कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003

Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated toTruth in Public Interest

परिपत्र (प्रशासन)

मुख्यालय कार्यालय (परीक्षा विंग) ने पत्र संख्या 106/05-परीक्षा/एस०ए०एस/ वाणिज्यिक प्रश्न पत्र समीक्षा/2025 दिनांक 11.03.2025 के माध्यम से अधीनस्थ लेखापरीक्षा सेवा परीक्षा के 03 प्रश्न पत्रों के संशोधन के लिए सक्षम प्राधिकारी के अनुमोदन से अवगत कराया है।

निम्नलिखित प्रश्न पत्रों के पाठ्यक्रम में संशोधन किया गया है जो **अधीनस्थ लेखापरीक्षा सेवा परीक्षा (2025 की परीक्षा-2) से लागू होगा।**

- पी०सी-3 (सूचना प्रौद्योगिकी-सिद्धांत और व्यावहारिक),
- पी०सी-9 (बुनियादी वित्तीय लेखांकन और वित्तीय विवरणों का विश्लेषण-वाणिज्यिक),
- पी०सी-20, (वाणिज्यिक लेखा परीक्षा, वाणिज्यिक कानून और कॉर्पोरेट कर कानून-वाणिज्यिक कानून)

संशोधित पाठ्यक्रम की प्रति सूचनार्थ संलग्न है ।

Hqrs. office (Examination wing) vide letter No. 106/05-Exam/SAS/Commercial Papers Review/2025 dated 11.03.2025 has conveyed the approval of the competent authority for revision of 03 papers of the Subordinate Audit Service Examination.

Syllabus of the following question papers has been revised which shall be **applicable for the Subordinate Audit Service Examination -2 of 2025.**

- PC-3 (Information Technology-Theory & Practical),
- PC-9 (Basic Financial Accounting and Analysis of Financial Statements-Commercial)
- PC-20 (Commercial Audit, Comml. Laws & Corporate Tax Laws-Commercial Laws)

Copy of revised syllabus annexed for information.

(परिपत्र उप महालेखाकार (प्रशासन) महोदया के अनुमोदन से जारी हैं ।)

हस्ता/-
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

क्रमांक: प्रश०/ले०प०/मुख्यालय पत्र/एस०ए०एस/रा0 ले०प०/सी०पी०डी/परीक्षा/2024-25/155-61
दिनांक: 08.04.2025

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित है:

1. सचिव, प्रधान महालेखाकार
2. निजि सहायक, उप महालेखाकार (प्रशासन एवं राज्य वित)
3. निजि सहायक, उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-I)
4. निजि सहायक, उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-II)
5. निजि सहायक, उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-III)
6. **समस्त अधिकारी/कर्मचारी**

08/04
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

PC-09 regarding Descriptive and MCQs

Topic No.	Description	Descriptive	MCQs
Part-I. Financial Accounting (Marks - 70)		**50 Marks**	**20 Marks**
1.	Financial Accounting - Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.	MCQs	
2.	Accounting Process - From recording of transactions to preparation of Financial Statements, Books of original entry, Journal, Ledger, Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Errors.	Partially (Descriptive and MCQs)	
3.	Depreciation, Provisions and Reserves.	Partially (Descriptive and MCQs)	
4.	Final Accounts of Sole Proprietorship Concerns.	Descriptive	
	Final Accounts of Non-Profit Organizations – with focus on Fund Accounting.	Descriptive	
5.	Accounts of Joint Stock Companies-Accounting for Share Capital and Borrowings, preparation of Final Accounts.	Descriptive	
6.	Analysis of Financial Statements: Ratio Analysis, Common-Size Statements, Comparative Statements, Trend Analysis, Funds Flow Analysis/Statements, Cash Flow Analysis/Statements.	Descriptive	
The marks of Descriptive and MCQs for Part I of the PC which carries total 70 Marks may be 50 and 20 respectively.			
Part-II Accounting Standards (Marks - 30)		**20 Marks**	**10 Marks**
(a)	Introduction to Accounting Standards issued by the Institute of Chartered Accountants of India with special reference to the following Standards (as amended from time to time): • AS-1: Disclosure of Accounting Policies • AS-2: Valuation of Inventories • AS-3: Cash Flow Statements	Partially (Descriptive and MCQs)	

Topic No.	Description	Descriptive	MCQs
	• AS-4: Contingencies and Events occurring after the Balance Sheet Date • AS-5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies • AS-9: Revenue Recognition • AS-10: Property, Plant and Equipment • AS-12: Accounting for Government Grants • AS-13: Accounting of Investments • AS-15: Employee Benefits • AS-18: Related Party Disclosures • AS-21: Consolidated Financial Statements • AS-26: Intangible Assets • AS-28: Impairment of Assets • AS-29: Provisions, Contingent Liabilities and Contingent Assets		
(b)	Uniform Format of Accounts for Central Autonomous Bodies	Descriptive	
The marks of Descriptive and MCQs for Part II of the PC which carries total 30 Marks may be 20 and 10 respectively.			

PC-20 regarding descriptive and MCQs

Part-I. Commercial Audit (Marks - 60):			
Topics No.	**Descriptive (30 Marks)**	**Topics No.**	**MCQs (30 Marks)**
Topic No. 3.	Audit of Cash Transactions: Receipts and Payments.	Topic No. 1.	Nature and Principles of Auditing, Basic Concepts of Materiality, Risk, Planning. Sampling, Substantive Testing and Analytical Procedures.
Topic No. 4.	Verification of Assets.	Topic No.2.	Internal Controls: Nature and Evaluation
Topic No. 6.	Audit of Financial Statements of Companies	Topic No.5.	Internal Audit, Statutory Audit and Government Audit.
Topic No. 7.	Audit of Public Sector Undertakings (Section II, Chapter V of MSO (Audit).	Topic No.8.	Appointment of Statutory and Internal Auditors, their Rights, Duties, Powers Remuneration, Joint Auditors, Branch Auditors.
Topic No. 9.	Provisions of Companies Auditors' Report Order, 2020 issued under Section 143 (11) of the Companies Act 2013.	Topic No.10.	Directions issued under Section 143(5) of the Companies Act, 2013.
Topic No. 11.	Corporate Governance: Provisions of Companies Act 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time.	Topic No.12.	Audit Committee: Constitution, Powers and Duties.
Topic No. 14.	Special features of Audit of a. Finance Companies b. Electricity Companies c. Transport Companies d. Insurance Companies e. Social Sector/Welfare Companies-Section 8 of Companies Act, 2013.	Topic No. 13.	Provisions of Companies (Cost Records and Audit) Rules, 2014 as amended from time to time.
Topic No. 15	Audit of Autonomous Bodies.	Topic No. 16	Role of Audit in Relation to Cases of Fraud and Corruption.
Topic No. 17	Audit of Public Partnership projects with special emphasis on Concessionaire agreements and sharing of revenue.	Topic No. 18	Role of Parliamentary Committees with special reference to Committee on Public Undertakings
Topic No. 20	Standards on Auditing issued by ICAI (as amended from time to time): (i) SA 200: Overall Objectives of the Independent Auditor and the Conduct of an Audit in accordance with Standards on Auditing (ii) SA 220: Quality Control for an Audit of Financial Statements (iii) SA 230: Audit Documentation (iv) SA 240: The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements (v) SA 300: Planning an Audit of Financial Statements (vi) SA 315: Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and	Topic No.19	Auditing Standards issued by the C&AG of India (as amended from time to time): Chapter 1: Basic Postulates Chapter 2: General Standards Chapter 3: Specific Standards

	its Environment. (vii) SA 320: Materiality in Planning and Performing an Audit (viii) SA 450: Evaluation of Misstatements Identified During the Audit (ix) SA 500: Audit Evidence (x) SA 520: Analytical Procedures (xi) SA 530: Audit Sampling (xii) SA 570 (Revised): Going Concern (xiii) SA 700 (Revised): Forming an Opinion and Reporting on Financial Statements (xiv) SA 701: Communicating Key Audit Matters in the Independent Auditor's Report (xv) SA 705 (Revised): Modifications to the Opinion in the Independent Auditor's Report (xvi) SA 706 (Revised): Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report.		

Part IIA: Commercial Laws (25 marks)

Topics No.	Descriptive (05 Marks)	Topics No.	MCQs (20 Marks)
Topic No. 1	Companies Act, 2013 - Chapter 1 to 4 and chapter 8 to 10 and 12--Rules issued by Ministry of Corporate Affairs relating to these Chapters.	Topic No. 2	The Indian Contract Act, 1872.
Topic No. 7	Securities and Exchange Board of India Act, 1992 and Listing Agreement.	Topic No. 3	The Indian Sale of Goods Act, 1930
		Topic No. 4	Negotiable Instruments Act, 1881.
		Topic No. 5	Electricity Act, 2003.
		Topic No. 6	Road Transport Corporations Act, 1950
		Topic No. 8	Foreign Exchange Management Act, 1999 (FEMA).
		Topic No. 9	Payment of Bonus Act, 1965.
		Topic No. 10	Employees Provident Funds Act, 1952.

Part II B: Corporate Tax Laws (15 marks)

Topics No.	Descriptive (15 Marks)	Topics No.	MCQs (00 Marks)
1.	Corporate Tax-Provision of Income Tax Act relating to Income Tax on Companies including Income Computation and Disclosure Requirements under Income Tax Act 1961.		————
2.	Central Goods and Services Tax Act, 2017.		

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PC-3: Information Technology (Theory and Practical)

Duration: 2 hours
Maximum Marks: 100

The paper has been divided into two parts :

1. Theory (60 marks)
    a. 40 marks theory
    b. 20 marks situation/use case based exercises
2. Practical (40 marks)

Objectives:

1. **IT Skills:** Develop proficiency in word processing, electronic spreadsheets, and presentation tools, emphasizing database handling and data-driven auditing approaches.

2. **Auditing in a Computerized Environment:** Acquire skills for data acquisition and import from auditee IT systems.

3. **Information Systems (IS) Audit Skills:** Understand the principles of auditing information systems, Understanding the nuances of IS audits, auditing in IT environment and use of IT for audits.

4. **Emerging Technologies:** Gain foundational knowledge in AI/ML, cybersecurity, and data privacy

5. **Government and CAG IT Policies:** Familiarize with the latest Government of India IT policies and CAG's IT strategy, policies, standards and guidelines to ensure compliance and effective implementation.

A. Information Technology (Theory) – 60 Marks (40 theory + 20 situation/use-case based exercises)

1. Fundamentals of IT and Computer Applications (5 Marks)

1.1 **Introduction to Computers:** Hardware components, CPU functions, and memory devices.
1.2 **Software Tools:** Proficiency in the latest MS Office Suite (Word, Excel, PowerPoint) and understanding basic of operating systems.
1.3 **Computer Networks:** Overview of LAN/WAN/Internet and cloud computing concepts (IaaS, PaaS, SaaS).
1.4 **Introduction to AI/ML:** Basic concepts and real-world applications in auditing.

1.5 **AI in Auditing:** Questions on how AI can be leveraged for data analysis, what precautions does one need to take while exposing data to a public LLM, concepts of Responsible AI , risks in AI based systems being used by government(use cases may be used in MCQs)

2. Database Management Systems (15 Marks)

2.1 **DBMS and RDBMS Basics:** Designing databases and principles of normalization.
2.2 **Relational Databases:** Understanding integrity constraints, primary and foreign keys, and data manipulation techniques. Concept of action query, Joins, views, data manipulation, etc.

2.3 **SQL Queries:** Crafting basic queries (we need to mention what kind of queries to make things specific), utilizing joins, views, and action queries.

3. Cybersecurity, Data Privacy, E-Waste Management, Governance and Management of IT Systems (10 Marks)

3.1 **Cybersecurity Fundamentals:** Identifying threats, vulnerabilities, and risk mitigation strategies. This has to be drawn specifically from MEITY guidelines and CAG IAAD documents in this regard. Like various types of attacks (ransomware, malware , trojanhorse etc) , how they can be injected into IAAD IT infrastructure, what is a secured network , what is anti-virus , importance of End point detection and resolution etc.
3.2 **Cyber Laws:** Overview of the IT Act 2000, its amendments, and relevant government policies. **Cybersecurity Guidelines:** MEITY's directives for government employees.
3.3 **Data Privacy:** Principles of protecting personally identifiable information (PII) and an introduction to Indian data privacy act and rules (whenever framed)
3.4 **Information Asset Protection:** Ensuring confidentiality, integrity, availability, encryption, and secure communication.

3.5 Knowing what cybersecurity measures have been deployed in IAAD to protect IT assets
3.6 **Common Cyber-Attack Methods:** Understanding OWASP vulnerabilities and prevalent attack vectors.
3.7 **E-Waste Management:** Overview of CAG's E-Waste Management Rules and sustainability initiatives.

3.8 CAG's Data Governance Policy: Key aspects and implementation strategies. Sub-parts of data governance like data management , data archival policy if in place in IAAD, key aspects of the same.

3.9 Digital Personal Data Protection Act, 2023.

3.10 **National IT Policies:** Insights into Digital India, e-Kranti, and the National e-Governance Plan.
3.11 **Guidelines for Indian Government Websites (GIGW):** Best practices for website management.
3.12 **Ethical AI Usage:** Principles of ethical AI deployment in governance and auditing.
3.13 Aadhaar Act and subsequent amendments.

4. Information System Auditing and IT-Enabled Audit Tools (10 Marks)

4.1 **CAG's Standing Order on IT Auditing (August 2020):** Essential directives and guidelines.
4.2 **Control Objectives and Measures:** Differentiating between general and IS-specific controls. Differentiating between IT Audit and IT-Assisted Audit.

4.3 **CAG's IT Audit Manual 2024:** Recent revisions and key takeaways.
4.4 **CAG's AI Strategic Framework for Audit:** Introduction and foundational concepts.

4.5 Questions on functionalities of **CAAT tools used in IAAD**

5.Situation or use case based exercises on IT Audit (20 Marks)

1. Providing sample IT audit paras and asked to improve the drafting

2. Framing audit objectives and audit observations/paras on an IT system deployed in government organization and following CAG's standing orders and manuals on IT audit

3. Any other IT audit related exercise.

B. Information Technology (Practical) - 40 Marks

1. **MS Excel (15 Marks):** Functions (VLOOKUP, INDEX and MATCH, append functions, etc.), Pivot tables, Power Pivot, What –if analysis, data validation, conditional formatting.

2. **Exercise based activities (25 Marks):** using CAAT tool used in IAAD like Tableau, Knime or SQL queries

Suggested Reading Materials:

1. CAG's Standing Order on IT Auditing
2. WGITA-IDI Handbook on IT Audit for Supreme Audit Institutions:
3. IT Act 2000 and Cybersecurity Guidelines by MEITY
4. Introduction to AI for Government Auditors
5. Cybersecurity Awareness Material for Government Employees
6. CAG's Data Governance Policy
7. CAG's E-Waste Management Rules
8. CAG's Updated IT Audit Manual 2024
9. CAG's AI Strategic Framework (upon release)