



**Pakistan Institute of Public
Finance Accountants**

PIPFA
Syllabus Winter-2019
for
PRAD
(Updated 2020)

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Level -1

1. **Quantitative Methods (Computer Based Exam)**
2. **Basic Accounting (Computer Based Exam)**
3. **Business English (Public Sector) (Subjective)**

1. Quantitative Methods

Computer Based Exam (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	Using regression and correlation analysis to study historic trends and predicting changes in dependent variable on the basis of its relationship with independent variable
9	Compute probability involving discrete as well as continuous data
10	Making decisions using sampling techniques involved in hypothesis testing, confidence interval estimation and determination of probability

Specification Grid

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

PAPER Format:

- Paper will be computer based and 50 questions of 2 marks each will be asked.

A Business Mathematics**1. Basic Mathematics**

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

2. Mathematics of Finance

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

3A Calculus

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

3B Linear Programming

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

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

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

5 Correlation & Regression analysis

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

6 Probability and probability distribution

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

7 Sampling and decision- making

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

Prescribed Books:

Study Text prescribed by ICAP

2. Basic Accounting

Computer Based Exam (CBE)

Level: 1

Subject: 2

Marks: 100

Learning Outcomes

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

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

Specification Grid

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

PAPER Format:

- Paper will be computer based and 50 questions of 2 marks each will be asked.

1. Introduction to Accounting

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

2. Book Keeping

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

3. Preparation of Financial Statements of a sole trader

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

4. Preparation of Accounts from incomplete records

Prescribed Books:

Study Text prescribed by ICAP

3. Business English (Public Sector) (Subjective)

Level: 1**Subject: 3****Marks: 100****Learning Outcomes**

On the successful completion of this paper candidates will be able to acquire **Medium Level** knowledge and skill to:

1	Apply knowledge and demonstrate inter-personal and intra-personal skills
2	Have a reasonably large vocabulary and the ability to use the different words in Business English and Fiscal English
3	Construct grammatically correct sentences
4	Demonstrate good English comprehension skills
5	Understand and write various types of communication in public sector i.e. noting, drafting, audit paras development, report writing, etc.

Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Fundamentals of communication, Inter-personal & intra-personal skills	15-25
2	Vocabulary	10-15
3	English Grammar and Comprehension	20-30
4	Fiscal English	15-20
5	Types of communication in public sector and their preparation	20-30
Total		100

PAPER Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will be Subjective.

1. (a) Fundamentals of Communication

- (i) Fundamentals of Communication –Overview
- (ii) Definition, Goals, Patterns and Channels of Communication
- (iii) Information needs, Components of Communication Process, Methods, Barriers
- (iv) Formal and informal communication and different Types of Communication networks
- (v) Seven Cs of effective communication

(b) Inter-personal and Intra-personal skills

- (i) Axioms and purposes of Inter-personal communication
- (ii) Forms of Communication
 - Oral Communication
 - Written Communication.
- (iii) Listening Skills
- (iv) Non-Verbal Communication
- (v) Ethics and Inter-Personal Communication
Basic aspects of Intra-personal (self-concept, perception & expectation)

2. Vocabulary

- (i) Identify the correct meaning of words (A list of approximately 3,000 commonly used words would be provided by PIPFA .
- (ii) Identification of synonyms and antonyms of the above words
- (iii) Using the above words into sentences.

3. English Grammar and Comprehension

- (i) Sentences - an introduction
- (ii) Kinds of Sentences
- (iii) Parts of speech
- (iv) Rules for formation of sentences
- (v) Forms of verb
- (vi) Pair of Words
- (vii) Phrases and Idioms
- (viii) Use of Tenses
- (ix) Active and Passive Voice
- (x) Direct and Indirect Speech
- (xi) Punctuation.

4. Fiscal English

- (i) Identify the correct meaning of words of Fiscal English, especially those commonly used in public sector
- (ii) Using the above words into sentences.

5. Types of Communication in Public Sector and their Preparation

- (i) Office note
- (ii) Memorandum
- (iii) Office order
- (iv) Circular
- (v) Endorsement
- (vi) Letters
- (vii) Demi-official letter
- (viii) Office Memorandum
- (ix) Un-official Note
- (x) Notification, Agenda, Working Paper and Minutes of Meeting
- (xi) Electronic Communications e.g. website, email, Skype, video-conferencing, fax, etc) and their key terms introduction.

Prescribed Books:

1. Study Text of Secretariat Training Institute/ Management and Professional Development Department/ Pakistan Audit and Accounts Academy/ Military Accountant Training Institute
2. Study Text prescribed by ICAP
3. Secretarial instructions/ Manual of Secretariat Instructions
4. Precise and Report writing by Murphy
5. Types of Communication by A.A. Zaidi
6. Dictionary/collection of words of Fiscal English

Additional Reading Book

- Business Communication by Boove.

Level -2

1. **Cost Accounting (Computer Based Exam)**
2. **Business Economics (Computer Based Exam)**
3. **Public Financial Management, Financial Rules and Budgeting (Federal) (Application)**
4. **Public Sector Accounting (Theory)**
5. **Public Sector Accounting (Application)**

1. Cost Accounting

Computer Based Exam (CBE)

Level: 2

Subject: 1

Marks: 100

Learning Outcomes

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

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

Specification Grid

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

PAPER Format:

- Paper will be computer based and 50 questions of 2 marks each will be asked.

1A Cost accounting concepts

- Elements of cost
- Direct and indirect cost
- Applied and actual overheads
- Fixed and variable overheads
- Period and product cost

1B Accounting for material, labor and factory overheads

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

- Labour related costs (overtime, bonus, vacation pay, guaranteed wage plans and pensions)
- Accounting for labour and labour related costs

c) Overheads

- Nature of factory overhead expenses
- Calculation and use of predetermined factory overhead rate
- Accounting for actual and applied overheads and under/over absorbed overheads
- Allocation, apportionment and absorption of service departments overheads
- Analysis of under/over absorption in terms of expenditure and volume variance
- Administrative and selling overheads

2. **Costing systems**

- a) Job costing and batch costing
- b) Process costing
- c) Costing of joint and by-products
- d) Marginal and absorption costing

3. **Standard costing and variance analysis**

- a) Introduction to standard costing
- b) Establishing standard costs
- c) Calculation of variances
 - Material variances (Price, Usage, Mix and Yield variance)
 - Labour variances (Rate and efficiency variances)
 - Overheads (Three and four variance methods)
- d) Analysis and interpretation of variance

Prescribed Books:

Study Text prescribed by ICAP

2. Business Economics

Computer Based Exam (CBE)

Level: 2

Subject: 2

Marks: 100

Learning Outcomes

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

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

Specification Grid

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

PAPER Format:

- Paper will be computer based and 50 questions of 2 marks each will be asked.

1. Basic Concepts of Economics

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

2. Micro-economics

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

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

3. Macro-economics

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

4. Banking System, Financial Markets and International Trade

a) Banking System

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

b) Financial Markets

- Money Markets
- Capital Markets

c) International Trade

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

Prescribed Books:

Study Text prescribed by ICAP

3. Public Financial Management, Financial Rules and Budgeting (Federal) (Application - With Books)

Level: 2**Subject: 3****Marks: 100****Learning Outcomes**

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

1. Act in accordance with the basic laws constituted under the Constitution of the Islamic Republic of Pakistan.
2. Ensure that all orders and instructions issued by any functionary of the government are conforming to the statutory rules and regulations having the constitutional sanction.
3. Make the functionaries of the government aware of the consequences of non-observance of rules and regulations and be able to pinpoint that any deviation from express limits to the power and authority of the functionaries of the government would lead to the mal-administration.

Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1.	Public Financial Management	10
2.	Financial Provisions under the Constitution	10
3.	System of Financial Control and Budgeting	15
4.	Financial Rules and Instructions: A. Financial Rules B. Treasury Rules	25
5.	Public Procurement Rules and Procurement Taxes	15
6.	Withholding Tax, Sales Tax and Provincial Sales Tax	15
7.	Staff Car Rules	10
	Total	100

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks containing scenario-based questions, short form questions, practical/ numerical questions, etc

Course Contents

1. Public Financial Management

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

2. Financial Provisions under the Constitution

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

3. System of Financial Control and Budgeting

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

4. Financial Rules and Instructions

(A) General Financial Rules and Instructions

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

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

b) Delegation of Powers (Latest)

(B) Treasury Rules

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

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

5. Public Procurement Rules and Procurement Taxes

6. Withholding Tax, Sales Tax and Provincial Sales Tax

7. Staff Car Rules.

Prescribed Books(allowed in examination):

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

4. Public Sector Accounting (Theory)

Level: 2

Subject: 4

Marks: 100

Learning Outcomes

This paper aims to:

1. Ensure that students have adequate knowledge of Accounting Framework prescribed by the Auditor General of Pakistan for Public Sector Entities;
2. Provide knowledge and skills in Financial Reporting and Controls for Public Budgeting, Public Expenditure, Public Debt and Public Revenues;
3. Provide knowledge and skills in Recording, Reconciling and Reporting Inter Department and Inter Government Transactions;
4. Provide understanding of Identifying, Budgeting, recording and reporting the transactions of Consolidated Fund and Public Account as required under the Constitution;
5. Impart students' Knowledge and skills in Identifying, analyzing, classifying, recording and reporting accounting elements along with functions, roles and responsibilities of various system functionaries;
6. Ensure understanding the receipts and payment methods, procedures for Salaries and Wages, Contingencies, Project Expenditure, Pension and General Provident Fund including use of Assignment Accounts and Personal Ledger Accounts.

Specification Grid

S. No.	Syllabus Contents Area	Weight age %
1	Introduction and Overview of Public Sector Accounting Framework, Constitutional Requirements, Roles and Responsibilities for accounting of the system functionaries, Functions of the Auditor-General of Pakistan, Controller General of Accounts and Accountant General.	15
2	Accounting principles, policies and procedures for Public Budgeting, Public Expenditure, Public Revenues, Public Assets, Public Debt and Equity.	35
3	Accounting for development Projects, Insurance transactions, Public Account Transactions, Budgetary Controls and Commitments.	25
4	Accounting policies and procedures for Self- Accounting Entities, Loss and Recoveries of Public money, Accounting and Settlement of Inter department and inter Government transactions	15
5	International Public Sector Accounting Standard (IPSAS)	10
	Total	100

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected. □
- □ Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks containing 60% short form and 20% Descriptive questions,

Course Contents

Mandate of Auditor General of Pakistan and Controller General of Accounts.	<ul style="list-style-type: none"> • Constitutional Provision Regarding Audit & Accounts. • AGP Ordinance 2001. • CGA Ordinance 2001.
IPSAS (Cash Basis)	<ul style="list-style-type: none"> • Introduction to International Public Sector Accounting Standards. • The basic concepts of cash and cash equivalents. • The key components of mandatory presentation and disclosures under cash based IPSAS. • The encouraged presentation and disclosure of financial information under cash based IPSAS.
Introduction to GAAP for Public Sector in Pakistan	<ul style="list-style-type: none"> • Basic Requirements, Concepts, Principles, and Policies for Public Sector Accounting. • Organizational structure of the Public Sector Accounting system and responsibilities of organizations and officers.
Budgetary and Accounting Controls	<ul style="list-style-type: none"> • Introduction to Accounting, Reporting Controls and qualitative characteristics of financial information for public sector in Pakistan; • Understanding the methods of budget preparation i.e. incremental budgeting, Activity based Budgeting and Output based budgeting. • Specific Budgetary Procedures and methods for permanent and temporary budgeting in Pakistan
Accounting for Expenditure	<ul style="list-style-type: none"> • Introduction to the steps involved in the payment cycle for public expenditure. • General and accounting policies prescribed for payments out of Consolidated Fund including commitments, arrears and refunds. • Accounting Principles, Policies and Procedures involved in Salaries and Wages, Pension payments, General Provident Fund and Loans and Advances • The prescribed methods for employee related payments to various classes of the government servants. • Accounting Principles, Policies and Procedures involved in payments of Contingencies and Civil Works • The key internal controls prescribed for making payments out of government accounts. • The various procedures prescribed for transfer and processing of Pay and allowances, Pension, GP Fund, Loans and Advances and other Contingent payments. • The special procedures prescribed under modified cash

	basis of accounting for recognitions/ recording, reconciliation, consolidation and reporting of employee related and other payments.
Accounting for Receipts	<ul style="list-style-type: none"> • Introduction to the Policies, methods and steps involved in the collection of receipts under Consolidated Fund and Public Accounts • The General and Accounting Principles, Policies and Procedures prescribed for receipts under Consolidated Funds and Public Accounts of the Government • The special procedures prescribed under modified cash basis of accounting for recognitions/ recording, reconciliation, consolidation and reporting of receipts.
Accounting for Liabilities	<ul style="list-style-type: none"> • Definition and basic concept of government Liabilities. • General and Accounting Policies and Procedures for recording, compilation and consolidation of accounts of liabilities. • The policies for year-end adjustments in presentation and disclosure of liabilities.
Accounting for Assets	<ul style="list-style-type: none"> • Definition and basic concept of government Assets. • Accounting policies for Financial Assets, stores and Fixed Assets. • Policies and procedures for recording the disposal of fixed assets. • General and Accounting Policies and Procedures for recording, compilation and consolidation and year- end adjustments in the accounts of assets
Accounting for other transactions	<ul style="list-style-type: none"> • General and Accounting Policies and procedures for transactions relating to Insurance, Losses and recoveries of public money, Public Account • General and Accounting Policies and Procedures for preparation, compilation and consolidation of accounts of departmentalized/ self-accounting entities, projects, inter department and inter government transactions.

Prescribed Books for study (not allowed in examination):

- 1) Manual of Accounting Principles by Auditor General of Pakistan
- 2) Accounting Policies and Procedures Manual by Auditor General of Pakistan
- 3) IPSAS (Cash Basis) by IPSASB (IFAC)

5. Public Sector Accounting (Application - With Books)

Level: 2**Subject: 5****Marks: 100****Learning Outcomes**

This paper aims to:

1. Provide knowledge and skills in Financial Reporting and Controls for Public Budgeting, Public Expenditure, Public Debt and Public Revenues;
2. Provide knowledge and skills in Recording, Reconciling and Reporting Inter Department and Inter Government Transactions;
3. Provide understanding of Identifying, Budgeting, recording and reporting the transactions of Consolidated Fund and Public Account as required under the Constitution;
4. Impart students' Knowledge and skills in Identifying, analyzing, classifying, recording and reporting for accounting elements, Consolidated Fund and Public Accounts.
5. Ensure knowledge and skills in maintenance of Primary books of accounts, General Purpose Financial Statements and other reporting requirements of the users of the Financial Information regarding Public Sector Entities.

Specification Grid

S. No.	Syllabus Contents Area	Weight age %
1	The key elements of the Chart of Accounts (CoA). The codification of financial transactions and the transactions relating to Human Resource Information.	20
2	Accounting policies and procedures for recording and reporting of Public Expenditure, Public Revenues, Public Money losses, Public Assets, Public Debt and Equity related transactions. Budgeting Cycle and Budgetary controls and Commitments. Certification of Claims and various methods of payments	30
3	Maintenance of primary/ subsidiary accounting records (Journal entries, sub-ledger, Abstracts, General Ledger, Appropriation Register, etc.) by DAO/TO/FTO, AG/AGPR, PAO/ DDO and SBP/NBP for all accounting transactions of receipts and payments. Bank Reconciliation at DAO/TO/FTO and AG/AGPR levels.	20
4	The monthly and annual preparation of Financial Statements. The month-end and year-end closing procedures. The use and clearance of Suspense Accounts, Clearing Accounts and Control Accounts. Inter-departmental and Inter-Government Transactional adjustments.	20
5	International best accounting practices (IPSAS)	10
	Total	100

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will be subjective containing 20% Codification and De-codification of Transactions 50% Numerical Questions and 30% Case Study/Analytical Questions

Course Contents

Chart of Accounts	<ul style="list-style-type: none"> • The purpose and Coding structure of the Elements of the Chart of Accounts (CoA). • Use of the Entity element codes, Function element codes, Fund element codes and Object element codes • Use of HR information codes for recording and reporting purposes.
Budgetary and Accounting Controls	<ul style="list-style-type: none"> • Maintenance of Budget Controls Register for commitments. • The daily/ monthly procedures by DAO/ Banks for reporting cash balances. • Preparation of Bank Reconciliation Statements by DAO and AG offices.
Accounting for Expenditure	<ul style="list-style-type: none"> • The special procedures prescribed under modified cash basis of accounting for recognitions/ recording, reconciliation, consolidation and reporting of employee related and other payments. • Computation of interest on GP Fund and Preparation of closing balance statement followed by Journal Entries in the books of accounts. • Computation of interest on Loans and Advances to Government Servants followed by Journal Entries in the books of Accounts. • Recording of expenditure in manual/ computerized system with and without recording Commitments. • Recording of transactions relating to Refunds, Petty Cash, pay and allowances, pension/ gratuity and contingencies with deductions for taxes at source.
Accounting for Receipts	<ul style="list-style-type: none"> • The special procedures prescribed under modified cash basis of accounting for recognitions/ recording, reconciliation, consolidation and reporting of receipts. • Recording of Receipts in consideration and without consideration (Grants) in manual/ computerized system. • Accounting for conditional and unconditional Cash and non-cash grants for the federal government and on behalf of other (provincial) governments.

Accounting for Liabilities	<ul style="list-style-type: none"> Recording, compilation and consolidation of accounts of liabilities. The policies and recording for year-end adjustments in presentation and disclosure of domestic and foreign liabilities.
Accounting for Assets	<ul style="list-style-type: none"> Recording of Financial Assets, stores and Fixed Assets under modified cash basis of accounting. Policies and procedures for recording the assets on acquisition, month/year-end and disposal of fixed assets. General and Accounting Policies and Procedures for recording, compilation and consolidation and reporting of assets.
Accounting for other transactions	<ul style="list-style-type: none"> Recording of transactions relating to Insurance, Losses and recoveries of public money, Public Account Recording and reporting of cash deposits and withdrawals from SBP by Self-accounting entities Recording of Inter department (exchange) and inter government (settlements) transactions.
Best International practices in Public Sector Accounting	<ul style="list-style-type: none"> Mandatory and Encouraged Reporting under Cash based International Public Sector Accounting Standards. Presentation of Financial Statements (IPSAS-1) Components and preparation of Cash Flow Statement(IPSAS-1)
Financial Reporting and accounting records	<ul style="list-style-type: none"> Monthly/ Annual production of Financial Statements and Reports. Compilation of Monthly Consolidated accounts and Annual Appropriation Accounts. Consolidated Financial Statements of the Federation. Maintenance and Retention of Accounting Records Use of Suspense, clearance and control Accounts Control of Official Forms and Cheque Books

Prescribed Books (allowed in examination):

- 1) CGA's Ordinance 2001 and AGP's Ordinance 2001
- 2) Manual of Accounting Principles by Auditor General of Pakistan
- 3) Accounting Policies and Procedures Manual by Auditor General of Pakistan
- 4) Chart of Accounts
- 5) IPSAS(Cash Basis) by IPSASB (IFAC)
- 6) IPSAS-1 and 2 (Accrual Basis) by IPSASB (IFAC)

Level -3

1. **Audit & Assurance (Public Sector) (Without Books)**
2. **Public Finance**
3. **Management Accounting**
4. **Public Sector Business Communication & Report Writing**

1. Audit and Assurance (PS)

(Without Books)

Level: 3**Subject: 1****Marks: 100****Learning Outcomes**

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

Specification Grid

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

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks
- There will be 33% choice in Descriptive & Short Form Questions

Course Contents

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

4. The Audit Cycle	<ul style="list-style-type: none"> • Introduction • General Audit Planning • Activity and Resource Planning • Roles and Responsibilities
5. Planning the Audit	<ul style="list-style-type: none"> • Introduction • Step 1 – Establish Audit Objectives and Scope • Step 2 – Understand the Entity’s Business • Step 3 – Assess materiality, planned precision, and audit risk • Step 4 – Understand the Entity’s Internal Control Structure • Step 5 – Determine Components • Step 6 – Determine financial audit and compliance with authority objective, and error/irregularity conditions • Step 7 – Assess inherent risk and control risk • Step 8 – Determine mix of tests of internal controls, analytical procedures and Substantive tests of details • Reliance on Other Auditors • Documenting strategic planning decisions • Application to Government-wide Audits
6. Activity and Resource Planning for Individual Audits	<ul style="list-style-type: none"> • Introduction • Formulate/update Audit Programs • Updating staffing requirements and allocating resources • Updating budget requirements • Updating timing considerations • Factors to consider when determining the optimum timing • Updating information required from the entity • Re-assessing the general and detailed planning decision for individual audit • Documenting the detailed planning decision • Updating planning file • Approval of the general and detailed planning decisions
7. Conducting the Audit	<ul style="list-style-type: none"> • Introduction • Compliance Testing Substantive Testing Evidence • Matters to deal with during field work • Cause and Effect Analysis • Developing conclusions and Recommendations • Keeping entity official informed • Documenting the work performed • Custody and maintenance of working paper files • Quality assurance during field work

8. Evaluating Audits Results	<ul style="list-style-type: none"> • Evaluating Financial Audit Results • Known Errors, Most likely Errors, Further Possible Errors and Maximum Possible Error • Determining the cause of errors, violations and deviations • Concluding on the Results of Each Test Concluding on the results of each component Concluding on the financial statements as a whole Dealing with unacceptable results • Dealing with acceptable results • Documenting the evaluation process • Evaluating Regularity Audit Results • Quality assurance during the evaluation phase
9. The Reporting Process	<ul style="list-style-type: none"> • Introduction • Focus on the Reporting Process • Clearing Observations, Conclusions and Recommendations • Obtaining Management Responses Management representation letter Audit completion checklist Producing the Audit Report Review of reports by others
10. The Audit Report	<ul style="list-style-type: none"> • Introduction • The Certification Report and Types of Opinion • Audit reports other than opinions on financial statement • Reporting style and format • Compliance and Performance Reports
11. Documentation and Working Papers	<ul style="list-style-type: none"> • The Need for Documentation and Working Paper Files • The Purpose of Working Paper Files • The Quality of Working Paper Files • Custody and Maintenance of the Working Paper Files
12. Audit Follow Up	<ul style="list-style-type: none"> • Introduction • Timing of the Follow Up • Determining the Desired Level of Assurance • Performing the Follow Up • Reporting the results of the Follow Up • Performing additional follow ups

13. Quality Assurance	<ul style="list-style-type: none"> • Introduction • General Quality Assurance Techniques Described in this Manual • Quality Assurance During Planning Phases for Individual Audits • Quality Assurance During the Field Work Phase for Individual Audits • Quality Assurance during the Evaluation Phase • Quality assurance during the reporting phase • Quality assurance during the follow up phase • Other quality assurance procedures
14. Internal Controls	<ul style="list-style-type: none"> • Working of Chief Finance and Accounts Officer in the Federal Ministries.

Prescribed Books (Not allowed in examination):

1. Financial Audit Manual with Appendices
2. Audit Working Paper Kit
3. Quality Management Framework
4. System of Financial Control and Budgeting 2006 (updated)

Additional Reading Material (Not allowed in examination):

1. Sectoral Audit Guidelines

2. Public Finance

Level: 3

Subject: 2

Marks: 100

Learning Objectives:

The learning objectives of this course are:

- To understand the theory and practice of how government finances itself from both positive and normative points of view.
- To understand the consequences of government policies on resources allocation and income distribution affecting welfare of the people.
- To understand the concept of fiscal federalism and issues therein.
- To understand the role of the public sector in the economy using microeconomics.
- To understand public expenditure analysis and methods of financing government expenditures.
- To study the underlying theory of welfare economics as well as the economic effects of public policy.

Learning Outcomes:

By the end of this course, the students should be able to apply knowledge and principles public finance and to perform economic policy analysis by applying microeconomics principals and theories.

Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Definition, Scope, concepts and importance of the study of Public Finance. Empirical tools of Public finance. Externalities and Public goods.	15
2	Government Budgeting and Fiscal Policy	20
3	Public Revenue, Tax Criteria and Tax Incidence	20
4	Public Expenditure	20
5	Public Debt	15
6	National Finance Commission of Pakistan and Divisible pool of Taxes and straight transfers.	10
	Total	100

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks containing descriptive and short form questions.

Course Contents

Introduction to Public Finance and theory of Public Goods.	<ul style="list-style-type: none"> • Concept, Definition and Scope of Public Finance. • Functions of a Modern State and role of Budget Policy in a Modern State. • Social or Public Goods and their Properties • Private Goods and their Properties • Models of Efficient Allocation of Resources.
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Government Budgeting and Fiscal Policy	<ul style="list-style-type: none"> • Definition, concepts, importance and Structure of Govt. budgeting. • Legal framework for budgeting in Pakistan. • Methods in public budgeting and properties & difference between <i>Incremental and Zero-Based Budgeting</i>. Capital Budgeting and long-term budgeting. • Scope, Properties and Process of <i>Program Budgeting</i>, • The concepts of Annual Budget Statement, Revenue Vs Development Budget Vs No-Development Budget, Surplus Vs Deficit Budget, Balanced Budget, Budget Constraint and budgetary adjustments. • Definition, instruments, Objectives, roles and limitations of Fiscal Policy.
Public Revenue, Tax Criteria and Tax Incidence	<ul style="list-style-type: none"> • Various types of taxes, merits and demerits, effects of taxation on economy. Canons of Taxation. • What are the differences between, merits and demerits of <i>Benefit-received Theory</i> and <i>Ability to Pay Theory</i> • What is tax incidence, impact and criteria? Why? Calculation and reporting of Tax Expenditure.
Public Expenditure	<ul style="list-style-type: none"> • Concept, nature and classification and canons of Public Expenditure. Canons of Financial propriety. • <i>Wagner's Hypothesis</i>, various effects of Public Expenditure. • Why governments do spend on Education, Health and Social Protection? • Why governments pay grants and subsidies? The Schedule of authorized expenditure.
Public Debt	<ul style="list-style-type: none"> • Meaning, classification and structure/ sources of Public Debt. • Legal Framework, authority, roles and responsibilities of Governments institutions for public borrowing in Pakistan. • The Concepts of Debt, Credit, Cash Grants, Technical Grants, Commodity Grants, Conditional Vs. unconditional grants and foreign Aid. The concepts of sovereign debt fund and economic sustainability. Estimating and reporting the Pension liability.
National Finance Commission of Pakistan and Divisible Pool of Taxes and straight transfers	<ul style="list-style-type: none"> • Legal Framework for taxation in Federal and Provincial Governments- Constitutional provisions and Presidential Orders. • Distribution of Revenues and Grant-in-Aid Order 2010 • Ratio for distribution of taxes among provinces, straight transfers, Sales Tax on Services and Grant-in-aid for provinces.

Prescribed Books for study (not allowed in examination):

1. Constitution of Islamic Republic of Pakistan and Presidential Orders
2. Monetary Economics and Public Finance by A. Hamid Shahid
3. Public Finance 9th/e by Harvey S. Rosen and Ted Gayer
4. Public Finance and Public Policy by Jonathan Gruber

3. Management Accounting

Level: 3**Subject: 3****Marks: 100**

Learning Outcomes

On the successful completion of this paper, candidates are supposed to acquire **just Medium Level** knowledge so as to be able to:

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

Specification Grid

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

PAPER Format:

- Paper will be subjective containing short forms, Long forms and Scenario based questions.

Course Contents

1. Introduction to management accounting

- Scope of management accounting
- Objectives and role of management accounting
- Limitations of management accounting

2 Forecasting and budgeting

- Purpose of budgeting and forecasting
- Budget and planning process
- Revenue and production budgets
- Cash budgets
- Zero based budgeting and flexible budgets
- Budgetary Controls

3. Performance analysis

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

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

4. Decision Making

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

5. Introduction to financial management

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

Prescribed Books:

Study Text prescribed by ICAP

4. Public Sector Business Communication and Report Writing

Level: 3

Subject: 4

Marks: 100

Learning Outcomes

On the successful completion of this paper, candidate is supposed to acquire **Proficiency Level** knowledge & skill and will be able to:

- Comprehend the concepts and principles of communication in public sector
- Apply knowledge and demonstrate interpersonal and intra-personal skills
- Understand different types of electronic communication, its key features, benefits and limitations
- Understand and write various types of communication in public sector, including Noting, Drafting, Audit Paras Development and writing of Audit Reports
- Write Précis, Summary and Reports, etc applicable to Public Sector.

Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1.	Fundamentals of Communication and Types of Communication in Public Sector and their Preparation	20-30
2.	Noting, Drafting, Précis Writing and Report Writing	40-60
3.	Secretariat Instructions/ Manual of Secretariat Instructions and Rules of Business	20-30
	Total	100

Paper Format

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will be subjective. The paper will consist of Precise Writing or Report Writing, Draft of any type of Communication, Short questions on Secretarial Instructions/ Manual of Secretarial Instructions and Rules of Business.

Course Contents

1. (a) Fundamentals of Communication

- Definition, Goals, Patterns and Channels of Communication, Information needs, Components of Communication Process, Methods, Barriers
- Formal and Informal communications and different Types of Communications Networks
- Seven Cs of effective communication.

(b) Types of Communication in Public Sector and their Preparation

- Letter
- Demi-official letter
- Office Memorandum
- Memorandum
- Officer Order
- Notification
- Circular
- Un-official Note
- Endorsement
- Notice, Agenda, Working Paper and Minutes of Meeting
- Office Noting, Drafting
- Electronic Communications e.g. website, email, Skype, video-conferencing & fax
- Audit Observations
- Audit and Inspection Reports
- Advance Paras/ Proposed Draft Paras
- Audit Reports

2. Noting, Drafting, Précis Writing and Report Writing

Developing skills through actual practice for preparation of:

- Office Note
- Précis from a chain of correspondence
- Drafts of different types of official correspondence as narrated above
- Audit Observations, Audit Paras, Proposed Draft Paras and Draft Paras
- Reports of different types including Audit and Inspection Reports, Audit Reports, Inquiry Reports of Disciplinary Cases, etc.
- Summary for the President/Prime Minister, Governor/Chief Minister, Minister, etc.

3. Secretariat Instructions / Manual of Secretariat Instructions, and Rules of Business**Prescribed Books:**

1. Secretariat Instructions/ Manual of Secretariat Instructions
2. Rules of Business
3. Précis and Report Writing by Murphy
4. Types of Communication by A. A. Zaidi
5. Study text prescribed by Secretariat Training Institute/ Management and Professional Department/ Military Accounts Training Institute.

Additional Reading Books:

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

Computer Competency Practical Training (CCPT)

The training is pre-requisite for issuance of PIPFA Result Card (Final Level). The training will be organized at Pakistan Audit and Accounts Academy for students of DAGP and CGA's organization while others will undergo CCPT at PIPFA approved CCPT educational institutions.

Learning Outcomes

After completion of training, the trainee is supposed to gain Proficiency Level skill of Office Management Information System. He will, however, be able to acquire Orientation of SAP and Audit Command Language which when supplemented by subsequent Hands-on-Practice will enable him to generate foundation level reports of SAP and ACL.

Contents of the Training

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

The training will be followed by a test by PAAA or PIPFA approved CCPT institution concerned.

Detailed CCPT Syllabus for Public Sectors

Total allocated hours: 100

Introduction to Information Technology	
Allocated Hours:10	
Central Processing Units (CPUs) – processor, hard disk, random access memory, read-only memory	<ul style="list-style-type: none"> • Explain the role and importance of basic components of a CPU.
Input devices – Key board, mouse, touch pads, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale.	<ul style="list-style-type: none"> • State the uses/benefits and limitations of common input devices.
Output devices – monitor, printer	<ul style="list-style-type: none"> • State the differences between CRT and LCD/LED monitors • Classify different types of printers and state their relative advantages and limitations.
Operating systems – DOS, Windows, Linux	<ul style="list-style-type: none"> • State key operating system commands used for efficient searches, formatting disks, viewing IP configurations, testing network connections and exploring the network
Core Windows tasks – customize desktop and start menus, work with files and folders, log-on and log-off, search for information, lock the computer, use a screen-saver password, reset a password	<ul style="list-style-type: none"> • State methods for customizing desktop presentation and the start menu • Define techniques to work efficiently with files and folders • State efficient ways to search for required information from active and archive files • State the important information that could be recorded whilst a user is logged-in • Define basic controls and practices that should be adopted by users for safeguarding data stored in computers.

Detailed CCPT Syllabus for Public Sectors

<p>SAP (Fi) Allocated Hours: 10 To enhance the skill of participants in the operational use of SAP Main</p>	
Course Contents	<ul style="list-style-type: none"> • Overview of SAP FI • Basic Components of Fi Module • Terminology used in SAP FI • Budgeting in SAP • Bill Punching, Processing, and Cheque Printing • Expenditure Tracking • Financial Reports in SAP
<p>SAP (HR) Allocated Hours: 10 To enable the participants to generate financial reports in SAP HR Module</p>	
Main Course Content.	<ul style="list-style-type: none"> • Overview of SAP HR • Basic component of HR Module • Payroll (Personal Actions, Hiring) • Payroll Processing Steps in SAP H.R. • Simulation & Error Removal from Sim • Payroll & Error Removal (Correction) • Wage Type Statements & Pre-Audit Checks (Stat Rep) • Reports for (Banks, DDO's, Post Audit) & its Processing • Posting to Accounting (Simulation & Actual) • GPF Up-dation • GPF Off Cycle • Pension Roll • Reports prepared under SAP

Detailed CCPT Syllabus for Public Sectors

ACL	
Allocated Hours: 20	
Introduction to ACL	<ul style="list-style-type: none"> • Advantages of CAAT to the auditor • Difficulties in using audit software • Salient features of ACL
Elements of ACL Project	<ul style="list-style-type: none"> • Tables • Scripts • Logs • Workspaces • Folders
	<ul style="list-style-type: none"> • Data Analysis Guidelines for Acquiring Data Reporting

Detailed CCPT Syllabus for Public Sectors

Ms. Word Contents Allocated Hours:10	
Getting Started with Word	<ul style="list-style-type: none"> • Create and Save Word Documents • Edit Documents • Preview and Print Documents
Formatting Text and Paragraphs	<ul style="list-style-type: none"> • Apply Character Formatting • Control Paragraph Layout • Align Text Using Tabs • Display Text in Bulleted or Numbered Lists • Apply Borders and Shading
Managing Lists	<ul style="list-style-type: none"> • Sort a List • Format a List
Adding Tables	<ul style="list-style-type: none"> • Insert a Table • Modify a Table • Format a Table • Convert Text to a Table
Inserting Graphic Objects	<ul style="list-style-type: none"> • Insert Symbols and Special Characters • Add Images to a Document
Controlling Page Appearance	<ul style="list-style-type: none"> • Apply a Page Border and Color • Add Headers and Footers • Control Page Layout • Add a Watermark
Preparing to Publish a Document	<ul style="list-style-type: none"> • Check Spelling, Grammar, and Readability • Use Research Tools • Check Accessibility • Save a Document to Other Formats

Detailed CCPT Syllabus for Public Sectors

Ms. Excel Contents Allocated Hours: 20	
Getting Started	<ul style="list-style-type: none"> • Starting Excel • Opening a Workbook • Understanding the Display Screen
Entering Data	<ul style="list-style-type: none"> • Moving the Cell Pointer • Selecting a Range of Cells • Creating a New Workbook • Inserting, Renaming, and Deleting Worksheets • Entering Constant Values • Using Auto Fill to Enter Data • Saving a Workbook • Editing Cell Contents • Clearing Cell Contents • Working with Undo and Redo • Closing a Workbook
Using Formulas	<ul style="list-style-type: none"> • Entering Formulas • Using Auto Fill with Formulas • Using the SUM Function • Summing Columns or Rows Automatically • Using Statistical Functions • Working with the Range Finder • Using Formula Error Checking
Working with Constant Values and Formulas	<ul style="list-style-type: none"> • Copying and Pasting Constant Values and Formulas • Cutting and Pasting Constant Values and Formulas • Using Collect and Paste
Modifying Columns and Rows	<ul style="list-style-type: none"> • Changing Column Width • Changing Row Height • Inserting and Deleting Columns or Rows • Hiding Columns or Rows
Printing Worksheets	<ul style="list-style-type: none"> • Using Print Preview • Working with Print Settings • Using Page Setup Tools • Working in Page Layout View • Creating a Header and Footer • Using Page Break Preview • Printing a Worksheet • Exiting Excel

Detailed CCPT Syllabus for Public Sectors

Ms. PowerPoint Contents	
Allocated Hours: 10	
Getting Started with PowerPoint	<ul style="list-style-type: none"> • Create and Save a PowerPoint Presentation • Use PowerPoint Help
Developing a PowerPoint Presentation	<ul style="list-style-type: none"> • Select a Presentation Type • View and Navigate a Presentation • Edit Text • Build a Presentation
Performing Advanced Text Editing Operations	<ul style="list-style-type: none"> • Format Characters • Format Paragraphs • Format Text Boxes
Adding Graphical Elements to Your Presentation	<ul style="list-style-type: none"> • Insert Images • Insert Shapes
Modifying Objects in Your Presentation	<ul style="list-style-type: none"> • Edit Objects • Format Objects • Group Objects • Arrange Objects • Animate Objects
Adding Charts to Your Presentation	<ul style="list-style-type: none"> • Create a Chart • Format a Chart • Insert a Chart from Microsoft Excel
Preparing to Deliver Your Presentation	<ul style="list-style-type: none"> • Review Your Presentation • Apply Transitions • Print Your Presentation • Deliver Your Presentation

Detailed CCPT Syllabus for Public Sectors

Ms. Access Contents Allocated Hours:10	
Getting Started with Access	<ul style="list-style-type: none"> • Orientation to Microsoft Access • Create a Simple Access Database • Get Help and Configure Options in Microsoft Access
Working with Table Data	<ul style="list-style-type: none"> • Modify Table Data • Sort and Filter Records
Querying a Database	<ul style="list-style-type: none"> • Create Basic Queries • Sort and Filter Data in a Query • Perform Calculations in a Query
Using Forms	<ul style="list-style-type: none"> • Create Basic Access Forms • Work with Data on Access Forms
Generating Reports	<ul style="list-style-type: none"> • Create a Report • Add Controls to a Report • Enhance the Appearance of a Report • Prepare a Report for Print • Organize Report Information • Format Reports
Designing a Relational Database	<ul style="list-style-type: none"> • Relational Database Design • Create a Table • Create Table Relationships
Sharing Data Across Applications	<ul style="list-style-type: none"> • Import Data into Access • Export Data to Text File Formats • Export Access Data to Excel • Create a Mail Merge

Level -4

Railways Audit Branch

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

1. Service Rules

(Application-With Books)

Level: 4**Subject: 1****Marks: 100****Learning Outcomes**

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

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

Specification Grid

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

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- The paper will be subjective containing questions of Numerical in nature, Practical working e.g. Preparation of Pay Bill, Leave Account, TA Bill, LPC, Pension Calculation, Scenario based questions, Case Study and Commentary etc.

Course Contents

S. No.	Course Contents
1	Terms and Conditions of Civil Servants
	Statutory provisions regarding terms and conditions of service of civil servants – Civil Servants Act 1973
	Terms and conditions of appointment of public servants and probationers
	Deputation, Foreign Service
	Pension Contribution, Apportionment of Pension (between Federal and Provincial Governments) and Capitalized Value of Pension
	Seniority Rules, 1993 with time to time amendments
	Seniority Rules relating to Service Groups
	Appointment, Promotion and Transfer Rules, 1973
	Definitions as contained in FR & SR Vol-I and II
	Medical certificate of fitness to join a new post
	Lien
	Age limit for appointments and age relaxation rules
	Government Servants Conduct Rules, 1964
	Government Servants Efficiency & Discipline Rules, 1973
	Procedure of departmental proceedings against government servants, Suspension, Reinstatement and Appeals etc.
	Resignation from service
	Combination of appointments (additional charge and current charge appointments)
	Contract Service – Regularization of contract into regular service
	Joining Time – provisions in FR&SR.
	Admissibility of joining time
	Calculation of joining time and joining time pay
2	Pay and Allowances
	Statutory provisions regarding pay and allowances
	Fixation of pay on initial appointments, revision of pay scales, promotions, acting charge appointment, officiating appointments, up-gradations, demotion, protection of pay, appointment from lower to higher and higher to lower pay scales, etc.
	Adhoc appointments, current charge, additional charge appointments
	Grant of annual increments, increment in the year of retirement, personal pay beyond maximum of pay scales
	Fixation of pay on initial appointments, promotions, adhoc appointments, current charge, additional charge and officiating appointments, re-fixation of pay on presumptive basis, anomaly etc
	House Rent, Conveyance, Dearness and other allowances
	Preparation of pay slip, last payment certificate, service statement
3	TA Rules
	TA Rules, TA on Tour, Transfer, Retirement etc.
	TA Rules for foreign tours
	Preparation of TA Bills
4	Leave Rules
	Earning and accumulation of leave
	Various types of leave
	Extension of leave

	Leave Account, calculation of leave, preparation of leave accounts, grant of leave with or without MC, encashment of LPR
5	Pension
	Basic conditions for grant of pension
	Minimum length of service for pension
	Classification and categorization of pensions
	Emoluments reckonable for pension
	Qualifying and non-qualifying service for pension
	Family members and distribution of pension
	Commutation and Gratuity
	Death / Disability pension
	Calculation of gross pension, commutation, gratuity, net pension, family pension (in service and after retirement death cases), increases on pension
	Other retiring benefits in accordance with Prime Minister's Assistance Package to the families of Government servants who die while in service
	Preparation of pension papers
6	General Provident Fund
	Statutory provisions
	GP Fund Rules
	Constitution of the Fund, Nomination, Subscriptions
	Allotment of number and maintenance of GPF Account
	Transfer of GPF balances from one Accounts Office to other
	Refundable and Non-refundable advances from GPF accounts, final payment of GPF
	Calculation of profit on GPF Accounts, maintenance of GPF Ledgers (manual and computerized)
7	Group Insurance and Benevolent Fund
	Method of deduction of GI and BF monthly contributions from salaries
	Payment of Group Insurance and monthly Benevolent Fund Grants
	Farewell Grant
	Educational scholarships / marriage and other grants

Prescribed Books (allowed in examination)

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

2. Construction, Project Management and Contract Evaluation

(Application-With Books)

Level: 4**Subject: 2****Marks: 100****Learning Outcomes**

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

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

Specification Grid

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

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part 1: MCQs of 20 marks and Part II: Subjective of 80 marks

Course Contents

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

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

Prescribed Books (allowed in examination)

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

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

Level: 4**Subject: 3****Marks: 100****Learning Outcomes**

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

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

Specification Grid

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

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks

Course Contents

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

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

Prescribed Books (allowed in examination)

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

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

Level: 4

Subject: 4

Marks: 100

Learning Outcomes

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

Specification Grid

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

Paper Format:

- The above weightage is for guidance purposes only and deviations in setting of paper may be expected.
- Paper will consist of two parts, Part I: MCQs of 20 marks and Part II: Subjective of 80 marks

Course Contents

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

Prescribed Books (allowed in examination)

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