

CERTIFICATE COURSE ON PUBLIC FINANCE & GOVERNMENT ACCOUNTING

DETAILED MODULES

Modules	Topics
Module 1	<p>Public Finance</p> <ol style="list-style-type: none"> 1. Public Finance - Meaning, Importance, Scope and Categories 2. Fiscal/Budgetary functions (Introduction) 3. Union-State-Local Governments' Fiscal Relations 4. Role of Finance Commissions 5. Fiscal Federalism
Module 2	<p>Public Revenue & Taxation</p> <ol style="list-style-type: none"> 1. Sources of Public Revenue 2. Principles of Taxation 3. Tax Policy & Administration 4. Tax collection by Government- Union, State & Local Governments 5. Public goods & externalities
Module 3	<p>Public Debt</p> <ol style="list-style-type: none"> 1. Public Debt 2. Fiscal & Monetary Policies and their objectives 3. Revenue Deficit and Fiscal Deficit 4. Role of Union & State Finance Commissions w.r.t. public debt
Module 4	<p>Public Expenditure</p> <ol style="list-style-type: none"> 1. Public Expenditure-Meaning, Role, Canons and Classification 2. Effects of Public Expenditure on: <ul style="list-style-type: none"> - Production - Distribution (including subsidies) 3. Budget Cycle-Planning, Preparation, Execution & Monitoring 4. Public Investment Management 5. Project Financial Structuring: Infrastructure financing, PPP, Viability Gap Funding, Bonds, Externally Funded Projects 6. General Financial Rules, 2017 7. Procurement Manual, 2017 8. Delegation of Financial Power Rules (DFPRs) 9. CVC Guidelines
Module 5	<p>Government Accounting</p> <ol style="list-style-type: none"> 1. Constitutional Provisions 2. Structure of various ministries/departments of Government of India 3. Controller General of Accounts - Hierarchy and Functions 4. Structure of Government Accounts and Flow of Funds 5. Classification of Government Accounts - Consolidated Fund, Contingency Fund and Public Accounts 6. Classification of Government expenditure in India including introduction to Chart of Accounts 7. Receipts and Expenditure and Other than Revenue – Capital (Receipts & Expenditures), Public Debt, Loans and Advances, Appropriations to the Contingency Fund. 8. Public Accounts, Banking Arrangements, Bankers to the Government 9. PFM Structure – Introduction

	10. Consolidation of Account
Module 6	<p>Accounting Rules, Process, in general & at specific Ministries</p> <ol style="list-style-type: none"> 1. Study of <ul style="list-style-type: none"> ○ The Government Accounting Rules, 1990 ○ Government of India (Transaction of Business) Rules, 1961 (introduction only) ○ The Government of India (Allocation of Business) Rules, 1961 (introduction only) 2. Flow of accounting process 3. Role of the Pay and Accounts Office (PAO), DDOs, Principal Accounts Office 4. Compilation of Accounts. 5. Preparation of the Appropriation Accounts and the Statement of Central Transactions and the material for the Finance Accounts of The Union Government (Civil) 6. Duties and functions of the Secretary of Principal Accounting Authority to various Ministries/ Departments. 7. Revenue Accounting in case of CBDT/CBIC
Module 7	<p>Union Accounts</p> <ol style="list-style-type: none"> 1. Study of the Consolidated Union Accounts prepared by the CGA 2. Study of the Annual Appropriation Accounts and Union Finance Accounts and its preparation 3. Analysis of expenditures, revenues, borrowings and the deficit
Module 8	<p>State Accounts</p> <p>Study of the preparation process of the State accounts both finance and appropriation accounts by the Principal Accountant General of the State (including varied practices of compilation).</p>
Module 9	<p>Accounting/Auditing of Constitutional, Statutory, Autonomous and Regulatory Bodies</p> <ol style="list-style-type: none"> 1. Structure of the Constitutional, Statutory, Autonomous and Regulatory Bodies 2. Benefits, Rules and Regulations covering Constitutional, Statutory, Autonomous and Regulatory Bodies 3. Accounting/Auditing of Constitutional, Statutory, Autonomous and Regulatory Bodies 4. Presentation and Disclosure of the Government Grants to these bodies.
Module 10	<p>Accounting in Local Bodies (Both Urban and Rural)</p> <p>Accounting for Municipalities at all levels including introduction to National Municipal Accounting Manual</p>
Module 11	<p>Internal Control and Risk Management</p> <ol style="list-style-type: none"> 1. Internal Control Systems in Government 2. Internal Audit 3. Internal Orders issued by Individual Government Agencies. 4. Outcome Budgeting & Reporting 5. Procurement Control, Asset Controls, Cash Controls, etc. 6. Type of Audit – Role of CAG & PAC 7. Fiduciary Wide Risk Management 8. Fiscal Responsibility: Objectives, International Experience & Practices- FRBM Act 9. Contingent liability 10. Parliamentary Control
Module 12	<p>Professional Opportunities for Chartered Accountants in Government Accounting</p>