

Revised Syllabus of Civil Audit for 'Departmental Examination for Auditors'

Paper 1: Government Accounting and Commercial Accounting

Duration 2 Hours

Maximum Marks: 100

Section I: Government Accounting

50 Marks

1. Accounting Entities and role of CAG
2. Accounting Rules
3. Budgetary process and review
4. Functioning of Treasuries
5. Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting, Preparation of monthly accounts and annual accounts
6. Accounts of inter-governmental transactions
7. Accounting of Institutional Loans and Advances and Debt Accounts
8. Contingency Fund Transaction & its Recoupment
9. Accounting of Deposits and Reserve Funds
10. General Provident Fund Accounting
11. RBD Accounting and Cash Management
12. Review of Balances
13. Transfer Entries
14. Internal Controls in Accounts

Section II: Commercial Accounting

50 Marks

1. Introduction
2. Conceptual framework of Accounting
3. Double Entry Accounting System
4. Accounting process: Journal and Ledger
5. Accounting process: Cash Book and Subsidiary Books
6. Preparation of Trial Balance and Final Accounts
7. Bank Reconciliation Statement
8. Rectification of Errors
9. Depreciation Accounting

Books and reference material:

The following books published by the National Academy of Audit and Accounts, Shimla:

1. Government Accounting- Book Keeping in Public Sector
2. Commercial Accountancy- Book Keeping in Private Sector

Paper 2: Mandate of CAG and Service Regulations

Duration 2 Hours

Maximum Marks: 100

Group I: Mandate of the CAG of India

50 Marks

1. Constitution of India (Articles 148 to 151, 279)
2. Comptroller and Auditor-General's (Duties, Powers and Conditions of Service) Act, 1971
3. Regulations on Audit and Accounts, 2020
4. Provisions of CAG's Manual of Standing Orders (Audit)
 - a. Section I: Functions of the Comptroller and Auditor General of India
 - b. Section II: General Principles and Practices of Audit
5. Routine noting and drafting

Books and reference material:

1. Constitution of India (Bare Act)
2. Manual of Standing Orders (Audit), 2002 (issued by the Comptroller and Auditor General of India)
3. Regulations on Audit and Accounts, 2020
4. Chapter VI (Forms & Procedure of Communication) of Central Secretariat Manual of Office Procedure (14th Edition) issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances (website: www.darpg.gov.in)

Group II: Service Regulations

50 Marks

1. CCS (Leave) Rules, 1972
2. FRSR, Part I: Chapter II - Definitions and Chapter IV - Pay
3. TA Rules of Union Government as contained in Compilation of FRSR Part II

Books and reference material:

1. Central Civil Service (Leave) Rules, 1972
2. Fundamental Rules and Supplementary Rules, Part-I
3. Traveling Allowance Rules of the Union Government as contained in the Compilation of Fundamental and the Supplementary Rules, Part II

Paper 3: Government Audit and Basic Concepts of Income Tax and Goods and Service Tax

Duration 2 Hours

Maximum Marks: 100

1. **Compliance Auditing of Public Expenditure and Revenue:** Chapter 14 to 17 only (*excluding portions related to taxes subsumed in GST*)- Book published by the National Academy of Audit and Accounts, Shimla
2. **Basic Concepts of Income Tax:** Sections 2 to 27 of Income Tax Act
3. **Basic Concepts of Goods and Service Tax:** Chapter III, IV & V of CGST Act
4. **Auditing Standards of CAG of India**

Books and reference material:

1. Compliance Audit of Public Expenditure and Revenue published by the National Academy of Audit and Accounts, Shimla
2. CGST Act
3. Income Tax Act
4. Auditing Standards issued by CAG of India

Paper 4: Information Technology Practical

Duration 2 Hours

Maximum Marks: 100

Word 2013

35 Marks

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects.

Excel 2013

40 Marks

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions.

Power Point 2013

25 Marks

Create and Manage Presentations: Creating a Presentation, Formatting a Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art, Inserting and Formatting Images and Inserting and Formatting Media.

Books and reference material:

1. Microsoft Word 2013 Step by Step (Lambert & Cox)
2. Microsoft Word 2013 Fast and Easy (Edward Jones)
3. Word 2013 in Depth (Faith Wempen)
4. Microsoft Excel 2013 Step by Step (Frye)
5. Microsoft Excel 2013 All-In-One for Dummies (Greg Harvey)
6. Excel 2013 in Depth (Bill Jelen)
7. Microsoft Power point 2013 Step by Step (Lambert & Cox)
8. Microsoft Power point 2013 All-In-One for Dummies (Greg Harvey)