



**Pakistan Institute  
of Public Finance Accountants**

# **Model Solutions**

**Expenditure and Receipts/Income of  
all the Local Governments including  
District Education/Health  
Authorities and Union Councils  
(Updated) (Application) LFA**

**Winter Exam-2023**

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### Solutions – Expenditure and Receipts/Income of all the Local Governments including District Education/Health Authorities and Union Councils (Updated) (Application)

<b>Q.1.</b>	<b>FUND</b>	1,500,000,000					10
<b>a</b>							
		<b>B-BANKS</b>		<b>A-Bank</b>		<b>NBP</b>	
	33%	495,000,000	25%	375,000,000	42	630,000,000	
					15		
	16%	79,200,000	15%	56,250,000		94,500,000	
	15% TAX	11,880,000	15% TAX	8,437,500	15% TAX	14,175,000	
	NET	67,320,000	NET	47,812,500	NET	80,325,000	
	<b>NET PROFIT</b>						
	UBL	67,320,000					
	MCB	47,812,500					
	NBP	80,325,000					
	<b>TOTAL</b>	195,457,500					

**Q.1.** Ref: Notification. Finance Division (Budget Wing) Govt. of Pakistan No.F.4(1)/2002-BR.II dated 02.07.2003. 05

**Total Marks 15**

**Q.2.** The term accountability refers to the acceptance of responsibility for honest and ethical conduct. 05  
**a** Accountability is an assurance that an individual or organization is evaluated on its performance or behavior related to something for which it is responsible.

**Q.2.** Pre-Audit & DAC, DG District Audit. 10  
**b** Rule 4.8.1 Manual of Accounting Principles  
 Rules: 5.2 to 5.2 (1,2,3,4)

#### 4.8 Financial and accounting responsibilities of Schedule 1 entities

##### 4.8.1 Responsibilities

4.8.1.1 The financial and accounting responsibilities of Schedule 1 entities are organized such that:

- The Head of Organisation is responsible for maintaining primary books of accounts
- They are responsible for conducting their own pre-audit
- The entities have delegated powers and responsibilities to independently account for expenditure and receipts, and to make their own payments and operate their own assignment accounts
- Periodic reports are prepared and submitted to the Accountants General's office.

#### 5.2 Financial and accounting responsibilities of Principal Accounting Officers

##### 5.2.1 Position

5.2.1.1 There will be a Principal Accounting Officer for each Ministry/Division/Department other than entities in Schedule 1 and 2 of this Manual. In the case of Schedule I entities the Head of Organisation will assume the responsibilities of the Principal Accounting Officer.

##### 5.2.2 Definition

5.2.2.1 The Principal Accounting Officer is the senior accounting officer within the entity other than



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for entities in Schedule 1 and 2 of this Manual. In the case of Schedule 1 entities the Head of Organisation will assume the responsibilities of the Principal Accounting Officer.

#### **5.2.3 Responsibilities**

5.2.3.1 Responsibilities of the Principal Accounting Officer includes:

- Ensuring compliance with the Manual of Accounting Principles and Accounting Policies and Procedures Manual and any other financial and accounting directives issued by the Government
- Application of appropriate accounting policies
- Preparation and monitoring of the entity's appropriation
- Exercising delegation of financial responsibility
- Authorisation and reconciliation of expenditure
- Due diligence in provision of accounting information
- Application of internal control within the entity
- Safe custody of assets
- Proper use of resources

#### **5.2.4 Accountability**

5.2.4.1 The Principal Accounting Officer is responsible to the Minister concerned and to the Public Accounts Committee in relation to under and over expenditure on Budget. The head of Organisation in Schedule Accounting entities is responsible to the Minister concerned through the Secretary of the Ministry/Division concerned.

#### **5.2.5 Explanatory note**

5.2.5.1 The Principal Accounting Officer will be the Secretary in the centralised accounting entities and the Chief Executive Officer in the self accounting entities. The Principal Accounting Officer may delegate to the Controlling Officer. Manual of Accounting Principles Financial and accounting responsibilities of financial officers Issued 17.

**Total Marks 15**

**Q.3.**

<b>500 ROOMS</b>	<b>OCCUPACY RATIO IN YEAR</b>	<b>M. TAX</b>	<b>365 DAYS</b>	<b>TOTAL TAX</b>
100 EXECUTIVE	100*85%= 85	175	31,025	5,429,375
400 DELUX	400*75%=300	125	109,500	13,687,500
				19,116,875

Rs. 19,116,875 -5,000,000 = 14,116,876/- (Receivable)

**Total Marks 10**



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#### **Q.4. Ref; Rule-5 UC Budget Rules Responsibilities of Union Secretary**

Responsibilities of the Union Secretary: The Secretary of the Union Council shall:

- (a) prepare estimates of receipt and expenditure and submit, on time, the estimates to the Chairman;
- (b) maintain accounts of the Union Council;
- (c) pre-audit of all payments from the local fund of the Union Council;
- (d) incur expenditure strictly within the allocations;
- (e) maintain budget control register, evaluating the expenditure under each object and preparing proposal for re-appropriation or supplementary grant and revised estimates, as the case may be;
- (f) prepare the excess and surrender statement; and
- (g) prepare the statement of liabilities, if any, at the beginning of each financial year and include the liabilities by carrying them forward in the liability statement of the next financial year.

**Total Marks 10**

#### **Q.5. PRE-QUALIFICATION, QUALIFICATION AND DIS-QUALIFICATION OF SUPPLIERS AND CONTRACTORS**

##### **15. Pre-qualification of suppliers and contractors.-**

(1) A procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.

(2) A procuring agency while engaging in pre-qualification may take into consideration the following factors, namely:-

- (a) relevant experience and past performance;
- (b) capabilities with respect to personnel, equipment, and plant;
- (c) financial position;
- (d) appropriate managerial capability; and
- (e) any other factor that a procuring agency may deem relevant, not inconsistent with these rules.

##### **16. Pre-qualification process.-**

(1) The procuring agency engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification.

(2) The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purposes of this sub-rule price means the cost of printing and providing the documents only.



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(3) The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

(4) The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them

**Total Marks 10**

#### **Q.6. Functions of CEO**

**10**

Officer shall:

- (a) exercise its powers as executive head of the Authority;
- (b) provide efficient primary and secondary healthcare services;
- (a) implement standards and policies fixed by the Government;
- (b) manage the human resource including doctors, para-medical, supporting staff and staff of the Authority;
- (c) ensure health outcomes and enrollment in the district;
- (d) ensure high quality healthcare services;
- (e) implement the health projects initiated or launch by the Government;
- f) identify externally verifiable indicators for getting high performance from healthcare workers and reward them;
- g) manage existing primary and secondary healthcare facilities;
- h) establish new healthcare facilities;
- i) rationalize existing healthcare facilities and healthcare workers;
- j) monitor, implement and execute the development projects of the Authority as per the budget;
- k) ensure achievement of targets against performance indicators by the Authority;
- l) implement reform program of the Government;
- m) manage the affairs of the Authority; and
- n) perform any other task assigned to him by the

**Total Marks 10**





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#### **Q.7. Solution: Rule 15 to 23 of district education authorities (Conduct of Business Rules ) 2017.**

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THE PUNJAB GAZETTE (EXTRA ORDINARY) AUGUST 21, 2017

(3) The service of the Government servants for the time being serving with the Authority shall be considered as Government service for purposes of pension, leave, promotion and other benefits as prescribed by the Government.

**13. Accounts.-** (1) The accounts of all receipts and expenditure of the Authority shall be kept in such form and in accordance with such principles and methods as prescribed by the Auditor General of Pakistan.

(2) The Accountant General and the concerned District Accounts Officer shall maintain the accounts of the District Education Authority.

(3) The Accountant General and the concerned District Accounts Officer shall pre-audit all the payments disbursed from the Local Fund of the District Education Authority.

(4) The District Education Authority shall not withdraw or disburse any money from Local Fund unless it is pre-audited in the prescribed manner.

(5) The Accountant General shall, by the thirtieth day of July each year, prepare annual statement of the receipts and expenditure of the accounts of the Authority for the preceding financial year and shall transmit the statement to the Government and the Authority.

**14. Functions of District Education Officer.-** The District Education Officer shall facilitate and coordinate with the Authority for enabling it to run on-ground operations and make functional all vertical interventions of the Government through the administrative department.

**15. Function of District Education Officer (Literacy).-** The District Education Officer (Literacy) shall:

- (a) facilitate and coordinate with the Authority for enabling it to run on-ground operations and make functional all vertical interventions of the Government through the concerned department;
- (b) act as drawing and disbursing officer for the funds of projects run by or under the administrative department;
- (c) provide the requisite information and reports to the administrative department; and
- (d) comply with the instructions and policies of the Government.

#### **CHAPTER IV SERVICE DELIVERY**

**16. Standards.-** (1) The Authority shall implement the policies and standards approved by the Government, particularly in the following areas:

- (a) assessments;

(4) The Authority shall implement the standards laid down by the Government.

**Curricula.-** The Authority shall follow the curricula approved by the Punjab Curriculum and Text Book Board.



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**Lesson Plans and Textbooks.**– (1) The Government shall:

- (a) define lesson plans for all subjects and grades;
  - (b) prescribe textbooks for all subjects and grades;
  - (c) provide braille books and lesson plans for special education institutions; and
  - (d) provide learning materials, adult literacy courses and lesson plans for all the subjects and grades in their
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**20. Training and Quality of Teaching.**– (1) The Government shall:

- (a) set standards relating to inputs (trainings, use of teacher guides, teacher mentoring) and outputs (content competence, grasp over pedagogy) of ensuring quality education by the teacher;
- (b) set standards for inputs (learning plan, learning hours) and outputs (student learning outcomes) for students' learning;
- (c) design trainings, including mentoring and set contents for teachers (teacher guides and instructional videos); and
- (d) train the master trainers to conduct trainings.

(2) The training of professionals in special education institutions shall be conducted in the training institutions approved by the Government.

(3) The training of the non-formal teachers and the project field staff in non-formal education institution shall be carried out in

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**22. Reforms Programmes.** The Authority shall be responsible to implement the reform agenda of the Government and the programmes run with the funds provided by a donor agency.

**23. Literacy and Non-Formal Basic Education and Special Education.**– (1) The Authority shall be responsible for the provision of non-formal basic education, adult literacy, special education and inclusive education in the district.

(2) The Authority shall follow the policies of the Government and standards developed and approved by it.

(3) The Authority may:

- (a) initiate its own Non-Formal Education initiatives from its own budgetary allocations, in line with the policy, development strategy and operational framework of the Government; and
  - (b) execute non-formal education initiatives.
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- b) training design;
- c) curricula;
- d) textbook development;
- e) school calendar;
- f) teaching;
- g) student-teacher ratio;
- h) enrolment and retention;
- i) basic facilities including building and furniture;
- j) learning outcomes;
- k) criteria for the up-gradation of schools; and
- l) hygiene and school safety.

The Authority shall implement the policies and standards by the Government in respect of special education and literacy in formal basic education, particularly in following areas:

- (a) assessments;
- (b) training design;
- (c) modification of curricula for students with disabilities;
- (d) school calendar;
- (e) teaching;
- (f) student-teacher ratio;
- (g) enrollment and retention;
- (h) basic facilities including building and furniture;
- (i) learning outcomes;
- (j) criteria for up-gradation of schools;
- (k) hygiene and school safety;
- (l) annual calendar of activities for special education institutions;
- (m) transport policy;
- (n) provision of incentives notified from time to time;
- (o) awareness programmes about education and empowerment of disabled children;
- (p) observance of national and international days for the disabled;
- (q) public private partnership in special education and inclusive education; and
- (r) provision of supportive services, like psychological support, physiotherapy, guidance and counseling, mobility and orientation, speech therapy and sports in special education institutions.

) The standards, mentioned in this rule, shall be set out in covering both the inputs and outputs.

**Total Marks 10**

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