



**Pakistan Institute of Public
Finance Accountants**

PIPFA
Syllabus- Summer-2019
for
LFA
(Punjab Government)
(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.

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

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.

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

1. Introduction to Accounting

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

2. Book Keeping

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

3. Preparation of Financial Statements of a sole trader

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

4. Preparation of Accounts from incomplete records

Prescribed Books:

Study Text prescribed by ICAP

3. Business English (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

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

PAPER Format:

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

Course Contents:**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

1. 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 (Application)**
4. **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.

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

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.

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

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 (Provincial) (Application - With Books)

Level: 2**Subject: 3****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-VOI-I & PFR-VOI-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	10
2.	a) PFR Vol-I & PFR Vol-II	15
	b) Departmental Financial Rules	5
	c) Delegation of Financial Powers Rules	10
	d) Treasury and Subsidiary Treasury Rules	10
3.	Punjab Budget Manual	10
4.	a) Punjab Government Rules of Business (Updated)	5
	b) Punjab Procurement Act/ Rules and Procurement Taxes	20
	c) Transparency and Right to information Act	5
5.	Withholding Taxes(Income Tax& Sales Tax) and Sales Tax on Services	10
Total		100

Course Contents:

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

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

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

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

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% scenario-based & practical/ numerical questions, etc and 20% Descriptive & short form questions,

Prescribed Books (Allowed in Examination):

- 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 there-under (Updated)
- Sales Tax Special Procedure (Withholding) Rules (Updated)
- Sales Tax on Services (Withholding) Rules (Updated)

4. Public Sector Accounting

(Application-With Books)

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

This paper aims to:

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

Specification Grid

S. No.	Syllabus Contents Area	Weightage %
1	Introduction and Overview of NAM concepts, General Accounting in NAM, Financial Reporting and Closing procedures.	15
2	Expenditure, Commitments, payments, Accounting for liabilities, Assignment & personal ledger Account, Receipts, Cash forecasting, petty cash.	35
3	Procurement and Asset management, Project Accounting, Insurance, Budgetary Controls and Bank Reconciliation.	25
4	Self- Accounting Entities, Transaction between Government Entities, Loss and Recoveries of Public money, Public Account Transaction, Chart of Accounts.	15
5	IPSAS Cash Basis.	10
	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
- There will be 33% choice in Descriptive & Short Form 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.
Introduction and Overview of NAM concepts	<ul style="list-style-type: none"> • Organizational structure of the Accounting system. • The Accounting system. • Basic NAM definitions and abbreviations. • Introduction. • General Policies. • Year-end accounting policies. • Detailed Procedure
Salaries and Wages	<ul style="list-style-type: none"> • Introduction • Due date • Payment by direct credit • Payment by cheque • Deduction from salaries and wages • Transfer of employees to other department/entities • Deputation • Final payment • Payment of sums due at death • Leave payment • Payroll processing • Payment in cash to employee below grade V • Recoding of payroll expenditure • Consolidation of payroll expenditure • Reporting of payroll expenditure • Recording, Consolidation of payroll expenditure flow chart • Reconciliation of payroll expenditure • Reporting of pensions
Pension Payments	<ul style="list-style-type: none"> • Introduction • Due date • Payment by direct credit • Payment by cheque • Pension Payment Order (Pension Book) • Personal appearance of pensioner • Overseas pension payment • Gratuities • Undrawn pensions and arrears • Death of pensioner • Processing of pension application • Processing of pension expenditure • Recoding of Pension expenditure • Consolidation of Pension expenditure

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

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

Commitments	<ul style="list-style-type: none"> • Introduction • Why commitments? • Criteria of follow • Reversal of commitment • Reinstatement of commitments
Assignment Accounts & Special Deposit Accounts	<ul style="list-style-type: none"> • Introduction • Policies • Detailed Procedure • Appendix Account Transactions
Receipts	<ul style="list-style-type: none"> • Introduction • General Policies • Accounting Policies • Accounting for receipts • Detailed of procedures • Treatment specific classes of receipt
IPSAS	<ul style="list-style-type: none"> • IPSAS 1 & 2.

Prescribed Books (allowed in examination):

1. Manual of Accounting Principles
2. Accounting Policies and Procedures Manual
3. Chart of Accounts
4. International Public Sector Accounting Standard Vol-II (Cash Basis).

5. Rules and Regulations for Audit and Inspection of Accounts

(Application- With Books)

Level: 2

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	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	15-25
Total		100

Course Contents:

Course Contents of the Syllabus Contents Areas will be as under

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

7.	Punjab Agricultural Produce Market Act and Rules (Updated)	<ul style="list-style-type: none"> • Agricultural Produce Markets Ordinance (updated) • Agricultural Produce Markets (General) Rules (updated)
8.	Punjab Waqf Properties Accounts Rules	<ul style="list-style-type: none"> • Definitions • Maintenance of Registers of Waqf Properties • Receipt of Money • Deposit of Receipt in Banks • Payment • Expenditure on Establishment
		<ul style="list-style-type: none"> • Cash Book • Recoupable Permanent Advance • Monthly and Annual Accounts • Budget • Cheque Book • Security from the Cashier • Receipts from immovable properties • Verification of Property • Postage stamps • Record of Periodical Charges • Payment to destitute persons • Audit • Embezzlement • Forms, Books and Registers
9.	Income Tax (withholding Tax) Sales Tax and Sales Tax on Services	<ul style="list-style-type: none"> • Provisions relating to withholding Tax in the Income Tax Ordinance and Rules / Circulars issued thereunder • Sales Tax Special Procedure (withholding) Rules (Updated) • Sales Tax on Services (withholding) Rules

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% scenario-based & practical/ numerical questions, etc and 20% descriptive & short form questions,

Prescribed Books (Allowed in Examination):

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 -3

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

1. Audit and Assurance (PS)

(Application -With 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	
6	Activity and Resource Planning for Individual Audits	15
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

<p>8. Evaluating Audits Results</p>	<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
<p>9. The Reporting Process</p>	<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
<p>10. The Audit Report</p>	<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
<p>11. Documentation and Working Papers</p>	<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
<p>12. Audit Follow Up</p>	<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 (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:

1. Sectoral Audit Guidelines

2. Performance Auditing (Application- With Books)

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

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

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

Course Contents

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

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

	5. Finalizing Auditing Activities (i) Incorporating Auditee Response (ii) Development of Preliminary Audit Findings (iii) Drawing Conclusions (iv) Making Recommendations	
	6. Reporting in Performance Audit (i) Report Writing in Performance Auditing (ii) Quality Control and Quality Assurance (iii) Mechanisms in Performance Auditing (iv) Audit Impact Analysis and Lessons Learned (v) Follow Up in Performance Auditing within the SAI/PAC	15
6	Performance Audit in IT Environment Overview of Performance Audit Cycle	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 1: MCQs of 20 marks and Part II: Subjective of 80 marks containing scenario-based, Case Studies, Descriptive short form questions & commentary.

Prescribed Books(allowed in examination):

1. Performance Audit Manual by Performance Audit Wing of DAGP.
2. Performance Audit Manual by Muhammad Akram Khan
3. Performance Audit Guidelines(booklets) by Muhammad Akram Khan

Additional Reading Material

1. ISSAI Audit Guidelines on Performance Audit

3. Database Management System (Application- With Books)

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

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

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

Specification Grid

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

Paper will consist of two parts, Part 1: MCQs of 20 marks and Part II: Subjective of 80 marks containing case studies and short form questions. **No technical questions concerning programming will be asked.**

Course Contents**Introduction**

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

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

Entity-Relationship Model

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

Relational Model

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

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

SQL

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

Storage and File Structure

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

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

Prescribed Books (allowed in examination)

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

4. Management Accounting

Level: 3**Subject: 4****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.

Note: Till such time, Standard Syllabus for Public Sector is designed and enforced, faculty will illustrate topics quoting examples of Public Sector as well.

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

- a) Cost, volume and profit analysis
- b) Break-even analysis
- c) Working capital management (Cash, debtor, creditors and inventory management techniques and policies)
- d) Return on capital
- e) Divisional performance
- f) Transfer pricing
- g) Performance analysis of non-profit and public welfare organization

4. 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

5. Public Sector Business Communication and Report Writing

Level: 3

Subject: 5

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
- 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

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

1. Civil Service Rules, Local Councils Service Rules and Autonomous Bodies Service Rules (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 (Updated)	10-20
4.	Local Fund Audit Service Rules (Updated)	10-20
5.	Local Governments Service Rules (Updated)	10-20
6.	Autonomous Bodies Service Rules (BISEs, Universities, Boards, Development Authorities, PHAs, Companies and Projects etc.) (Updated)	15-25
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:

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

Prescribed Books Allowed in Examination:

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

2. Public Works Accounts Rules & Procedure and Local Governments Works Rules & Procedures (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
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:

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

S. No.	Syllabus Contents Area	Course Contents
1.	Concepts, System and Organization of Accounts in the Public Works Departments and the Local Governments	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 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.	Working of the Public Works Departments and Local Government	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.	Audit of Public Works Departments (including departmentalized audit of accounts) and the Local Governments	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.

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
17. Procurement Rules(Works related)

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 There-under (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"> 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 	10-20
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

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"> • Introduction • Local Areas • Constitution of Local Governments • Composition of Local Governments • Local Government Elections • Term of Office • Notification of election, resignation and removal • Executive powers and conduct of business • Union Councils and their functions • District Councils, their structure and function • Municipal Committees, their structure, etc. • Metropolitan and Municipal Corporations • District Education and Health Authorities • Local Government Finance • Punjab Finance Commission and Fiscal Transfers • Local Government Taxation • Local Government Relations • Local Government Property • Offences and Enforcement • Miscellaneous

2.	<p>a. Punjab Local Governments(Accounts) Rules (Updated)</p> <p>b. Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated)</p> <p>c. Punjab Local Governments (Budget) Rules (Updated)</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Local Governments (Accounts) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Appointment and Conditions of Service) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Budget) Rules (Updated)
	<p>d. Punjab Local Governments (Conduct of Business) Rules (Updated)</p> <p>e. Punjab Local Governments (Works) Rules (Updated)</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Local Governments (Conduct of Business) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Works) Rules (Updated)
3.	<p>a. Punjab Local Governments (Fiscal Transfers) Rules (Updated)</p> <p>b. Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated)</p> <p>c. Punjab Local Governments (Taxation) Rules (Updated)</p> <p>d. Punjab Local Governments (Auction of Collection Rights) Rules (Updated)</p> <p>e. Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated)</p> <p>f. Punjab Finance Commission (Terms & Conditions of Professional Members) Rules (Updated)</p>	<ul style="list-style-type: none"> • Provisions of the Punjab Local Governments (Fiscal Transfers) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Tax on Transfer of Immovable Property) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Taxation) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Auction of Collection Rights) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Fee for Licensing of Professions and Vocations) Rules (Updated) • All the provisions and aspects of the Punjab Finance Commission (Terms & Conditions of Professional Members) Rules (Updated)

4.	<p>a. Punjab Local Governments (Appeal) Rules (Updated)</p> <p>b. Punjab Local Governments (Contract) Rules (Updated)</p> <p>c. Punjab Local Governments (Committees) Rules (Updated)</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Local Governments (Appeal) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Contract) Rules (Updated) • All the provisions and aspects of the Punjab Local Governments (Committees) Rules (Updated)
	<p>d. Punjab Local Governments (Property) Rules (Updated)</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Local Governments (Property) Rules (Updated)
5.	<p>a. Punjab Union Councils (Accounts) Rules (Updated)</p> <p>b. Punjab Union Council (Budget) Rules (Updated)</p> <p>c. Punjab Union Councils (Conduct of Business) Rules (Updated)</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Union Councils (Accounts) Rules (Updated) • All the provisions and aspects of the Punjab Union Council (Budget) Rules (Updated) • All the provisions and aspects of the Punjab Union Councils (Conduct of Business) Rules (Updated)
6.	<p>a. Punjab Districts Authorities (Accounts) Rules (Updated)</p> <p>b. Punjab Districts Authorities (Budget) Rules (Updated)</p> <p>c. Punjab District Health Authorities (Conduct of Business) Rules (Updated)</p> <p>d. Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated)</p> <p>e. Punjab District Authorities (Composition) Rules (Updated)</p> <p>f. Any other Rule made under the Punjab Local Government Act</p>	<ul style="list-style-type: none"> • All the provisions and aspects of the Punjab Districts Authorities (Accounts) Rules (Updated) • All the provisions and aspects of the Punjab Districts Authorities (Budget) Rules (Updated) • All the provisions and aspects of the Punjab District Health Authorities (Conduct of Business) Rules (Updated) • All the provisions and aspects of the Punjab Districts Authorities (Delegation of Financial Powers) Rules (Updated) • All the provisions and aspects of the Punjab District Authorities (Composition) Rules (Updated) • All the provisions and aspects of any other Rule made under the Punjab Local Government Act

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

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

1. Punjab Local Government Act (Updated)
2. Punjab Local Governments (Accounts) Rules (Updated)
3. 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 (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
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:

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"> • District Education Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)
2.	District Health Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"> • District Health Authorities (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)
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"> • Metropolitan Corporation / Municipal Corporations / Municipal Committees (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)
4.	District Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"> • District Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)
5.	Union Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)	<ul style="list-style-type: none"> • Union Councils (All the provisions and aspects regarding Functions, Expenditure and Receipts / Income and Audit thereof)

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 (Application-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
	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:

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 Municipal Corporations and Municipal Committees, etc.	<ul style="list-style-type: none"> All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of District Councils, Metropolitan and Municipal Corporations and Municipal Committees, etc.
2.	Accounting, Reporting and Pre-Audit in respect of Union Councils	<ul style="list-style-type: none"> All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of Union Councils
3.	Accounting, Reporting and Pre-Audit in respect of District Education and Health Authorities	<ul style="list-style-type: none"> All the provisions and aspects regarding Accounting, Reporting and Pre-Audit in respect of District Education and Health Authorities
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"> 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
5.	Internal Audit of Local Governments	<ul style="list-style-type: none"> All the provisions and aspects regarding Internal Audit of Local Governments

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)