

**CERTIFICATE COURSE ON PUBLIC FINANCE & GOVERNMENT ACCOUNTING  
DETAILED MODULES**

<b>Modules</b>	<b>Topics</b>
Module 1	<p><b>Public Finance</b></p> <ol style="list-style-type: none"> <li>1. Public Finance - Meaning, Importance, Scope and Categories</li> <li>2. Fiscal/Budgetary functions (Introduction)</li> <li>3. Union-State-Local Governments' Fiscal Relations</li> <li>4. Role of Finance Commissions</li> <li>5. Fiscal Federalism</li> </ol>
Module 2	<p><b>Public Revenue &amp; Taxation</b></p> <ol style="list-style-type: none"> <li>1. Sources of Tax and Non-tax Revenue for Centre, States and Local Govts.</li> <li>2. Efficiency and Equity in Tax Policy Design</li> <li>3. Principles of Income Taxation: Classical and Neo-classical</li> <li>4. Tax Policy and Tax Administration in India</li> <li>5. Tax collection by Government- Union, State &amp; Local Governments</li> </ol> <p><b>Recommendatory Inclusions:</b></p> <ul style="list-style-type: none"> <li>• Best Practices adopted by the Various Developed Countries in improving the Public Revenue &amp; Taxation.</li> <li>• World Bank / IMF Guidelines to the member countries on Public Revenue &amp; Taxation.</li> </ul>
Module 3	<p><b>Public Debt</b></p> <ol style="list-style-type: none"> <li>1. Debt Profile of the Union Government and Debt Monetisation</li> <li>2. Fiscal Deficit, Primary Deficit, Revenue and Effective Revenue Deficit</li> <li>3. Fiscal &amp; Monetary Policies and their objectives</li> <li>4. Public Debt Management &amp; Role of Finance Commission</li> <li>5. Role of Fiscal Policy Towards Public Goods &amp; Externalities</li> </ol> <p><b>Recommendatory Inclusions:</b></p> <ul style="list-style-type: none"> <li>• Best Practices adopted by the Various Developed Countries in minimizing the Public Debt and Bench Marks.</li> <li>• World Bank / IMF Guidelines to the member countries on: Public Debt.</li> </ul>
Module 4	<p><b>Public Expenditure</b></p> <ol style="list-style-type: none"> <li>1. Public Expenditure-Meaning, Role, Canons and Classification</li> <li>2. Effects of Public Expenditure on: <ul style="list-style-type: none"> <li>▪ Production</li> <li>▪ Distribution (including subsidies)</li> </ul> </li> <li>3. Budget Cycle: <ul style="list-style-type: none"> <li>▪ Planning,</li> <li>▪ Preparation,</li> <li>▪ Execution,</li> <li>▪ Monitoring,</li> <li>▪ How to interpret data from Budget document</li> </ul> </li> <li>4. Public Investment Management</li> <li>5. Project Financial Structuring: Infrastructure financing, PPP, Viability Gap Funding, Bonds, Externally Funded Projects</li> <li>6. General Financial Rules, 2017</li> <li>7. Procurement Manual, 2017: <ul style="list-style-type: none"> <li>▪ Audit of Public Procurement</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>▪ DoE circular of 29<sup>th</sup> Oct., 2021 on General Instructions on Procurement and Project Management.</li> </ul> <ol style="list-style-type: none"> <li>8. Delegation of Financial Power Rules (DFPRs)</li> <li>9. CVC Guidelines</li> </ol>
Module 5	<p><b>Government Accounting</b></p> <ol style="list-style-type: none"> <li>1. Constitutional Provisions</li> <li>2. Structure of various ministries/departments of Government of India</li> <li>3. Controller General of Accounts - Hierarchy and Functions</li> <li>4. Structure of Government Accounts and Flow of Funds</li> <li>5. Classification of Government Accounts - Consolidated Fund, Contingency Fund and Public Accounts</li> <li>6. Classification of Government expenditure in India including introduction to Chart of Accounts</li> <li>7. Receipts and Expenditure and Other than Revenue – Capital (Receipts &amp; Expenditures), Public Debt, Loans and Advances, Appropriations to the Contingency Fund.</li> <li>8. Public Accounts, Banking Arrangements, Bankers to the Government</li> <li>9. Consolidation of Account</li> </ol>
Module 6	<p><b>Accounting Rules, Process, in general &amp; at specific Ministries</b></p> <ol style="list-style-type: none"> <li>1. Study of <ul style="list-style-type: none"> <li>○ The Government Accounting Rules, 1990</li> <li>○ Government of India (Transaction of Business) Rules, 1961 (introduction only)</li> <li>○ The Government of India (Allocation of Business) Rules, 1961 (introduction only)</li> </ul> </li> <li>2. Flow of accounting process</li> <li>3. Accounting of Work departments.</li> <li>4. Reference of IGAS</li> <li>5. Treasury Single Accounts System and working system of treasuries</li> <li>6. Role of the Pay and Accounts Office (PAO), DDOs, Principal Accounts Office</li> <li>7. Compilation of Accounts.</li> <li>8. Duties and functions of the Secretary of Principal Accounting Authority to various Ministries/ Departments.</li> <li>9. Revenue Accounting in case of CBDT/CBIC</li> </ol>
Module 7	<p><b>Union Accounts</b></p> <ol style="list-style-type: none"> <li>1. Study of the Consolidated Union Accounts prepared by the CGA</li> <li>2. Study of the Annual Appropriation Accounts and Union Finance Accounts and its preparation</li> <li>3. Analysis of expenditures, revenues, borrowings and the deficit</li> </ol>
Module 8	<p><b>State Accounts</b></p> <p>Organisational framework, Accounting structure, Accounting classification, and Accounts compilation (Monthly and Annual) in State Governments.</p>
Module 9	<p><b>PFM Structure – Introduction</b></p> <p>International &amp; National best practices</p>
Module 10	<p><b>Accounting/Auditing of Constitutional, Statutory, Autonomous and Regulatory Bodies</b></p> <ol style="list-style-type: none"> <li>1. Structure of the Constitutional, Statutory, Autonomous and Regulatory Bodies</li> </ol>

	<ol style="list-style-type: none"> <li>2. Benefits, Rules and Regulations covering Constitutional, Statutory, Autonomous and Regulatory Bodies</li> <li>3. Accounting/Auditing of Constitutional, Statutory, Autonomous and Regulatory Bodies</li> <li>4. Presentation and Disclosure of the Government Grants to these bodies.</li> </ol>
Module 11	<p><b>Urban Local Bodies</b></p> <ol style="list-style-type: none"> <li>1. Introduction:- <ol style="list-style-type: none"> <li>a. NMAM</li> <li>b. National Municipal Asset Valuation Manual</li> <li>c. State Municipal Accounts Manuals/Rules</li> </ol> </li> <li>2. Taxation</li> <li>3. Audit</li> </ol>
Module 12	<p><b>Panchayati Raj Institutions (PRIs)</b></p> <ol style="list-style-type: none"> <li>1. Introduction and Structure of Panchayati Raj</li> <li>2. Introduction of e-Gramswaraj and e-Gramswaraj - PFMS Interface</li> <li>3. Accounting and auditing of Panchayati Raj Institutions <ul style="list-style-type: none"> <li>• Model Accounting System/Introduction of PRIASoft</li> <li>• Guidelines for Financial Audit of PRI/ Audit Online Accounting of PRIs -Model Accounting System</li> </ul> </li> <li>4. Taxation of PRIs</li> <li>5. Role of MoPR</li> </ol>
Module 13	<p><b>Internal Control and Risk Management</b></p> <ol style="list-style-type: none"> <li>1. Internal Control Systems in Government</li> <li>2. Internal Audit</li> <li>3. Internal Orders issued by Individual Government Agencies.</li> <li>4. Outcome Budgeting &amp; Reporting</li> <li>5. Procurement Control, Asset Controls, Cash Controls, etc.</li> <li>6. Type of Audit – Role of CAG &amp; PAC</li> <li>7. Fiduciary Wide Risk Management</li> <li>8. Fiscal Responsibility: Objectives, International Experience &amp; Practices- FRBM Act</li> <li>9. Contingent liability</li> <li>10. Parliamentary Control</li> </ol>
Module 14	<p><b>Professional Opportunities for Chartered Accountants in Government Accounting</b></p> <p><b>International prospects</b></p> <ol style="list-style-type: none"> <li>1. Overview of IPSAS</li> <li>2. Multilateral funding Agencies –World Bank, ADB</li> </ol> <p><b>National prospects</b></p> <ol style="list-style-type: none"> <li>1. Commitment Control</li> <li>2. PFMS</li> <li>3. Externally Aided Projects</li> <li>4. ULB/RLB</li> <li>5. IGAS</li> <li>6. IGFRS</li> </ol>