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Revised Syllabus of
Continuous Professional Development Examinations

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C-1   Financial Management

Duration: 2 hours   **Maximum Marks: 100**

1. **Analysis of Financial Statements:**

   Analysis and Interpretation of Financial Statements, Techniques and limitations of Financial Analysis, Ratio Analysis, Funds Flow Analysis and Cash Flow Analysis.

2. **Concepts of Value and Return:**

   Time preference for money, present value, future value, value of annuity, Rate of Return.

3. **Investment Decisions:**

   Concepts of Capital Budgeting, Capital Budgeting Appraisal Methods, Tactical Versus Strategic Investment Decisions, Capital Rationing, Factors Affecting Capital Investment Decisions.

4. **Financial Planning and Capital Structure:**

   Estimating Capital Requirements, Fixed Capital, Working Capital, Capitalization, Patterns of Capital Structure.

5. **Sources of Finance:**

   Financial Markets, Security Financing, Debentures, Loan Financing, Bridge Finance, Loan Syndication, Book-Building, New Financial Institutions, Venture Capital Institutions, Mutual Funds, Factoring Institutions, New Financial Instruments: Commercial Papers, Securitization of Debt, Global Depository Receipts (GDR), Derivatives: Options, Forward, Future and SWAP, Lease Financing: Concept of Leasing, Types of Lease Agreements, Difference Between Hire Purchase and Lease Financing.

6. **International Financial Management:**

   Foreign Exchange Market, Exchange Risk Management, Mode of Payment in International Trade; Open Account, Bank Transfer, Letter of Credit, Consignment Sale.

7. **Public Procurement:**

   Principles and Methods of Public Procurement, Transparency and Professionalism in Public procurement, Penalties & debarment etc. Indian Contract Act, 1872, The Arbitration & Conciliation Act, 1996.

Suggested Reading:

The suggested reading is as follows:

1. Taxman's Financial Management by Sh. Ravi M. Kishore

2. Indian Financial System by Sh. H R Machiraju, published by Vikas Publishing House Pvt. Ltd. New Delhi-8.

3. The Indian Contract Act 1872 as amended up to 31 December 2017

4. The Arbitration & Conciliation Act, 1996 as amended up to 31 December 2017

C-2   Accounting and Auditing Principles & Standards

Duration: 2 hours   **Maximum Marks: 100**

Provisions of -

1. CAG's Auditing Standards 2017

2. International Auditing Standards issued by the IFAC

3. Indian Accounting Standards (IND ASs) notified by the Ministry of Corporate Affairs

4. Indian Government Accounting Standards (IGASs) issued by Government Accounting Standards Advisory Board (GASAB)

5. International Public Sector Accounting Standards (IPSAS) issued by International Public Sector Accounting Standards Board (IPSASB)

6. Guidelines on Data Analytics issued by CAG

Suggested Reading:

The suggested reading is as follows:

Standards and Guidelines issued by the authorities concerned, as indicated above.

C-3   Public Finance

Duration: 2 hours   **Maximum Marks: 100**

Sl. No.   **Syllabus and Topics**

1.   **Public Financial Management**

Meaning and Importance of Public Finance, The Principle of Maximum Social Advantage, Role of Public Finance under different Economic Systems, Concept and Principles of Federal Finance, Latest Finance Commission-recommendations and implementation (as available on 1st April of the previous year). Analytical study of Union Budget and Fiscal Responsibility and Budget Management Act, 2003

2.   **Public Expenditure**

Principles of Public Expenditure, Revenue and Capital Expenditure, Development and Non-Development Expenditure, Effects of Public Expenditure

3.   **Public Revenue**

Sources of Revenue, Taxes, Canons of Taxation, Characteristic of Good Tax System, The Theory of Tax Structure Development, Changes in Tax Structure under the Impact of Economic Development, Relative Merits and Demerits of Direct and Indirect Taxes.

4.   **Problem of Equity**

Cost of Service Principle, Benefit or 'Quid Pro Quo' Theory. 'Ability to Pay' Theory, Proportional vs. Progressive Taxation.

5.   **Public Debt**

Classification of Public Debt. Purposes of Public Debt. Methods of Debt Redemption. Effects of Public Debt on Production, Distribution, Consumption and Level of Income and Employment

6..   **Economic Development and Planning**

Concepts of National Income & Product, Central Banking Principles, Functions of Central Banks, Monetary Policy Vs Fiscal Policy, Balance of Payments, Determinants of economic growth, Government Measures to Promote Economic Development, Regulatory Bodies established by laws, Provision of Economic and Social Overheads, Provision of Financial Facilities, Institutional Changes, Direct Participation, Indirect Measures, Forms of Planning: Planning by inducement and planning by Direction, Centralized planning vs. Decentralized Planning Pre-requisites of a Successful Planning

Suggested Reading:

The suggested reading is as follows:

(i) Public Finance in Theory & Practice by Dr. S. K. Singh, published by S. Chand & Company, New Delhi

(ii) Part II to VIII *of* Modern Economic Theory by Dr. K. K. Dewett and Sh. M. H. Navalur published by Shyam Lal Charitable Trust, New Delhi (sole distributor S. Chand & Company Ltd., New Delhi)

(iii) Union Budget (latest available)

(iv) Fiscal Responsibility and Budget Management Act, 2003 and FRBM Rules 2004, as amended up to 1st April of the previous Financial Year

(v) Recommendations of latest Finance Commission (as available on the 1st April of the previous Financial Year)

C-4   General Principles of Economics

Duration: 2 hours   **Maximum Marks: 100**

Sl. No.   Syllabus and Topics

Economics

1.   Basic Concepts

2.   Demand and Supply

3.   Consumer Theory

4.   Production and Costs

5.   Types of Markets

6.   Definitions and characteristics of different types of markets

International Trade

7.   Basics – classical and neo-classical trade theories

8.   Instruments of Trade Policy

9.   International Financial System

Suggested Reading:

The suggested reading is as follows:

(i) Economics by Paul Samuelson and William Nordhaus (Indian Edition)

(ii) Modern Economic Theory by K.K. Dewett & M.H. Navalur

C5- General Studies & Current Economic Developments

Duration: 2 hours   **Maximum Marks: 100**

This paper seeks to test the candidate's awareness of current national issues and topics of socio- economic relevance in current environment such as the following:

1. The Indian economy and issues relating to planning, mobilization of resources, growth, development and employment.

2. Issues arising from the social and economic exclusion of large sections from the benefits of development issues relating to good governance and accountability to the citizens.

3. Environmental issues, ecological preservation, conservation of natural resources.

4. Issues relating to India's Economic Interaction with the World such as foreign trade, foreign Investment: economic and diplomacy issues relating to oil, gas and energy flows: the role and functions of IMF, World Bank, W.T.O., WIPO, etc., which influence India's economic interaction with other countries and international institutions.

5. Current developments in the field of science and technology, information technology, space, nanotechnology, biotechnology and related issues regarding intellectual property rights.

6. Sustainable Development Goals and their implementation in India

Suggested Reading:

The suggested reading/sources are as follows:

http://www.niti.gov.in/content/overview-sustainable-development-goals#

National e-Governance Programme (NeGP)

http://meity.gov.in/divisions/national-e-governance-plan

Digital India

http://digitalindia.gov.in/

Revised Syllabus of C-6 Paper, Information Systems Audit of CPD-III

To be implemented w.e.f. Examination 1 of 2021

1. **Information Systems Audit**

   1.1. Information System Acquisition, Development and Implementation
   - 1.1.1. Project Management- planning, execution, monitoring and closure
   - 1.1.2. Governance structure, roles and responsibilities
   - 1.1.3. System Development Life Cycle (SDLC) phases
   - 1.1.4. Software Development methods
   - 1.1.5. Hardware/ software acquisition processes and steps, Model RFP (MEITY)
   - 1.1.6. IT services management (ITSM)
   - 1.1.7. Business Continuity Planning (BCP)

   1.2. Governance and Management of Information Systems
   - 1.2.1. Overview of frameworks- CoBIT framework, ISO 27000 series (security), ISO 38500 series (IT governance)
   - 1.2.2. IT Act 2000 (and amendments) and rules issued thereunder
   - 1.2.3. Aadhaar Act and Regulations issued thereunder
   - 1.2.4. National Information Security Policy and guidelines
   - 1.2.5. Digital India programme and e-Kranti mission

   1.3. Information System auditing process
   - 1.3.1. 2020 CAG's Standing Order on Auditing in an IT Environment
   - 1.3.2. Risk-Based IS Audit Planning
   - 1.3.3. Types of Controls
     - 1.3.3.1. Control objectives and measures
     - 1.3.3.2. General and IS-specific controls
   - 1.3.4. IS audit processes activities
   - 1.3.5. Data Analytics- CAATs, Continuous auditing techniques

   1.4. Protection of Information assets
   - 1.4.1. Identity and Access Management
   - 1.4.2. Network and End-Point Security
   - 1.4.3. Data Classification
   - 1.4.4. Data Encryption and Encryption-Related Techniques, Public Key Infrastructure (PKI)
   - 1.4.5. Information System Attack Methods and Techniques, OWASP Top 10 vulnerabilities
   - 1.4.6. Security Testing Tools and Techniques
   - 1.4.7. Security Monitoring Tools and Techniques
   - 1.4.8. Incident Response Management

2. **Suggested reading material/ references:**
   - 2.1. CoBIT framework by ISACA; overview of ISO 27001 and ISO 38500
   - 2.2. CAG's Standing order on auditing in IT environment
   - 2.3. WGITA-IDI handbook on IT audit for Supreme Audit Institutions
   - 2.4. For 1.2, acts/ rules can be used for reading material.

9/2/21
Sr. AO (Exam)