

PC No.	PC Subject	Date	Session	Topic (Sessions-I-10.00 to 11.15; II-11.30 to 12.45; III-1.45 to 3.00; IV-3.15 to 4.30)	No. of sessions
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	01-04-2021	I	Constitution of India, Acts, Regulations: Provisions of Constitution of India Parts I, V, VI, VIII, IX and IX A, together with relevant Schedules appended to it.	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	01-04-2021	II	Constitution of India, Acts, Regulations: Provisions of Constitution of India Parts X, XI, XII, XIV, XVIII, XIX and XX together with relevant Schedules appended to it.	1

1	Language Skill (for all branches)	01-04-2021	III & IV	Verbal and Reading Abilities Basics ii. Verbal Reasoning iii. Sentence Correction iv. Idioms and phrases v. Grammar Applications vi. Antonyms vii. Synonyms viii. Vocabulary Skills ix. Writing Styles x. Arranging sentences in order xi. Comprehension of passages: (Science passage, socio-economic passage, Business passage, Entertainment passage etc.)	2
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	03-04-2021	I	Service Regulations Common Subjects: Provisions of the Central Civil Services (Joining Time) Rules,	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	03-04-2021	II	Service Regulations Common Subjects: Provisions of the Central Civil Services (Pension) Rules	1

5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	03-04-2021	III&IV	Specific Subjects: Provisions of the Travelling Allowances Rules as contained in the Supplementary Rules,	2
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	05-04-2021	I	Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	05-04-2021	II	Regulations on Audit and Accounts -2007	1
1	Language Skill (for all branches)	05-04-2021	III & IV	Drafting and Writing Abilities Basics Précis writing of any topic	2

14	Financial Accounting with Elementary Costing	06-04-2021	I	Financial Accounting: Financial Accounting: Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles (GAAP).	1
14	Financial Accounting with Elementary Costing	06-04-2021	II	Financial Accounting: Accounting Process: From recording of transactions to preparation of Financial Statements, Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Errors.	1
22	Government Audit	06-04-2021	III	Provisions of CAG's Manual of Standing Orders (Audit)	1
22	Government Audit	06-04-2021	IV	Provisions of Auditing Standards issued by the C &AG .	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	07-04-2021	I&II	Specific Subjects: General Provisions of the Fundamental Rules,	2

5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	07-04-2021	III&IV	Service Regulations: Common Subjects: Provisions of the Central Civil Services (Classification, Control and Appeal) Rules	2
14	Financial Accounting with Elementary Costing	08-04-2021	I	Financial Accounting: Depreciation, Provisions and Reserves.	1
14	Financial Accounting with Elementary Costing	08-04-2021	II	Financial Accounting: Financial Statements: Sole Proprietorship Concerns, Analysis of Financial Statements.	1
22	Government Audit	08-04-2021	III&IV	Provisions of Performance Audit Guidelines of C&AG .	2
14	Financial Accounting with Elementary Costing	09-04-2021	I	Financial Accounting: Accounts of Joint Stock Companies.	1

5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	09-04-2021	II	Service Regulations Common Subjects : Provisions of the Contribution Pension Scheme, (New Pension Scheme)	1
22	Government Audit	09-04-2021	III&IV	Provisions of Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG .	2
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	10-04-2021	I&II	Service Regulations Common Subjects: Provisions of the Central Civil Services (Conduct) Rules	2
22	Government Audit	10-04-2021	III&IV	Provisions of Compliance Audit Guidelines of C&AG .	2
14	Financial Accounting with Elementary Costing	12-04-2021	I&II	Accounting Standards: Accounting Standards issued by Institute of Chartered Accountants of India and IND AS notified by the Ministry of Corporate Affairs	2
22	Government Audit	12-04-2021	III	Provisions of Audit Quality Management Framework Guidelines issued by C&AG	1

22	Government Audit	12-04-2021	IV	Provisions of Internal Controls Evaluation Manual of C&AG .	1
14	Financial Accounting with Elementary Costing	13-04-2021	I&II	Accounting Standards: Uniform Format of Accounts for Central Autonomous Bodies	2
22	Government Audit	13-04-2021	III&IV	Provisions of Manual of Instructions for Audit of Autonomous Bodies of C&AG	2
1	Language Skill (for all branches)	15-04-2021	I&II	Drafting and Writing Abilities Basics Drafting of an official letter, giving the facts, as directed	2
8	Financial Rules and Principles of Government Accounts	15-04-2021	III&IV	Financial Rules. Provisions of Central Government Accounts (Receipts and Payments) Rules, 1983	2
				Topic (Sessions-I-10.00 to 11.15; II-11.25 to 12.40; III-1.20 to 2:35; IV-2.45 to 4)	
14	Financial Accounting with Elementary Costing	16-04-2021	I	Cost Accounting: 1. Introduction	1
14	Financial Accounting with Elementary Costing	16-04-2021	II	Cost Accounting : Materials	1
16	Public Works Accounts	16-04-2021	III&IV	Provisions of following Codes/Manuals Central Public Works Accounts Code with Appendices	2

5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	17-04-2021	I	Service Regulations: Common Subjects: Provisions of the Central Civil Services (Leave) Rules,	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	17-04-2021	II	Specific Subjects: Provisions of the General Provident Fund (Central Services) Rules,	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	17-04-2021	III	Specific Subjects: Provisions of the Central Civil Services (LTC) Rules,	1
22	Government Audit	17-04-2021	IV	Provisions of Environment and Climate Change Auditing Guidelines issued by C&AG	1

14	Financial Accounting with Elementary Costing	19-04-2021	I	Cost Accounting : Labour and Direct Expenses	1
22	Government Audit	19-04-2021	II & III	Financial Attest Audit: Provisions of Financial Attest Audit Manual and Financial Attest Auditing Guidelines for audit of State Government Accounts of C&AG .	2
3	Information Technology (Theory)	19-04-2021	IV	Operating system: What is an OS, What are its key functions, the evaluation of OS, what are the popular types of OS, basics of UNIX and Windows, advantages of open source OS like Linux, Networks OS.	1
8	Financial Rules and Principles of Government Accounts	20-04-2021	I&II	Financial Rules. Provisions of General Financial Rules 2017	2
3	Information Technology (Theory)	20-04-2021	III	Application Software: Concepts, basic application, specific use applications, Development of customized applications, Payroll and Accounting applications, Inventory management applications in PSUs, ERPs. Basic concepts of ERP, Types of ERP Systems , advantages of ERP, factors to be considered for implementing for ERP, and causes of failure of ERP	1
3	Information Technology (Theory)	20-04-2021	IV	Networks: Basic concepts, uses of networks in sharing of resources, Backups, common types of networks; LAN/WAN/Internet, server based networks, client server model, P2P network media, wireless networks, Threats to networks, the internet world. Cloud and cloud computing	1
14	Financial Accounting with Elementary Costing	21-04-2021	I&II	Cost Accounting : Overheads (I) Factory Overheads Overheads (II) Office and Administrative, Selling and Distribution Overheads	2

16	Public Works Accounts	21-04-2021	III&IV	Provisions of following Codes/Manuals Central Public Works Accounts Code with Appendices	2
3	Information Technology (Theory)	22-04-2021	I	Basic concepts of database management: understanding simple databases, advantages of working with a database, RDBMS, Basic concepts SAP-ERP and Oracle Financials, common corporate database systems	1
3	Information Technology (Theory)	22-04-2021	II	Security of Information assets: Security threats to data, hardware and users, common types of hacking, protective measures, backups,etc	1
3	Information Technology (Theory)	22-04-2021	III	Familiarity with the provisions of the IT Act 2000 (including amendments to the IT Act)	1
3	Information Technology (Theory)	22-04-2021	IV	IT Audit 1. IT Controls General Controls Application Controls Risk area and IT security. 2. System Development Life Cycle Audit of systems under development	1
14	Financial Accounting with Elementary Costing	23-04-2021	I	Cost Accounting : Marginal Costing,	1
14	Financial Accounting with Elementary Costing	23-04-2021	II	Cost Accounting : Production Accounts and Cost Sheets	1

8	Financial Rules and Principles of Government Accounts	23-04-2021	III&IV	Financial Rules. Provisions of Delegation of Financial Powers Rules (DFPR) 1978	2
1	Language Skill (for all branches)	24-04-2021	I&II	Drafting and Writing Abilities Basics Draft Para to be drafted from material provided	2
2	Logical, Analytical and Quantitative Abilities	24-04-2021	III&IV	Statistics & Statistical Sampling i. Introduction to statistics.:Variable as attribute of an entity, Primary Data and Secondary Data, Descriptive and Numerical Data, Concept of Discrete and continuous data, Basic concepts of Data Analysis,Box plotting of Data ii. Statistical concepts of classification of Data, Geographical Classification, Chronological classification, conditional classification, qualitative classification, quantitative classification. iii. Class interval, Frequency Distribution and Histograms iv. Arithmetic Mean and Geometric Mean, Median, Mode-Concepts and inter se comparison and their interpretation v. Range, Variance, Standard Deviation, Quartile Deviation and Coefficient on Variance – Concepts & inter se comparison and their interpretation vi. Concepts of Skewness& Kurtosis and their interpretation	2
14	Financial Accounting with Elementary Costing	26-04-2021	I	Cost Accounting : Process Accounts	1
8	Financial Rules and Principles of Government Accounts	26-04-2021	II	Principles of Civil Accounts Provisions of Government Accounting Rules, 1990	1

22	Government Audit	26-04-2021	III&IV	Provisions of Public Private Partnerships in Infrastructure Project Public Auditing Guidelines of C&AG .	2
16	Public Works Accounts	27-04-2021	I&II	Provisions of following Codes/Manuals Accounts Code Volume-III	2
8	Financial Rules and Principles of Government Accounts	27-04-2021	III&IV	Principles of Civil Accounts Provisions of Government Accounting Rules, 1990	2
2	Logical, Analytical and Quantitative Abilities	28-04-2021	I&II	DATA INTERPRETATION and DATA SUFFICIENCY i. Data Tables ii. Pie Charts iii. 2 Dimensional Graphs iv. Bar Charts v. Venn Diagram vi. Geometrical Diagram vii. Pert Charts	2
8	Financial Rules and Principles of Government Accounts	28-04-2021	III&IV	Principles of Civil Accounts Provisions of Comptroller and Auditor General's Manual of Standing Orders (A&E) Vol. II: Chapter 1- Appropriation Accounts Chapter 2- Finance Accounts (Revised) Annexure and Appendices	2
8	Financial Rules and Principles of Government Accounts	29-04-2021	I	Principles of Civil Accounts Provisions of Comptroller and Auditor General's Manual of Standing Orders (A&E) Vol. II: Chapter 1- Appropriation Accounts Chapter 2- Finance Accounts (Revised) Annexure and Appendices	1

2	Logical, Analytical and Quantitative Abilities	29-04-2021	II	<p>REASONING</p> <ul style="list-style-type: none"> i. Deduction ii. Logical connectives. iii. Selections iv. Distribution v. Circular arrangement <p>QUANTITATIVE ABILITY</p> <ul style="list-style-type: none"> i. Probability and chance ii. Simple Equation iii. Ratio-Proportion-Variation iv. Percentages v. Profit & Loss vi. Simple Interest and Compound Interest vii. Weighted Averages 	1
16	Public Works Accounts	29-04-2021	III&IV	Provisions of following Codes/Manuals CPWD Works Manual2017	2
8	Financial Rules and Principles of Government Accounts	30-04-2021	I&II	Principles of Civil Accounts List of Major and Minor Heads of Accounts of Union and States (LMMH)	2

2	Logical, Analytical and Quantitative Abilities	30-04-2021	III	<p>REASONING</p> <p>i. Deduction</p> <p>ii. Logical connectives.</p> <p>iii. Selections</p> <p>iv. Distribution</p> <p>v. Circular arrangement</p> <p>QUANTITATIVE ABILITY</p> <p>i. Probability and chance</p> <p>ii. Simple Equation</p> <p>iii. Ratio-Proportion-Variation</p> <p>iv. Percentages</p> <p>v. Profit & Loss</p> <p>vi. Simple Interest and Compound Interest</p> <p>vii. Weighted Averages</p>	1
8	Financial Rules and Principles of Government Accounts	30-04-2021	IV	<p>Principles of Civil Accounts</p> <p>Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure: Chapters 1-10 and Chapter 13 and Chapter 17.</p>	1
5	Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)	01-05-2021	I&II	<p>Specific Subjects: Provisions of the Central Civil Services (Medical Attendance) Rules,</p>	2

2	Logical, Analytical and Quantitative Abilities	01-05-2021	III&IV	<p>Sampling: What is Statistical Sampling? Statistical Sampling vs. Non- Statistical Sampling Advantage of Statistical Sampling Random Number Table & Sampling Sampling Error vs. Non-Sampling Error Simple Random Sampling (with and without replacement)Systematic Random Sampling Systematic Random Sampling Stratified Random Sampling Cluster Sampling Probability Proportional to Size Sampling Multi-Stage Sampling Attribute & Variable Sampling Step-by-step Sampling Discovery Sampling Monetary Unit Sampling Audit Hypothesis Testing Normalisation – meaning and objective Estimation: (i) Sample size and estimation of Single Mean for un-stratified (Simple Random) Sampling (ii) Sample size and estimation of Single Proportion for un-stratified (Simple Random) Sampling Scatter Diagram in Statistics and interpreting, Scatter Diagrams, correlation and regression.</p>	2
8	Financial Rules and Principles of Government Accounts	03-05-2021	I&II	<p>Principles of Civil Accounts Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure:Chapters 1-10 and Chapter 13 and Chapter 17.</p>	2

16	Public Works Accounts	03-05-2021	III&IV	Provisions of following Codes/Manuals CPWD Works Manual2017	2
16	Public Works Accounts	04-05-2021	I&II	Provisions of following Codes/Manuals Accounts Code Volume-III	2
16	Public Works Accounts	04-05-2021	III&IV	Provisions of following Codes/Manuals Comptroller and Auditor General's Manual of Standing Orders (A&E) Volume I (i) Chapter 8-Accounts of Public Works	2
3	Information Technology (Theory)	05-05-2021	I	General awareness about the National e-Governance Plan(NeGP) Meaning, eGovernance basics and few selected common e Governance Projectslike Computerization of Land Records, Vahan (Registration of Vehicles) and Sarthi (issue of Driving Licenses), and e-District. (Reference respectiveweb sites of the topics mentioned),	1
16	Public Works Accounts	05-05-2021	II	Provisions of following Codes/Manuals CPWD Works Manual2017	1
16	Public Works Accounts	05-05-2021	III&IV	Provisions of following Codes/Manuals Comptroller and Auditor General's Manual of Standing Orders (A&E) Volume I (ii) Chapter 9-Accounts of Forests	2
4	Information Technology (Practical)	06-05-2021	I	Word 2013: Basic and Mid-level 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,	1

4	Information Technology (Practical)	06-05-2021	II	Excel 2013 : Advanced Topics Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Custom Formats and 'Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data With Functions, Applying Advanced Date and Time Functions and Creating Scenarios. Creating Advanced Charts and Tables: Creating Advanced Chart Elements, Creating and Managing Pivot Tables and Creating and Managing Pivot Charts.	1
4	Information Technology (Practical)	06-05-2021	III	Word 2013 : Advanced Topics Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Managing Document Changes and Designing Advanced Documents: Applying Advanced formatting, Applying Advanced Styles, Creating Advanced References: Create and Manage Indexes, Creating and Managing Reference Tables and Manage forms, Fields, and Mail Merge Operations.	1

4	Information Technology (Practical)	06-05-2021	lv	<p>Excel 2013 : Basic and Mid-Level</p> <p>Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting</p> <p>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.</p> <p>Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object</p>	1
4	Information Technology (Practical)	07-05-2021	l	<p>Excel 2013 : Advanced Topics</p> <p>Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Custom Formats and 'Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data With Functions, Applying Advanced Date and Time Functions and Creating Scenarios. Creating Advanced Charts and Tables: Creating Advanced Chart Elements, Creating and Managing Pivot Tables and Creating and Managing Pivot Charts.</p>	1

4	Information Technology (Practical)	07-05-2021	II	<p>Access 2013 Basic (Awareness)</p> <p>Creating and Managing a Database: Creating a New Database, Managing Relationships and Keys, Navigating Through a Database, Protecting and Maintaining a Database and Printing and Exporting a Database.</p> <p>Building Tables: Creating a Table, Formatting a Table, Managing Records and Creating and Modifying Fields. Creating and Modifying Queries: Creating a Query, Modifying a Query, and Utilizing Calculated Fields and Grouping within a Query. Creating Forms: Creating a Form, Setting Form Controls and Formatting a Form. Creating Reports: Creating a Report, Setting Report Controls and Formatting a Report.</p>	1
4	Information Technology (Practical)	07-05-2021	III&IV	<p>Power Point 2013</p> <p>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. Applying Transitions and Animations: Applying Transitioning Between Slides, Animating Slide Contents and Setting Time for Transitions and Animations. Managing Multiple Presentations: Merging Content from Multiple Presentations, Tracking Changes and Resolving Differences and Protecting and Sharing Presentations.</p>	2