

महालेखाकार (सा. एवं सा. क्षे. लेप.) का कार्यालय  
OFFICE OF THE ACCOUNTANT GENERAL (G&SSA)  
ओडिशा: भुवनेश्वर  
ODISHA: BHUBANESWAR

OOC No :- 194

Date : 30.05.2017

**Sub: Revision of syllabus for Subordinate Audit/Accounts service Examination**

The syllabus of Subordinate Audit/Accounts Service (SAS) Examination except PC-13 paper [Accountancy (Civil accounts Branch) ] and PC-21 paper [ Government Accounts ( Civil Accounts ) ] has been revised.

The revised syllabus of Subordinate Audit/Accounts Service (SAS) Examination shall be applicable/effective from Subordinate Audit/Accounts Service (SAS) 2017 (Main) Examination. All desirous eligible candidates may visit our official website [www.agodisha.gov.in](http://www.agodisha.gov.in)

Sd/-

**Sr. Audit Officer/Trg&Exam (G&SSA)**



**Memo No. T&E/02/08/2017-18/ 96**

**Date: 30.05.2017**

Copy forwarded for information and necessary action to:-

1. Secy. to AG (G&SSA)/PAG (E&RSA)
2. PA to all Group Officers in A.G. (G&SSA) /P.A.G. (E&RSA), & DD/CRA Odisha, Bhubaneswar.
3. SR. AO/OE O/o the PAG(E&RSA) , Odisha Branch ES-II . Puri
4. Welfare Officer
5. All controlling sections of the three offices i.e O/o the Pr. AG (E&RSA).AG (G&SSA) & DD (CRA)
6. AAO/DA Group with the request to host the circular along with the revised syllabus in official website
7. AAO/Hindi Cell for translation the circular in Hindi
8. Notice Boards.
9. OOC Guard file

*Mahanta*  
Sr. Audit Officer Trg. & Exam/ (G&SSA) 30/05/17

PC- 1, 2, 3, 4, 5.  
PC- 8, 14, 16, 22.  
PC- 12, 18, 20, 26



**Annexure I**

**Revised Syllabus for Subordinate Audit/ Accounts Service (SAS) Examination  
(all branches)**

**GROUP - I**

**PC 1: Language Skill (for all branches)**

**Duration 2 ½ hours,**

**Maximum Marks: 100.**

**A. Verbal and Reading Abilities Basics**

**30 marks**

- 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.)

**B. Drafting and Writing Abilities Basics**

**70 marks**

- i. Précis of any topic  
25marks
- ii. Drafting of an official letter, giving the facts, as directed in the question. 15 marks
- iii. Draft Para to be drafted from material provided 30 marks

**Section 'A' will contain multiple choice objective questions and Section 'B' the subjective questions to be answered in computer mode only.**

**Reference books:**

1. Books which may contain questions, Standard of which is similar to the Indian Banking Services for Clerical Grade and Probationer Officers.
2. Karyalay Sahayika a book published by KendriyaSachivalaya, Hindi Parishad, New Delhi.



✓ **PC 2 : Logical, Analytical and Quantitative Abilities (All branches)**

**Duration 2 hours,**

**Maximum Marks: 100**

**Section I**

**70 Marks**

**(A) DATA INTERPRETATION**

- i. Data Tables
- ii. Pie Charts
- iii. 2 Dimensional Graphs
- iv. Bar Charts
- v. Venn Diagram
- vi. Geometrical Diagram
- vii. Pert Charts

**(B) DATA SUFFICIENCY**

**(C) REASONING**

- i. Deduction
- ii. Logical connectives.
- iii. Selections
- iv. Distribution
- v. Circular arrangement

**(D) QUANTITATIVE ABILITY**

- 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

**Section II**

**30 marks**

**(E) Statistics & Statistical Sampling**

- Model 1/17*  
*of 3 chapters*
- 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



- 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 of Variation – Concepts & inter se comparison and their interpretation
- vi. Concepts of Skewness & Kurtosis and their interpretation
- vii. 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.

#### Reference books

1. Books which may contain questions, Standard of which is similar to the Indian Banking Services for clerical grade and Probationer Officers.
2. Single compilation covering the whole syllabus – a single compilation will be prescribed as and when it is ready.
3. Fundamentals of Mathematical Statistics (Latest Edition) by Shri S.C. Gupta and V K Kapoor published by Sultan Chand & Sons (for advance study)



**PC 3 : Information Technology (Theory) (all branches)**

**Duration 2 hours,**

**Maximum Marks: 100**

- (A) **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.
- (B) **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
- (C) **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.
- (D) **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.
- (E) **Security of Information assets:** Security threats to data, hardware and users, common types of hacking, protective measures, backups, etc.
- (F) **Familiarity with the provisions of the IT Act 2000** ( including subsequent amendments to the IT Act)
- (G) **General awareness about the National e-Governance Plan(NeGP)** Meaning, e-Governance basics and few selected common e Governance Projects like Computerization of Land Records, Vahan (Registration of Vehicles) and Sarthi (issue of Driving Licenses), and e-District. (Reference respective web sites of the topics mentioned),
- (H) **IT Audit**
1. **IT Controls**
    - General Controls
    - Application Controls
    - Risk area and IT security.
  2. **System Development Life Cycle**
    - Audit of systems under development



**Books Suggested:-**

1. IT Act, 2000.
2. "Introduction to Computers" by Peter Norton, published by Tata McGraw-Hill Education Private Limited, New Delhi
3. Information Technology Audit Manual Volume- I .Section 1 -Introduction (Pages 6-8), Section 7-Controls (Pages 37 to 43), Section-8 (Audit of General Controls) (pages 44-71) and Section 9 (Audit of Application Controls) (pages 72-84).
4. Checklist for Involvement of Audit in the System Development Phases of Information Technology Systems printed by the IT Audit Wing (iCISA)
5. IT Audit Manual (Volume -III) Audit Programmed for Specific Applications - (Page 70 to 93).
6. The respective Web sites of the topics mentioned under section G.



**PC4 : Information Technology (Practical) (all branches)**

**Duration 2 hours,**

**Maximum Marks: 100**

**I Word 2013**

**25**

**Marks**

**(A) 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.

**(B) 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.

**35 Marks**

**II EXCEL 2013**

**(A) Basic and Mid-Level**

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, Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object

**(B) 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.





50

### **III Access 2013 Basic (Awareness)**

**25 Marks**

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. 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.

### **IV Power Point 2013**

**15 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. 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.

### **Reference Books :**

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 Access 2013 Step by Step (Lambert & Cox)
8. Learning Microsoft Access 2013 Beginner Level 1: Build Databases with Microsoft Access (Richard Rost)
9. Microsoft Power point 2013 Step by Step (Lambert. & Cox)
10. Microsoft Power point 2013 All-In-One for Dummies (Greg Harvey)



**PC 5 : Constitution of India, Statutes and Service Regulations (Civil Accounts, Civil Audit, Local Audit, P&T Audit and Commercial Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

**A. Service Regulations**

**I. Common Subjects:**

**30%**

**Provisions of the following Rules:**

1. Central Civil Services (Joining Time) Rules.
2. Central Civil Services (Pension) Rules.
3. Defined Contribution Pension Scheme, (New Pension Scheme)
4. Central Civil Services (Leave) Rules.
5. Central Civil Services (Classification, Control and Appeal) Rules.
6. Central Civil Services (Conduct) Rules

**II. Specific Subjects:**

**40%**

**Provisions of the following Rules:**

1. Fundamental Rules,
2. Travelling Allowances Rules as contained in the Supplementary Rules.
3. General Provident Fund (Central Services) Rules,
4. Central Civil Services (Medical Attendance) Rules,
5. Central Civil Services (LTC) Rules.

**B. Constitution of India, Acts, Regulations:**

**30%**

**Provisions of**

1. **Constitution of India** Parts I, V, VI, VIII, IX, IX A, X, XI, XII, XIV, XVIII, XIX and XX together with relevant Schedules appended to it.

**Note: Questions on such matters as manner of elections, conditions of eligibility for elections, qualifications, procedural details and jurisdiction of courts etc will be excluded.**

2. Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971
3. Regulations on Audit and Accounts -2007

**Suggested Readings:**



2. Central Civil Services (Pension) Rules,  
3. Defined Contribution Pension Scheme, (New Pension Scheme)  
4. Central Civil Services (Leave) Rules,  
5. Central Civil Services (Classification, Control and Appeal) Rules,  
6. Central Civil Services (Conduct) Rules  
7. Fundamental Rules,  
8. Travelling Allowances Rules as contained in the Supplementary Rules,  
9. General Provident Fund (Central Services) Rules,  
10. Central Civil Services (Medical Attendance) Rules,  
11. Central Civil Services (LTC) Rules  
12. Constitution of India Bare Act.  
13. Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act  
1971  
14. Regulations on Audit and Accounts -2007



## **GROUP- II**

**PC8 : Financial Rules and Principles of Government Accounts (Civil Accounts, Civil Audit and Local Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

### **I. Financial Rules.**

1. Provisions of Central Government Accounts (Receipts and Payments) Rules, 1983
2. Provisions of General Financial Rules 2017
3. Provisions of Delegation of Financial Powers Rules (DFPR) 1978

### **II. Principles of Civil Accounts**

1. Provisions of Government Accounting Rules, 1990
2. 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
3. List of Major and Minor Heads of Accounts of Union and States ( LMMH )
4. 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.

### **Reference Books**

1. Central Government Account (Receipts & Payments) Rules 1983
2. General Financial Rules 2017
3. Delegation of Financial Powers Rules (DFPR) 1978
4. Government Accounting Rules 1990 published by Controller General of Accounts
5. Comptroller & Auditor General Manual of Standing Orders (A&E) Vol. II
6. List of Major and Minor Heads of Accounts of Union and States ( LMMH )
7. Civil Accounts Manual, issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure.



**PC12: Financial Rules and Principles of Govt. Accounts and CPWA (Commercial Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

**I. Financial Rules and Principles of Govt. Accounts in the following Rules**

1. Government Accounting Rules 1990:  
–Chapter on General outline of the system of Accounts.
1. General Financial Rules, 2017
2. Delegation of Financial Powers Rules, 1978

**II. Provisions of following Chapters of Central Public Works Accounts Code**

1. Chapter-2: Definitions
2. Chapter-3: General Outline of System of Accounts
3. Chapter- 5: Appropriations
4. Chapter-6: Cash
5. Chapter- 7: Stores
6. Chapter-8: Transfer Entries
7. Chapter-9: Revenue Receipts
8. Chapter 10: Works accounts
9. Chapter-11: Accounts procedure for lump sum contracts
10. Chapter-13: Suspense Accounts
11. Chapter-15: Deposits
12. Chapter 16: Non Government Works
13. Chapter-17: Transactions with other Divisions, Departments and Government
14. Chapter-22: Accounts of Divisional Officers
15. Statement E: Treatment of recoveries of Expenditure in the Accounts of the Public Works Department

**III. International Public Sector Accounting Standards (IPSAS)**

**Reference Book:**

1. Government Accounting Rules 1990
2. General Financial Rules 2017
3. Central Public Works Accounts Code, First Edition, 1993 (Revised).
4. Delegation of Financial Powers Rules, 1978



**PC 14: Financial Accounting with Elementary Costing (Civil Audit, Local Audit, Defence Audit, Railway Audit & P&T Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

**Financial Accounting:**

**40 Marks**

1. Financial Accounting: Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles (GAAP).
2. Accounting Process: From recording of transactions to preparation of Financial Statements, Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Errors.
3. Depreciation, Provisions and Reserves.
4. Financial Statements: Sole Proprietorship Concerns, Analysis of Financial Statements.
5. Accounts of Joint Stock Companies.

**Accounting Standards:**

**20 Marks**

1. Accounting Standards issued by Institute of Chartered Accountants of India and IND AS notified by the Ministry of Corporate Affairs
2. Uniform Format of Accounts for Central Autonomous Bodies

**Cost Accounting Topics:**

**40 Marks**

1. Introduction
2. Materials
3. Labour and Direct Expenses
4. Overheads (I) Factory Overheads
5. Overheads (II) Office and Administrative, Selling and Distribution Overheads
6. Marginal Costing.
7. Production Accounts and Cost Sheets
8. Process Accounts

**Books Suggested:**

1. Introduction to Accounting by T.S. Grewal
2. Principles and Practice of Accountancy by R.L. Gupta and V.K. Gupta
3. Financial Accounting by S.N. Maheshwari
4. Cost Accounting by Shukla, Grewal and Gupta
5. Compendium of Accounting Standards of ICAI
6. Essentials of Cost Accounting by V.K. Saxena and C.D. Vashist
7. Indian Accounting Standards – an overview of the Institute of Chartered Accountants of India and pronouncements on IND AS.



**PC-15: Advanced Accounting (Commercial Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

1. Basic concepts of Accounting: single and double entry, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Adjusting and closing entries, Manufacturing, Trading, Profit & Loss and Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self Balancing Ledgers.
2. Accounting concepts and conventions.
3. Royalty and Lease Accounts
4. Company Accounts including Consolidated Financial Statements
5. A.- Uniform format for accounts for Central Autonomous Bodies  
B.- Accounts of Public Utilities Enterprises: Accounting formats prescribed by Electricity Act, (Electricity utility), Banking Companies, Non banking Companies, Insurance companies, Transport Companies
6. Branch and Departmental accounts (including Foreign Branch Accounts)
7. Cash and Funds Flow Statement, Working Capital
8. Accounting Standards prescribed under section 133 of the Companies Act, 2013.
9. Accounting Standards of ICAI /IND AS notified by Ministry of Corporate Affairs
10. Concepts of interim reporting, Segment reporting, Corporate Social Responsibility
11. Accounting for JVs and Public Private Partnerships

**Books Suggested**

1. Advanced Accountancy by RL Gupta.
2. Advanced Accounts by Shukla, Grewal & Gupta.
3. Notification issued for Depreciation Accounting.
4. Companies Act, 2013.
5. Accounting formats prescribed by Electricity Act, Reserve Bank of India and Insurance Regulatory Development Authority of India.
6. Indian Accounting Standards (Ind AS) included in part B of Annexure to Ministry of Corporate Affairs Notification dated 16<sup>th</sup> February 2015, relating to issues of companies (Indian Accounting Standards) Rules 2015.



**PC16 :Public Works Accounts (Civil Accounts, Civil Audit & Local Audit)**

**Duration 2hours,**

**Maximum Marks: 100**

**Provisions of following Codes/Manuals**

1. Central Public Works Accounts Code with Appendices
2. Accounts Code Volume-III
3. Comptroller and Auditor General's Manual of Standing Orders (A&E) Volume-I
  - (i) Chapter 8 – Accounts of Public Works
  - (ii) Chapter 9 – Accounts of Forests
4. CPWD Works Manual2014

**Reference Books:**

1. Central Public Works Accounts Code .First Edition 1993 (Revised)
2. Comptroller & Auditor General Manual of Standing Orders (MSO) (A&E) Volume-I
3. Central Public Works Department Works Manual2014.



**PC20 :Cost Accountancy & Commercial Laws and Corporate Tax (Commercial Audit)**

**Duration 2 hours,**

**Maximum Marks: 100**

**A. Cost Accountancy:**

**50%**

1. Books of Accounts in Cost Accounting, Cost Accounts Rules & Records
2. Job Order/Control Costing
3. Process Costing, Operation Cost and Operating Costing
4. Marginal Costing, Differential Costs and Cost Volume Profit Relationship
5. Standard Costing including Variance Analysis
6. Value Analysis, Cost Reduction, Productivity
7. Product Pricing.
8. Reconciliation of Costs and Financial Accounts.

**B. Commercial Laws & Corporate Tax :**

**50%**

**Provisions of following Acts:**

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.
2. The Indian Contract Act, 1872
3. The Indian Sale of Goods Act, 1930
4. Negotiable Instruments Act, 1881
5. Electricity Act, 2003
6. Road Transport Corporation Act, 1950
7. Securities and Exchange Board of India Act, 1992 and Listing Agreement
8. Foreign Exchange Management Act, 1999 (FEMA)
9. Payment of Bonus Act, 1965
10. Employees Provident Funds Act, 1952
11. Corporate Tax- Income Tax on Companies including Income Computation and Disclosure Standard issued under Income Tax Act 1961

**Book Suggested:**

1. Principles and Practice of Cost Accounting By: N. K. Prasad
2. Direct Taxes Law and Practice, by Vinod K. Singhan
3. Cost Audit Standards issued by Institute of Cost Accountant of India
4. Income Tax Act 1961



**PC22 :Government Audit (Civil Audit & Local Audit)**

**Duration 2 hours,**

**Maximum, Marks: 100**

1. Provisions of CAG's Manual of Standing Orders (Audit)
2. Provisions of Regulation on Audit & Accounts, 2007
3. Provisions of Auditing Standards issued by the C &AG .
4. Provisions of Audit Quality Management Framework Guidelines issued by C&AG
5. Provisions of Performance Audit Guidelines of C&AG .
6. Provisions of Compliance Audit Guidelines of C&AG .
7. Financial Attest Audit: Provisions of Financial Attest Audit Manual and Financial Attest Auditing Guidelines for audit of State Government Accounts of C&AG .
8. Provisions of Manual of Instructions for Audit of Autonomous Bodies of C&AG
9. Provisions of Internal Controls Evaluation Manual of C&AG .
10. Provisions of Public Private Partnerships in Infrastructure Project Public Auditing Guidelines of C&AG .
11. Provisions of Environment and Climate Change Auditing Guidelines issued by C&AG
12. Provisions of Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG .

**Reference Books:**

1. Comptroller & Auditor Generals Manual of Standing Orders (Audit)
2. Auditing Standards issued by the C&AG of india
3. Manual of Instructions for Audit of Autonomous Bodies of C&AG of India
4. Performance Audit Guidelines issued by C&AG of India
5. Compliance Audit Guidelines issued by C&AG of India
6. Financial Attest Audit Manual of C&AG of India
7. Financial Attest Auditing Guidelines for audit of State Government Accounts issued by C&AG of India
8. Regulation on Audit & Accounts, 2007
9. Audit Quality Management Framework Guidelines issued by C&AG
10. Public Private Partnerships in Infrastructure Project Public Auditing Guidelines issued by C&AG of India
11. Environment and Climate Change Auditing Guidelines issued by C&AG of India
12. Internal Controls Evaluation Manual of C&AG of India
13. Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by CAG.



**PC 26: Commercial Auditing (Commercial Audit)**

**Duration 2 hours,**

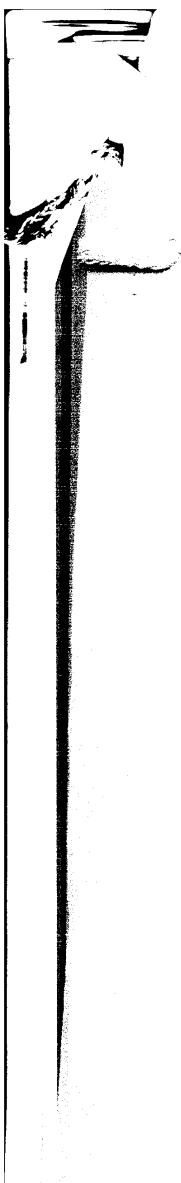
**Maximum Marks: 100**

1. Nature and Principles of Auditing
2. Audit of Cash Transactions: Receipts and Payments
3. Verification of Assets
4. Audit of Financial Statements
5. Standards on Auditing issued by ICAI
6. Provisions of Regulation on Audit and Accounts 2007 issued by CAG
7. Provisions of Performance Auditing Guidelines issued by CAG
8. Audit of Public Sector Undertaking (Section II, Chapter V of MSO (Audit))
9. Provisions of Companies (Cost Records and Audit) Rules, 2014
10. Special features of Audit of:
  - a. Finance Companies
  - b. Electricity Companies
  - c. Transport Companies
  - d. Social Sector/Welfare Companies-Section 8 of Companies Act, 2013
11. Provisions of Companies Auditors' Report Order issued under section 143 (11) of the Companies Act 2013
12. Directions issued under Section 143(5) of the Companies Act 2013
13. Appointment of Statutory and Internal Auditors, their Rights, Duties, Powers Remuneration, Joint Auditors, Branch Auditors
14. Audit Committee: Constitution, Powers and Duties.
15. Internal Audit, Statutory Audit and Government Audit
16. Corporate Governance: Clause 49 of SEBI and Provisions of Companies Act 2013
17. Role of Committee on Public Undertaking
18. Internal Controls Evaluation Manual of C&AG .
19. Manual on Financial Attest Audit, of C&AG
20. Compliance Audit Guidelines of C&AG.
21. Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG of India
22. Audit of Public Private Partnership projects with special emphasis on Concessionaire agreements and sharing of revenue

**Reference books**

1. Contemporary Auditing by Kamal Gupta
2. Public Private Partnership in Infrastructure Projects Auditing Guidelines issued by C&AG of India .
3. Regulation on Audit and Accounts 2007 issued by C&AG of India.
4. Performance Auditing Guidelines issued by C&AG of India.



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6. Internal Controls Evaluation Manual of C&AG of India.
  7. Financial Attest Audit Manual of C&AG of India.
  8. Compliance Audit Guidelines of C&AG of India.
  9. Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG of India