

# **PAKISTAN INSTITUTE OF PUBLIC FINANCE ACCOUNTANTS**



## **PIPFA SYLLABUS 2019 FOR LOCAL FUND AUDIT DEPARTMENT PUNJAB**



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## PIPFA SYLLABUS 2019, LFA

### (Learning by Doing)

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## **OBJECTIVE AND METHODOLOGY**

*This PIPFA Syllabus 2019 for Local Fund Audit Department, Punjab has been designed mainly to align it with its existing and emerging roles, responsibilities and functions as envisaged in the respective legal provisions including the Punjab Local Government Act and the Rules framed thereunder.*

*The prime objective of this course is to educate, skillfully train and groom the professional students / Auditors / Officers with the respective principles, applicable mechanisms and analytical tools for developing their analytical skills and higher order thinking, as used in business applications, for practical demonstration thereof in public sector. The training would be purely “Learning by Doing” wherefor every subject in each level shall inter-alia contain classroom activity, practical demonstration workshops, a pre-test before beginning, weekly assignments / case studies / book reviews, fortnightly quizzes, monthly presentations, mid-level test, grand final test and a parallel practical Research Project to be assigned in the beginning and Research Report whereof to be submitted at end of the coaching, followed by a viva voce thereon to ascertain the extent of learning of the officer, based on book / internet study / review, analyses, evaluations and comparisons ranging from international horizons to local levels in both Corporate and Public Sectors during the level. A full day professional study visit shall also made to one well reputed corporate sector organization and similarly another full day visit to one well reputed public sector organization as an integral part of every level of instant PIPFA education course. Participating in and passing all these components shall be mandatory for every nominee student / Auditor / Officer of the Local Fund Audit Department, Punjab. For implementation of this, PIPFA will also develop the requisite Study Calendar and Standard Operating Procedures (SOPs) for the management of the PIPFA Course and Key Performance Indicators (KPIs) for evaluation and assessment of the PIPFA Program in collaboration with the Local Fund Audit Department, Punjab.*

# Level -1

- 1. Quantitative Methods and their Application in Public Sector**
- 2. Financial Accounting in Corporate and Public Sectors**
- 3. Business English and Behavioral Studies for Corporate and Public Sectors**
- 4. Computer Competency Practical Training (Including SAP Training)**

# 1. Quantitative Methods and their Application in Public Sector

(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 analyse measures of central tendency and measures of dispersion
7	Understand the concept of index numbers and their practical applications
8	Use 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	Make decisions using sampling techniques involved in hypothesis testing, confidence interval estimation and determination of probability
11	Apply the Quantitative Methods in the Corporate and Public Sectors

## Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
<b>1</b>	<b>Business Mathematics and its Application in Public Sector:</b>	<b>50</b>
	1. Basic Mathematics	10 – 15
	2. Mathematics of Finance	10 – 15
	3. Calculus	10 – 15
	4. Linear Programming	10 – 15
<b>2</b>	<b>Statistical Data Analysis and its Application in Public Sector for Decision Making:</b>	<b>50</b>
	1. Statistical Concepts	10 – 15
	2. Correlation & Regression Analysis	10 – 15
	3. Probability and probability distribution	10 – 15
	4. Sampling and decision making	10 – 15
<b>Total (A+B)</b>		<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Business Mathematics and its Application in Public Sector	<p><b>1. Basic Mathematics:</b></p> <ul style="list-style-type: none"> <li>• Exponential and logarithmic functions.</li> <li>• Equation of straight line and its application.</li> <li>• Simultaneous linear equations and their application.</li> <li>• Solving Quadratic Equation.</li> <li>• Factorization of Equations (Square of sum of two expressions, Square of difference of two expressions, Difference between two squares, Completion of squares).</li> <li>• Co-ordinate System (Understanding of slope, intercept, slop intercept form of equation and preparation of graph of linear equations).</li> <li>• Arithmetic and Geometric progression and their applications.</li> </ul> <p><b>2. Mathematics of Finance:</b></p> <ul style="list-style-type: none"> <li>• Simple and compound interest.</li> <li>• Annual, periodic and effective interest rates.</li> <li>• Time value of money.</li> <li>• Present Value and Discounting.</li> <li>• Future values</li> <li>• Net Present Value</li> <li>• Annuities and Perpetuities</li> <li>• Internal rate of return (including the use of interpolation)</li> </ul> <p><b>3. Calculus:</b></p> <ul style="list-style-type: none"> <li>• Rules for finding derivatives (Sum, difference, product and quotient rule).</li> <li>• Marginal Revenue, Cost and Profit functions.</li> <li>• Maximization and minimization problems and the use of second order derivatives.</li> </ul> <p><b>4. Linear Programming:</b></p> <ul style="list-style-type: none"> <li>• Linear inequalities</li> <li>• Converting simple situations into linear inequalities.</li> <li>• Graphical solution to linear programming problems.</li> <li>• Feasible region (bounded as well as unbounded), redundant constraints, no feasible solution, alternative optimum solution.</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
2.	<b>Statistical Data Analysis and its Application in Public Sector for Decision-making</b>	<p><b>1. Statistical Concepts:</b></p> <ul style="list-style-type: none"> <li>• Collection and tabulation of data.</li> <li>• Bar charts, pie charts, histograms, frequency polygons, ogives, stem and leaf display.</li> <li>• Measures of central tendencies (Arithmetic/geometrics/harmonic means, median, mode).</li> <li>• Measures of dispersion (standard deviation, variance).</li> <li>• Index numbers, weighted index numbers (Laspeyre, Paasche and Fisher price indices), purchasing power and deflation of income.</li> </ul> <p><b>2. Correlation &amp; Regression Analysis:</b></p> <ul style="list-style-type: none"> <li>• Scatter diagram</li> <li>• Linear regression lines by method of least squares</li> <li>• Co-efficient of correlation and determination</li> <li>• Rank correlation</li> <li>• Interpretation</li> </ul> <p><b>3. Probability and Probability Distribution:</b></p> <ul style="list-style-type: none"> <li>• Permutations and Combinations</li> <li>• Probability</li> <li>• Addition law for mutually exclusive and not mutually exclusive events</li> <li>• Multiplicative laws for dependent and independent events</li> <li>• Probability Distributions (Binomial, Hypergeometric and Normal)</li> </ul> <p><b>4. Sampling and Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Population and sample.</li> <li>• Random Sampling</li> <li>• Sampling Distribution and Sampling Error of mean Sampling with and without replacement</li> <li>• Hypothesis testing (population mean, population proportion, difference between population mean, proportion and variance.</li> <li>• Estimation (Confidence intervals for population mean, proportion and variance and difference between population mean, proportion and variance.</li> <li>• Chi-Square distribution (test of independence and test of goodness of fit).</li> </ul>

**Breakup of Questions:**

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

**Prescribed Books:**

1. Study Text prescribed by ICAP (Updated)



## 2. Financial Accounting in Corporate and Public Sectors

(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, in corporate and public sectors
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
9.	Apply the concepts of Financial Accounting in the Corporate and Public Sectors

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

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>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Introduction to Accounting</b>	<ul style="list-style-type: none"> <li>• Business Entities and Business Transactions</li> <li>• Forms of business organizations (Sole proprietorship, Partnership, firm, company etc).</li> <li>• Fundamental accounting concepts (Cash, modified accrual, going concern, true and fair view, consistency, prudence, substance over form, materiality, completeness).</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Financial Statements (Components, responsibility, presentation, users).</li> </ul>
2.	<b>Book Keeping</b>	<ul style="list-style-type: none"> <li>• Elements of financial statements (Assets, Liabilities, Equity, Income, Expense). Double entry system and rules for debit and credit.</li> <li>• General Journal</li> <li>• Cash Book</li> <li>• Sales Journal and Sales Ledger</li> <li>• Purchase Journal and Purchase Ledger</li> <li>• General Ledger</li> <li>• General Ledger Control Accounts and their reconciliation with subsidiary ledgers.</li> <li>• Bank Reconciliation Statement</li> </ul>
3.	<b>Preparation of Financial Statements of a Sole Trader</b>	<ul style="list-style-type: none"> <li>• Unadjusted trial balance</li> <li>• Adjustments               <ul style="list-style-type: none"> <li>• Depreciation on fixed assets and methods of depreciation (Straight Line, Diminishing Balance, Sum of Years' digits, Number of Units produced).</li> <li>• Allowance for bad debts and write offs</li> <li>• Closing inventory.</li> <li>• Pre- payments and accruals</li> <li>• Correction of errors including those relating to bank reconciliations and other control account reconciliations.</li> </ul> </li> <li>• Statement of Financial Position (Balance Sheet)</li> <li>• Income Statement</li> </ul>
4.	<b>Preparation of Accounts from Incomplete Records</b>	<ul style="list-style-type: none"> <li>• Preparation of Accounts from Incomplete Records</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

### Prescribed Books:

1. Study Text prescribed by ICAP (Updated)

### 3. Business English and Behavioral Studies for Corporate and Public Sectors

(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, in Corporate and Public Sectors
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 in Corporate and Public Sectors
5.	Apply the concepts of Business English and Behavioral Studies in Corporate and Public Sectors

**Specification Grid:**

Specification Grid of the Syllabus Contents Areas will be as under:

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

**Course Contents:**

Course Contents of the Syllabus Contents Areas will be as under:

Sr. No.	Syllabus Contents Area	Course Contents
1.	<b>Vocabulary of Corporate and Public Sectors</b>	<ul style="list-style-type: none"> <li>• Identification of the correct meaning of the words (A list of at least 5000 commonly used words of Corporate and Public Sectors would be provided by PIPFA)</li> <li>• Identification of synonyms and antonyms of the above words</li> <li>• Using the above words into sentences</li> </ul>
2.	<b>English Grammar</b>	<ul style="list-style-type: none"> <li>• Parts of speech</li> <li>• Rules for formation of sentences</li> <li>• Declarative, interrogative, imperative, exclamatory and optative sentences</li> </ul>

Sr. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Simple, compound, complex, multiple and conditional sentences</li> <li>• Phrases and Idioms</li> <li>• Use of tenses</li> <li>• Direct and indirect speech</li> <li>• Active and passive voice</li> <li>• Punctuation</li> </ul>
3.	<b>Comprehension</b>	<ul style="list-style-type: none"> <li>• Answering questions from given Corporate Sector Correspondence as well as that of Public Sector as per the Punjab Government Rules of Business and the Manual of Secretariat Instructions</li> </ul>
4.	<b>Behavioral Studies of Corporate and Public Sectors</b>	<ul style="list-style-type: none"> <li>• Definition and approaches to behavioral studies</li> <li>• Organizational cultures</li> <li>• External and general factors affecting organizational behavior</li> <li>• Management by objectives and management by exception</li> <li>• Individual behavior: <ul style="list-style-type: none"> <li>• Perceptions and attitudes</li> <li>• Job satisfaction and stress</li> <li>• Self-efficacy</li> <li>• Motivation and motivational factors</li> </ul> </li> <li>• Types and theories of leadership and skills of leaders</li> <li>• Conflict and negotiation</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |   |     |
|---|-----|
| <b>A. Corporate Sector Questions</b>          | 50% |
| <b>B. Public Sector Application Questions</b> | 50% |

### Prescribed Books:

1. Study Text prescribed by ICAP (Updated)
2. The Punjab Government Rules of Business (Updated)
3. Manual of Secretariat Instructions Punjab (Updated)

## 4. Computer Competency Practical Training

Level: 1

Subject: 4

Marks: 100

### Learning Outcomes:

On the successful completion of training, the Candidates will be able to:

1.	Demonstrate skill of Information Technology
2.	Indicate names and functions of the Word interface components, create, edit, save, and print documents, format text, styles, manipulate documents using functions with accuracy and typing speed of 40 w.p.m.
3.	Indicate names and functions of the InPage interface components, create, edit, save, and print documents, format text, styles, manipulate documents using functions with accuracy and typing speed of 25 w.p.m.
4.	Indicate the names and functions of the Excel interface components, enter, edit and format data and cells, construct formulas, use built-in functions, relative and absolute references, create, modify, preview charts and print worksheets and use the Excel online help feature
5.	Identify the names and functions of the PowerPoint interface components, create, edit, save, print presentations, format presentations, add graphics to presentation, create and manipulate simple slide shows with outlines and notes, create slide presentations that include text, graphics, animations, transitions, use design layouts and templates
6.	Understand database concepts, Microsoft Office Access environment and Database Management System, design a simple database, build a new database with related tables, manage the data in a table, query a database using different methods, design a form, generate a report and Import and export data
7.	Fluently use Internet / Website / Email / Facebook / Twitter / WhatsApp in everyday life.
8.	Understand and generate reports and statements from SAP HR
9.	Understand and generate reports and statements from SAP FI
10.	Demonstrate foundation level skill of Audit Command Language

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Hours	Weightage %
1	Introduction to IT	10	5-10
2	MS Word	15	10-15
3	InPage	15	5-10
4	MS Excel	20	10-15
5	MS PowerPoint	15	5-10
6	MS Access (including DBMS Orientation)	15	5-10
7	Use of Internet / Website / Email / Facebook / Twitter / WhatsApp	15	5-10
8	SAP HR	15	5-10

9	SAP FI	15	10-15
10	ACL	25	15-20
	<b>Total</b>	<b>160</b>	<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Introduction to IT</b>	<ul style="list-style-type: none"> <li>• Introduction to Computer</li> <li>• Functionalities</li> <li>• Components of Computer</li> <li>• Types of Hardware</li> <li>• Primary Memory</li> <li>• Secondary Memory</li> <li>• Software</li> <li>• Types of Software</li> <li>• Unit of Measurements</li> <li>• Classification of Computers</li> <li>• Laptop and Smartphone Computers</li> <li>• Data, Information and Knowledge</li> <li>• Characteristics of Computer</li> <li>• Computer Viruses</li> </ul>
2.	<b>MS Word</b>	<ul style="list-style-type: none"> <li>• Introduction to MS Word</li> <li>• Get Starting with Word</li> <li>• Editing Text</li> <li>• Formatting Text</li> <li>• Using Paragraph Formatting</li> <li>• Formatting Pages</li> <li>• Formatting Efficiently</li> <li>• Creating Bulleted and Numbered Lists</li> <li>• Working with Tables</li> <li>• Illustrating your Documents</li> <li>• Using Macro and Building Blocks</li> <li>• Proofing your Documents</li> <li>• Reviewing Documents with others</li> <li>• Sharing Documents with other</li> <li>• Customizing Word</li> <li>• Conclusion</li> </ul>
3.	<b>InPage</b>	<ul style="list-style-type: none"> <li>• Introduction to InPage</li> <li>• User Interface</li> <li>• Editing Text</li> <li>• Formatting Text</li> <li>• Paragraph Formatting</li> <li>• Creating and Working on Master Page</li> <li>• Tools</li> <li>• Urdu Text Formatting Using Photoshop and Corel Draw</li> <li>• Complete Insert Menu</li> <li>• Utilities</li> </ul>

<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
		<ul style="list-style-type: none"> <li>• Languages</li> <li>• Conclusion</li> </ul>
<b>4.</b>	<b>MS Excel</b>	<ul style="list-style-type: none"> <li>• Introduction to MS Excel</li> <li>• Overview of Basics of Excel</li> <li>• Working Functions</li> <li>• Data Validations</li> <li>• Templates</li> <li>• Sorting and Filtering Data</li> <li>• Generating Reports</li> <li>• Formatting</li> <li>• Essential Formula Knowledge</li> <li>• Creating Pivot Tables</li> <li>• Presentation and Reporting</li> <li>• Validating and Updating</li> <li>• Charts</li> <li>• Final Assignment</li> </ul>
<b>5.</b>	<b>MS PowerPoint</b>	<ul style="list-style-type: none"> <li>• Introduction to MS PowerPoint</li> <li>• Get Starting with MS Power Point</li> <li>• Tool Box</li> <li>• Toolbars and Status Bar</li> <li>• Viewing Presentations</li> <li>• Selecting Colors and Fonts</li> <li>• File Menu</li> <li>• Creating Presentation Style</li> <li>• Creating Organization Chart</li> <li>• Saving</li> <li>• Conclusion</li> </ul>
<b>6.</b>	<b>MS Access</b>	<ul style="list-style-type: none"> <li>• Introduction to MS Access, Environment and DBMS</li> <li>• Overview</li> <li>• Access Database Files</li> <li>• Tables and Relationships</li> <li>• Queries</li> <li>• Forms</li> <li>• Reports</li> <li>• Design View</li> <li>• Relationship Between Tables</li> <li>• Import or Link to Data</li> <li>• Organize Data with Table Analyzer</li> <li>• Conclusion</li> </ul>
<b>7.</b>	<b>Use of Internet</b>	<ul style="list-style-type: none"> <li>• Terminology</li> <li>• History</li> <li>• Governance</li> <li>• Infrastructure</li> <li>• Services</li> <li>• Social Impact</li> <li>• Security</li> <li>• Performance</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
	<b>Use of Website</b>	<ul style="list-style-type: none"> <li>• History</li> <li>• Overview</li> <li>• Static website</li> <li>• Dynamic website</li> <li>• Multimedia and interactive content</li> <li>• Spelling</li> <li>• Types</li> <li>• References</li> <li>• External links</li> </ul>
	<b>Use of Email</b>	<ul style="list-style-type: none"> <li>• Terminology</li> <li>• Origin</li> <li>• Operation</li> <li>• Message format</li> <li>• Servers and client applications</li> <li>• Types</li> <li>• Uses</li> <li>• Issues</li> </ul>
	<b>Use of Facebook</b>	<ul style="list-style-type: none"> <li>• Introduction to Facebook</li> <li>• Facebook Account Set-up</li> <li>• Using Facebook Profile/Timeline</li> <li>• Connecting with Friends</li> <li>• Understanding Facebook's Interface</li> <li>• Communicating with Friends</li> <li>• Privacy Settings and Controls</li> <li>• Connect and Engage with Audience</li> </ul>
	<b>Use of Twitter</b>	<ul style="list-style-type: none"> <li>• Introduction to Twitter</li> <li>• Twitter Account on Desktop Computer</li> <li>• Twitter Account on Mobile</li> <li>• How to Search on Twitter</li> <li>• How to Tweet</li> <li>• Twitter Lingo</li> <li>• Twitter Privacy</li> </ul>
	<b>Use of WhatsApp</b>	<ul style="list-style-type: none"> <li>• Terms of Services</li> <li>• Tools</li> <li>• Advanced safety and security features</li> <li>• Additional resources</li> <li>• FAQs</li> </ul>
<b>8.</b>	<b>SAP HR</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Organization Management</li> <li>• Introduction to Personal Administration</li> <li>• Benefit</li> <li>• Time Management</li> <li>• SAP - Pay Roll</li> <li>• Others</li> </ul>
<b>9.</b>	<b>SAP FI</b>	<ul style="list-style-type: none"> <li>• Introduction to SAP R/3</li> <li>• Financial Accounting Basic Settings</li> <li>• General Ledger Accounting</li> <li>• Accounts Payable</li> </ul>



S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Accounts receivable</li> <li>• Asset Accounting</li> <li>• New General ledger accounting</li> <li>• Reports</li> <li>• Integration</li> <li>• Controlling</li> <li>• Cost element accounting</li> <li>• Internal Orders</li> <li>• Profit Center Accounting</li> <li>• Profitability analysis</li> <li>• Product costing</li> </ul>
10.	ACL	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Auditing</li> <li>• Audit</li> <li>• Control</li> <li>• Language</li> </ul>

**Breakup of Questions:**

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

**Note:**

- PIPFA will organize this training at its approved institutes / colleges for the students / Auditors / Officers of the Local Fund Audit Department, Punjab.
- The training will be followed by actual practical demonstration examination / skill test alongwith viva voce in each of the above Syllabus Contents Areas separately, to ascertain the extent of achievement of the learning outcomes.
- Day / Period wise attendance alongwith result of tests of students in the above-said ten areas will be communicated to the Local Fund Audit Department Punjab by PIPFA.

# Level -2

- 1. Business Communication and Report Writing in Corporate and Public Sectors (Précis, Drafting & Report Writing)**
- 2. Database Management System (DBMS)**
- 3. Business Economics, Deficit Financing and National Economy**
- 4. Cost Accounting in Corporate and Public Sectors**
- 5. Public Sector New Accounting Model (NAM)**

# 1. Business Communication and Report Writing in Corporate and Public Sectors

## (Précis, Drafting & Report Writing)

**Level: 2**

**Subject: 1**

**Marks: 100**

### Learning Outcomes:

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

1	Comprehend the concepts and principles of communication in corporate and public sectors
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 in public sector
5	Write Précis, Summary and Reports applicable to Public Sector

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

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 Corporate and Public Sector and their Preparation	15-20
4.	Noting, Drafting, Précis / Summary and Report Writing	30-50
5.	Punjab Government Rules of Business and Manual of Secretariat Instructions	15-20
<b>Total</b>		<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Fundamentals of Communication</b>	<ul style="list-style-type: none"> <li>• Definition, Goals, Patterns and Channels of Communication</li> <li>• Information needs Components of Communication Process, Methods, Barriers</li> <li>• Formal and Informal communications and different Types of Communication networks.</li> <li>• Seven Cs of effective communication</li> <li>• English Grammar and Comprehension</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
2.	<b>Inter-Personal and Intra-personal Skills</b>	<ul style="list-style-type: none"> <li>• Axioms and purposes of Inter-personal communication</li> <li>• Forms of Communication <ul style="list-style-type: none"> <li>• Oral Communication</li> <li>• Written Communication</li> </ul> </li> <li>• Listening Skills</li> <li>• Non-verbal Communication</li> <li>• Ethics and Inter-personal Communication</li> <li>• Basic aspects of Intra-personal (self-concept, perception and expectation)</li> </ul>
3.	<b>Types of Communication in Public Sector and their Preparation</b>	<ul style="list-style-type: none"> <li>• Letter</li> <li>• Demi-official letter</li> <li>• Office Memorandum</li> <li>• Memorandum</li> <li>• Officer Order</li> <li>• Circular</li> <li>• Un-official Note</li> <li>• Endorsement</li> <li>• Notification Agenda for Meeting/Minutes of Meeting</li> <li>• Office Note</li> <li>• Electronic Communications e.g. website, email, Skype, video-conferencing, fax</li> <li>• Telegraph and Tele-printer Message</li> </ul>
4.	<b>Noting, Drafting, Précis / Summary and Report Writing</b>	<ul style="list-style-type: none"> <li>• Developing skills through actual practice for preparation of: <ul style="list-style-type: none"> <li>• Office Note</li> <li>• Précis from a chain of correspondence</li> <li>• Drafts of different types of official correspondence</li> <li>• Draft Para</li> <li>• Summary for the President/Prime Minister, Governor/Chief Minister, Minister, etc.</li> <li>• Reports of different types including Audit Reports, Inquiry Reports of Disciplinary Cases, etc.</li> </ul> </li> </ul>
5.	<b>Punjab Government Rules of Business and Manual of Secretariat Instructions</b>	<ul style="list-style-type: none"> <li>• Punjab Government Rules of Business</li> <li>• Manual of Secretariat Instructions</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |   |     |
|---|-----|
| <b>A. Corporate Sector Questions</b>          | 50% |
| <b>B. Public Sector Application Questions</b> | 50% |

**Further Breakup of Questions:**

Further Breakup of the questions will be as under:

- A. Paper will be subjective. The paper will consist of five questions, one on Précis Writing, one on Preparation of Public Sector Communication and three from remaining syllabus covering all the Content Areas thereof.

**Prescribed Books (Updated)**

1. Punjab Government Rules of Business
2. Manual of Secretariat Instructions
3. Précis and Report Writing by Tasneem Mirza
4. Précis and Report Writing by Murphy
5. Types of Communication by A.A.Zaidi.
6. Study Text prescribed by the ICAP (Updated)

**Additional Reading Books:**

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

## 2. Database Management System (DBMS)

(With Books)

Level: 2

Subject: 2

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.

On completion of the course, candidates 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
9.	Apply the basic level fundamental concepts of DBMS in Corporate and Public Sectors

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	DBMS Introduction	35-45
2.	ER Model	5-15
3.	Relational Model	5-15
4.	SQL	15-25
5.	Storage & File Structure	15-25
	<b>Total</b>	<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Introduction	<ul style="list-style-type: none"><li>• Database Management Systems</li><li>• Purpose of Database Systems</li><li>• Data Abstraction</li><li>• Data Models<ul style="list-style-type: none"><li>• Object-based Logical Models<ul style="list-style-type: none"><li>• The E-R Model</li></ul></li></ul></li></ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• The Object-Oriented Model</li> <li>• Record-based Logical Models <ul style="list-style-type: none"> <li>• The Relational Model</li> <li>• The Network Model</li> <li>• The Hierarchical Model</li> </ul> </li> <li>• Physical Data Models</li> <li>• Life Cycle of Database</li> <li>• Instances and Schemes</li> <li>• Data Independence</li> <li>• Data Definition Language (DDL)</li> <li>• Data Manipulation Language (DML)</li> <li>• Database Manager</li> <li>• Database Administrator</li> <li>• Database Users</li> </ul>
2.	<b>Entity-Relationship Model</b>	<ul style="list-style-type: none"> <li>• Entities and Entity Sets</li> <li>• Relationships &amp; Relationship Sets</li> <li>• Attributes</li> <li>• Mapping Constraints</li> <li>• Keys</li> <li>• Primary Keys for Relationship Sets</li> <li>• The Entity Relationship Diagram</li> <li>• Other Styles of E-R Diagram</li> <li>• Generalization</li> <li>• Aggregation</li> <li>• Design of an E-R Database Scheme <ul style="list-style-type: none"> <li>• Mapping Cardinalities</li> <li>• Use of Entity or Relationship Sets</li> </ul> </li> </ul>
3.	<b>Relational Model</b>	<ul style="list-style-type: none"> <li>• Structure of Relational Database <ul style="list-style-type: none"> <li>• Basic Structure</li> <li>• Database Scheme</li> <li>• Keys</li> <li>• Query Languages</li> </ul> </li> <li>• The Relational Algebra <ul style="list-style-type: none"> <li>• Fundamental Operations</li> <li>• Formal Definition of Relational Algebra</li> <li>• Additional Operations</li> </ul> </li> <li>• The Tuple Relational Calculus <ul style="list-style-type: none"> <li>• Example Queries</li> <li>• Formal Definitions</li> <li>• Safety of Expressions</li> <li>• Expressive Power of Languages</li> </ul> </li> <li>• The Domain Relational Calculus <ul style="list-style-type: none"> <li>• Formal Definitions</li> <li>• Example Queries</li> </ul> </li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Safety of Expressions</li> <li>• Expressive Power of Languages</li> <li>• Modifying the Database <ul style="list-style-type: none"> <li>• Deletion</li> <li>• Insertions</li> <li>• Updating</li> </ul> </li> <li>• Views <ul style="list-style-type: none"> <li>• View Definition</li> </ul> </li> </ul>
4.	SQL	<ul style="list-style-type: none"> <li>• Background</li> <li>• Basic Structure <ul style="list-style-type: none"> <li>• The select Clause</li> <li>• The where Clause</li> <li>• The from Clause</li> <li>• The Rename Operation</li> <li>• Tuple Variables</li> <li>• String Operations</li> <li>• Ordering the Display of Tuples</li> <li>• Duplicate Tuples</li> </ul> </li> <li>• Set Operations</li> <li>• Aggregate Functions</li> <li>• Null Values</li> <li>• Derived Relations <ul style="list-style-type: none"> <li>• Views</li> </ul> </li> <li>• Modification of the Database <ul style="list-style-type: none"> <li>• Deletion</li> <li>• Insertion</li> <li>• Updates</li> <li>• Update of a view</li> </ul> </li> <li>• Joined Relations <ul style="list-style-type: none"> <li>• Examples</li> <li>• Join types and conditions</li> </ul> </li> <li>• Data-Definition Language <ul style="list-style-type: none"> <li>• Domain Types in SQL</li> <li>• Schema definition in SQL</li> </ul> </li> </ul>
5.	Storage and File Structure	<ul style="list-style-type: none"> <li>• Overview of Physical Storage Media</li> <li>• Magnetic Disks <ul style="list-style-type: none"> <li>• Physical Characteristics of Disks</li> <li>• Performance Measures of Disks</li> <li>• Optimization of Disk-Block Access</li> </ul> </li> <li>• RAID: Redundant Arrays of Inexpensive Disks (Not covered)</li> <li>• Tertiary Storage <ul style="list-style-type: none"> <li>• Optical Disks</li> <li>• Magnetic Tapes</li> </ul> </li> </ul>



S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Storage Access <ul style="list-style-type: none"> <li>• Buffer manager</li> <li>• Buffer replacement policies</li> </ul> </li> <li>• File Organization <ul style="list-style-type: none"> <li>• Fixed-Length Records</li> <li>• Variable-Length Records <ul style="list-style-type: none"> <li>• Byte string representation</li> <li>• Fixed-length representation</li> </ul> </li> </ul> </li> <li>• Organization of Records in Files <ul style="list-style-type: none"> <li>• Sequential File Organization</li> <li>• Clustering File Organization</li> </ul> </li> <li>• Data Dictionary Storage</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

### Further Breakup of Questions:

Further Breakup of the questions will be as under:

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

### Prescribed Books Allowed in Examination (Updated and Currently Applicable):

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

### 3. Business Economics, Deficit Financing and National Economy

**Level: 2**

**Subject: 3**

**Marks: 100**

#### Learning Outcomes:

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

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
5.	Understand deficit financing and its impact upon National Economy
6.	Apply the concepts of Business Economics, Deficit Financing and National Economy in Corporate and Public Sectors

#### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Basic Concepts of Economics	5 – 10
2.	Micro-economics	20 – 25
3.	Macro-economics	20 – 25
4.	Banking System, Financial Markets and International Trade	20 – 25
5.	Deficit Financing and National Economy	20 – 30
<b>Total</b>		<b>100</b>

#### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Basic Concepts of Economics</b>	<ul style="list-style-type: none"> <li>• Multiplicity of wants and scarcity of resources</li> <li>• Factors of Production</li> <li>• Production Possibility Curve</li> <li>• Economic Systems (Market, Planned, Mixed, Islamic).</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
2.	<b>Micro-economics</b>	<ul style="list-style-type: none"> <li>• Importance, scope and limitations of microeconomics</li> <li>• Demand and Supply: <ul style="list-style-type: none"> <li>• Law of Demand</li> <li>• Law of Supply</li> <li>• Equilibrium of Demand and Supply</li> <li>• Elasticity of Demand and Supply</li> </ul> </li> <li>• Law of diminishing marginal utility and law of equi-marginal utility</li> <li>• Consumer's equilibrium</li> <li>• Indifference curves</li> <li>• Perfect competition, Monopoly, monopolistic competition and oligopoly.</li> <li>• Equilibrium of firms under various markets and in short-term and long-term</li> <li>• Law of increasing returns and law of diminishing returns.</li> </ul>
3.	<b>Macro-economics</b>	<ul style="list-style-type: none"> <li>• Scope and limitations of macroeconomics</li> <li>• Circular flow of income</li> <li>• National Income and related concepts i.e. GDP, GNP, NNP, and DI</li> <li>• Three approaches to measurement of national income</li> <li>• Consumption, savings and investment functions.</li> <li>• Marginal propensity to consume and save</li> <li>• Multiplier and accelerator</li> <li>• Phases of business cycle</li> <li>• Inflation and unemployment</li> <li>• Fiscal Budget</li> <li>• Principles, methods and forms of taxation.</li> </ul>
4.	<b>Banking System, Financial Markets and International Trade</b>	<ul style="list-style-type: none"> <li>• Banking System <ul style="list-style-type: none"> <li>• Functions and demand for money</li> <li>• Types of banks and financial institutions and their functions</li> <li>• Credit formation by bank</li> <li>• Role of central bank</li> <li>• Monetary policy and its objectives</li> <li>• Islamic banking system</li> </ul> </li> <li>• Financial Markets <ul style="list-style-type: none"> <li>• Money Markets</li> <li>• Capital Markets</li> </ul> </li> <li>• International Trade <ul style="list-style-type: none"> <li>• Balance of Trade</li> <li>• Balance of Payment</li> </ul> </li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Foreign exchange rate (fixed and floating) and its determination.</li> <li>• Factors affecting the size of international trade</li> </ul>
5.	<b>Deficit Financing and National Economy</b>	<ul style="list-style-type: none"> <li>• Understand what Deficit Financing is</li> <li>• Impact of Deficit Financing upon National Economy</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

### Further Breakup of Questions:

Further Breakup of the questions will be as under:

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

### Prescribed Books:

1. Study Text prescribed by ICAP (Updated)
2. Economic Survey of Pakistan (Latest)

## 4. Cost Accounting in Corporate and Public Sectors

Level: 2

Subject: 4

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
7.	Apply the concepts of Cost Accounting in the Corporate and Public Sectors

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

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

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Cost accounting concepts and accounting for material, labor and factory overheads in the Corporate and Public Sectors	<ul style="list-style-type: none"> <li>● <b>Cost Accounting Concepts:</b> <ul style="list-style-type: none"> <li>● Elements of cost</li> <li>● Direct and indirect cost</li> <li>● Applied and actual overheads</li> <li>● Fixed and variable overheads</li> <li>● Period and product cost</li> </ul> </li> <li>● <b>Accounting for Material, Labor and Factory overheads:</b> <ul style="list-style-type: none"> <li>● Material:                             <ul style="list-style-type: none"> <li>● Procedure for procurement and recording of material</li> <li>● Material Costing methods</li> <li>● Basis of valuation (FIFO, weighted average)</li> <li>● Accounting for material and related costs</li> </ul> </li> </ul> </li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Labor: <ul style="list-style-type: none"> <li>• Direct and indirect labor</li> <li>• Remuneration methods (periodic basis, hourly rate, straight piece rate, differential piece rate, incentive wage plans)</li> <li>• Labour related costs (overtime, bonus, vacation pay, guaranteed wage plans and pensions)</li> <li>• Accounting for labour and labour related costs</li> </ul> </li> <li>• Overheads: <ul style="list-style-type: none"> <li>• Nature of factory overhead expenses</li> <li>• Calculation and use of predetermined factory overhead rate</li> <li>• Accounting for actual and applied overheads and under/over absorbed overheads</li> <li>• Allocation, apportionment and absorption of service departments overheads</li> <li>• Analysis of under/over absorption in terms of expenditure and volume variance</li> <li>• Administrative and selling overheads</li> </ul> </li> </ul>
2.	<b>Costing systems in the Corporate and Public Sectors</b>	<ul style="list-style-type: none"> <li>• Job costing and batch costing</li> <li>• Process costing</li> <li>• Costing of joint and by-products</li> <li>• Marginal and absorption costing</li> </ul>
3.	<b>Standard costing and variance analysis in the Corporate and Public Sectors</b>	<ul style="list-style-type: none"> <li>• Introduction to standard costing</li> <li>• Establishing standard costs</li> <li>• Calculation of variances <ul style="list-style-type: none"> <li>• Material variances (Price, Usage, Mix and Yield variance)</li> <li>• Labour variances (Rate and efficiency variances)</li> <li>• Overheads (Three and four variance methods)</li> </ul> </li> <li>• Analysis and interpretation of variance</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

A. Corporate Sector Questions	50%
B. Public Sector Application Questions	50%

### Further Breakup of Questions:

Further Breakup of the questions will be as under:

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

### Prescribed Books:

Study Text prescribed by ICAP (Updated)

## 5. Public Sector New Accounting Model (NAM)

(With Books)

Level: 2

Subject: 5

Marks: 100

### Learning Outcomes:

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

1.	Understand important elements and concepts of NAM
2.	Demonstrate knowledge and skills in Budgetary Controls, Expenditure Policies and Procedures and the System of Receipts accounting
3.	Demonstrate 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.	Demonstrate knowledge and skills in Transaction between Government Entities, Procurement and Asset Management, Public Account Transaction and Insurance
5.	Demonstrate knowledge and skills in General Accounting in NAM and use of Assignment and Personal Ledger Accounts
6.	Demonstrate knowledge and skills regarding Salaries and Wages, Pension and General Provident Fund in NAM

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Introduction and Overview of NAM concepts, General Accounting in NAM, Financial Reporting and Closing procedures	10-20
2.	Expenditure, Commitments, payments, Accounting for liabilities, Assignment & personal ledger Account, Receipts, Cash forecasting, petty cash	30-40
3.	Procurement and Asset management, Project Accounting, Insurance, Budgetary Controls and Bank Reconciliation	20-30
4.	Self- Accounting Entities, Transaction between Government Entities, Loss and Recoveries of Public money, Public Account Transaction, Chart of Accounts	10-15
5.	IPSAS Cash Basis	5-15
	<b>Total</b>	<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Mandate of Auditor General of Pakistan and Controller General of Accounts</b>	<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>

S. No.	Syllabus Contents Area	Course Contents
2.	<b>Introduction and Overview of NAM Concepts</b>	<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>
3.	<b>Salaries and Wages</b>	<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>• Recording 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>
4.	<b>Pension Payments</b>	<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>• Recording of Pension expenditure</li> <li>• Consolidation of Pension expenditure</li> <li>• Reporting of Pension expenditure</li> <li>• Recording, Consolidation and reporting of pension expenditure flow chart</li> </ul>



<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
		<ul style="list-style-type: none"> <li>• Reconciliation of pension expenditure</li> <li>• Reporting of pensions</li> </ul>
<b>5.</b>	<b>General Provident Fund</b>	<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>• Recording 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>
<b>6.</b>	<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Claims Against the Government</li> <li>• Accounting Policies</li> </ul>
<b>7.</b>	<b>Budgetary Controls</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Detailed Procedures</li> <li>• Specific Budgetary Procedures</li> </ul>
<b>8.</b>	<b>Reconciliation</b>	<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>
<b>9.</b>	<b>Transaction between Government Entities</b>	<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>
<b>10.</b>	<b>Loss and Recoveries of Public Money</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting for Loss and Recoveries</li> </ul>
<b>11.</b>	<b>Public Account Transaction</b>	<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>
<b>12.</b>	<b>Cash flow Forecasting Analysis</b>	<ul style="list-style-type: none"> <li>• Why cash flow forecasting analysis?</li> <li>• Information required</li> <li>• Sources of information</li> </ul>

<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
<b>13.</b>	<b>Self- Accounting Entities</b>	<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>
<b>14.</b>	<b>Procurement and Asset Management</b>	<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>
<b>15.</b>	<b>Project Accounting</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Policies</li> <li>• Accounting Policies</li> <li>• Accounting for Project Expenditure</li> </ul>
<b>16.</b>	<b>General Accounting</b>	<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>
<b>17.</b>	<b>Expenditure</b>	<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>
<b>18.</b>	<b>Accounting for Liabilities</b>	<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>
<b>19.</b>	<b>Commitments</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Why commitments?</li> <li>• Criteria of follow</li> </ul>

<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
		<ul style="list-style-type: none"> <li>• Reversal of commitment</li> <li>• Reinstatement of commitments</li> </ul>
<b>20.</b>	<b>Assignment Accounts &amp; Special Deposit Accounts</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Policies</li> <li>• Detailed Procedure</li> <li>• Appendix Account Transactions</li> </ul>
<b>21.</b>	<b>Receipts</b>	<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>
<b>22.</b>	<b>IPSAS</b>	<ul style="list-style-type: none"> <li>• IPSAS (Cash Basis)</li> </ul>

### **Breakup of Questions:**

Breakup of questions will be as under:

- |   |   |      |
|---|---|------|
| <b>A.</b> Multiple Choice Questions           | : | 25%, |
| <b>B.</b> Descriptive & Short Form questions  | : | 25%  |
| <b>C.</b> Practical application/ case studies | : | 50%  |

### **Prescribed Books Allowed in Examination (Updated and Currently Applicable):**

1. Manual of Accounting Principles (MAP)
2. Accounting Policies and Procedures Manual (APPM)
3. Chart of Accounts (COA)
4. IPSAS (Cash Basis)

# Level -3

- 1. Public Financial Management, Financial Rules, Financial Control and Budgeting (Provincial)**
- 2. Audit and Assurance (Public Sector)**
- 3. Management Accounting in Corporate and Public Sectors**
- 4. Performance Auditing**
- 5. Rules and Regulations for Audit & Inspection of Accounts [Practical]**

# 1. Public Financial Management, Financial Rules, Financial Control and Budgeting (Provincial)

(With books)

Level: 3

Subject: 1

Marks: 100

## Learning Outcomes:

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

1.	Understand the basic features of Public Financial Management, Financial Provisions of the Constitution and System of Financial Control
2.	Demonstrate knowledge of general concepts regarding Rules and Regulations for PFR-Vol-I & PFR-Vol-II, Departmental Financial Rules, Delegation of Financial Powers Rules and Treasury and Subsidiary Treasury Rules
3.	Understand and demonstrate the Basic Concepts of Punjab Budget Manual
4.	Understand the Basic Concepts of Punjab Government Rules of Business (Updated), Punjab Procurement Act/ Rules and Transparency and Right to Information Act
5.	Demonstrate and apply working knowledge of Withholding Tax(Income Tax), Sales Tax Special Procedure (Withholding) Rules (Updated) and Sales Tax on Services (Withholding) Rules

## Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Public Financial Management, Financial Provisions of the Constitution and System of Financial Control	15-20
2.	a) PFR Vol-I & PFR Vol-II	10-15
	b) Departmental Financial Rules	5-10
	c) Delegation of Financial Powers Rules	5-10
	d) Treasury and Subsidiary Treasury Rules	10-15
3.	Punjab Budget Manual	10-15
4.	a) Punjab Government Rules of Business (Updated)	5-10
	b) Punjab Procurement Act/ Rules	5-10
	c) Transparency and Right to information Act	5-10
5.	a) Withholding Tax(Income Tax)	5-10
6.	b) Sales Tax Special Procedure (Withholding) Rules (Updated)	5-10
7.	c) Sales Tax on Services(Withholding) Rules	5-10
<b>Total</b>		<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Public Financial Management, Financial Provisions of the Constitution and System of Financial Control</b>	<ul style="list-style-type: none"> <li>• An introduction to Public &amp; Private Finance and Public Financial Management</li> <li>• Financial provisions of the Constitution of the Islamic Republic of Pakistan</li> <li>• Financial Control including General Characteristics of Financial Administration</li> <li>•</li> </ul>
2.	a) PFR Vol -I & Vol-II	<ul style="list-style-type: none"> <li>• Definitions</li> <li>• General Principles and Rules</li> <li>• Special Rules for the Treasuries</li> <li>• Revenue Receipts and their check</li> <li>• Pay, Allowances and Pensions-General Rules</li> <li>• Pay, Allowances etc. of Officers</li> <li>• Pay, Allowances etc. of Establishment</li> <li>• Contingencies</li> <li>• Miscellaneous Charges</li> <li>• Loans and Advances</li> <li>• Remittances through Telegraphic Transfers, Bank Drafts and Government Drafts</li> <li>• Deposits</li> <li>• Local Funds</li> <li>• Service and Other Funds</li> <li>• Stores</li> <li>• Works</li> <li>• Budget</li> <li>• Powers of Sanction</li> <li>• All relevant forms, etc. in PFR Vol-II</li> </ul>
	b) Departmental Financial Rules	<ul style="list-style-type: none"> <li>• Departmental Financial Rules</li> </ul>
	c) Delegation of Financial Powers Rules	<ul style="list-style-type: none"> <li>• Delegation of Financial Powers Rules</li> </ul>
	d) Treasury and Subsidiary Treasury Rules	<ul style="list-style-type: none"> <li>• Definitions</li> <li>• Location of moneys standing in the Consolidated Fund or Public Account of the Province</li> <li>• General System of Control over Treasuries</li> <li>• Payment of revenue of the Province into the Consolidated Fund or the Public Account</li> <li>• Custody of moneys relating to or standing in the Consolidated Fund or the Public Account of the Province</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Withdrawal of moneys from the Consolidated Fund or the Public Account</li> <li>• Transfer of moneys</li> <li>• Responsibility for moneys withdrawn</li> <li>• Inter-Government Transfers</li> <li>• Place of Payments including Pensions</li> <li>• Rules regarding the form and preparation of Last Pay Certificates</li> <li>• Treasury Officers authorized to correct arithmetical inaccuracies or obvious mistakes in bills</li> <li>• Payments in circumstances of urgency.</li> </ul>
3.	<b>Punjab Budget Manual</b>	<ul style="list-style-type: none"> <li>• Budget Making</li> <li>• Budget Terminology</li> <li>• Annual Budget Statement</li> <li>• Annual Development Program</li> <li>• Estimates of Receipts</li> <li>• Estimates of Expenditure on Permanent Activities</li> <li>• Estimates of Expenditure on Continuing Temporary Activities</li> <li>• Estimates of Expenditure on New Activities</li> <li>• Estimates of Expenditure on Foreign Exchange</li> <li>• Consolidation of Estimates and Presentation to the Provincial Assembly</li> <li>• Communication and Distribution of Grants</li> <li>• Watching Progress of Receipts</li> <li>• Control over Expenditure</li> <li>• Statement of Excesses and Surrenders</li> <li>• Expenditure not provided for in the Schedule of Authorized Expenditure</li> <li>• Appropriation, Finance and Commercial Accounts</li> <li>• Fiscal Decentralization.</li> </ul>
4.	<p>a) <b>The Punjab Government Rules of Business</b></p> <p>b) <b>The Punjab Public Procurement Act/Rules</b></p> <p>c) <b>Transparency and Right to Information</b></p>	<ul style="list-style-type: none"> <li>• The Punjab Government Rules of Business</li> <li>• The Punjab Public Procurement Act / Rules</li> <li>• Transparency and Right to Information Act</li> </ul>

<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
<b>5.</b>	<b>a) Withholding Tax (Income Tax)</b>	<ul style="list-style-type: none"> <li>Provisions relating to withholding Tax in the Income Tax Ordinance and Rules / Circulars issued thereunder</li> </ul>
	<b>b) Sales Tax (Withholding)</b>	<ul style="list-style-type: none"> <li>Sales Tax Special Procedure (withholding) Rules (Updated)</li> </ul>
	<b>c) Sales Tax on Services (Withholding)</b>	<ul style="list-style-type: none"> <li>Sales Tax on Services (withholding) Rules</li> </ul>

### **Breakup of Questions:**

Breakup of questions will be as under:

<b>A.</b> Multiple Choice Questions	:	25%,
<b>B.</b> Descriptive & Short Form questions	:	25%
<b>C.</b> Practical application/ case studies	:	50%

### **Prescribed Books Allowed in Examination (Updated and Currently Applicable):**

- Hand Book of Drawing & Disbursing Officers (Updated)
- Financial Provisions in the Constitution of the Islamic Republic of Pakistan (Updated)
- Punjab Financial Rules Vol. I & II (Updated)
- Departmental Financial Rules (Updated)
- Punjab Delegation of Financial Powers Rules (Updated)
- Treasury & Subsidiary Treasury Rules (Updated)
- The Punjab Budget Manual (Updated)
- Punjab Government Rules of Business (Updated)
- Punjab Public Procurement Act/Rules (Updated)
- Transparency and Right to Information Act (Updated)
- Provisions relevant to Withholding Tax in the Income Tax Ordinance and Rules/Circulars issued thereunder (Updated)
- Sales Tax Special Procedure (Withholding) Rules (Updated)
- Sales Tax on Services(Withholding) Rules (Updated)



## 2. Audit and Assurance (Public Sector) (With Books)

**Level: 3**

**Subject: 2**

**Marks: 100**

### Learning Outcomes:

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

1.	Understand the nature and objectives of audit, basic principles, procedures, general auditing practices and techniques involved in auditing
2.	Understand the International Standards on Auditing and Auditing Practice Statements
3.	Understand the role of Information Technology as part of the assurance process and become fully conversant with the use of Computer Assisted Audit Techniques (CAATS)
4.	Understand the implications on the audit, laws, rules and regulations covered in the New Audit Manual and Legislative framework, function and responsibilities of office of the Auditor-General of Pakistan
5.	Demonstrate knowledge and skills in case studies and scenario-based questions set in the examination

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Organization and Purpose of the Audit Manual, Role of the Auditor-General, the Job of the Auditor	15-25
2.	DAGP Audit Standards	
3.	DAGP's Annual Planning Process	
4.	The Audit Cycle	15-25
5.	Planning the Audit	
6.	Activity and Resource Planning For Individual Audits	10-20
7.	Conducting the Audit	
8.	Evaluating Audits Results	10-20
9.	The Reporting Process	
10.	The Audit Report	
11.	Documentation and Working Papers	
12.	Audit Follow Up	10-20
13.	Quality Assurance	
14.	Internal Controls	10-20
	<b>Total</b>	<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Organization and Purpose of the Audit Manual</b>	<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</li> <li>• 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>
	<b>Role of the Auditor-General</b>	<ul style="list-style-type: none"> <li>• Parliamentary Control and Public Accountability</li> <li>• Introduction to Auditing</li> <li>• Legislative Basis</li> <li>• Vision, Mission and Values</li> </ul>
	<b>The Job of the Auditor</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Expectations</li> <li>• Conditions of Employment</li> <li>• Code of Ethics</li> <li>• Glossary</li> <li>• Protection of the Auditor</li> </ul>
2.	<b>DAGP Audit Standards</b>	<ul style="list-style-type: none"> <li>• INTOSAI's Professional Standards</li> <li>• The International Standards of Supermen Audit Institutions (ISSAIs)</li> <li>• Fundamental Auditing Standards</li> <li>• Level-4 Auditing Guidelines (ISSAIs 1000 – 4999)</li> </ul>
3.	<b>DAGP'S Annual Planning Process</b>	<ul style="list-style-type: none"> <li>• DAGP Strategic Audit Objectives</li> <li>• DAGP Audit Scope</li> <li>• DAGP Strategic Audit Plans</li> <li>• The annual planning process</li> <li>• Integration of Audit Work</li> <li>• Approval Process for the Budget of Centrally-Led Audits</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
4.	<b>The Audit Cycle</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General audit planning</li> <li>• Activity and Resource Planning</li> <li>• Roles and responsibilities</li> </ul>
5.	<b>Planning the Audit</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Step 1 – Establish Audit Objectives and Scope</li> <li>• Step 2 – Understand the Entity’s Business</li> <li>• Step 3 – Assess materiality, planned precision, and audit risk</li> <li>• Step 4 – Understand the Entity’s Internal Control Structure</li> <li>• Step 5 – Determine Components</li> <li>• Step 6 – Determine financial audit and compliance with authority objective, and error/irregularity conditions</li> <li>• Step 7 – Assess inherent risk and control risk</li> <li>• Step 8 – Determine mix of tests of internal controls, analytical procedures and Substantive tests of details</li> <li>• Reliance on Other Auditors</li> <li>• Documenting strategic planning decisions</li> <li>• Application to Government-wide Audits</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
6.	<b>Activity and Resource Planning for Individual Audits</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Formulate/update Audit Programs</li> <li>• Updating staffing requirements and allocating resources</li> <li>• Updating budget requirements</li> <li>• Updating timing considerations</li> <li>• Factors to consider when determining the optimum timing</li> <li>• Updating information required from the entity</li> <li>• Re-assessing the general and detailed planning decision for individual audit</li> <li>• Documenting the detailed planning decision</li> <li>• Updating planning file</li> <li>• Approval of the general and detailed planning decisions</li> </ul>
7.	<b>Conducting the Audit</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Compliance Testing</li> <li>• Substantive Testing</li> <li>• Evidence</li> <li>• Matters to deal with during field work</li> <li>• Cause and Effect Analysis</li> <li>• Developing conclusions and Recommendations</li> <li>• Keeping entity official informed</li> <li>• Documenting the work performed</li> <li>• Custody and maintenance of working paper files</li> <li>• Quality assurance during field work</li> </ul>
8.	<b>Evaluating Audits Results</b>	<ul style="list-style-type: none"> <li>• Evaluating Financial Audit Results</li> <li>• Known Errors, Most likely Errors, Further Possible Errors and Maximum Possible Error</li> <li>• Determining the cause of errors, violations and deviations</li> <li>• Concluding on the Results of Each Test</li> <li>• Concluding on the results of each component</li> <li>• Concluding on the financial statements as a whole</li> <li>• Dealing with unacceptable results</li> <li>• Dealing with acceptable results</li> <li>• Documenting the evaluation process</li> <li>• Evaluating Regularity Audit Results</li> <li>• Quality assurance during the evaluation phase</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
9.	<b>The Reporting Process</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Focus on the Reporting Process</li> <li>• Clearing Observations, Conclusions and Recommendations</li> <li>• Obtaining Management Responses</li> <li>• Management representation letter</li> <li>• Audit completion checklist</li> <li>• Producing the Audit Report</li> <li>• Review of reports by others</li> </ul>
10.	<b>The Audit Report</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• The Certification Report and Types of Opinion</li> <li>• Audit reports other than opinions on financial statement</li> <li>• Reporting style and format</li> <li>• Compliance and Performance Reports</li> </ul>
11.	<b>Documentation and Working Papers</b>	<ul style="list-style-type: none"> <li>• The Need for Documentation and Working Paper Files</li> <li>• The Purpose of Working Paper Files</li> <li>• The Quality of Working Paper Files</li> <li>• Custody and Maintenance of the Working Paper Files</li> </ul>
12.	<b>Audit Follow Up</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Timing of the Follow Up</li> <li>• Determining the Desired Level of Assurance</li> <li>• Performing the Follow Up</li> <li>• Reporting the results of the Follow Up</li> <li>• Performing additional follow ups</li> </ul>
13.	<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Quality Assurance Techniques Described in this Manual</li> <li>• Quality Assurance During Planning Phases for Individual Audits</li> <li>• Quality Assurance During the Field Work Phase for Individual Audits</li> <li>• Quality Assurance during the Evaluation Phase</li> <li>• Quality assurance during the reporting phase</li> <li>• Quality assurance during the follow up phase</li> <li>• Other quality assurance procedures</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
14.	Internal Controls	<ul style="list-style-type: none"> <li>• Working of Chief Finance and Accounts Officer in the Federal Ministries</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |   |      |
|---|------|
| A. Multiple Choice Questions:           | 25%, |
| B. Descriptive & short form questions:  | 35%  |
| C. Practical application/ case studies: | 40%  |

### Prescribed Books Allowed in Examination (Updated and Currently Applicable):

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

### Additional Reading Material:

1. Sectoral Audit Guidelines

### 3. Management Accounting in Corporate and Public Sectors

**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 in Corporate and Public Sectors
2.	Apply the cost accounting concepts and techniques in the decision making process in Corporate and Public Sectors
3.	Carry out performance analysis in Corporate and Public Sectors
4.	Apply the concept of time value of money in Corporate and Public Sectors

**Specification Grid:**

Specification Grid of the Syllabus Contents Areas will be as under:

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:**

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Introduction to management accounting</b>	<ul style="list-style-type: none"> <li>• Scope of management accounting</li> <li>• Objectives and role of management accounting</li> <li>• Limitations of management accounting</li> </ul>
2.	<b>Forecasting and budgeting</b>	<ul style="list-style-type: none"> <li>• Purpose of budgeting and forecasting</li> <li>• Budget and planning process</li> <li>• Revenue and production budgets</li> <li>• Cash budgets</li> <li>• Zero based budgeting and flexible budgets</li> <li>• Budgetary Controls</li> </ul>
3.	<b>Performance analysis</b>	<ul style="list-style-type: none"> <li>• Cost, volume and profit analysis</li> <li>• Break-even analysis</li> <li>• Working capital management (Cash, debtor, creditors and inventory management techniques and policies)</li> <li>• Return on capital</li> <li>• Divisional performance</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Transfer pricing</li> <li>• Performance analysis of non-profit and public welfare organization</li> </ul>
4.	<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Cost concepts in decision making <ul style="list-style-type: none"> <li>• Relevant cost</li> <li>• Sunk cost</li> <li>• Opportunity cost / imputed cost</li> <li>• Replacement cost</li> <li>• Differential cost</li> </ul> </li> <li>• Pricing decisions and pricing strategies</li> <li>• Make or buy decisions</li> <li>• Sell or process decision</li> <li>• Operate or shut down decision</li> <li>• Utilization of spare capacity</li> <li>• Pricing for special orders</li> </ul>
5.	<b>Introduction to financial management</b>	<ul style="list-style-type: none"> <li>• Concept or present value and net present value</li> <li>• Discounted cash flow</li> <li>• Pay-back period (simple and discounted)</li> <li>• Internal rate of return (IRR)</li> <li>• Cost of capital</li> <li>• Capital Budgeting</li> <li>• Debt vs. equity financing</li> </ul>

### Breakup of Questions:

Breakup of the questions will be as under:

- |  |     |
|--|-----|
| A. Corporate Sector Questions          | 50% |
| B. Public Sector Application Questions | 50% |

### Further Breakup of Questions:

Further Breakup of the questions will be as under:

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

### Prescribed Books:

1. Study Text prescribed by ICAP (Updated)



## 4. Performance Auditing (With Books)

**Level: 3**

**Subject: 4**

**Marks: 100**

### Learning Outcomes:

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

1.	Understand Performance Auditing, 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

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Introduction to Performance Auditing	5-15
2.	Evolution of Performance Auditing	5-10
3.	Application of Performance Auditing in different scenarios	5-15
4.	Performance Audit Cycle	5-10
5.	Planning in Performance Audit	5-15
6.	Planning Stages in Performance Auditing and Preliminary Survey Report (PSR)	20-30
7.	Audit Assignment Plan	5-10
8.	Execution in Performance Auditing	15-25
9.	Performance Audit in IT Environment	5-15
	<b>Total</b>	<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Introduction to Performance Auditing</b>	<ul style="list-style-type: none"> <li>• Concept of Three Es</li> <li>• Performance Auditing and its Benefits</li> <li>• Difference between PA with Authority/Financial/Regularity and Compliance Auditing</li> </ul>
2.	<b>Evolution of Performance Auditing</b>	<ul style="list-style-type: none"> <li>• International Perspective</li> <li>• Local Perspective</li> <li>• ISSAI Standards</li> <li>• Key Principles</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>● Guidelines</li> </ul>
3.	<b>Application of Performance Auditing in different scenarios</b>	<ul style="list-style-type: none"> <li>● PA in Project</li> <li>● PA in Programs</li> <li>● PA of Authorities</li> <li>● PA in Ministries/Departments</li> <li>● Activity Based Auditing</li> </ul>
4.	<b>Performance Audit Cycle</b>	<ul style="list-style-type: none"> <li>● Planning</li> <li>● Execution</li> <li>● Reporting</li> <li>● Follow-up</li> </ul>
5.	<b>Planning in Performance Audit</b>	<ul style="list-style-type: none"> <li>● Understanding the Auditee</li> <li>● Designing the Audit – Audit Design Matrix</li> <li>● Setting Audit Objectives and Scope in Performance Auditing</li> <li>● Approach in Performance Auditing</li> <li>● Potential Impacts of Performance Auditing</li> <li>● Establishing Audit Criteria in Performance Auditing</li> </ul>
6.	<b>Planning Stages in Performance Auditing and Preliminary Survey Report (PSR)</b>	<ul style="list-style-type: none"> <li>● Planning Stages in Performance Auditing</li> <li>● Introduction of Preliminary Survey Report (PSR)</li> <li>● Components of Preliminary Survey Report (PSR)</li> <li>● Defining the Audit Scope</li> <li>● Developing of Specific Audit Questions.</li> <li>● Identification of Issues of Potential Significance</li> <li>● Assessing Auditability</li> <li>● Decision Point 'Audit' or 'Not to Audit'</li> </ul>
7.	<b>Audit Assignment Plan</b>	<ul style="list-style-type: none"> <li>● Introduction to Audit Assignment Plan</li> <li>● Reviewing and Deciding the Audit Objectives</li> <li>● Reviewing and Deciding the Audit Scope</li> <li>● Reviewing and Deciding the Audit Approach</li> <li>● Reviewing and Determining the Issues of Potential Significance</li> <li>● Development of Audit Criteria against Selected Issues</li> <li>● Finalizing Audit Assignment Plan</li> </ul>
8.	<b>Execution in Performance Auditing</b>	<ul style="list-style-type: none"> <li>● <b>Audit Execution Cycle</b></li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Introduction to Audit Execution Cycle</li> <li>• Preparation of Audit Program (Step by Step Approach)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Evidence in Performance Auditing</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Sources</li> <li>• Categories</li> <li>• Qualities</li> <li>• Types</li> <li>• Methods for Gathering and Analyzing Audit Evidence</li> <li>• Tools &amp; Techniques for Gathering Audit Evidence</li> <li>• Techniques for Analyzing Audit Evidence</li> <li>• Documenting Audit Evidence</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Internal Controls</b> <ul style="list-style-type: none"> <li>• Definition of Internal Controls</li> <li>• Sources of Internal Controls</li> <li>• Sufficiency of Internal Controls</li> <li>• Relevance of Internal Controls</li> <li>• Implementation of Internal Controls</li> <li>• Evaluation of Internal Controls</li> <li>• Reporting on Internal Controls in PA</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Data Analysis</b> <ul style="list-style-type: none"> <li>• Types of Data and its analysis in Performance Auditing.</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Finalizing Auditing Activities</b> <ul style="list-style-type: none"> <li>• Incorporating Auditee Response</li> <li>• Development of Preliminary Audit Findings</li> <li>• Drawing Conclusions</li> <li>• Making Recommendations</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Reporting in Performance Audit</b> <ul style="list-style-type: none"> <li>• Report Writing in Performance Auditing</li> <li>• Quality Control and Quality Assurance</li> <li>• Mechanisms in Performance Auditing</li> <li>• Audit Impact Analysis and Lessons Learned</li> <li>• Follow Up in Performance Auditing within the SAI/PAC</li> </ul> </li> </ul>
9.	<b>Performance Audit in IT Environment</b>	<ul style="list-style-type: none"> <li>• Overview of Performance Audit Cycle</li> </ul>

**Breakup of Questions:**

Breakup of questions will be as under:

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

**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. Rules and Regulations for Audit and Inspection of Accounts (Practical) (With Books)

**Level: 3**

**Subject: 5**

**Marks: 100**

### Learning Outcomes:

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

1.	Understand the basic features of Accounts and Audit in Pakistan, at Federal, Provincial, Local and Autonomous Levels
2.	Demonstrate knowledge of general concepts regarding Rules and Regulations for audit and inspection of accounts
3.	Prepare process mapping, identify controls and design audit check lists in respect of accounts and audit related functions as prescribed in rules / regulations for audit and inspection of accounts
4.	Demonstrate working knowledge of simple audit procedures complying with international standards of auditing
5.	Understand the Basic Concepts of Internal Control and their Significance
6.	Apply the concepts, Rules and Regulations for Audit and Inspection of Accounts

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Punjab Local Fund Audit Manual (Updated)	15-25
2.	Court of Wards Act and Court of Wards Accounts Code	5-10
3.	Financial Commissioner's Standing Order No. 33 (Court of Wards)	10-15
4.	Guardian and Minor Act and Guardian and Minor Rules	5-10
5.	Punjab Education Code	10-15
6.	Punjab Development of Cities Act, 1976	10-15
7.	Punjab Agricultural Produce Market Act and Rules	5-10
8.	Punjab Waqf Properties Accounts Rules	5-10
9.	Income Tax Act, General Sale Tax Act and Punjab Sales Tax on Services Act	15-25
<b>Total</b>		<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

<b>S. No.</b>	<b>Syllabus Contents Area</b>	<b>Course Contents</b>
1.	<b>Punjab Local Fund Audit Manual (Updated)</b>	<ul style="list-style-type: none"> <li>• Punjab Local Fund Audit Manual (Updated)</li> </ul>
2.	<b>Court of Wards Act and Court of Wards Accounts Code</b>	<ul style="list-style-type: none"> <li>• Preliminary</li> <li>• Appointment and Declaration of Guardians</li> <li>• Duties, Rights and Liabilities of Guardians</li> <li>• Supplemental Provisions</li> </ul>
3.	<b>Financial Commissioner's Standing Order No. 333 (Court of Wards)</b>	<ul style="list-style-type: none"> <li>• Financial Commissioner's Standing Order No. 333 (Court of Wards)</li> </ul>
4.	<b>Guardian and Minor Act and Guardian and Minor Rules</b>	<ul style="list-style-type: none"> <li>• Guardian and Minor Act</li> <li>• Guardian and Minor Rules</li> </ul>
5.	<b>Punjab Education Code</b>	<ul style="list-style-type: none"> <li>• Definitions and classifications</li> <li>• General Rules</li> <li>• Fees in Government Institutions</li> <li>• Rules and Regulations for the Award of Internal Merit Scholarships</li> <li>• Rules of Recognition and Registration of Privately Managed Institutions</li> <li>• Grants-in-Aid Rules and instructions?</li> <li>• Grants to Local Councils</li> <li>• Teachers Certifications and Diplomas.</li> </ul>
6.	<b>Punjab Development of Cities Act (Updated)</b>	<ul style="list-style-type: none"> <li>• Preliminary</li> <li>• Powers and Functions of Authority</li> <li>• Director General</li> <li>• Preparation and Execution of Schemes</li> <li>• General</li> <li>• Acquisition</li> <li>• Finance, Accounts and Audit</li> <li>• Penalty and Procedure</li> </ul>
7.	<b>Punjab Agricultural Produce Market Act and Rules (Updated)</b>	<ul style="list-style-type: none"> <li>• Agricultural Produce Markets Ordinance (updated)</li> <li>• Agricultural Produce Markets (General) Rules (updated)</li> </ul>
8.	<b>Punjab Waqf Properties Accounts Rules</b>	<ul style="list-style-type: none"> <li>• Definitions</li> <li>• Maintenance of Registers of Waqf Properties</li> <li>• Receipt of Money</li> <li>• Deposit of Receipt in Banks</li> <li>• Payment</li> <li>• Expenditure on Establishment</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
		<ul style="list-style-type: none"> <li>• Cash Book</li> <li>• Recoupable Permanent Advance</li> <li>• Monthly and Annual Accounts</li> <li>• Budget</li> <li>• Cheque Book</li> <li>• Security from the Cashier</li> <li>• Receipts from immovable properties</li> <li>• Verification of Property</li> <li>• Postage stamps</li> <li>• Record of Periodical Charges</li> <li>• Payment to destitute persons</li> <li>• Audit</li> <li>• Embezzlement</li> <li>• Forms, Books and Registers</li> </ul>
9.	<b>Income Tax (withholding Tax) Sales Tax and Sales Tax on Services</b>	<ul style="list-style-type: none"> <li>• Provisions relating to withholding Tax in the Income Tax Ordinance and Rules / Circulars issued thereunder</li> <li>• Sales Tax Special Procedure (withholding) Rules (Updated)</li> <li>• Sales Tax on Services (withholding) Rules</li> </ul>

### Breakup of Questions:

Breakup of questions will be as under:

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

### Prescribed Books Allowed in Examination (Updated and Currently Applicable)

1. Punjab Local Fund Audit Manual (Update)
2. Court of Wards Act and Court of Wards Accounts Code
3. Financial Commissioner's Standing Order No. 33 (Court of Wards)
4. Guardian and Minor Act and Guardian and Minor Rules
5. Punjab Education Code
6. Punjab Development of Cities Act, 1976
7. Punjab Agricultural Produce Market Act and Rules
8. Punjab Waqf Properties Accounts Rules
9. Provisions relevant to Withholding Tax in the Income Tax Ordinance and Rules/Circulars issued thereunder
10. Sales Tax Special Procedure (Withholding) Rules (Updated)
11. Sales Tax on Services(Withholding) Rules

# Level -4

- 1. Civil Service Rules, Local Governments Service Rules and Autonomous Bodies Service Rules (Updated) (Application)**
- 2. Public Works Accounts Rules & Procedures and Local Governments Works Rules & Procedures (Updated) (Application)**
- 3. Punjab Local Government Act and Rules Framed Thereunder (Updated) (Application)**
- 4. Expenditure and Receipts / Income of all the Local Governments including District Education/Health Authorities and Union Councils (Updated) (Application)**
- 5. Accounting, Reporting, Pre-Audit and Internal Audit System of Local Governments (Updated) (Application)**



# 1. Civil Service Rules, Local Governments Service Rules and Autonomous Bodies Service Rules (Updated) (Application) (With Books)

Level: 4

Subject: 1

Marks: 100

## Learning Outcomes:

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

1.	Know and understand the basic features of Punjab Civil Servants Act (Updated)
2.	Know and understand the Punjab Civil Servants (Appointment and Conditions of Service) Rules and the Auxiliary Instructions relating thereto (Updated)
3.	Know and understand the Civil Service Rules
4.	Know and understand the Local Fund Audit Service Rules (Updated)
5.	Know and understand the Local Governments Service Rules
6.	Know and understand the Autonomous Bodies Service Rules
7.	Analyze, evaluate and compare all the aspects of appointment and conditions of service of the employees of Civil Service, LFA, Local Governments and Autonomous Bodies (BISEs, Universities, Boards, Development Authorities, PHAs, Companies and Projects etc.)
8.	Demonstrate knowledge and apply all the provisions of these Rules to the real life situations of the concerned employees of Civil Service, LFA, Local Governments and Autonomous Bodies (BISEs, Universities, Boards, Development Authorities, PHAs, Companies and Projects etc.)

## Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage%
1.	Punjab Civil Servants Act (Updated)	10-20
2.	Punjab Civil Servants (Appointment and Conditions of Service) Rules and the Auxiliary Instructions relating thereto (Updated)	15-25
3.	Civil Service Rules	10-20
4.	Local Fund Audit Service Rules (Updated)	10-20
5.	Local Governments Service Rules	10-20
6.	Autonomous Bodies Service Rules (BISEs, Universities, Boards, Development Authorities, PHAs, Companies and Projects etc.).	15-25
<b>Total</b>		<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Punjab Civil Servants Act (Updated)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Punjab Civil Servants Act (Updated)</li> </ul>

<b>2.</b>	Punjab Civil Servants (Appointment and Conditions of Service) Rules and the Auxiliary Instructions Relating thereto (Updated)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Punjab Civil Servants (Appointment and Conditions of Service) Rules and the Auxiliary Instructions Relating thereto (Updated)</li> </ul>
<b>3.</b>	Civil Service Rules	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Civil Service Rules</li> </ul>
<b>4.</b>	Local Fund Audit Service Rules (Updated)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Local Fund Audit Service Rules (Updated)</li> </ul>
<b>5.</b>	Local Governments Service Rules	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Local Governments Service Rules</li> </ul>
<b>6.</b>	Autonomous Bodies Service Rules (BISEs, Universities, Boards, Development Authorities, PHAs, Companies, Special Institutions and Projects etc.)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Autonomous Bodies Service Rules (BISEs, Universities, Boards, Development Authorities, PHAs, Companies, Special Institutions and Projects etc.)</li> </ul>

### **Breakup of Questions:**

Breakup of questions will be as under:

- |   |   |      |
|---|---|------|
| <b>A.</b> Multiple Choice Questions           | : | 25%, |
| <b>B.</b> Descriptive & Short Form questions  | : | 25%  |
| <b>C.</b> Practical application/ case studies | : | 50%  |

### **Prescribed Books Allowed in Examination (Updated and Currently Applicable):**

1. Punjab Civil Servants Act
2. Punjab Civil Servants (Appointment and Conditions of Service) Rules and the Auxiliary Instructions Relating thereto (Updated)
3. Civil Service Rules
4. Local Governments Service Rules
5. Local Fund Audit Service Rules (Updated)
6. Autonomous Bodies Service Rules

## 2. Public Works Accounts Rules & Procedure and Local Governments Works Rules & Procedures (Updated)

(Application)

(With Books)

Level: 4

Subject: 2

Marks: 100

### Learning Outcomes:

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

1.	Understand the working of Public Works Departments;
2.	Demonstrate knowledge of concepts, systems and organization of works accounts;
3.	Demonstrate knowledge, skills and expertise required to become a successful professional Audit & Accounts Officer
4.	Develop himself as an efficient auditor of public works through comprehensive study and practice;
5.	Demonstrate the knowledge and skills of the concepts of Rules and Procedure of Public Works Accounts and Local Governments Accounts

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	Concepts, systems and organization of accounts in the Public Works Department and the Local Governments	45-55
2.	Working of Public Works Departments and the Local Governments	15-25
3.	Audit of Public Works (including departmentalized audit of accounts) and the Local Governments Works	25-35
<b>Total</b>		<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	<b>Concepts, System and Organization of Accounts in the Public Works Departments and the Local Governments</b>	Establishment and miscellaneous matters, Duties of PWD / Local Government officers, works buildings and stores, relation with account offices, Organizational structure, Definitions, General outline of system of accounts, Accountant and his duties, Cash accounts, Modes of obtaining cash from treasuries and manner of payments, maintenance of cash book, Stores accounts quality and value accounts, tools and plant, Transfer entries, Revenue

S. No.	Syllabus Contents Area	Course Contents
		Receipts, Works Accounts, muster roll, measurement book, payment to suppliers and contractors, Issue of materials, adjustments, works abstracts, register of works and contractor's ledger, suspense account, Accounts records for lump sum contracts, Manufacturing accounts, Workshop accounts, Deposit Works, Non- Government Works, Transactions with other divisions, departments and governments, Accounts returns of Sub Divisional Officers, Administrative Approval, Technical Sanction, Preparation of PC-I and Project Appraisal.
2.	<b>Working of the Public Works Departments and Local Government</b>	Working of the Public Works Departments and Local Government. Salient features of scheme of departmentalization of Pak PWD with regard to accounts and audit.
3.	<b>Audit of Public Works Departments (including departmentalized audit of accounts) and the Local Governments</b>	General principles and rules of audit, Audit of expenditure, Objective of audit of expenditure, audit against provision of funds, audit of sanctions to expenditure, audit against rules and orders (regularity), audit against propriety, Audit of receipt and Accounts of stores and stock, Works audit, Preliminary audit by Divisional Accounts Officer, Audit in audit office, Test audit at the periodical inspection of Divisional office, Works Audit Register, audit of vouchers and schedule dockets, audit of works Accounts, audit of remittances and suspense heads, Results of audit, Advance Para, Draft Para.

### Breakup of Questions:

Breakup of the questions will be as under:

- |   |     |
|---|-----|
| A. Multiple Choice Questions:   | 20% |
| B. Descriptive and Short Form Questions:  | 20% |
| C. Subjective practical Questions comprising questions of numerical in nature, Practical Working e.g. Contractor's Bill, Contractor's Ledger, Cash Book, Scenario based questions, Case studies and Commentary etc. | 60% |

### Note:

- For a practical/ numerical question on Cash Book, Contractor's Ledger or Contractor's Bill, blank prescribed/applicable form(s) will be provided to the candidates in the exam.

### Prescribed Books Allowed in Examination (Updated and Currently Applicable):

1. CPWA Code
2. CPWD Code
3. Book of Forms referred in CPWA code
4. Audit Code (Only relevant chapters)
5. Account Code Vol. III (Only works relevant portion)

6. Financial Audit Manual and Sectoral Audit Guidelines(Only portion relevant to the subject)
7. Chart of Accounts
8. Scheme of departmentalization of accounts of Pak PWD
9. Revised System of Financial Control and Budgeting/Delegation of Financial Powers Rules (only rules relating to works)
10. Scheme of Departmentalization of Pak PWD relating to accounts of audit only
11. Withholding Tax Rates
12. The Punjab Local Government Act
13. The Punjab Local Government Works Rules
14. The Punjab Local Government Business Rules
15. The Punjab Local Governments Accounts Rules
16. The Punjab Local Government Budget Rules

**Additional Reading Material:**

1. B & R Department Code
2. Manual of Orders (i) C & W Department (ii) Irrigation Department

### 3. Punjab Local Government Act and Rules Framed Thereunder (Updated) (Application)

(With Books)

**Level: 4**

**Subject: 3**

**Marks: 100**

**Learning Outcomes:**

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

1.	Understand and apply the basic features and provisions of the Punjab Local Government Act and Rules framed thereunder
2.	Understand structure, composition, functions, executive powers, conduct of business and matters concerning accounts, budget, pre-audit and audit etc. of the local governments
3.	Identify controls in relation to matters concerning the local governments
4.	Prepare Budget and Monthly and Annual Accounts of the Local Governments
5.	Deal with audit observations for compliance till their settlement

**Specification Grid:**

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage%
1.	Punjab Local Government Act (Updated)	20-30
2.	a. Punjab Local Governments(Accounts) Rules (Updated) b. Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated) c. Punjab Local Governments (Budget) Rules (Updated) d. Punjab Local Governments (Conduct of Business) Rules (Updated) e. Punjab Local Governments (Works) Rules (Updated)	15-25
3.	a. Punjab Local Governments (Fiscal Transfers) Rules (Updated) b. Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated) c. Punjab Local Governments (Taxation) Rules (Updated) d. Punjab Local Governments (Auction of Collection Rights) Rules (Updated) e. Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated) f. Punjab Finance Commission (Terms & Conditions of Professional Members) Rules (Updated)	15-25
4.	a. Punjab Local Governments (Appeal) Rules (Updated) b. Punjab Local Governments (Contract) Rules (Updated) c. Punjab Local Governments (Committees) Rules (Updated) d. Punjab Local Governments (Property) Rules (Updated)	10-15
5.	a. Punjab Union Councils (Accounts) Rules (Updated) b. Punjab Union Council (Budget) Rules (Updated) c. Punjab Union Councils (Conduct of Business) Rules (Updated)	10-20

6.	<ul style="list-style-type: none"> <li>a. Punjab Districts Authorities (Accounts) Rules (Updated)</li> <li>b. Punjab Districts Authorities (Budget) Rules (Updated)</li> <li>c. Punjab District Health Authorities (Conduct of Business) Rules (Updated)</li> <li>d. Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated)</li> <li>e. Punjab District Authorities (Composition) Rules (Updated)</li> <li>f. Any other Rule made under the Punjab Local Government Act</li> </ul>	10-20
<b>Total</b>		<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Punjab Local Government Act (Updated)	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Local Areas</li> <li>• Constitution of Local Governments</li> <li>• Composition of Local Governments</li> <li>• Local Government Elections</li> <li>• Term of Office</li> <li>• Notification of election, resignation and removal</li> <li>• Executive powers and conduct of business</li> <li>• Union Councils and their functions</li> <li>• District Councils, their structure and function</li> <li>• Municipal Committees, their structure, etc.</li> <li>• Metropolitan and Municipal Corporations</li> <li>• District Education and Health Authorities</li> <li>• Local Government Finance</li> <li>• Punjab Finance Commission and Fiscal Transfers</li> <li>• Local Government Taxation</li> <li>• Local Government Relations</li> <li>• Local Government Property</li> <li>• Offences and Enforcement</li> <li>• Miscellaneous</li> </ul>
2.	<ul style="list-style-type: none"> <li>a. Punjab Local Governments (Accounts) Rules (Updated)</li> <li>b. Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated)</li> <li>c. Punjab Local Governments (Budget) Rules (Updated)</li> </ul>	<ul style="list-style-type: none"> <li>• All the provisions and aspects of the Punjab Local Governments (Accounts) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Budget) Rules (Updated)</li> </ul>

S. No.	Syllabus Contents Area	Course Contents
	<p><b>d.</b> Punjab Local Governments (Conduct of Business) Rules (Updated)</p> <p><b>e.</b> Punjab Local Governments (Works) Rules (Updated)</p>	<ul style="list-style-type: none"> <li>• All the provisions and aspects of the Punjab Local Governments (Conduct of Business) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Works) Rules (Updated)</li> </ul>
3.	<p><b>a.</b> Punjab Local Governments (Fiscal Transfers) Rules (Updated)</p> <p><b>b.</b> Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated)</p> <p><b>c.</b> Punjab Local Governments (Taxation) Rules (Updated)</p> <p><b>d.</b> Punjab Local Governments (Auction of Collection Rights) Rules (Updated)</p> <p><b>e.</b> Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated)</p> <p><b>f.</b> Punjab Finance Commission (Terms &amp; Conditions of Professional Members) Rules (Updated)</p>	<ul style="list-style-type: none"> <li>• Provisions of the Punjab Local Governments (Fiscal Transfers) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Taxation) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Auction of Collection Rights) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Finance Commission (Terms &amp; Conditions of Professional Members) Rules (Updated)</li> </ul>
4.	<p><b>a.</b> Punjab Local Governments (Appeal) Rules (Updated)</p> <p><b>b.</b> Punjab Local Governments (Contract) Rules (Updated)</p> <p><b>c.</b> Punjab Local Governments (Committees) Rules (Updated)</p>	<ul style="list-style-type: none"> <li>• All the provisions and aspects of the Punjab Local Governments (Appeal) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Contract) Rules (Updated)</li> <li>• All the provisions and aspects of the Punjab Local Governments (Committees) Rules (Updated)</li> </ul>



S. No.	Syllabus Contents Area	Course Contents
	d. Punjab Local Governments (Property) Rules (Updated)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Punjab Local Governments (Property) Rules (Updated)</li> </ul>
5.	a. Punjab Union Councils (Accounts) Rules (Updated) b. Punjab Union Council (Budget) Rules (Updated) c. Punjab Union Councils (Conduct of Business) Rules (Updated)	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Punjab Union Councils (Accounts) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab Union Council (Budget) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab Union Councils (Conduct of Business) Rules (Updated)</li> </ul>
6.	a. Punjab Districts Authorities (Accounts) Rules (Updated) b. Punjab Districts Authorities (Budget) Rules (Updated) c. Punjab District Health Authorities (Conduct of Business) Rules (Updated) d. Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated) e. Punjab District Authorities (Composition) Rules (Updated) f. Any other Rule made under the Punjab Local Government Act	<ul style="list-style-type: none"> <li>All the provisions and aspects of the Punjab Districts Authorities (Accounts) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab Districts Authorities (Budget) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab District Health Authorities (Conduct of Business) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated)</li> <li>All the provisions and aspects of the Punjab District Authorities (Composition) Rules (Updated)</li> <li>All the provisions and aspects of any other Rule made under the Punjab Local Government Act</li> </ul>

### Breakup of Questions:

Breakup of questions will be as under:

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

### Prescribed Books Allowed in Examination (Updated and Currently Applicable):

- Punjab Local Government Act (Updated)
- Punjab Local Governments (Accounts) Rules (Updated)
- Punjab Union Councils (Accounts) Rules (Updated)

4. Punjab Districts Authorities (Accounts) Rules (Updated)
5. Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated)
6. Punjab Local Governments (Budget) Rules (Updated)
7. Punjab Union Council (Budget) Rules (Updated)
8. Punjab Districts Authorities (Budget) Rules (Updated)
9. Punjab Local Governments (Conduct of Business) Rules (Updated)
10. Punjab Union Councils (Conduct of Business) Rules (Updated)
11. Punjab District Health Authorities (Conduct of Business) Rules (Updated)
12. Punjab Local Governments (Works) Rules (Updated)
13. Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated)
14. Punjab Local Governments (Appeal) Rules (Updated)
15. Punjab Local Governments (Fiscal Transfers) Rules (Updated)
16. Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated)
17. Punjab Local Governments (Taxation) Rules (Updated)
18. Punjab Local Governments (Auction of Collection Rights) Rules (Updated)
19. Punjab Local Governments (Contract) Rules (Updated)
20. Punjab Local Governments (Committees) Rules (Updated)
21. Punjab Local Governments (Property) Rules (Updated)
22. Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated)
23. Punjab Finance Commission (Terms & Conditions of Professional Members) Rules (Updated)
24. Punjab District Authorities (Composition) Rules (Updated)
25. Any other Rule made under the Punjab Local Government Act

**Additional Reading Material:**

1. History of Local Governments in Pakistan
2. History of Local Government Laws in Pakistan.

## 4. Expenditure and Receipts / Income of all the Local Governments Including District Education / Health Authorities and Union Councils (Updated) (Application) (With Books)

**Level: 4**

**Subject: 4**

**Marks: 100**

### Learning Outcomes:

On successful completion of the course, candidates will be able to:

1.	Understand a Local Government and ascertain the difference among its various types like Authority, Metropolitan Corporation, Municipal Corporations, Municipal Committees, District Councils and Union Councils
2.	Know functions of all the Local Governments including District Education/Health Authorities and Union Councils
3.	Have knowledge of provisions concerning performance of functions by the Local Governments including Education/Health Authorities and Union Councils
4.	Understand the system of Local Government Taxation and other receipts covering levy of taxes, rating areas and property tax, collection of taxes, minimum rate of tax etc.
5.	Understand the system of expenditure of the Local Governments; and
6.	Develop checklist to carry out audit of taxation and expenditure & receipts of Local Governments including Education/Health Authorities and Union Councils

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage %
1.	District Education Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	15-25
2.	District Health Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	15-25
3.	Metropolitan Corporation / Municipal Corporations / Municipal Committees (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	15-25
4.	District Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	15-25
5.	Union Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	15-25
<b>Total</b>		<b>100</b>

## Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	District Education Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"><li>• District Education Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)</li></ul>
2.	District Health Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"><li>• District Health Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)</li></ul>
3.	Metropolitan Corporation / Municipal Corporations / Municipal Committees (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"><li>• Metropolitan Corporation / Municipal Corporations / Municipal Committees (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)</li></ul>
4.	District Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"><li>• District Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)</li></ul>
5.	Union Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"><li>• Union Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)</li></ul>

## Breakup of Questions:

Breakup of questions will be as under:

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

## Prescribed Books Allowed in Examination (Updated and Currently Applicable):

1. Punjab Local Government Act (Updated)
2. Rules made under Local Government Act (Updated)
3. Sectoral Audit Guidelines (relevant to subject only).

## 5. Accounting, Reporting, Pre-Audit and Internal Audit System of Local Governments (Updated) (Applications)

(With Books)

Level: 4

Subject: 5

Marks: 100

### Learning Outcomes:

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

1.	Understand comprehensively the Punjab Local Government(Accounts) Rules;
2.	Understand the structure of accounts, executive powers and other matters concerning accounts, pre-audit and audit of accounts of local governments;
3.	Understand and demonstrate Process Mapping of accounts, identification of controls in relation to accounts, developing audit check lists/road-map of accomplishment of accounts and audit-related assignments;
4.	Understand and demonstrate preparation of Monthly and Annual Accounts;
5.	Carry out financial attest of accounts of local governments; and
6.	Carry out the internal audit of local governments

### Specification Grid:

Specification Grid of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Weightage%
1.	Accounting, Reporting and Pre-Audit in respect of District Councils, Metropolitan and Municipal Corporations and Municipal Committees, etc.	25-35
2.	Accounting, Reporting and Pre-Audit in respect of Union Councils	5-15
3.	Accounting, Reporting and Pre-Audit in respect of District Education and Health Authorities	15-25
4.	Financial attest of accounts and dealing with audit observations till final settlement through DAC, SDAC, PAC/Adhoc PAC, etc	15-25
5.	Internal Audit of Local Governments	15-25
<b>Total</b>		<b>100</b>

### Course Contents:

Course Contents of the Syllabus Contents Areas will be as under:

S. No.	Syllabus Contents Area	Course Contents
1.	Accounting, Reporting and Pre-Audit in respect of District Councils, Metropolitan and	<ul style="list-style-type: none"> <li>• All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of District Councils, Metropolitan</li> </ul>

	Municipal Corporations and Municipal Committees, etc.	and Municipal Corporations and Municipal Committees, etc.
2.	Accounting, Reporting and Pre-Audit in respect of Union Councils	<ul style="list-style-type: none"> <li>All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of Union Councils</li> </ul>
3.	Accounting, Reporting and Pre-Audit in respect of District Education and Health Authorities	<ul style="list-style-type: none"> <li>All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of District Education and Health Authorities</li> </ul>
4.	Financial attest of accounts and dealing with audit observations till final settlement through DAC, SDAC, PAC/Adhoc PAC, etc	<ul style="list-style-type: none"> <li>All the provisions and aspects regarding Financial attest of accounts and dealing with audit observations till final settlement through DAC, SDAC, PAC/Adhoc PAC, etc</li> </ul>
5.	Internal Audit of Local Governments	<ul style="list-style-type: none"> <li>All the provisions and aspects regarding Internal Audit of Local Governments</li> </ul>

### Breakup of Questions:

Breakup of questions will be as under:

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

### Prescribed Books Allowed in Examination (Updated and Currently Applicable):

1. Punjab Local Government Act (Updated)
2. Punjab Local Government (Accounts) Rules (Updated)
3. Punjab Local Government (Budget) Rules (Updated)
4. Punjab Local Government (Fiscal Transfers) Rules (Updated)
5. Punjab Local Government (Delegation of Financial Powers) Rules (Updated)
6. Financial Audit Manual (portion relevant to Financial Attest only) (Updated)
7. Quality Management Framework (portion relevant to accounts) (Updated)
8. Punjab Local Government Internal Audit Manual (Updated)