**

Duration: 2 Months

**INDUCTION TRAINING PROGRAM FOR AUDITORS (BPS-16)
OF LOCAL FUND AUDIT DEPARTMENT, PUNJAB**

Phase-I

Duration: Two Weeks

Sr. No.	Subject/Contents	Hours
1.	Financial Provisions of Constitution of the Islamic Republic of Pakistan An Overview of (i) Articles 78 to 79 (ii) Articles 118 to 128 (iii) Articles 160 to 171	2 Hours
2.	The Punjab Rules of Business 2011 (i) Definitions (ii) Allocation of Business (iii) Organization of Departments and their functions (iv) Organization of Finance Department (v) Functions of Local Fund Audit Department	2 Hours
3.	Office Management (i) Organizations of Local Fund Audit Department (ii) Functions of Departments in detail (iii) Responsibility / Job Description of different tiers	2 Hours
4.	Secretariat Instructions and Application An overview of (i) Various types of office communication (ii) Handling of official papers (iii) Documentation & Record Keeping (iv) Managing & Conducting Meetings (v) Noting and Drafting Skills (Public Sector Filing System) (vi) Disposal of Dak	2 Hours
5.	CSR and Application (i) Structure of Pay, Allowances and other Benefits (ii) Leave Rules (iii) Joining Time (iv) Pension (v) TA Rules	6 Hours
6.	PFR and Application (i) General principles regarding receipt of money	4 Hours

	<ul style="list-style-type: none"> (ii) Withdrawal of money (iii) Standards of financial propriety (iv) Audit of Sanction (v) Advances 	
7.	Public Works Accounts Rules & Procedures and their application <ul style="list-style-type: none"> (i) Organizations dealing with works (ii) Duties of <ul style="list-style-type: none"> • Chief Engineer • SE • Executive Engineer • SDO (iii) Relation with LFA Department 	2 Hours
8.	New Accounting Model and SAP(HR & FI Data) <ul style="list-style-type: none"> (i) Introduction to NAM (ii) Accounting Policies (iii) Function and Powers of AGP & CGA (iv) Budgetary Control (v) Chart of Accounts (vi) Local Government Accounts Rules 2017 	2 Hours
9.	Procurement and PPRA Rules (Application) <ul style="list-style-type: none"> (i) Punjab Public Procurement Regulatory Authority (ii) Punjab Public Procurement Rules 	4 Hours
10.	System of Financial Control and Budgeting <ul style="list-style-type: none"> (i) Budget (ii) Delegation of Powers (iii) Control over Expenditure 	4 Hours
11.	Financial Reporting <ul style="list-style-type: none"> (i) Preparation of Monthly Account (ii) Preparation of Annual Account 	4 Hours
12.	Esta code <ul style="list-style-type: none"> (i) Terms and Conditions of Civil Servants (ii) Punjab Efficiency, Disciplinary and Accountability Act, 2006 (iii) Group Insurance/Benevolent Fund 	4 Hours
13.	Local Govt. Act and Rules Framed thereunder An overview of the Punjab Local Govt. Act and Rules framed thereunder (relating to LFA Department)	4 Hours

14.	Accountability and Audit (i) Finance and Financial System of the Govt. (Brief Instructions) (ii) Financial Audit Manual <ul style="list-style-type: none"> • Definition of Audit • Role of Audit • Audit Mandate • Supreme Audit Institution with reference to the Constitution • Audit Cycle • Audit & Inspection Report • DAC, SDAC and PAC 	2 Hours
15.	Audit and Settlement of Audit Paras (i) Audit Observation (ii) Audit Para (iii) Annotated Reply (iv) Comments on Annotated Reply (v) Working paper for DAC, SDAC and PAC (vi) Meetings of DAC, SDAC and PAC (vii) Actionable Points of Meetings and their compliance (viii) Settlement by Audit	2 Hours
16.	Ethics and Office Etiquette (including table decorum) (i) Gratitude (ii) Responsibility (iii) Flexibility (iv) Learning (v) Courtesy (vi) Politeness (vii) Dealing with constructive criticism	2 Hours
17.	Personality Development (i) Personal Qualities (ii) Impression Management (iii) Communication (iv) Different generation in one workplace	2 Hours
18.	Work Place Ethics (i) Organizational Culture/Value <ul style="list-style-type: none"> • Multicultural Sensitivity (ii) Personal Traits (iii) Magazine (iv) Writing E-mails (v) Common complaints in workplace (vi) Social Networking (vii) Business Social situations (viii) Tables Manner	2 Hours

	(ix) Good Setting (x) Boss Management (xi) Code of Ethics	
19.	Business Communication Skills (i) Intellectual Skill (ii) Interpersonal and Communication	2 Hours
20.	Staying Organized	2 Hours
21.	Corporate Finance	2 Hours
22.	Risk Management	4 Hours
23.	Group Presentations	4 Hours
24.	Contingencies	4 Hours
Total		70 Hours

INDUCTION TRAINING PROGRAM FOR AUDITORS (BPS-16) OF LOCAL FUND AUDIT DEPARTMENT, PUNJAB Phase- II

Duration: 10 Weeks

Sr. No.	Topic	Hours
1.	Financial Provisions in Constitution of the Islamic Republic of Pakistan, 1973	04
2.	The Punjab Government Rules of Business 2011 (as amended) Function of Local Fund Audit Department	04
3.	Secretariat Instructions and Office Management (Including Public Sector Correspondence and Report Writing)	24
4.	Salient Features of the Punjab Local Government Act and Rules framed thereunder and Local Fund Audit Manual	20
5.	Treasury Rules – Salient Features	12
6.	Budgeting and Control of Expenditure and Receipts(including PFR , Delegation of Powers, and Reconciliation of Expenditure and Receipts)	20
7.	Civil Service Rules (CSR) and Compensation Management	24
8.	New Accounting Model and Preparation of Monthly Account	24
9.	Planning Matters (PCI, II, II & IV) Project Management	10
10.	Procurement, Works and Stores & Stocks (Inventory Management)	24
11.	Accountability and Audit	10
12.	Good Governance and Ethics	04
13.	Study Tours and Group Presentations (28+20)	20
14.	Contingencies	10
Total:		210

Written Test:

- | | |
|--------------------------------|----------------------|
| * Financial Matters and Budget | * Accounting Matters |
| * CSR and Office Management | * Procurement |