

CERTIFICATE COURSE FOR ACCOUNTANTS OF PANCHAYATS & MUNICIPAL BODIES

An Initiative of
The Institute of Chartered
Accountants of India
&
The Comptroller and Auditor
General of India



Governing Board

Chairperson, BLoAC



Ms. Yashodhara Ray Chaudhuri
Addl. Dy. CAG

Vice Chairperson, BLoAC



CA. (Ms.) Kemisha Soni
Chairperson, CPGFM, ICAI



CA. Prasanna Kumar D
Vice - Chairperson, CPGFM, ICAI



Ms. Mamta Verma
Joint Secretary, MoPR



Shri Rahul Kapoor
JS, MoHUA



Shri Akhilesh Jha
Chief Controller of Accounts,
Department of Rural Development, MoRD



Ms. Meenakshi Sharma, IAAS (Rtd)
Former DAI [O/o CAG]
Associated with IPAI

ICAI ARF Patrons



CA. Aniket S. Talati
Hon'ble President, ICAI & Chairperson,
ICAI ARF



CA. Ranjeet Kumar Agarwal
Hon'ble Vice President, ICAI

Certificate Course for Accountants of Panchayats (CAP)

Gram Panchayats (Level 1)

Zila & Block Panchayats (Level 2)

Screening Examination : Basics of Accounting (Overview of Cash-Based Accounting System)



Accounting Concepts, Principles, Conventions and Policies



Basic Accounting Procedures (Journal Entries, Ledger, Trial Balance & Bank Reconciliation Statement)



Receipts & Payments Account

Main Examination : Accounting of Panchayats

- C&AG Accounting Formats
- List Of Codes
- E-Gramswaraj
- Mandatory Conditions for Grants for PRIs (XVth FC)
- Hands-on preparation of Panchayats accounts

Certificate Course for Accountants of Municipal Bodies (CAMB)

Town Panchayats (Level 1)

Municipal Corporation & Municipalities (Level 2)

Screening Examination : Basics of Accounting (Overview of Accrual-Based Accounting System)



Accounting Concepts, Principles, Conventions and Policies



Basic Accounting Procedures (Journal Entries, Ledger, Trial Balance & Bank Reconciliation Statement)



Preparation of Financial Statements

Main Examination: Accounting of Municipal Bodies

- Selection of Accounting Policies & Change in Accounting Policies
- National Municipal Accounts Manual (Chart of Accounts, Accounting for Municipal Transactions, Preparation of Financial Statements including Opening Balance Sheet)
- Hands-on preparation of Municipal Bodies Accounts.

Timelines for each Course



Time for Registration:

Throughout the year



Closure of Batches :

Every December 31st & June 30th



Screening Examination:

One month from close of Registration



Main Examination:

Two months after declaration of result of Screening Examination

Certificates



Online Certificate to successful candidates



List of certificate holders to be made available in public domain on website

Mode of Examination

Two Examinations (For Each Course)

Screening Examination



MCQ based examination

Main Examination



Both objective (MCQ) and subjective questions (hands-on accounts preparation)



To be conducted on prescribed days and time slots at exam centers



Option of using regional languages

Key Highlights



Skill Development (Learn Cash & Accrual Based Accounting).



Online Course



Eligibility:

- Be minimum 18 years of age
- Have passed the Sr. Secondary School Examination under the 10+2 scheme of a recognised board.



Registration fees: Rs. 590/- (inclusive of GST)

Mode of Learning



Self- Study Material

- E- Study material
- Pre – recorded revisionary lectures
- MCQ based test



Live virtual revisionary classes For Main Examination



Study Materials will be made available in 10 languages currently, with scope for more languages being added later



Regional languages offered as of now are English, Hindi, Marathi, Telugu, Tamil, Odiya, Gujarati, Kannada, Bengali, and Punjabi

For Qualified Certificate Holder

- Continuing Education & Learning Programme: There will be a mandatory online education of 4 hours in each calendar /financial year, to update the qualified certificate holder about regulations, norms and updations in software application on a continued basis.
- Robust Disciplinary Mechanism

Expected Benefits

- Course will catalyze accountability & transparency in governance at Local- Self Government (LSGs) level.
- Create opportunities for qualified candidates to work as accountants in LSGs.
- Edge in securing similar opportunities in MSME sector at the local level.



ABOUT THE ICAI ACCOUNTING RESEARCH FOUNDATION

The Institute of Chartered Accountants of India (ICAI), established ICAI Accounting Research Foundation (ICAI ARF) in January, 1999, as a Section 25 company (now section 8 company under the Companies Act, 2013) – a core research body in the areas of accounting, auditing, capital markets, fiscal policies, monetary policies and other related disciplines. Over the years, it has accelerated its work programme as an academy for imparting, spreading and promoting knowledge, learning, education and understanding in the various fields related to the profession of accountancy. ICAI ARF has established Board for Local Bodies Accountants Certification (BLoAC) to run the certificate courses for Accountants of Panchayats & Municipal Bodies, an initiative of the ICAI and C&AG.



ABOUT THE ICAI

The Institute of Chartered Accountants of India (ICAI), established by an Act of Parliament in 1949 has proven its mark as an elite world class institution devoted to uphold the values of transparency, accountability and integrity. The Institute, functions under the administrative control of the Ministry of Corporate Affairs, Government of India. The ICAI is the largest professional body of Chartered Accountants in the world, with a strong tradition of service to the Indian economy in public interest.



ABOUT THE COMMITTEE ON PUBLIC & GOVERNMENT FINANCIAL MANAGEMENT (CPGFM)

The Committee on Public Finance and Government Financial Management (CPGFM) strives to assist Central & State Governments and Local Bodies in successful implementation of the accounting reforms and public finance management. This is an initiative of ICAI to meet its social obligations by providing professional services of CAs beyond corporate sector and to the public at large, by being true to its role of being a partner in nation building. The Committee primarily focuses on capacity building of the finance officials of various tiers of Government in India by various means such as organizing workshops, developing relevant e-training modules, etc. apart from formulating Accounting Standards for Local Bodies (ASLBs). To know more about CPGFM, please visit <https://cpgfm.icaai.org/>
The Committee is contributing in development of study material of the Certificate Course for Accountants of Panchayats and Municipal Bodies.



ABOUT THE OFFICE OF COMPTROLLER AND AUDITOR GENERAL (CAG) OF INDIA

CAG is the Supreme Audit Institution of India. Its vision is to continue to provide independent and credible assurance on public resources and be a global leader in public sector auditing. Mission is mandated by the Constitution of India, they promote accountability, transparency and good governance through high quality auditing and accounting and provide independent and timely assurance to the Legislature, the Public and the Executive, that public funds are being collected and used effectively and efficiently.