

## Syllabus for Descriptive Test of

### F.4-116/2021 (Inspector Inland Revenue)

Max Marks: 100

Qualifying Standard 40%

Time Allowed: 3 Hours

- I. Functions of Federal Board of Revenue.
- II. Fiscal Policy of Pakistan 2021-22

#### III. **Human Resource Management**

Definition, Significance and Scope of Human Resource Management; Organization of the Federal and Provincial Governments, Public Sector Enterprises; Approaches to Human Resource Management. Personnel Administration—Tools of Personnel Management:

#### IV. **Financial Management**

An overview of Financial Management, Analysis and Interpretation of Financial Statements, Risk, Return and Introduction to Pricing, Cash flow and Budgeting, Capital Budgeting, Elements of Financial Administration, Performance Programmed Budgeting, Auditing and Accounting.

### **SUGGESTED READINGS**

S. No	Title	Author
1.	Fiscal Policy of Pakistan 2021-22	
2.	Human Resource Management	H.T.Graham & Roger Bennett
3.	Human Resource Management	Derek Torrington & Laura Hall
4.	Government Finance—An Economic Analysis	Due John, F.
5.	Public Finance	Laurence Seidman
6.	Public Finance in Theory and Practice	Richard Abel Musgrave