

GOVERNMENT OF PAKISTAN  
(REVENUE DIVISION)  
**FEDERAL BOARD OF REVENUE**  
\*\*\*

C. No. 20(1)S.HRMIR-I/2021/Vol-II/1962773-R Islamabad, the 26<sup>th</sup> November, 2021

**All IRS/BS 19 & above Officers (in service or retired)**

Subject: **DRAWING UP A PANEL OF EXAMINERS FOR INLAND  
REVENUE SERVICES PROBATIONS FINAL PASSING OUT  
(FPO) EXAMINATION CONDUCTED BY FPSC.**

I am directed to enclose a copy of Federal Public Service Commission's letter No. F.11-3/2010-C dated 02.11.2021 along with enclosures on the above subject and to state that interested officer(s) of IRS/BS-19 and above ( in service or retired) may forward their consent(s), along with requisite Bio-Data Form, to HRMIR-I section by close of office hours on 03.12.2021 positively for further necessary action.

Encls: **As above**

  
(Baseerat Memraiz)  
Secretary (HRMIR-I)  
Ph# 051-9205406

Copy for information to:-

1. SA to Revenue Secretary / Chairman FBR, Islamabad.
2. Director General, Federal Public Service Commission, Islamabad.
3. SPS to Member (Admn/HR), FBR
4. Webmaster for placement on Website of FBR.
5. Master File.



Post Code No.44000  
Telephone No.051-9202831

To:

Chairman,  
Federal Board of Revenue (FBR),  
Government of Pakistan,  
ISLAMABAD.

Islamabad, the

**02 NOV 2021**

**08 NOV 2021**

*C(HRM-IR)*

*Put up*

**SUBJECT:- DRAWING UP A PANEL OF EXAMINERS FOR INLAND REVENUE SERVICES PROBATIONERS FINAL PASSING OUT (FPO) EXAMINATION CONDUCTED BY FPSC.**

Dear Sir/Madam,

I have the honour to say that the Federal Public Service Commission holds FPO Examination (Inland Revenue Services) on yearly basis. For this purpose a fresh panel of examiners is being drawn by the Commission.

2. In the above context, it is requested that names of some proficient, experienced and dedicated (in service or retired) officers/experts (BS-19 or above) may be provided to the undersigned (by name) for consideration of their placement on the panel of examiners by the Commission. List of relevant subjects/disciplines is given below:-

- 1 Income Tax Law, Paper-I & II (Open Books)
- 2 Sales Tax and Federal Excise Laws (Open Books)
- 3 Principles of Accountancy (Without Books)
- 4 Applied Accountancy (Without Books)
- 5 Income Tax Audit (Open Books)
- 6 Sales Tax Audit (Open Books)
- 7 Office Procedure & Other Laws (Open Books)

M (IR-Ops)	
M (IR-P)	
M (Cus-Ops)	
M (Cus-P)	
M (Admn/HR)	
M (IT)	
M (FATE)	
M (Legal)	
M (Reforms)	
M (Legal & Acc. Cus)	
M (Acc. & Audit)	
Add. Secy (Rev.Div.)	
SA / SPS	

3. It is emphasized that this is a cause of national importance and participation therein is more of a matter of honour than any other consideration. It is expected that the persons of highest integrity and expertise in their fields would be recommended.

4. Bio-data Forms are attached which may be filled in and signed by the respective personnel. A copy of the syllabus is also enclosed.

5. An early action in the matter will be highly appreciated.

Yours faithfully

*Amin-ur-Rehman*  
(AMIN-UR-REHMAN)  
Director General

Encl: Blank bio-data forms and  
a copy of syllabus.

FBR eDOX Dy.No. **185422-R**  
Received in Chairman's Sect  
on **05 NOV 2021**

*Received in HRM-IR-I*  
*Pl. put up*  
*Assd*  
*16/11*  
*on point of*  
*12/11/21*

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**LIST SHOWING REFERENCE BOOKS / OPEN BOOKS TO BE PROVIDED TO**  
**PROBATIONERS FOR CONSULTATION DURING EXAMINATIONS AS**  
**MENTIONED AGAINST EACH PAPER**

S.#	Subject	Title of Books
1	Income Tax Law – Paper - I	Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers)
2	Income Tax Law – Paper - II	Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers)
3	Sales Tax & Federal Excise Laws	Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers)
4	Principles of Accountancy	No Books Required
5	Applied Accountancy	No Books Required
6	Income Tax Audit	1. Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers) 2. Books of Accounts (Two Volumes)
7	Sales Tax Audit	1. Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers) 2. Books of Accounts (One Volume)
8	Office Procedure and Other Laws	Training Folio on Office Procedure [Published by DGTR (IR)] Training Folio on Other Laws [Published by DGTR (IR)]

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## INCOME TAX LAW (PAPER – I)

### **PRELIMINARY**

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### **COURSE OBJECTIVE**

To familiarize probationary officers with the provisions of Income Tax Law with relevant rules.

**LEVEL OF DIFFICULTY:** ELEMENTARY

**COURSE OUTLINE**  
**INCOME TAX LAW (PAPER – I)**

Duration of Paper = 3 hours

[OPEN BOOK]

Max Marks= 150

(Part-I & II=60 Marks, each, Part-III=30 Marks)

**INCOME TAX ORDINANCE, 2001 AS ON 01.07.2020**

DESCRIPTION	DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART- I (Marks=60)</b>	
<ul style="list-style-type: none"><li>Sections 1 - 4, 5, 6, 7, 7B, 8, 9 - 16, 18 To 23A, 24 - 29, 32 - 40, 74 - 88, 90 - 92, 94, 107, 113 - 124A, of Income Tax Ordinance, 2001;</li><li>Schedules to the Income Tax Ordinance, 2001; (First &amp; Third Schedules)</li><li>Income Tax Rules, 2002 as on 01.07.2020 Rules 1 to 13 only</li></ul>	<ul style="list-style-type: none"><li>60 Marks questions (To attempt 2 out of 3 questions)</li></ul>
<b>PART- II (Marks=60)</b>	
<ul style="list-style-type: none"><li>Sections 137-138A, 139, 140, 143-144, 147-171A, 182, 182A, 183, 191, 205 - 205A, 231A - 236Y, of Income Tax Ordinance, 2001;</li><li>Schedules to the Income Tax Ordinance, 2001; (First, Third &amp; Tenth Schedules)</li><li>Income Tax Rules, 2002 as on 01.07.2020 Rules 1 to 13 only</li></ul>	<ul style="list-style-type: none"><li>60 Marks questions (To attempt 2 out of 3 questions)</li></ul>
<b>PART- III (Marks=30)</b>	
<ul style="list-style-type: none"><li>Sections 41 - 55, 60 - 65, 67, 111, 127 - 133, 174 - 177, 206 - 214C, 218, 221, 223, -227, 237 - 237A, of Income Tax Ordinance, 2001;</li><li>Schedules to the Income Tax Ordinance, 2001; (First, Third &amp; Tenth Schedules)</li><li>Income Tax Rules, 2002 as on 01.07.2020 Rules 1 to 13 only</li></ul>	<ul style="list-style-type: none"><li>30 Marks questions (To attempt 1 out of 2 questions)</li></ul>

*Note: Candidates will answer 5 questions of even marks in allocated 3 hours, which means for every question average time available to candidate will be 36 minutes. Paper setters may like to keep this time in mind while setting questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper ).*

**SUGGESTED READING MATERIAL**

01. Income Tax Ordinance, 2001 as on 01.07.2020. (First, Third & Tenth Schedules)
02. Income Tax Rules, 2002 as on 01.07.2020. Rules 1 to 13 only

**Reference Books to be Provided in FPOE**

Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan,  
Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers)

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## INCOME TAX LAW (PAPER – II)

### **PRELIMINARY**

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### **COURSE OBJECTIVE**

To familiarize probationary officers with the provisions of Income Tax Law with relevant rules.

**LEVEL OF DIFFICULTY:** ELEMENTARY

**COURSE OUTLINE**  
**INCOME TAX LAW (PAPER – II)**

Duration of Paper = 3 hours

[OPEN BOOK]

Max Marks= 150

(Part-I & II=60 Marks, each, Part-III=30 Marks)

- PRACTICAL PROBLEMS BASED ON COURSE CONTENTS FOR INCOME TAX ORDINANCE, 2001 AS ON 01.07.2020.

DESCRIPTION	DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART- I (Marks=60)</b>	
<ul style="list-style-type: none"><li>• Computation of income and tax under various heads of Income <u>excluding persons covered under 2<sup>nd</sup> Schedule, 4<sup>th</sup> to 9<sup>th</sup> Schedules., 11<sup>TH</sup> &amp; 12<sup>TH</sup> Schedules.</u></li><li>• Minimum tax on income of certain persons (section 113)</li><li>• Alternative corporate tax (Section 113C)</li></ul>	<ul style="list-style-type: none"><li>• 60 Marks questions (To attempt 2 out of 3 questions).</li></ul>
<b>PART- II (Marks=60)</b>	
<ul style="list-style-type: none"><li>• Calculation of :<ul style="list-style-type: none"><li>- Depreciation, initial allowance, first year allowance, amortization deduction (First &amp; Third Schedule);</li><li>Application of provisions of sections 147, 168 and 169 &amp; 231A to 236Y (with reference to Tenth Schedule wherever applicable)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 60 Marks questions (To attempt 2 out of 3 questions).</li></ul>
<b>PART- III (Marks=30)</b>	
<ul style="list-style-type: none"><li>• Issue of refund U/s 170 &amp; 171. Additional payment for delayed refunds u/s 171;</li><li>• Calculation of penalty:<ul style="list-style-type: none"><li>- For concealment of income u/section 182 (Sr. 12),</li><li>- For other offences mentioned in Section 182,</li></ul></li><li>• Proceedings u/s 161/ 205 and 162</li><li>• Default surcharge u/s 205</li><li>- Reduction in default surcharge u/s 205A;</li></ul>	<ul style="list-style-type: none"><li>• 30 Marks questions (To attempt 1 out of 2 questions).</li></ul>

**SUGGESTED READING MATERIAL**

01. Income Tax Ordinance, 2001 as on 01.07.2020. (First, Third & Tenth Schedules only)
02. Income Tax Rules, 2002 as on 01.07.2020. Rules 1 to 13 only

**Reference Books to be Provided in FPOE**

Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan,  
Vol-II=Federal Indirect Taxes & Other Statutes) (by AA Consultants & Publishers)

## SALES TAX & FEDERAL EXCISE LAWS

### PRELIMINARY

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### COURSE OBJECTIVE

To familiarize probationary officers with the provisions of Sales Tax and Federal Excise Laws with relevant rules.

LEVEL OF DIFFICULTY: ELEMENTARY

## COURSE OUTLINE

### SALES TAX & FEDERAL EXCISE LAWS

Duration of Paper = 3 hours

[OPEN BOOKS]

Max Marks= 150

(Part-I & II=60 Marks, each, Part-III=30 Marks)

SALES TAX ACT, 1990 AS ON 01.07.2020 and

FEDERAL EXCISE ACT, 2005 AS ON 01.07.2020

DESCRIPTION	DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART- I (Marks=60)</b>	
<ul style="list-style-type: none"> <li>Sections 1 to 13; 22 to 25AA; 26 to 32A of Sales Tax Act, 1990;</li> <li>Relevant rules from Sales Tax Rules, 2006</li> </ul>	<ul style="list-style-type: none"> <li>60 Marks questions (To attempt 2 out of 3 questions)</li> </ul>
<b>PART – II (Marks = 60)</b>	
<ul style="list-style-type: none"> <li>Sections 14, 21, 21A; 33 to 75 of Sales Tax Act, 1990.</li> <li>Relevant rules from Sales Tax Rules, 2006</li> </ul>	<ul style="list-style-type: none"> <li>60 Marks questions (To attempt 2 out of 3 questions)</li> </ul>
<b>PART – III (Marks = 30)</b>	
<ul style="list-style-type: none"> <li>Federal Excise Act, 2005.</li> </ul>	<ul style="list-style-type: none"> <li>30 Marks questions (To attempt 1 out of 2 questions)</li> </ul>

*Note: Candidates will answer 5 questions of even marks in allocated 3 hours, which means for every question average time available to candidate will be 36 minutes. Paper setters may like to keep this time in mind while setting questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper).*

#### SUGGESTED READING MATERIAL

1. Sales Tax Act, 1990 as on 01.07.2020.
2. Sales Tax Rules, 2006.
3. Federal Excise Act, 2005 as on 01.07.2020.

#### Reference Books to be Provided in FPOE

Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan,  
Vol-II=Federal Indirect Taxes & Other Statues)(by AA Consultants & Publishers)

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## PRINCIPLES OF ACCOUNTANCY

### PRELIMINARY

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### COURSE OBJECTIVE

To familiarize the probationary officers to the basic concepts of Accountancy so as to enable them to scrutinize audited accounts.

LEVEL OF DIFFICULTY: ELEMENTARY

**COURSE OUTLINE**  
**PRINCIPLES OF ACCOUNTANCY**

Duration of Paper = 3 hours

[WITHOUT BOOKS]

Max Marks= 150

(Three parts of 50 Marks, each)

DESCRIPTION	DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART –I (50 Marks)</b>	
<p style="text-align: center;"><b>Introduction to Accounting and Book-Keeping</b></p> <p><b>a. Introduction of Accounting</b></p> <ol style="list-style-type: none"> <li>i. Meaning of business</li> <li>ii. Mode of business organization (meaning) – sole proprietorship; partnership; limited company</li> <li>iii. Fundamental accounting concepts – accrual, consistency, true and fair view, materiality, prudence, completeness, going concern, substance over form</li> <li>iv. Financial statements – components, responsibility, presentation, users</li> </ol> <p><b>b. Book-Keeping</b></p> <ol style="list-style-type: none"> <li>i. Elements of financial statements (meaning) – Assets, liabilities, equity, income, expense</li> <li>ii. Concept of capital and revenue expenditures</li> <li>iii. Chart of accounts</li> <li>iv. Double entry system, accounting equation and rules of debit and credit</li> <li>v. Preparation of Journal entries and Journal</li> <li>vi. Sales Journal and the Sales Ledger</li> <li>vii. Purchase journal and the purchase ledger</li> <li>viii. Preparation of General ledger</li> <li>ix. Preparation of Trial Balance</li> </ol>	<ul style="list-style-type: none"> <li>• 50 Marks questions (To attempt 2 out of 3 questions)</li> </ul>
<b>PART –II (50 Marks)</b>	
<p><b>Adjustments before Final Accounts</b></p> <ol style="list-style-type: none"> <li>i. The concept of depreciation and its calculation using straight line, diminution balance, sum-of-years- digit method and recording of depreciation on fixed assets</li> <li>ii. Allowance for bad debts and write off</li> <li>iii. Prepayments and accruals</li> <li>iv. Closing entries of inventory</li> <li>v. Bank reconciliation and related adjustments</li> <li>vi. Correction of errors in record keeping</li> <li>vii. Preparation of statement of financial position (Balance Sheet)</li> <li>viii. Preparation of income statement (Profit &amp; Loss account)</li> <li>ix. Principles of valuation of inventories:</li> </ol>	<ul style="list-style-type: none"> <li>• 50 Marks questions (To attempt 2 out of 3 questions)</li> </ul>

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<ul style="list-style-type: none"> <li>• Application of cost formulas (FIFO/ weighted average cost) on perpetual and periodic inventory system,</li> <li>• Cost of inventories (cost of purchase, cost of conversions, other costs),</li> <li>• Measurement of inventories (lower of cost or net realizable value),</li> <li>• Formula for calculation of net realizable value,</li> <li>• Presentation for inventories in financial statements</li> </ul> <p>x. Accounting for property, plant &amp; equipment and depreciation:</p> <ul style="list-style-type: none"> <li>• Initial and subsequent measurement of property, plant &amp; equipment (components of cost , exchange of assets),</li> <li>• Measurement after recognition of property, plant and equipment,</li> <li>• Depreciation – depreciable amount, depreciation period and depreciation method,</li> <li>• De-recognition and disposal</li> </ul>	
<b>PART – III (50 Marks)</b>	
<p>a. Preparation of final accounts of a Sole Trader</p> <ol style="list-style-type: none"> <li>Statement of financial position</li> <li>Income Statement (P&amp;L Account)</li> </ol> <p>b. Preparation of final accounts of NPOs</p> <ol style="list-style-type: none"> <li>Receipt and payment accounts</li> <li>Preparation of income and expenditure account in case of Not for Profit Organizations</li> </ol> <p>c. Accounting for Partnerships</p> <ol style="list-style-type: none"> <li>Preparation of partnership accounts</li> <li>Admission of a partner</li> <li>Amalgamation of firms</li> <li>Retirement, dearth, dissolution, liquidation</li> </ol>	<ul style="list-style-type: none"> <li>• 50 Marks questions (To attempt 2 out of 3 questions)</li> </ul>

*Note: Candidates will answer 6 questions carrying equal marks in allocated 3 hours. which means for every question average time available to candidate will be 30 minutes. Paper setter may like to keep this time in mind while framing questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper ).*

**SUGGESTED READING MATERIAL:**

- Sohail Afzal & M. Arif Ch. –“Accounting: An Intuitive Approach”.

**Note: No Reference Books will be provided in Exams/Tests**

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## APPLIED ACCOUNTANCY

### PRELIMINARY

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### COURSE OBJECTIVE

To familiarize the probationary officers to the basic concepts of Accountancy so as to enable them to scrutinize audited accounts.

LEVEL OF DIFFICULTY: ELEMENTARY

# COURSE OUTLINE

## APPLIED ACCOUNTANCY

Duration of Paper = 3 hours

[WITHOUT BOOKS]

Max Marks= 100

(Part-I =40 Marks, Part-II & III=30 Marks)

DESCRIPTION	DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART –I (40 Marks)</b>	
<p style="text-align: center;"><b>COMPANY ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>• Introduction only of International Accounting Standards / International Financial Reporting Standards (IAS &amp; IFRS)</li> <li>• Preparation of statement of financial position (Balance Sheet) of a Company.</li> <li>• Preparation of income statement (profit and loss account) of a Company.</li> <li>• Preparation of Statements of Cash Flows of a Company (Direct &amp; Indirect method).</li> <li>• Preparation of Comprehensive Statement of income</li> <li>• Preparation of statement of change in equity.</li> <li>• Preparation of Fixed Assets Schedule.</li> <li>• Concept &amp; types of limited liability company as per the Companies Act, 2017.</li> <li>• Concept of Authorized and Paid up share capital.</li> <li>• Accounting and legal requirements of issuance of shares at par, premium &amp; discounts.</li> <li>• Annual General Meeting u/s 132 of the Companies Act 2017.</li> <li>• Directors Report u/s 227 of the Companies Act 2017.</li> <li>• Books of Accounts u/s 220 of the Companies Act 2017.</li> <li>• Financial Statements &amp; contents thereof u/s 223 &amp; 225 of the Companies Act 2017.</li> <li>• Dividends u/s 240 &amp; 241 of the Companies Act 2017.</li> <li>• Audit u/s 246, 247, 248, 249, 250 &amp; 251 of the Companies Act 2017</li> <li>• Classification of companies as per Third (3<sup>rd</sup>) Schedule to the Companies Act 2017</li> <li>• Disclosure requirements as per 4<sup>th</sup> &amp; 5<sup>th</sup> Schedule to the Companies Act, 2017</li> </ul>	<ul style="list-style-type: none"> <li>• 40 Marks questions (To attempt 2 out of 3 questions)</li> </ul>
<b>PART –II (30 Marks)</b>	
<p style="text-align: center;"><b>COST &amp; MANAGEMENT ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>• Nature and scope of cost accounting.</li> <li>• Cost concepts, Elements and Classification.</li> <li>• Analysis of fixed, variable and semi-variable expenses</li> <li>• Direct and indirect cost.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 Marks questions (To attempt 2 out of 3 questions)</li> </ul>

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- Allocation of cost to departments and products.
  - Joint and by-products.
  - Calculation of product cost and period cost
  - Cost of goods sold statement.
  - Job Order Costing & Process Costing (introduction only).

### PART –III (30 Marks)

#### INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS OF A COMPANY

- Significant accounting ratios & their importance.
- Gross Profit Ratio
- Net Profit Ratio
- Debt to Equity Ratio
- Turnover or Stock Turnover Ratio
- Fixed Assets to Turnover Ratio
- Return on Investment(ROI) or Return on Capital Employed (ROCE) Ratio
- Current Ratio
- Quick Assets Ratio
- Analysis & Interpretation of financial statements and identification of accounting trends and variations for the purpose of identification of risk areas during audit of financial statements by using financial ratios for comparison of financial results of two companies and that of industry.

- 30 Marks questions  
(To attempt 2 out of 3 questions)

Note: Candidates will answer 6 questions of even marks in allocated 3 hours, which means for every question average time available to candidate will be 30 minutes. Paper setters may like to keep this time in mind while setting questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper).

#### SUGGESTED READING MATERIAL:

1. Sohail Afzal & M. Arif Ch. –“Advanced Accounting (Chapter 4 & 5)”.
2. Sohail Afzal & Dr. Zafar Ahmed –“Cost Accounting”.
3. Advanced Accounts –M.C.Shukla & T.S.Grewal (Chapter XXX- Accounting Ratios).

No Reference Books will be Provided in FPOE.

## INCOME TAX AUDIT

### PRELIMINARY

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### COURSE OBJECTIVE

To enable the probationary officers to conduct audit, to examine the Books of Accounts with reasonable skills and to gather and use direct / third party information for amendment in assessment.

DIFFICULTY LEVEL: ELEMENTARY

**COURSE OUTLINE**  
**INCOME TAX AUDIT**

Duration of Paper = 3 hours

[OPEN BOOK]

Max Marks= 100

(Part-I=20 Marks, Part-II=40 Marks, Part-III=40 Marks)

**INCOME TAX ORDINANCE, 2001 AS ON 01.07.2020**

Description	Relevant Provisions of Law / Rules	Distribution of Marks in Examinations
<b>PART- I (Marks=20)</b>		
<p>Selection of a case for audit- Main Purposes</p> <p>To check accuracy and completeness of declaration;</p> <p>To gather definite information within the meaning of section 122(8) for possible amendment of a deemed order.</p>	<p>Section. 174 of the Income Tax Ordinance, 2001 and Rules 28 -33 of the Income Tax Rules, 2002.</p> <p>Section. 122(8) of the Income Tax Ordinance, 2001.</p>	<p>• 20 Marks question (To attempt 1 out of 2 questions).</p>
<p>Selection of case for audit</p> <p>a. Who will select a case for audit?</p> <ul style="list-style-type: none"> <li>• Concurrent but distinctive jurisdiction of the Federal Board of Revenue [FBR] and the Commissioner</li> </ul> <p>b. How to select a case for audit?</p> <ul style="list-style-type: none"> <li>• random selection</li> <li>• parametric selection [likely parameters]</li> </ul>	<p>Sections. 177 and 214C of the Income Tax Ordinance, 2001.</p>	
<p>a. Who will conduct audit ?</p> <ul style="list-style-type: none"> <li>• By departmental officers</li> <li>• By outsourcing to designated persons.</li> </ul> <p>b. Letter of intimation to the taxpayer about selection of taxpayer's case for audit.</p> <p>c. Calling of books of accounts and other records.</p>	<p>Section. 174 and Rules 28 -33 of the Income Tax Rules, 2002.</p>	

PART- II=(Marks=40)		
<p>a. How to verify declaration:</p> <ul style="list-style-type: none"> <li>• internal evidence, e.g. different analyses;</li> <li>• spot enquiries.</li> </ul> <p>b. Examination of the books of accounts/records maintained by the taxpayer;</p> <p>c. Third party information e.g. banks, utility agencies, regulatory and licensing authorities, etc;</p> <p>d. Analysis of gathered information with reference to tax law provisions;</p> <p>e. Drafting of a show cause notice under section 122(9) for possible action under section 122(5) &amp; (1).</p>	<p>Sections 175 &amp; 176 of the Income Tax Ordinance, 2001. Rules 28 -33 of the Income Tax Rules, 2002.</p>	<ul style="list-style-type: none"> <li>• 40 Marks questions (To attempt 2 out of 3 questions).</li> </ul>
PART- III= (Marks=40)		
<p>Drafting of an amended order under section 122(1) &amp; (5)</p> <p>The candidates will be asked to draft an amended assessment order under section 122(5) &amp; (1):</p> <p>In the amended order the candidates are expected to:</p> <p>a. Give a brief introduction of the taxpayer's particulars with reference to taxpayer's business, tax declaration, and records, etc. maintained by the taxpayer and level of compliance by the taxpayer of the notices;</p> <p>b. Essential facts about the audit procedure adopted and proper service of notices, etc;</p> <p>c. Accept or reject reply of the taxpayer on each point raised in the notice under section 122(9). [It may be assumed that the taxpayer has filed a reply and the contents of the reply may be assumed and discussed];</p> <p>d. Draw inference about each point raised in the show cause notice and its impact on the declared income and its amendment, if necessary;</p>		<ul style="list-style-type: none"> <li>• Two compulsory questions of 20 Marks each (To attempt 2 out of 2 questions)</li> </ul>

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e. Compute total income under each head of income and taxable income;		
f. Compute tax on the amended taxable income;		
g. Conclude the amended assessment order.		
h. In case of incomplete information the passing of an order u/s 121		

**Note:** Candidates will answer 5 questions of even marks in allocated 3 hours, which means for every question average time available to candidate will be 36 minutes. Paper setter may like to keep this time in mind while setting questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper).

**SUGGESTED READING MATERIAL**

01. Income Tax Ordinance, 2001 as on 01.07.2020.
02. Income Tax Rules, 2002 as on 01.07.2020. Rules 28 -33 only.

**Reference Books to be Provided in FPOE**

1. Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statues) (by AA Consultants & Publishers)
2. Books of Accounts (Two Volumes)

## SALES TAX AUDIT

(22)  
19

### PRELIMINARY

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Programme (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

### COURSE OBJECTIVE

To enable the probationary officers to conduct audit, to examine the Books of Accounts with reasonable skills and to gather and use direct / third party information for amendment in assessment.

DIFFICULTY LEVEL: ELEMENTARY



## COURSE OUTLINE

### SALES TAX AUDIT

Duration of Paper = 3 hours

[OPEN BOOKS]

Max Marks= 150

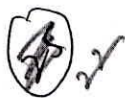
(Part-I=20 Marks, Part-II= 40 Marks, Part-III= 40 Marks)

### SALES TAX ACT, 1990 AS ON 01.07.2020.

Description	Relevant Provisions of Law / Rules	Distribution of Marks in Examinations
<b>PART – I = (20 Marks)</b>		
<b>Reasons for conducting sales tax audit:</b> a. To check accuracy and completeness of declaration; b. To detect tax evasion as well as tax fraud; c. To educate the tax payer for proper compliance. <b>Who can initiate audit?</b> a. Federal Board of Revenue (FBR); o through random selection or parametric selection; o What are the likely parameters set up by Board? b. Commissioner (IR).	Sections 3, 25 and 26 of the Sales Tax Act.	• 20 Marks question (To attempt 1 out of 2 questions).
<b>PART – II = (40 Marks)</b>		
<b>Who will conduct audit?</b> • By departmental officers; • By outsourcing to designated persons. <b>How to conduct audit?</b> a. Letter of intimation to the taxpayer about selection of taxpayer's case for audit; b. Calling of books of accounts and other records. <b>How to verify monthly declaration filed by registered persons:</b> a. Internal evidence, e.g. Different analysis including production analysis in case of manufacturers; On the spot enquiries etc; b. Examination of the books of accounts/	Sections, 22, 25, 32 –A, 38 of the Sales Tax Act.	• 40 Marks questions (To attempt 2 out of 3 questions).

<p>records maintained by the taxpayer especially sale and purchase invoices; purchase and sale registers/ statements, party ledgers, gate passes, inventory records, record of bank transactions, compliance of Section 73, Bills of utility companies i.e. electricity, gas etc;</p> <p>c. Reconciliation of sales tax returns with the record maintained by the registered person;</p> <p>d. Analysis as to whether the special procedure applicable has been correctly followed and complied with;</p> <p>e. Whether the provisions of law with respect to withholding of sales tax have been properly complied with;</p> <p>f. Analysis of gathered information with reference to provisions of tax law.</p> <p><b>Drafting of a show cause notice.</b></p> <p>a. Issues regarding non-payment or evasion of tax or tax fraud as the case may be should be framed against the registered person;</p> <p>b. Relevant provisions of law must be quoted correctly;</p> <p>c. Reasonable opportunity of hearing must be provided to the registered person.</p> <p><b>Investigative Audit under Section 38 of the Sales Tax Act, 1990.</b></p> <p>a. How is audit under Section 38 different from audit under Section 25?</p> <p>b. Who can initiate action under Section 38 of the Act?</p> <p>c. What are the pre requisites for initiating action under Section 38?</p>		
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<b>PART – III = (40 Marks)</b>		
<p><b>Drafting of an Order.</b></p> <p>The candidates will be asked to draft an Order containing assessment of tax as well as imposition of default surcharge and penalty. The candidates are expected to:</p> <p>a. Give a brief introduction of the registered person's particulars with reference to his business, tax declaration, &amp; records, etc. maintained</p>	<p>Sections 11, 33, 34 of the Sales Tax Act, 1990.</p>	<ul style="list-style-type: none"> <li>Two compulsory questions of 20 marks each.</li> </ul> <p>(To attempt 2 out of 2 questions)</p>



<p>by the taxpayer and level of compliance by the taxpayer of the notices issued;</p> <p>b. Essential facts about the audit procedure adopted &amp; proper service of notices, etc;</p> <p>c. Give a summarized narration of the reply furnished by the registered person;</p> <p>d. Frame issues with regard to the matter under adjudication;</p> <p>e. Accept or reject reply of the registered person on each point raised in the Show cause notice. [It may be assumed that the taxpayer has filed a reply and the contents of the reply may be assumed and discussed];</p> <p>f. Give a finding on each point raised in the show cause notice and its impact on assessment of tax;</p> <p>g. Compute total liability of sales tax under each head;</p> <p>h. Conclude the Order by giving a clear finding and clearly mention the sales tax, default surcharge and penalty the registered person is required to deposit.</p>		
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*Note: Candidates will answer 5 questions of even marks in allocated 3 hours, which means for every question average time available to candidate will be 36 minutes. Paper setters may like to keep this time in mind while setting questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper).*

#### SUGGESTED READING MATERIAL

1. Sales Tax Act, 1990 as on 01.07.2020.
2. Sales Tax Rules, 2006.

#### Reference Books to be Provided in FPOE

#### Reference Books to be Provided in FPOE

1. Huzaima & Ikram Two Volumes (Vol-I=Federal Direct Taxes of Pakistan, Vol-II=Federal Indirect Taxes & Other Statutes) (by AA Consultants & Publishers)
2. Books of Accounts (One Volume)

## OFFICE PROCEDURE AND OTHER LAWS

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### **PRELIMINARY**

The probationary officers are inducted in Civil Service of Pakistan through a combined competitive examination conducted by Federal Public Service Commission (FPSC). The successful candidates are allocated to their Occupational Groups in the order of their merit and choice. These probationary officers come from diversified educational backgrounds and only a few have prior knowledge of taxation laws, general statutes, or accountancy. The Specialized Training Program (STP) is not intended to make these probationary officers expert in the subject but it is to familiarize them with the basic concepts of the subject so that they do not feel difficulty in starting their careers as officers of Inland Revenue service. It is expected that they will develop their skills over a period of time after their exposure to a variety of cases during their field assignments. Moreover, duration of the STP is limited in which it is almost impossible to cover every topic in detail and at advanced level, which in any case is learnt through experience while posted in the field and through periodic in-service trainings / refresher courses.

No reported judgment is included in the course.

### **COURSE OBJECTIVES**

To introduce and familiarize the probationary officers with the relevant provisions of General Statutes.

**LEVEL OF DIFFICULTY:** ELEMENTARY

24

## COURSE OUTLINE OFFICE PROCEDURE AND OTHER LAWS

Duration of Paper = 3 hours

[OPEN BOOK]

Max Marks= 100

[Part-I=60 Marks, Part-II=40 Marks]

[OPEN BOOK FOR WHOLE PAPER EXCEPT FOR "Government Servants E&D Rules, 1973 AND Secretariat instructions"]

DESCRIPTION		DISTRIBUTION OF MARKS IN EXAMINATIONS
<b>PART-I -- OFFICE PROCEDURES (60 MARKS)</b>		
1. Rules of Business, 1973 (Complete)		<ul style="list-style-type: none"> <li>60 Marks questions</li> </ul> (To attempt 3 out of 5 questions).
2. Manual of Secretariat Instructions (Complete)		
3. Government Servants (Efficiency & Discipline) Rules, 1973		
4. Public Procurement Rules 2004 (Complete)		
5. Human Resource Development (FBR Specific)		
i. Job Description (Generic Job Descriptions – FBR 2015)		
ii. Internal Job Postings (IJP Regulations, 2007 & Guidelines 2010)		
6. Human Rights, Gender & Professional / Work Ethics		
i. Human Rights		
• Constitutional Provisions of basic human rights and their implementations article (Articles 8 to 28)		
• Universal Declaration of Human Rights		
ii. Gender Issues		
• Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)		
• Protection against Harassment of Women at Workplace Act, 2010		
• Need for attitudinal shift and factoring in of gender concerns in governance, legislation and planning		
iii. Professional / Work Ethics		
<b>PART-II– OTHER LAWS(40 MARKS)</b>		
1. Code of Civil Procedure		<ul style="list-style-type: none"> <li>40 Marks questions</li> </ul> (To attempt 2 out of 3 questions)
i. Order-V ( Issue and service of summons);		
ii. Order-XIII (Production, impounding & return of documents);		
iii. Order-XVI (Summoning & attendance of witnesses);		
iv. Order-XVIII (Hearing of the suit & examination of witnesses);		
v. Order-XIX [Affidavits (Rules 1, 2 & 3)];		
vi. Order-XXVI [Commission (Rules 1-8, 15-18)].		
2. Limitation Act., 1908		
i. Limitation of Suits, Appeals and applications	5 to 11	
ii. Computation of Period of Limitation	12 to 22	
3. General Clauses Act, 1897		

4. Transfer of Property Act		
i. Definition of Transfer of Property	5	
ii. Operation of Transfer	8	
iii. Sales	54 to 55	
iv. Mortgage	58,60,61 & 67	
v. Lease defined	105	
vi. Gifts	122 & 123	
5. Companies Act, 2017		
i. Definitions	2	
ii. Registration/Forming of a Company	9	
iii. General Provisions w.r.t Registration of Memorandum and Articles	14, 15, 16, 17, 18	
iv. Registered Office and Publication of Name	21, 22, 24, 25	
v. Memorandum and Articles of Association	27, 28, 29, 32, 33, 34, 35	
vi. Articles of Association	36 – 41	
vii. Share Capital and Debentures	58, 61, 83, 85, 89	
viii. Share Capital and Nature, Numbering and Certificate of Shares	60, 61, 62	
ix. Special Provisions as to Debentures & Allotment	63, 67, 68	
x. Certificate of Shares and other Securities	71–73	
xi. Accounts of Companies	220, 221, 223, 225-228, 231-239	
xii. Dividends and Manner & Time of Payment thereof	240-243	
6. Pakistan Penal Code 1860		
i. Offenses relating to public servants	161 to 171-A	
ii. False evidence & offenses against public justice	191 to 199 & 229	
7. Federal Tax Ombudsman Ordinance, 2000		
8. Protection against Harassment of Women at Workplace Act, 2010		

**Note:** Candidates will answer 5 questions carrying equal marks in allocated 3 hours. For every question average time available to candidates will be 36 minutes. Paper setters may like to keep this time in mind while framing questions. (Contents and scope of the desired answers should not demand allocation of more time than the average time available for answering all the questions in the paper).

#### **SUGGESTED READING MATERIAL**

1. Bare Acts/Constitution of Pakistan
2. Putting Ethics to Work by UN by UN Ethics Office
3. UNDP code of Ethics by UNDP

#### **Reference Books to be Provided in FPOE**

1. Training Folio on Office Procedure [Published by DGTR (IR)]
2. Training Folio on Other Laws [Published by DGTR (IR)]

**FEDERAL PUBLIC SERVICE COMMISSION  
BIO-DATA FORM (For Panel of Examiners)**

Photo-copy of this form  
may be used, if required

1. Name \_\_\_\_\_ 2. Father's/Husband's Name \_\_\_\_\_  
3. Date of birth: \_\_\_\_\_ 4. Superannuation date: \_\_\_\_\_  
5. CNIC NO. \_\_\_\_\_ 6. NTN No. (for filer) \_\_\_\_\_

7. Main Subject(s)/Paper(s)  
In which interested (Select  
from the list of papers  
of FPSC Examinations)

(i)  
(ii)  
(iii)

Space  
For  
Photograph

8. Subject, branch of  
Specialization for setting question  
paper of degree/post-graduate  
standard

9. **Qualifications:**

Academic Qualification	Subjects at M.A/ M.Sc./Ph.D. level	Class/Grade obtained	University from where Degree(s) obtained	Research work/ Publication if any

10. **Occupational/Professional Experience:**

Department	Occupation/ Designation	Grade/BPS From 17 to onward	Date		Any other information desired to be mentioned i.e. Training, etc.
			From	To	

**11. Addresses:**

(i) Official Address	(ii) Temporary Address	(iii) Permanent Address
Tel: (Off) Tel : ( Res) Mob # E-Mail	Tel: (Off) Tel : ( Res) Mob # E-Mail	Tel: (Off) Tel: ( Res) Mob # E-Mail

**12.**

Name & Address of	
Immediate Officer	Ultimate Officer
(i)	(ii)

**13.**

Name & Address of referees	
(i)	(ii)

- 14.** Giving tuitions to candidates and/or running coaching centre for preparation of candidates of CSS Competitive Examination or attached with any Services Academy (CTP/STP)

Yes/No

**Note:** Any change in address, telephone number, etc., should be communicated to the Director (Secrecy), F.P.S.C. only.

Date \_\_\_\_\_

Signature \_\_\_\_\_

- 15.** Recommendations of the forwarding authority, if required

Date \_\_\_\_\_

Signature: \_\_\_\_\_

Affix Stamp