

**PIPFA Syllabus**

**For**

**Pakistan Railways Accounts**  
**Department**

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# Level -1

1. **Quantitative Methods (CBE)**
2. **Basic Accounting (CBE)**
3. **Business English and Behavioral Studies (CBE)**

# 1. Quantitative Methods

## (CBE)

**Level: 1**

**Subject: 1**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper candidates will be able to:

1	Understand basic mathematical tools that would be used in financial analysis at the next levels
2	Apply financial mathematics to solve problems related to financial management
3	Use calculus to solve maximization and minimization problems
4	Solve problems involving linear programming by the use of graphical methods
5	Understand different methods of collecting and presenting statistical data
6	Compute and analyses measures of central tendency and measures of dispersion
7	Understand the concept of index numbers and their practical applications
8	Using regression and correlation analysis to study historic trends and predicting changes in dependent variable on the basis of its relationship with independent variable
9	Compute probability involving discrete as well as continuous data
10	Making decisions using sampling techniques involved in hypothesis testing, confidence interval estimation and determination of probability

### Specification Grid

S. No.	Syllabus Contents Area	Weightage %
<b>A</b>	<b>Business Mathematics</b>	
1	Basic Mathematics	10 – 15
2	Mathematics of Finance	15 – 20
3	Calculus and Linear Programming	15 – 20
<b>B</b>	<b>Statistical Data Analysis for Decision Making</b>	
4	Statistical Concepts	10 – 15
5	Correlation & Regression Analysis	10 – 15
6	Probability and probability distribution	10 – 15
7	Sampling and decision making	10 – 15
<b>Total</b>		<b>100</b>

**1. Basic Mathematics**

- a) Exponential and logarithmic functions.
- b) Equation of straight line and its application.
- c) Simultaneous linear equations and their application.
- d) Solving Quadratic Equation.
- e) Factorization of Equations (Square of sum of two expressions, Square of difference of two expressions, Difference between two squares, Completion of squares).
- f) Co-ordinate System (Understanding of slope, intercept, slope intercept form of equation and preparation of graph of linear equations).
- g) Arithmetic and Geometric progression and their applications.

**2. Mathematics of Finance**

- a) Simple and compound interest.
- b) Annual, periodic and effective interest rates.
- c) Time value of money.
- d) Present Value and Discounting.
- e) Future values
- f) Net Present Value
- g) Annuities and Perpetuities
- h) Internal rate of return (including the use of interpolation)

**3A Calculus**

- a) Rules for finding derivatives (Sum, difference, product and quotient rule).
- b) Marginal Revenue, Cost and Profit functions.
- c) Maximization and minimization problems and the use of second order derivatives.

**3B Linear Programming**

- a) Linear inequalities
- b) Converting simple situations into linear inequalities.
- c) Graphical solution to linear programming problems.
- d) Feasible region (bounded as well as unbounded), redundant constraints, no feasible solution, alternative optimum solution.

**4 Statistical Data analysis for Decision- making**

**5 Statistical Concepts**

- a) Collection and tabulation of data.
- b) Bar charts, pie charts, histograms, frequency polygons, ogives, stem and leaf display.
- c) Measures of central tendencies (Arithmetic/geometric/harmonic means, median, mode).
- d) Measures of dispersion (standard deviation, variance).
- e) Index numbers, weighted index numbers (Laspeyre, Paasche and Fisher price indices), purchasing power and deflation of income.

**6 Correlation & Regression analysis**

- a) Scatter diagram
- b) Linear regression lines by method of least squares
- c) Co-efficient of correlation and determination
- d) Rank correlation
- e) Interpretation

**7 Probability and probability distribution**

- a) Permutations and Combinations
- b) Probability
- c) Addition law for mutually exclusive and not mutually exclusive events
- d) Multiplicative laws for dependent and independent events
- e) Probability Distributions (Binomial, Hyper-geometric and Normal)

**8 Sampling and decision- making**

- a) Population and sample.
- b) Random Sampling
- c) Sampling Distribution and Sampling Error of mean
- d) Sampling with and without replacement
- e) Hypothesis testing (population mean, population proportion, difference between population mean, proportion and variance.
- f) Estimation (Confidence intervals for population mean, proportion and variance and difference between population mean, proportion and variance.
- g) Chi-Square distribution (test of independence and test of goodness of fit).

**Prescribed Books:**

Study Text prescribed by ICAP

## 2. Basic Accounting (CBE)

**Level: 1**

**Subject: 2**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper candidates will be able to:

1	Understand how businesses are organized and the different types of business transactions.
2	Identify financial transactions and make journal entries.
3	Understand the formats of special journals and record entries therein.
4	Prepare journal ledger accounts and trial balance.
5	Make adjustments prior to preparation of final accounts.
6	Prepare bank reconciliation statements, reconcile control accounts with subsidiary ledger and make related correcting entries in general and subsidiary ledgers.
7	Prepare financial statements of a sole trader
8	Prepare accounts from incomplete records

### Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Introduction to Accounting	8 – 12
2	Book Keeping	35 – 45
3	Preparation of Financial Statements of a sole trader.	20 – 30
4	Preparation of Accounts from Incomplete Records.	20 – 30
<b>Total</b>		<b>100</b>

#### 1 Introduction to Accounting

- a) Business Entities and Business Transactions
- b) Forms of business organizations (sole proprietorship,
- c) Fundamental accounting concepts (Accrual, going concern, true and fair view, consistency, prudence, substance over form, materiality, completeness.
- d) Financial Statements (Components, responsibility, presentation, users).

**2. Book Keeping**

- a) Elements of financial statements (Assets, Liabilities, Equity, Income, Expense).
- b) Double entry system and rules for debit and credit.
- c) General Journal
- d) Cash Book
- e) Sales Journal and Sales Ledger
- f) Purchase Journal and Purchase Ledger
- g) General Ledger
- h) General Ledger Control Accounts and their reconciliation with subsidiary ledgers.
- i) Bank Reconciliation Statement

**3. Preparation of Financial Statements of a sole trader**

- a) Unadjusted trial balance
- b) Adjustments
  - i) Depreciation on fixed assets and methods of depreciation (Straight Line, Diminishing Balance, Sum of Years' digits, Number of Units produced).
  - ii) Allowance for bad debts and write offs
  - iii) Closing inventory.
  - iv) Pre-payments and accruals
  - v) Correction of errors including those relating to bank reconciliations and other control account reconciliations.
- c) Statement of Financial Position (Balance Sheet)
- d) Income Statement

**4. Preparation of Accounts from incomplete records.**

**Prescribed Books:**

Study Text prescribed by ICAP



# 3. Business English and Behavioral Studies

## (CBE)

**Level: 1**

**Subject: 3**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper candidates will be able to:

1	Have a reasonably large vocabulary and the ability to use the different words in business English.
2	Construct grammatically correct sentences
3	Demonstrate good English comprehension skills
4	Understand basic concepts of organizational and human behavior in the context of a business organization

### Specification Grid

S.No.	Syllabus Contents Area	Weightage %
1	Vocabulary	15 – 20
2	English Grammar	40 – 45
3	Comprehension	10 – 15
4	Behavioral Studies	25 – 30
<b>Total</b>		<b>100</b>

#### 1 Vocabulary

- (a) Identify the correct meaning of the words (A list of approximately 3500 commonly used words would be provided by PIPFA)
- (b) Identification of synonyms and antonyms of the above words
- (c) Using the above words into sentences

#### 2 English Grammar

- (a) Parts of speech
- (b) Rules for formation of sentences
- (c) Declarative, interrogative, imperative, exclamatory and optative sentences
- (d) Simple, compound, complex, multiple and conditional sentences

- (e) Phrases and Idioms
- (f) Use of tenses
- (g) Direct and indirect speech
- (h) Active and passive voice
- (i) Punctuation

### **3 Comprehension**

- (a) Answering questions from given passage

### **4 Behavioral Studies**

- (a) Definition and approaches to behavioral studies
- (b) Organizational cultures
- (c) External and general factors affecting organizational behavior
- (d) Management by objectives and management by exception
- (e) Individual behavior
  - Perceptions and attitudes
  - Job satisfaction and stress
  - Self-efficacy
  - Motivation and motivational factors
- (f) Types and theories of leadership and skills of leaders
- (g) Conflict and negotiation

### **Prescribed Books:**

Study Text prescribed by ICAP

# Level -2

1. **New Accounting Model (NAM)**
2. **Public Financial Management, Financial Rules and Budgeting**
3. **Cost Accounting**
4. **Business Economics**

# 1. New Accounting Model (NAM)

(With Books)

**Level: 2**

**Subject: 1**

**Marks: 100**

## Learning Outcomes

This paper aims to:

1. Ensure that students have adequate knowledge of important elements and concepts of NAM.
2. Provide knowledge and skills in Budgetary Controls, Expenditure Policies and Procedures and the System of Receipts accounting.
3. Provide knowledge and skills in Bank Reconciliation, Self-Accounting Entities, and Financial Reporting Procedures, Loss and Recoveries of Public Money and Accounting for Liabilities in SAP environment.
4. Provide knowledge and skills in Transaction between Government Entities, Procurement and Asset Management, Public Account Transaction and Insurance.
5. Impart students' Knowledge and skills in General Accounting in NAM and use of Assignment and Personal Ledger Accounts.
6. Create awareness pertaining to Salaries and Wages, Pension and General Provident Fund in NAM

## Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Introduction and Overview of NAM concepts, General Accounting in NAM, Financial Reporting and Closing procedures.	15
2	Expenditure, Commitments, payments, Accounting for liabilities, Assignment & personal ledger Account, Receipts, Cash forecasting, petty cash.	35
3	Procurement and Asset management, Project Accounting, Insurance, Budgetary Controls and Bank Reconciliation.	25
4	Self- Accounting Entities, Transaction between Government Entities, Loss and Recoveries of Public money, Public Account Transaction, Chart of Accounts.	15
5	IPSAS Cash Basis.	10
	<b>Total</b>	<b>100</b>

- (A) Multiple Choice Questions : 25%,  
(B) Practical application/ case studies : 50%  
(C) Descriptive & Short Form questions : 25%

There would be no choice in Sections (A) and (B) while Section (C) will have 33% choice (2 questions out of 3).

## Course Contents

Mandate of Auditor General of Pakistan and Controller General of Accounts.	<ul style="list-style-type: none"> <li>• Constitutional Provision Regarding Audit &amp; Accounts.</li> <li>• AGP Ordinance 2001.</li> <li>• CGA Ordinance 2001.</li> </ul>
Introduction and Overview of NAM concepts	<ul style="list-style-type: none"> <li>• Organizational structure of the Accounting system.</li> <li>• The Accounting system.</li> <li>• Basic NAM definitions and abbreviations.</li> <li>• Introduction.</li> <li>• General Policies.</li> <li>• Year-end accounting policies.</li> <li>• Detailed Procedure</li> </ul>
Salaries and Wages	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Due date</li> <li>• Payment by direct credit</li> <li>• Payment by cheque</li> <li>• Deduction from salaries and wages</li> <li>• Transfer of employees to other department/entities</li> <li>• Deputation</li> <li>• Final payment</li> <li>• Payment of sums due at death</li> <li>• Leave payment</li> <li>• Payroll processing</li> <li>• Payment in cash to employee below grade V</li> <li>• Recoding of payroll expenditure</li> <li>• Consolidation of payroll expenditure</li> <li>• Reporting of payroll expenditure</li> <li>• Recording, Consolidation of payroll expenditure flow chart</li> <li>• Reconciliation of payroll expenditure</li> <li>• Reporting of pensions</li> </ul>
Pension Payments	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Due date</li> <li>• Payment by direct credit</li> <li>• Payment by cheque</li> <li>• Pension Payment Order (Pension Book)</li> <li>• Personal appearance of pensioner</li> <li>• Overseas pension payment</li> <li>• Gratuities</li> <li>• Undrawn pensions and arrears</li> <li>• Death of pensioner</li> <li>• Processing of pension application</li> <li>• Processing of pension expenditure</li> <li>• Recoding of Pension expenditure</li> <li>• Consolidation of Pension expenditure</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting of Pension expenditure</li> <li>• Recording, Consolidation and reporting of pension expenditure flow chart</li> <li>• Reconciliation of pension expenditure</li> </ul> <p>Reporting of pensions</p>
General Provident Fund	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Advance from GP Fund</li> <li>• Payment by direct credit</li> <li>• GP Fund monthly deductions from salary</li> <li>• Processing of GP Fund Payment</li> <li>• Recoding of GP Fund expenditure</li> <li>• Consolidation of GP Fund expenditure</li> <li>• Reporting of GP Fund expenditure</li> <li>• Recording, Consolidation and reporting of GP Fund expenditure flow chart</li> <li>• Reconciliation of GP Fund expenditure</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Claims Against the Government</li> <li>• Accounting Policies</li> </ul>
Budgetary Controls	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Detailed Procedures</li> <li>• Specific Budgetary Procedures</li> </ul>
Reconciliation	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Overview</li> <li>• General Policies</li> <li>• Daily Procedures</li> <li>• Monthly Procedure</li> </ul>
Transaction between Government Entities	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for Transaction between Government Entities</li> <li>• Detailed Procedures</li> </ul>
Loss and Recoveries of Public Money	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting for Loss and Recoveries</li> </ul>
Public Account Transaction	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Detailed Procedures</li> <li>• Reconciliation of Public Account Transactions</li> <li>• Reporting of Public Account Balance</li> </ul>

Cash flow Forecasting Analysis	<ul style="list-style-type: none"> <li>• Why cash flow forecasting analysis?</li> <li>• Information required</li> <li>• Sources of information</li> </ul>
Self- Accounting Entities	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for Self-accounting Entities Transactions</li> <li>• Detailed Procedures</li> </ul>
Procurement and Asset Management	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies for Procurement</li> <li>• Accounting for Stores</li> <li>• Fixed Assets Management</li> <li>• General Policies for Disposal of Fixed Assets</li> <li>• Accounting for proceeds from Disposals</li> </ul>
Project Accounting	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for Project Expenditure</li> </ul>
General Accounting	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Retention of Accounting Records</li> <li>• Maintenance of Accounting Records</li> <li>• Use of Suspense Account</li> <li>• Control of Official Forms and Cheque Books</li> </ul>
Expenditure	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for Expenditure</li> <li>• Detailed Procedures</li> <li>• Salaries and Wages</li> <li>• Pension Payment</li> <li>• General provident Fund</li> <li>• Contractor/Work Payments</li> <li>• Loans and Advances</li> <li>• Overseas Payments.</li> <li>• Grants-in-aid, Contribution etc.</li> <li>• Assignment Accounts and Personal Ledger Account</li> <li>• Maintenance of Payment Accounting Records.</li> </ul>
Accounting for Liabilities	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Categories of Liabilities</li> <li>• Accounting Policies</li> <li>• Accounting procedures</li> <li>• Reconciliation of Liability Records</li> <li>• Reporting of Liabilities</li> </ul>

Commitments	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Why commitments?</li> <li>• Criteria of follow</li> <li>• Reversal of commitment</li> <li>• Reinstatement of commitments</li> </ul>
Assignment Accounts & Special Deposit Accounts	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Policies</li> <li>• Detailed Procedure</li> <li>• Appendix Account Transactions</li> </ul>
Receipts	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for receipts</li> <li>• Detailed of procedures</li> <li>• Treatment specific classes of receipt</li> </ul>
IPSAS	<ul style="list-style-type: none"> <li>• IPSAS (Cash Basis)</li> </ul>

**Prescribed Books (allowed in examination):**

- (i) Manual of Accounting Principles
- (ii) Accounting Policies and Procedures Manual
- (iii) Chart of Accounts
- (iv) IPSAS (Cash Basis).



## 2. Public Financial Management, Financial Rules and Budgeting (With Books)

**Level: 2**

**Subject: 2**

**Marks: 100**

### Learning Outcomes

The aim of this paper is to enable the students to:

1. Act in accordance with the basic laws constituted under the Constitution of the Islamic Republic of Pakistan.
2. Ensure that all orders and instructions issued by any functionary of the government are conforming to the statutory rules and regulations having the constitutional sanction.
3. Make the functionaries of the government aware of the consequences of non-observance of rules and regulations

Be able to pinpoint that any deviation from express limits to the power and authority of the functionaries of the government would lead to the mal-administration.

### Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1.	Public Financial Management	10
2.	Financial Provisions under the Constitution	10
3.	System of Financial Control and Budgeting	15
4.	Financial Rules and Instructions: A. Financial Rules B. Treasury Rules	15 10
5.	Public Procurement Rules	10
6.	Withholding Tax	10
7.	Sales Tax and Provincial Sales Tax	10
8.	Staff Car Rules	10
	<b>Total</b>	<b>100</b>

### Note:

1. The subject is Common for trainees of Federal and Provincial Governments. The syllabus has been designed keeping in view Federal Government rules. While coaching, the faculty will cover all topics in the course contents with reference to provincial laws, rules, etc. Questions in the examination may be based upon Federal and/or provincial rules, etc.
2. Paper will consist of two parts, Part 1: MCQs of 20 marks and Part II: Subjective of 80 marks containing scenario based questions, short form questions, practical/ numerical questions, etc

# Course Contents

## 1. Public Financial Management

- (i) Introduction to Financial Administration
- (ii) Budget and Budgetary Procedure
- (iii) Audit
- (iv) Federal and Provincial Accounts

## 2. Financial Provisions under the Constitution

- i) Federal Consolidated Fund (Articles 78)
- ii) Custody, etc of Federal Consolidated Fund and Public Account (Articles 79)
- iii) Annual Budget Statement (Article 80)
- iv) Expenditure Charged upon Federal Consolidated Fund (Article 81)
- v) Procedure relating to Annual Budget Statement (Article 82)
- vi) Authentication of Schedule of Authorized Expenditure (Article 83)
- vii) Supplementary and excess grants (Article 84)
- viii) Votes on accounts (Article 85)
- ix) Power to authorize expenditure when assembly stands dissolved (Article 86)
- x) Constitutional Provisions relating to Audit and Accounts (Article 168 to 171)

## 3. System of Financial Control and Budgeting

- (i) Preamble
- (ii) Principal Accounting Officer
- (iii) Duties and Responsibilities of Principal Accounting Officer
- (iv) Chief Finance and Accounts Officer
- (v) Powers Delegated to Ministries/Divisions/Departments
- (vi) Role of Financial Adviser
- (vii) Reference to Financial Adviser/Finance Division
- (viii) Responsibilities and Powers of the Financial Adviser (Current Expenditure and Development Expenditure)
- (ix) Representation of the Finance Division in Development Working Parties
- (x) Budgetary Procedure
- (xi) Power of Sanctioning Projects

## 3. Financial Rules and Instructions

### 4.

#### (A) General Financial Rules and Instructions

- (i) General principles regarding receipt of money (Rules 4 to 8)
- (ii) Withdrawal of money from the Public Account (Rule 9)
- (iii) Standard of financial propriety (Rule 10)
- (iv) Control of Expenditure (Rules 11 to 17)
- (v) Contracts – General Principles (Rules 18 & 19)
- (vi) Defalcation and losses etc. (Rules 20 & 23)
- (vii) Departmental Regulations
- (viii) Revenue and Receipts (Rules 26 to 38)
- (ix) Power of Sanctions (Rules 39 to 49)

- (x) Communication of sanctions (Rules 51 to 59)
- (xi) Establishment (Rules 108 to 113)
- (xii) Headquarters of a Government Servant and transfer of Charge (Rules 114 to 115)
- (xiii) Date of Birth (Rules 116 to 117)
- (xiv) Leave applications (Rule 118)
- (xv) Service Books (Rules 120 to 122)
- (xvi) Arrear claims (Rules 123 to 126)
- (xvii) Powers of subordinate authorities to sanction contingent expenditure (Rules 130-131)
- (xviii) Permanent Advance (Rule 132)
- (xix) Purchase and acquisition of Stores (Rules 141 to 147)
- (xx) Receipt of Stores (Rule 148)
- (xxi) Issue of Stores (Rule 149)
- (xxii) Custody and accounts of Stores (Rules 151 to 157)
- (xxiii) Physical verification (Rules 158 to 162)
- (xxiv) Sale and disposal of Stores (Rules 166 to 168)
- (xxv) Works (Rules 176 to 200)
- (xxvi) Grants-in-aid (Rules 206 to 209)
- (xxvii) Loans and advances:
  - General conditions House Building Advance (Rules 249 to 253)
  - Advances for purchase of motor car (Rule 256)
  - Advances for purchase of motor cycle (Rule 262)
  - Advance for Purchase of bicycle (Rule 263)
- (xxviii) Interest-free-loans:
  - Advances on transfer (Rule 265)
  - Advance for Journey on tour (Rule 269)

## **(B) Treasury Rules**

- (i) Introduction and Definition (Rules 1-2)
- (ii) Location of Public Money (Rule 3)
- (iii) General System of Control over Federal Treasury (Rules 4 & 5)
- (iv) Other Collecting and Disbursing Officers (Rule 6)
- (v) Payment of Revenues into the Public Account (Rules 7 to 10)
- (vi) Withdrawals of Public money from the Public Account (Rules 12 to 28)
- (vii) General Instructions for handling cash (Rules 76 to 77)
- (viii) Receipts of government money (Rules 78 to 81)
- (ix) Grant of Receipt to the payer (Rules 82 to 86)
- (x) Procedure for paying public moneys (Rules 88 to 96)
- (xi) Presentation of Claims (Rules 130 to 134)
- (xii) Instructions regarding preparation and form of bills (Rule 138)
- (xiii) Signature or countersignature of bills (Rules 141 to 144)
- (xiv) Duplicate copies of the bills (Rule 145)
- (xv) Mode of making payments against bills (Rules 147 to 167)
- (xvi) Specimen signature and other safeguards (Rules 172 to 174)
- (xvii) Checks to be applied to claims (Rules 177 to 188)
- (xviii) Responsibility for the money withdrawn (Rules 205 to 216)
- (xix) Due date of submission of monthly pay bills (Rule 217 to 219)

- (xx) Deductions from pay bills (Rules 221 to 229)
- (xxi) First payment of pay and allowances (Rules 230 to 231)
- (xxii) Payment on quitting the service (Rule 232)
- (xxiii) Death of Payee (Rules 233-234)
- (xxiv) Place of Payment (Rules 235 to 243)
- (xxv) Payment of Pay, Leave Salary etc through agents (Rules 244 to 246)
- (xxvi) Bills of B-16 and above Government Servants (Rules 248 to 261)
- (xxvii) Bills of B-1 to B-15 Government Servants (Rules 262 to 282)
- (xxviii) Computerized Pay Roll
- (xxix) Contingencies (Rules 284 to 317) – General Rules :
  - Classification of contingencies (Rule 287)
  - Permanent Advance; its general limitation (Rule 288 to 294)
  - Responsibility of the Drawing Officer (Rule 295)
  - Responsibility of the Controlling Authority (Rule 296)
  - Cancellation and Destruction of Vouchers (Rule 297)
  - Record of Contingent expenditure (Rules 298 to 301)
  - Bills for Contingent Charges (Rules 302 to 314)
  - Service Postage Stamps (Rule 317)

**5. Public Procurement Rules**

**6. Withholding Tax**

**7. Sales Tax and Provincial Sales Tax**

**8. Staff Car Rules.**

**Prescribed Books( allowed in examination):**

1. The Constitution of the Islamic Republic of Pakistan, 1973
2. GFR Vol-I & Vol-II
3. Treasury Rules Vol-I & Vol-II
4. Revised System of Financial Controls and Budgeting
5. Hand Book for Drawing and Disbursing Officers
6. Public Procurement Rules
7. Income Tax Ordinance (Withholding Tax applicable to Public Sector)
8. Sales Tax and Provincial Sales Tax (Provisions applicable to Public Sector)
9. Staff Car Rules
10. All relevant provincial laws rules, etc.

# 3. Cost Accounting

Level: 2

Subject: 3

Marks: 100

## Learning Outcomes

On the successful completion of this paper candidates will be able to:

1	Understand the cost accounting concepts and the cost
2	Understand the elements of cost and their accounting
3	Differentiate between applied and actual overheads and understand the basis of allocation of overheads
4.	Comprehend the process of cost accounting under various costing systems
5	Determine the cost of products (including joint products and by-products) and jobs
6	Comprehend the system of standard costing and compute and analyze variances

## Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Cost accounting concepts and accounting for material, labor and factory overheads	30-40
2	Costing Systems	40-50
3	Standard costing and variance analysis	15-25
	<b>Total</b>	<b>100</b>

### 1A Cost accounting concepts

- a) Elements of cost
- b) Direct and indirect cost
- c) Applied and actual overheads
- d) Fixed and variable overheads
- e) Period and product cost

### 1B Accounting for material, labor and factory overheads

- a) Material
  - Procedure for procurement and recording of material
  - Material Costing methods
  - Basis of valuation (FIFO, weighted average)
  - Accounting for material and related costs
- b) Labor
  - Direct and indirect labor
  - Remuneration methods (periodic basis, hourly rate, straight piece rate, differential piece rate, incentive wage plans)

- Labour related costs (overtime, bonus, vacation pay, guaranteed wage plans and pensions)
  - Accounting for labour and labour related costs
- a) Overheads
- Nature of factory overhead expenses
  - Calculation and use of predetermined factory overhead rate
  - Accounting for actual and applied overheads and under/over absorbed overheads
  - Allocation, apportionment and absorption of service departments overheads
  - Analysis of under/over absorption in terms of expenditure and volume variance
  - Administrative and selling overheads
2. **Costing systems**
- a) Job costing and batch costing
  - b) Process costing
  - c) Costing of joint and by-products
  - d) Marginal and absorption costing
3. **Standard costing and variance analysis**
- a) Introduction to standard costing
  - b) Establishing standard costs
  - c) Calculation of variances
    - Material variances (Price, Usage, Mix and Yield variance)
    - Labour variances (Rate and efficiency variances)
    - Overheads (Three and four variance methods)
  - d) Analysis and interpretation of variance

**Prescribed Books:**

Study Text prescribed by ICAP

# 4. Business Economics

**Level: 2**

**Subject: 4**

**Marks: 100**

## Learning Outcomes

On the successful completion of this paper candidates will be able;-

1	Understand the basic concepts of economics and their importance
2	Understand the basic concepts of micro-economics (Demand and supply, consumer behavior, equilibrium, of firms, market competition and laws of returns.
3	Understand the basic concepts of macro-economics and their impact on economic condition of a country.
4	Understand the working of a banking system, financial markets and international trade.

## Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Basic Concepts of Economics	05 – 10
2	Micro-economics	25 – 35
3	Macro-economics	25 – 35
4	Banking System, Financial Markets and International trade	25 – 35
<b>Total</b>		<b>100</b>

### 1. Basic Concepts of Economics

- a) Multiplicity of wants and scarcity of resources
- b) Factors of Production]
- c) Production Possibility Curve
- d) Economic Systems (Market, Planned, Mixed, Islamic.

### 2. Micro-economics

- a) Importance, scope and limitations of microeconomics
- b) Demand and Supply:
  - Law of Demand
  - Law of Supply
  - Equilibrium of Demand and Supply
  - Elasticity of Demand and Supply
- c) Law of diminishing marginal utility and law of equi-marginal utility
- d) Consumer's equilibrium
- e) Indifference curves
- f) Perfect competition, Monopoly, monopolistic competition and oligopoly.

- g) Equilibrium of firms under various market and in short-term and long-term
- h) Law of increasing returns and law of diminishing returns.

### **3. Macro-economics**

- a) Scope and limitations of macroeconomics
- b) Circular flow of income
- c) National Income and related concepts i.e. GDP, GNP, NNP, and DI
- d) Three approaches to measurement of national income
- e) Consumption, savings and investment functions.
- f) Marginal propensity to consume and save
- g) Multiplier and accelerator
- h) Phases of business cycle
- i) Inflation and unemployment
- j) Fiscal Budget
- k) Principles, methods and forms of taxation.

### **4. Banking System, Financial Markets and International Trade**

#### **a) Banking System**

- Functions and demand for money
- Types of banks and financial institutions and their functions
- Credit formation by bank
- Role of central bank
- Monetary policy and its objectives
- Islamic banking system

#### **b) Financial Markets**

- Money Markets
- Capital Markets

#### **c) International Trade**

- Balance of Trade
- Balance of Payment
- Foreign exchange rate (fixed and floating) and its determination.
- Factors affecting the size of international trades.

#### **Prescribed Books:**

Study Text prescribed by ICAP



# Level -3

1. **Database Management System**
2. **Audit and Assurance (PS)**
3. **Management Accounting**
4. **Performance Auditing**
5. **Business Communication & Report Writing**

**Computer Competency Practical Training**

# 1. Database Management System

## (With Books)

**Level: 3**

**Subject: 1**

**Marks: 100**

### Learning Outcomes

The main aim of this course is to introduce the basic level fundamental concepts necessary for designing, using, and implementing database systems and applications. After the completion of course candidate will be able to know:

1. Database management systems - general characteristics and system structure.
2. Data modeling with an emphasis on entity-relationship models.
3. Relational database model for database systems, database schema and data integrity.
4. Query Languages.
5. Design theory for relational databases.
6. System Design and programming using database systems.
7. Data storage, file organization and index structures.
8. Execution of database queries.

### Specification Grid

S. No.	Syllabus Contents Area	Weightage %
i.	DBMS Introduction	40
ii.	ER Model	10
iii.	Relational Model	10
iv.	SQL	20
v.	Storage & File Structure	20
	<b>Total</b>	<b>100</b>

**Note:** The paper will consist of two parts, Part I: MCQs: 20 and Part II: Subjective: 80 containing short form questions to test basic knowledge of the subject. No technical questions concerning programming will be asked.

### Course Contents

#### Introduction

- Database Management Systems
- Purpose of Database Systems
- Data Abstraction
- Data Models
  - Object-based Logical Models
    - The E-R Model
    - The Object-Oriented Model
  - Record-based Logical Models

- The Relational Model
  - The Network Model
  - The Hierarchical Model
- Physical Data Models
- Life Cycle of Database
- Instances and Schemes
- Data Independence
- Data Definition Language (DDL)
- Data Manipulation Language (DML)
- Database Manager
- Database Administrator
- Database Users

### **Entity-Relationship Model**

- Entities and Entity Sets
- Relationships & Relationship Sets
- Attributes
- Mapping Constraints
- Keys
- Primary Keys for Relationship Sets
- The Entity Relationship Diagram
- Other Styles of E-R Diagram
- Generalization
- Aggregation
- Design of an E-R Database Scheme
  - Mapping Cardinalities
  - Use of Entity or Relationship Sets

### **Relational Model**

- Structure of Relational Database
  - Basic Structure
  - Database Scheme
  - Keys
  - Query Languages
- The Relational Algebra
  - Fundamental Operations
  - Formal Definition of Relational Algebra
  - Additional Operations
- The Tuple Relational Calculus
  - Example Queries
  - Formal Definitions
  - Safety of Expressions
  - Expressive Power of Languages
- The Domain Relational Calculus
  - Formal Definitions

- Example Queries
  - Safety of Expressions
  - Expressive Power of Languages
- Modifying the Database
  - Deletion
  - Insertions
  - Updating
- Views
  - View Definition

## SQL

- Background
- Basic Structure
  - The select Clause
  - The where Clause
  - The from Clause
  - The Rename Operation
  - Tuple Variables
  - String Operations
  - Ordering the Display of Tuples
  - Duplicate Tuples
- Set Operations
- Aggregate Functions
- Null Values
- Derived Relations
  - Views
- Modification of the Database
  - Deletion
  - Insertion
  - Updates
  - Update of a view
- Joined Relations
  - Examples
  - Join types and conditions
- Data-Definition Language
  - Domain Types in SQL
  - Schema definition in SQL

## Storage and File Structure

- Overview of Physical Storage Media
- Magnetic Disks
  - Physical Characteristics of Disks
  - Performance Measures of Disks
  - Optimization of Disk-Block Access
- RAID: Redundant Arrays of Inexpensive Disks (Not covered)

- Tertiary Storage
  - Optical Disks
  - Magnetic Tapes
- Storage Access
  - Buffer manager
  - Buffer replacement policies
- File Organization
  - Fixed-Length Records
  - Variable-Length Records
    - Byte string representation
    - Fixed-length representation
- Organization of Records in Files
  - Sequential File Organization
  - Clustering File Organization
- Data Dictionary Storage

**Prescribed Books (allowed in examination)**

1. The Relational Database by John Carter
2. Fundamentals of Database Systems by RamezElmasri&Shamkant B. Navathe

## 2. Audit and Assurance (PS)

(With Books)

**Level: 3**

**Subject: 2**

**Marks: 100**

### Learning Outcomes

- i. As a first course in auditing, it is designed to provide students with a basic understanding of the nature and objectives of an audit, basic principles and procedures involved in auditing and general auditing practice. A familiarity of auditing techniques such as routine checking, vouching and verification is necessary to inspire confidence in the approach to work.
- ii. Students will be expected to have the knowledge of the International Standards on Auditing and Auditing Practice Statements.
- iii. Candidates will be expected to be aware of the role of Information Technology as part of the assurance process and should be fully conversant with the use of Computer Assisted Audit Techniques (CAATS).
- iv. Candidates will be expected to possess knowledge of the implications on the audit, of laws, rules and regulations covered in the New Audit Manual and Legislative framework. They will be required to possess knowledge of the function and responsibilities of Office of the Auditor-General of Pakistan. Case studies and Scenario based questions will be set in the examination

### Specification Grid

S. No.	Syllabus Contents Area	Weightage
1	Organization and Purpose of the Manual, Role of the Auditor-General, The Job of the Auditor.	20
2	DAGP Audit Standards	
3	DAGP's Annual Planning Process	
4	The Audit Cycle	20
5	Planning The Audit	15
6	Activity And Resource Planning For Individual Audits	
7	Conducting The Audit	
8	Evaluating Audits Results	15
9	The Reporting Process	
10	The Audit Report	
11	Documentation And Working Papers	
12	Audit Follow Up	15
13	Quality Assurance	
14	Internal Controls	15
	<b>Total</b>	<b>100</b>

**Note:** The foregoing weightage is for guidance purposes only and deviations in setting of paper may be expected.

(A) Multiple Choice Questions 25%, (B) Practical application/ case studies 40% and (C) Descriptive & short form questions having 35% weight age in the examinations. There would be no choice in sections A and B, while section C will have 33% choice (2 questions from 3).

## Course Contents

1.Organization and Purpose of the Manual	<ul style="list-style-type: none"> <li>• Purpose of the Audit manual</li> <li>• Types of audits dealt with</li> <li>• Audit entities dealt with</li> <li>• Accounting Responsibility Structure of the Government of Pakistan</li> <li>• Stages of audit work dealt with</li> <li>• Organization of the manual</li> <li>• Links to other guidance material</li> <li>• Standard audit working paper kit</li> <li>• Need for professional judgment</li> <li>• Updating the Audit Manual</li> </ul>
Role of the Auditor-General	Parliamentary Control and Public Accountability Introduction to Auditing Legislative Basis Vision, Mission and Values
The Job of the Auditor	Introduction Expectations Conditions of Employment Code of Ethics Glossary Protection of the Auditor 1. Protection of the Auditor
2. DAGP Audit Standards	INTOSAI’s Professional Standards The International Standards of Supermen Audit Institutions (ISSAIs) Fundamental Auditing Standards Level-4 Auditing Guidelines (ISSAIs 1000 – 4999)
3. DAGP’S Annual Planning Process	DAGP Strategic Audit Objectives DAGP Audit Scope DAGP Strategic Audit Plans The annual planning process Integration of Audit Work Approval Process for the Budget of Centrally-Led Audits

4. The Audit Cycle	<p>Introduction</p> <p>General audit planning</p> <p>Activity and Resource Planning</p> <p>Roles and responsibilities</p>
5. Planning the Audit	<p>Introduction</p> <p>Step 1 – Establish Audit Objectives and Scope</p> <p>Step 2 – Understand the Entity’s Business</p> <p>Step 3 – Assess materiality, planned precision, and audit risk</p> <p>Step 4 – Understand the Entity’s Internal Control Structure</p> <p>Step 5 – Determine Components</p> <p>Step 6 – Determine financial audit and compliance with authority objective, and error/irregularity conditions</p> <p>Step 7 – Assess inherent risk and control risk</p> <p>Step 8 – Determine mix of tests of internal controls, analytical procedures and Substantive tests of details</p> <p>Reliance on Other Auditors</p> <p>Documenting strategic planning decisions</p> <p>Application to Government-wide Audits</p>
6. Activity and Resource Planning for Individual Audits	<p>Introduction</p> <p>Formulate/update Audit Programs</p> <p>Updating staffing requirements and allocating resources</p> <p>Updating budget requirements</p> <p>Updating timing considerations</p> <p>Factors to consider when determining the optimum timing</p> <p>Updating information required from the entity</p> <p>Re-assessing the general and detailed planning decision for individual audit</p> <p>Documenting the detailed planning decision</p> <p>Updating planning file</p> <p>Approval of the general and detailed planning decisions</p>



7. Conducting the Audit	<p>Introduction  Compliance Testing  Substantive Testing  Evidence  Matters to deal with during field work  Cause and Effect Analysis  Developing conclusions and Recommendations  Keeping entity official informed  Documenting the work performed  Custody and maintenance of working paper files  Quality assurance during field work</p>
8. Evaluating Audits Results	<p>Evaluating Financial Audit Results  Known Errors, Most likely Errors, Further Possible Errors and Maximum Possible Error  Determining the cause of errors, violations and deviations  Concluding on the Results of Each Test  Concluding on the results of each component  Concluding on the financial statements as a whole  Dealing with unacceptable results  Dealing with acceptable results  Documenting the evaluation process  Evaluating Regularity Audit Results  Quality assurance during the evaluation phase</p>
9. The Reporting Process	<p>Introduction  Focus on the Reporting Process  Clearing Observations, Conclusions and Recommendations  Obtaining Management Responses  Management representation letter  Audit completion checklist  Producing the Audit Report  Review of reports by others</p>
10. The Audit Report	<p>Introduction  The Certification Report and Types of Opinion  Audit reports other than opinions on financial statement  Reporting style and format  Compliance and Performance Reports</p>
11. Documentation and Working Papers	<p>The Need for Documentation and Working Paper Files  The Purpose of Working Paper Files  The Quality of Working Paper Files  Custody and Maintenance of the Working Paper Files</p>

12. Audit Follow Up	<p>Introduction  Timing of the Follow Up  Determining the Desired Level of Assurance  Performing the Follow Up  Reporting the results of the Follow Up  Performing additional follow ups</p>
13. Quality Assurance	<p>Introduction  General Quality Assurance Techniques Described in this Manual  Quality Assurance During Planning Phases for Individual Audits  Quality Assurance During the Field Work Phase for Individual Audits  Quality Assurance during the Evaluation Phase  Quality assurance during the reporting phase  Quality assurance during the follow up phase  Other quality assurance procedures</p>
14. Internal Controls	<p>Working of Chief Finance and Accounts Officer in the Federal Ministries.</p>

**Prescribed Books (allowed in examination):**

1. Financial Audit Manual with Appendices
2. Audit Working Paper Kit
3. Quality Management Framework

**Additional Reading Material:**

1. Sectorial Audit Guidelines

# 3. Management Accounting

**Level: 3**

**Subject: 3**

**Marks: 100**

## Learning Outcomes

On the successful completion of this paper candidates will be able to:

1	Prepare budgets and forecasts and understand budgetary controls
2	Apply the cost accounting concepts and techniques in the decision making process
3	Carry out performance analysis
4.	Apply the concept of time value of money

## Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Introduction to management accounting	3-7
2	Forecasting and budgeting	15-20
3	Performance analysis	25-35
4	Decision making	30-40
5	Introduction to financial management	10-15
	<b>Total</b>	<b>100</b>

## Course Contents

### 1. Introduction to management accounting

- a) Scope of management accounting
- b) Objectives and role of management accounting
- c) Limitations of management accounting

### 2. Forecasting and budgeting

- a) Purpose of budgeting and forecasting
- b) Budget and planning process
- c) Revenue and production budgets
- d) Cash budgets
- e) Zero based budgeting and flexible budgets
- f) Budgetary Controls

### 3. Performance analysis

- a) Cost, volume and profit analysis
- b) Break-even analysis
- c) Working capital management (Cash, debtor, creditors and inventory management techniques and policies)
- d) Return on capital

- e) Divisional performance
- f) Transfer pricing
- g) Performance analysis of non-profit and public welfare organization

#### **4. Performance analysis**

- (a) Cost concepts in decision making
  - Relevant cost
  - Sunk cost
  - Opportunity cost / imputed cost
  - Replacement cost
  - Differential cost
- b) Pricing decisions and pricing strategies
- c) Make or buy decisions
- d) Sell or process decision
- e) Operate or shut down decision
- f) Utilization of spare capacity
- g) Pricing for special orders

#### **5. Introduction to financial management**

- a) Concept or present value and net present value
- b) Discounted cash flow
- c) Pay-back period (simple and discounted)
- d) Internal rate of return (IRR)
- e) Cost of capital
- f) Capital Budgeting
- g) Debt vs. equity financing

#### **Prescribed Books:**

Study Text prescribed by ICAP

## 4. Performance Auditing (With Books)

**Level: 3**

**Subject: 4**

**Marks: 100**

### Learning Outcomes

On successful completion of this paper, students should be able to:

1. Understand what Performance Audit is, Evolution in Performance Auditing and to differentiate Performance Auditing from Special Audit / Special Studies.
2. Understand the concept of three Es', Performance Auditing and its Benefits, and Difference between Performance Auditing with Authority/Financial/Regularity and Compliance Auditing.
3. Learn Performance Auditing in different scenarios and Performance Audit Cycle.
4. Understand Planning Stages in Performance Auditing.
5. Execute a Performance Audit and prepare a report thereon.

### Course Contents

S. No.	Syllabus Contents Area	Weightage %
1.	<p><b>Introduction to Performance Audit</b></p> <ul style="list-style-type: none"> <li>i) Concept of Three E's</li> <li>ii) Performance Auditing and its Benefits</li> <li>iii) Difference between PA with Authority/Financial/Regularity and Compliance Auditing</li> </ul> <p><b>Evolution of Performance Auditing</b></p> <ul style="list-style-type: none"> <li>i) International Perspective</li> <li>ii) Local Perspective</li> <li>iii) ISSAI Standards</li> <li>iv) Key Principles</li> <li>v) Guidelines</li> </ul>	10
2.	<p><b>Application of Performance Auditing in different scenarios:</b></p> <ul style="list-style-type: none"> <li>(i) PA in Project</li> <li>(ii) PA in Programs</li> <li>(iii) PA of Authorities</li> <li>(iv) PA in Ministries/Departments</li> <li>(v) Activity Based Auditing</li> </ul> <p><b>Performance Audit Cycle</b></p> <ul style="list-style-type: none"> <li>(i) Planning</li> <li>(ii) Execution</li> <li>(iii) Reporting</li> <li>(iv) Follow-up</li> </ul>	10

3.	<b>Planning in Performance Audit</b> <ol style="list-style-type: none"> <li>1. Understanding the Auditee</li> <li>2. Designing the Audit – Audit Design Matrix</li> <li>3. Setting Audit Objectives and Scope in Performance Auditing</li> <li>4. Approach in Performance Auditing</li> <li>5. Potential Impacts of Performance Auditing</li> <li>6. Establishing Audit Criteria in Performance Auditing</li> </ol>	10
4.	<b>Planning Stages in Performance Auditing</b> <ol style="list-style-type: none"> <li>1. <b>Preliminary Survey Report</b> <ol style="list-style-type: none"> <li>(i) Introduction of Preliminary Survey Report (PSR)</li> <li>(ii) Components of Preliminary Survey Report (PSR)</li> <li>(iii) Defining the Audit Scope</li> <li>(iv) Developing of Specific Audit Questions.</li> <li>(v) Identification of Issues of Potential Significance</li> <li>(vi) Assessing Auditability</li> <li>(vii) Decision Point ‘Audit’ or ‘Not to Audit’</li> </ol> </li> <li>2. <b>Audit Assignment Plan</b> <ol style="list-style-type: none"> <li>(i) Introduction to Audit Assignment Plan</li> <li>(ii) Reviewing and Deciding the Audit Objectives</li> <li>(iii) Reviewing and Deciding the Audit Scope</li> <li>(iv) Reviewing and Deciding the Audit Approach</li> <li>(v) Reviewing and Determining the Issues of Potential Significance</li> <li>(vi) Development of Audit Criteria against Selected Issues</li> <li>(vii) Finalizing Audit Assignment Plan</li> </ol> </li> </ol>	25
5.	<b>Execution in Performance Auditing</b> <ol style="list-style-type: none"> <li>1. <b>Audit Execution Cycle:</b> <ol style="list-style-type: none"> <li>(i) Introduction to Audit Execution Cycle</li> <li>(ii) Preparation of Audit Program (Step by Step Approach)</li> </ol> </li> <li>2. <b>Evidence in Performance Auditing</b> <ol style="list-style-type: none"> <li>(i) Definition</li> <li>(ii) Sources</li> <li>(iii) Categories</li> <li>(iv) Qualities</li> <li>(v) Types</li> <li>(vi) Methods for Gathering and Analyzing Audit Evidence</li> <li>(vii) Tools &amp; Techniques for Gathering Audit Evidence</li> <li>(viii) Techniques for Analyzing Audit Evidence</li> <li>(ix) Documenting Audit Evidence</li> </ol> </li> <li>3. <b>Internal Controls</b> <ol style="list-style-type: none"> <li>(i) Definition of Internal Controls</li> <li>(ii) Sources of Internal Controls</li> <li>(iii) Sufficiency of Internal Controls</li> <li>(iv) Relevance of Internal Controls</li> <li>(v) Implementation of Internal Controls</li> <li>(vi) Evaluation of Internal Controls</li> <li>(vii) Reporting on Internal Controls in PA</li> </ol> </li> <li>4. <b>Data Analysis</b> Types of Data and its analysis in Performance Auditing.</li> </ol>	20

	<b>5. Finalizing Auditing Activities</b> (i) Incorporating Auditee Response (ii) Development of Preliminary Audit Findings (iii) Drawing Conclusions (iv) Making Recommendations	
	<b>6. Reporting in Performance Audit</b> (i) Report Writing in Performance Auditing (ii) Quality Control and Quality Assurance (iii) Mechanisms in Performance Auditing (iv) Audit Impact Analysis and Lessons Learned (v) Follow Up in Performance Auditing within the SAI/PAC	15
6	<b>Performance Audit in IT Environment</b> Overview of Performance Audit Cycle	10
	<b>Total</b>	<b>100</b>

Note: Question paper will consist of MCQs: 20 marks and Subjective:80 marks containing scenario based questions, case study/ workshop type question(s), short form questions, commentary, etc.

**Prescribed Books(allowed in examination):**

1. Performance Audit Manual by Performance Audit Wing of DAGP.

**Additional Reading Material**

1. ISSAI Audit Guidelines on Performance Audit
2. Performance Audit Manual by Muhammad Akram Khan
3. Performance Audit Guidelines (booklets) by Muhammad Akram Khan

## 5. Business Communication and Report Writing

**Level: 3**

**Subject: 5**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper candidates will be able: -

1. Comprehend the concepts and principles of communication
2. Apply knowledge and demonstrate interpersonal and intra-personal skills
3. Understand different types of electronic communication, its key features, benefits and limitations
4. Understand and write various types of communication
5. Write Précis, Summary and Reports applicable to Public and Corporate Sectors.

### Specification Grid

S.No.	Syllabus Contents Area	Weightage %
1.	Fundamental of Business Communication	10-15
2.	Inter-Personal and Intra-Personal Skills	10-15
3.	Types of Communication in Public and Corporate Sectors and their preparation	15-20
4.	Noting, Drafting, Précis/ Summary and Report Writing	30-50
5.	Secretariat Instructions and Rules of Business	15-20
	<b>Total</b>	<b>100</b>

- The above grid is tentative.
- Paper will be subjective. The paper will consist of five questions, one on Précis Writing, second on Preparation of Draft and three from remaining syllabus covering all segments.

### Course Contents

#### 1. Fundamentals of Communication

- a) Definition, Goals, Patterns and Channels of Communication
- b) Information needs Components of Communication Process, Methods, Barriers
- c) Formal and Informal communications and different Types of Communications networks.
- d) Seven Cs of effective communication.



## **2. Inter-Personal and Intrapersonal Skills**

- b) Axioms and purposes of Inter-personal communication
- c) Forms of Communication
  - Oral Communication
  - Written Communication
- d) Listening skills
- e) Non-verbal Communication
- f) Ethics and Inter-personal Communication
- g) Basic aspects of Intra-personal (self-concept, perception and expectation).

## **3. Types of Communication in Public and Corporate Sectors and their Preparation**

Objective and key Element of written messages

- Letters
- Demi-official Letters
- Office Memorandum
- Memorandum
- Office Order
- Circulars
- Un-official Note
- Endorsement
- Notification and Agenda for Meetings
- Minutes of Meeting
- Office Note
- Electronic communication (e.g. website, email, Skype, video conferencing, fax) and their key terms introduction
- Telegraph and Tele-printer Message ( Obsolete now )

## **4. Noting, Drafting, Précis / Summary and Report Writing**

Developing skills through actual practice for preparation of

- Office Note
- Précis writing in Public / Corporate Sector
- Drafts of different types of office correspondence
- Draft Para and Report writing in Public Sector
- Introduction to Business Reports ( objectives, common types, contents, process )
- Short Business Report
- Long Report
- Summary for the President/Prime Minister, Governor/Chief Minister, Minister, etc.
- Reports of different types including Audit Reports, Inquiry Reports of Disciplinary Cases, etc

## **5. Secretariat Instructions and Rules of Business**

**Prescribed Books:**

- Study text to ICAP
- Secretariat Instruction by Management Services Division, Cabinet Secretariat (Manual of Civil Secretariat Instructions) and Rules of Business
- Précis and Report Writing by Murphy
- Types of Communication by A.A.Zaidi.

➤ Additional Reading Books:

- Business Communication by Boove.
- Précis & Report Writing by T.M. Dogar published by Dogar Sons

# Computer Competency Practical Training

## Level: 3

The training is prerequisite for issuance of PIPFA certificate. The training will be organized at Pakistan Audit and Accounts Academy for DAGP trainees.

### Learning Outcomes

After completion of training the trainee will be able to gain skill of Office Management Information System. He will also able to generate reports from SAP and gain foundation level skill of Audit Command Language.

### Contents of the Training

S. No.	Contents	Hours
1	Introduction to IT	10
2	SAP HR	10
3	SAP FI	10
4	ACL	20
5	MS Word	10
6	MS Excel	20
7	MS PowerPoint	10
8	MS Access	10
	<b>Total</b>	<b>100</b>

The training will be followed by a test by PAAA.

# **Level -4**

## **Railways Audit Branch**

- 1. Service Rules (Application)**
- 2. Constructions, Project Management and Contract Evaluation(Application)**
- 3. Stores, Workshops and Services Accounts (Application)**
- 4. General and Revenue Accounts of Railways (Application)**

# 1. Service Rules

## (Application-With Books)

**Level: 4**

**Subject: 1**

**Marks: 100**

### Learning Outcomes

On completion of this paper, the trainee officer should be able to:-

1. Know basic laws and rules constituted in consonance with the Constitution of the Islamic Republic of Pakistan.
2. Understand Fundamental Rules relating to terms and conditions of service in government, admissibility of pay and allowances to government servants and fringe benefits available to them in the shape of leave, pension etc. while in service and after retirement.
3. Exercise checks and balances devised to control the authority and powers of government functionaries in the matter of personal management and public funds.
4. Acquire knowledge and skill to hold position of a supervisory officer of a section in any Accounts and Audit Office.

### Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Terms and Conditions of Civil Servants	20
2	Pay and Allowances	20
3	TA Rules/Leave Rules	20
4	Pension	20
5	General Provident Fund , Benevolent Fund and Group Insurance	20
	<b>Total</b>	<b>100</b>

The paper will consist of questions of Numerical in nature, Practical working e.g. Preparation of Pay Bill, Leave Account, TA Bill, LPC, Pension Calculation, Scenario based questions, case study and Commentary etc.

### Course Contents

S. No.	Course Contents
1	<b>Terms and Conditions of Civil Servants</b>
	Statutory provisions regarding terms and conditions of service of civil servants – Civil Servants Act 1973
	Terms and conditions of appointment of public servants and probationers
	Deputation, Foreign Service
	Pension Contribution, Apportionment of Pension (between Federal and Provincial Governments) and Capitalized Value of Pension
	Seniority Rules-1993 with time to time amendments

	Seniority Rules relating to Service Groups
	Appointment, Promotion and Transfer Rules, 1973
	Definitions as contained in FR & SR Vol-I and II
	Medical certificate of fitness to join a new post
	Lien
	Age limit for appointments and age relaxation rules
	Government Servants Conduct Rules, 1964
	Government Servants Efficiency & Discipline Rules, 1973
	Procedure of departmental proceedings against government servants, Suspension, Reinstatement and Appeals etc.
	Resignation from service
	Combination of appointments (additional charge and current charge appointments)
	Contract Service – Regularization of contract into regular service
	Joining Time – provisions in FR&SR.
	Admissibility of joining time
	Calculation of joining time and joining time pay
<b>2</b>	<b>Pay and Allowances</b>
	Statutory provisions regarding pay and allowances
	Fixation of pay on initial appointments, revision of pay scales, promotions, acting charge appointment, officiating appointments, up-gradations, demotion, protection of pay, appointment from lower to higher and higher to lower pay scales, etc.
	Adhoc appointments, current charge, additional charge appointments
	Grant of annual increments, increment in the year of retirement, personal pay beyond maximum of pay scales
	Fixation of pay on initial appointments, promotions, adhoc appointments, current charge, additional charge and officiating appointments, re-fixation of pay on presumptive basis, anomaly etc
	House Rent, Conveyance, Dearness and other allowances
	Preparation of pay slip, last payment certificate, service statement
<b>3</b>	<b>TA Rules</b>
	TA Rules, TA on Tour, Transfer, Retirement etc.
	TA Rules for foreign tours
	Preparation of TA Bills
<b>4</b>	<b>Leave Rules</b>
	Earning and accumulation of leave
	Various types of leave
	Extension of leave
	Leave Account, calculation of leave, preparation of leave accounts, grant of leave with or without MC, encashment of LPR
<b>5</b>	<b>Pension</b>
	Basic conditions for grant of pension
	Minimum length of service for pension
	Classification and categorization of pensions
	Emoluments reckonable for pension
	Qualifying and non-qualifying service for pension
	Family members and distribution of pension

	Commutation and Gratuity
	Death / Disability pension
	Calculation of gross pension, commutation, gratuity, net pension, family pension (in service and after retirement death cases), increases on pension
	Other retiring benefits in accordance with Prime Minister's Assistance Package to the families of Government servants who die while in service
	Preparation of pension papers
<b>6</b>	<b>General Provident Fund</b>
	Statutory provisions
	GP Fund Rules
	Constitution of the Fund, Nomination, Subscriptions
	Allotment of number and maintenance of GPF Account
	Transfer of GPF balances from one Accounts Office to other
	Refundable and Non-refundable advances from GPF accounts, final payment of GPF
	Calculation of profit on GPF Accounts, maintenance of GPF Ledgers ( manual and computerized)
<b>7</b>	<b>Group Insurance and Benevolent Fund</b>
	Method of deduction of GI and BF monthly contributions from salaries
	Payment of Group Insurance and monthly Benevolent Fund Grants
	Farewell Grant
	Educational scholarships / marriage and other grants

### Prescribed Books (allowed in examination)

1. ESTACODE
2. Handbook of DDOs
3. TA Rules
4. Leave Rules, 1980
5. Compendium of Pay and Allowances
6. Compilation of Pension
7. GP Fund Rules
8. Benevolent Fund and Group Insurance Rules
9. Civil Servants Act 1973.
10. Government Servants (Efficiency and Disciplinary) Rules 1973
11. Civil Servants (Appointment, Promotion and Transfer) Rules, 1973
12. Civil Servants (Appeal) Rules, 1977
13. Civil Servants (Seniority) Rules, 1993
14. Civil Servants (Confirmation) Rules, 1993
15. Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993
16. Removal from Service (Special Powers) Ordinance, 2000
17. Fundamental Rules & Supplementary Rules
18. Civil Service Regulations
19. All relevant provincial laws, rules etc.

## 2. Construction, Project Management and Contract Evaluation

(Application-With Books)

**Level: 4**

**Subject: 2**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper candidates will be able to acquire sufficient knowledge to understand and evaluate initial accounts & Subsidiary accounts record of:

- a. the projects (including Railways subsidiaries)
- b. Project Management and contract evaluation, in accordance with the provisions of Pakistan Government Railways Code for Engineering Department, Way & Works Manual, State Railways General Code Volume-I, PPRA Rules 2004, Public Sector Companies (Corporate Governance Rules 2013, the Companies Ordinance 1984 and Securities and Exchange Commission of Pakistan Act, 1997.

### Specification Grid

S.No.	Syllabus Content Area	Weightage (%)
1	Railways Construction Accounts (Civil, Electrical, Signal & Telecom)	40
2	Corporate Law, Project Management & Contract Evaluation	40
3	Accounts of Subsidiaries	20
	<b>Total</b>	<b>100</b>

**Note:** The weightage given above is for guidance purpose only and slight deviations in setting of papers may be expected.

(A) Multiple Choice Questions 25% (B) Practical application/case studies 40% (C) Descriptive & short form questions having 35% weightage in the examinations.

### Course Contents

- a) Kinds of Estimates, their preparation and verification by Accounts Office (including estimates for deposit works and Assisted sidings), Financial justification and operating ratio.
- b) Project Management including preparation, vetting and formulation of PC-I to PC-V, Tendering procedure including import of Plant, Machinery and equipment for the projects chargeable to PSDP.



- c) Execution of works, urgency certificates, Material Modification, Measuring & Payment of the value of work done, Responsibility of Executive Engineers in control over expenditure and action warranted in case of excess over estimates.
- d) Initial Accounts of Construction & Open Lines, completion of works, Leasing & Licensing of Railways land and rules concerning rent of buildings.
- e) Procedure for execution of Misc. works such as deposit works and incidence of assisted sidings including the works for Defence, Civil & Postal Departments.
- f) Definitions, incorporation of companies, shares, debentures & rights of shareholders, charges and mortgages, management & administration of companies, investments, contracts and disclosure of interests, accounts, audit and distribution of profit as per provisions of Companies Ordinance 1984.
- g) Powers and functions of SECP and its Policy Board and Audit oversight Board as per provisions of SECP Act 1997.
- h) Procurement planning, prequalification, qualification and disqualification of suppliers and contractors, methods of procurement, Maintenance of record and freedom of Information as per Public Procurement Rules 2004.
- i) Responsibility, powers and functions of BOD of a Public Sector Company, Key Information to be placed for decision by the Board. Role and qualification of Chief Financial Officer and Company Secretary, and Duties & Responsibilities of Audit Committee as per Public Sector Companies (Corporate Governance) Rules, 2013.
- j) System of Book keeping, Internal Audit, financial management, risk management and audit of companies owned by Pak. Railways.

**Prescribed Books (allowed in examination)**

- Pakistan Government Railways Code for the Engineering Department
- Pakistan Railways Way & Works Manual
- State Railways General Code Vol-I
- Public Procurement Rules, 2004 and supplementary regulations issued by PPRA.
- The Companies Ordinance 1984.
- The Public Sector Companies (Corporate Governance) Rules 2013.
- The Securities & Exchange Commission of Pakistan Act 1997.
- The Memorandum and Articles of Association of the subsidiaries of Pakistan Railways.
- Relevant Sectoral Audit Guidelines.

### 3. Stores, Workshop & Services Accounts (Application-With Books)

**Level: 4**

**Subject: 3**

**Marks: 100**

#### Learning Outcomes

On the successful completion of this paper, the candidates will be able to understand and conduct audit of:

1. Workshop Manufacturing Suspense Accounts,
2. Inventory Controls,
3. Physical Stock verification in accordance with State Railways Code, Store Code and Mechanical Code, their Manuals and PPRA Rules.

#### Specification Grid

S.No.	Syllabus Content Area	Weightage (%)
1	Purchase and Stores Accounts (including Service Accounts)	60
2	Workshop Accounts	40
	<b>Total</b>	<b>100</b>

**Note:** The weightage given above is for guidance purpose only and slight deviations in setting of papers may be expected.

(A) Multiple Choice Questions 25% (B) Practical application/case studies 40% (C) Descriptive & short form questions having 35% weightage in the examinations.

#### Course Contents

- a) Standard Classification of Railways Stores, including custody of stores, Minima & Maxima, nature & distribution of stocks, Location of Store Depots, Receipt, custody and Issue of store from Depots, Maintenance of Depot Ledgers. Issues to and Receipt from Workshops, and Condemnation & Auction of Railways Stores.
- b) Inventory Controls and Accounting of Receipt and Issue of Stores in the Accounts Office including Transfer transactions, Stores journal and final Accounts.
- c) Preparation of Annual Statement of Stores Transactions & Stores Budget.
- d) Procurement, Planning, Tendering, Method of Procurement, Inspection of procured material and its ultimate transfer to depots and site of works.

- e) Internal check and payment of Supplier's bills in Accounts Office.
- f) Physical Stock Verification, its scope, frequency and Method of verification by the Inspector of Stores Accounts and Stock Verifier, and Preparation, issuance & ultimate disposal of Accounts Stock Sheets, Account Notes & Inspection Reports.
- g) Attendance and payment system of workshop labour including payment by results.
- h) Annual Rolling Stock Program and Budget.
- i) Onecost, Job costing, Work Order system, estimates, foundry and Saw Mill Accounts, compilation and maintenance of Workshop Manufacturing Suspense Accounts (WMS A/c) including Workshop General Register Workshop Account Current and Workshop Out-turn Statement.
- j) Financial justification of expenditure including productivity tests.
- k) Rules and regulations applicable to Railways Hospitals, Educational Institutions and other Services organizations.

**Prescribed Books (allowed in examination)**

- State Railways General Code Vol-I
- State Railways Code for Stores Department
- Manual of Stock Verification
- Pakistan Govt. Railways Code for Mechanical Department
- Modernized Accounting Procedure Manual (Chapter 10,11,12 & 16)
- Public Procurement Rules, 2004 and supplementary regulations issued by PPRA.
- Rules and regulations applicable to Railways Hospitals, Educational Institutions and other Services organizations.
- Relevant Sectoral Audit Guidelines.

## 4. General and Revenue Accounts of Railways (Application-With Books)

**Level: 4**

**Subject: 4**

**Marks: 100**

### Learning Outcomes

On the successful completion of this paper, candidates will be able to acquire sufficient knowledge and skills in understanding and audit of accounts of PR in accordance with Railways Accounts Code Volume-II, State Railways General Code, Pakistan Railways Commercial Manual, etc.

### Specification Grid

S. No.	Syllabus Content Area	Weightage (%)
1	Organization of Railways Accounts and Applicable Department and Allied Regulations	20
2	Structure and Compilation of General Accounts	30
3	Revenue Accounting	30
4	Internal Controls and Functions of Internal Audit	20
	<b>Total</b>	<b>100</b>

**Note:** The Weightage given above is for guidance purpose only and slight deviations in setting of papers may be expected.

(A) Multiple Choice Questions 25% (B) Practical application/case studies 40% (C) Descriptive & short form questions having 35% Weightage in the examinations.

### Course Contents

<p>1. Organization of Railways Executive, Accounts and Railways Audit Departments.</p>	<ul style="list-style-type: none"> <li>• Functions of Railways Accounts Department.</li> <li>• Organization of the Office of FA&amp;CAO/PR, FA&amp;CAO Revenue, FA&amp;CAO/M&amp;S.</li> <li>• Organization and Function of the Office of the Chief Internal Auditor of Pak. Railways.</li> <li>• Organization &amp; Function of D.G. Audit/Railways.</li> <li>• Organization of Ministry of Railways/ Railway Board.</li> <li>• Organization of the Offices of CEO, GM/M&amp;S &amp; G.M./Welfare of Pakistan Railways.</li> <li>• Duties of Accounts Officers. Relationship between Accounts &amp; Executive. Relationship between Accounts, Internal Audit and Statutory Audit of Pakistan Railways.</li> <li>• Scope, Method and result of Internal check on the Transactions relating to Pakistan Railways.</li> <li>• Investigation of Fraud &amp; embezzlement cases and its depiction in the Books of Accounts.</li> </ul>
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2. Structure of Railways Accounts	<ul style="list-style-type: none"> <li>• Commercial and Government Accounts</li> <li>• Capital &amp; Revenue Accounts of Railways</li> <li>• Classification in Government Accounts</li> <li>• Accounts heads linking Commercial &amp; Government Accounts</li> <li>• Suspense heads.</li> <li>• Compilation of Railways Accounts, including maintenance of General and Subsidiary Accounts Record/Books.</li> <li>• Monthly, Annual and Finance Account of Railways</li> <li>• Debt Head Report</li> <li>• Remittance Transactions</li> <li>• Audit Communications, its liaison and ultimate disposal.</li> </ul>
3. Revenue Accounting	<ul style="list-style-type: none"> <li>• Procedure followed at Railway Stations for booking of coaching goods and other traffic including system of cash collection</li> <li>• Procedure followed by Traffic Accounts Branch for checking of returns received from stations</li> <li>• Check of Station Balance Sheet including preparation of approximate Balance Sheet</li> <li>• Error Sheets and its disposal</li> <li>• Maintenance of carriage bills and Accounts Office Balance Sheet</li> <li>• Check of handling bills</li> <li>• Compilation of Traffic Book, Part-A,B&amp; C.</li> <li>• Duties &amp; functions of Inspector of Station Accounts.</li> </ul>
5. Internal Controls and Functions of Internal Audit	<ul style="list-style-type: none"> <li>• Internal Controls</li> <li>• Inspection of Executive &amp; Accounts Office including Purchase, Stores Workshop, Divisions, Subordinate Offices, subsidiaries etc.</li> <li>• Liaison with audit and Railway Executive for speedy disposal of audit Reports etc.</li> <li>• Compilation of annual Internal Audit Report</li> </ul>
6. Financial attest of annual accounts	<ul style="list-style-type: none"> <li>• Financial Attest of final accounts to certify that the accounts present a true and correct picture of financial health of Pakistan Railways and its subsidiaries.</li> </ul>

**Prescribed Books (allowed in examination)**

1. Pakistan Government Railways Codes for the Accounts Department (Vol-I & II).
2. Pakistan Railways Commercial Manual
3. Manual of Instructions for the Guidance of Travelling Inspectors of Station Accounts (ICGs)
4. Manual of Inspection Accounts (IA) Section of Traffic Accounts Branch
5. Manual of Balance Sheet Section of Traffic Accounts Branch
6. Manual of Accounts & Approximate Returns (A&AR) Section of Traffic Accounts Branch.
7. The Railways Act, 1890
8. The Organization Manual of Pakistan Railways, 1930.
9. Relevant portion of FAM and QMF.