

INCOME TAX LAW

Concepts, topics and relevant sections have been drafted on the basis of course outline endorsed/approved by the Federal Board of Revenue.

Topic	Concept	Sections/ Relevant portion
• Taxable Income	To compute Total Income and Tax Liability	9,10,11
• Heads of Income: Computation of tax thereon i. Salary ii. Income from property iii. Income from business a. Special Provisions b. Tax Accounting iv. Capital Gains v. Income from other sources		12,13,14 15,15A,16 18,19,20,21 (Division-I, II & III) 22,23,23A,23B,24,25,26,27,28,29,29A, 30,31 (Division- IV) 32,33,34,35,36 37,37A, 38 39, 40
• Exemptions & Tax concessions		41,42,43,44,45,46,47,48,49,50,51, 52,53,54,55
• Losses		56,56A,57,57A,58,59,59A,59AA, 59B
• Deductible Allowance		60,60A,60B,60C,60D
• Tax Credits	To familiarize the candidates with tax credits allowed to the taxpayer	61,62,62A,63,64B,65,65B,65C,65D,65E
• Filing of Appeals	How appeal is filed before appellate forum	127,128,129,130,131,132,133, 134A,136,124
• Collection & Recovery Tax	Recovery of Taxes through various modes	137,138,138A,138B,139,140,141,142,1 43,144,145,146,146A,146B
• Monitoring of Withholding Taxes	To determine that right amount of Withholding tax is deposited in Govt treasury at right time and rate	231 to 236W, 165, 148 to 156B, 158, 159, 160 to 169

SALES TAX & FEDERAL EXCISE LAWS

Concepts, topics and relevant sections have been drafted on the basis of course outline endorsed/approved by the Federal Board of Revenue.

SALES TAX

Topics	Concept	Sections/ Relevant portions
• Introduction (Chargeability & Determination of Liability)	Introduction of Sales Tax Law	1,2,50,3,3B,7,8,8A,7A, 8B, 9,4,13
• Administrative matters		72A,72C, 72D, 56C, 60,61,65
• Audit & Assessment of Tax	How to conduct Audit under Sales Tax Law	25,72B,37,38,38A,40,40B,40C,11,21, 21A,25AA,74,70,51,55,56,56B,52,58 A,58B,68,57,59,72,62,63,64
• Enforcement i. Collection & refund of tax ii. Taxpayer compliances iii. Recovery of tax	Enforcement provisions of Sales Tax Law	6,26,10,66,67 6,14,26,27,28,29,22,23,24,73 33,34,34A,21,21A,11A,37A,37B,37C, 37D,37E,37H,49A,54
• Legal	Filling of appeals before appellate forum	45A, 45B,46,47,47A
• Withholding tax regime & Special procedures	To determine the accurate amount of withholding taxes	<ul style="list-style-type: none"> ○ Special Procedure-Withholding Tax rules, 2007, ○ Special procedure for Retailers, ○ Special Procedure on Sale of Electricity, Special Procedure on Sale of Natural Gas, ○ Special Procedure on Sale of Electricity & Gas to unregistered persons, ○ Special Procedure on Sale of sugar to TCP, ○ Special Procedure for Oil marketing companies, ○ Special Procedure for Motor vehicle dealers, ○ Special Procedure for Commercial Importers, ○ Special Procedure for Steel melters & rollers & ship breakers, ○ Special Procedure for Wholesale cum retailers, ○ Special Procedure on Sale of Electronic home appliances, ○ Special Procedure for Goods at S.No.13 of 5th Schedule, ○ Special Procedure on Millers of Cotton Seed Oil

FEDERAL EXCISE LAWS

Topics	Concept	Sections/ Relevant portions
• Introduction (Chargeability & Determination of Liability)	Introduction of Federal Excise Duty	1,2,29,3,8,10,12,16
• Administrative matters		40,41,42,42A,42C,42D,43,43-A,47-B,48
• Audit & Assessment of Tax	Audit Procedure	42B,46,45,45A,47,47A
• Enforcement i. Levy, Collection, Payment & Refund of Duty ii. Taxpayer Compliance iii. Offences & Penalties iv. Searches, Arrests & Seizures	Enforcement provisions of Federal Excise Duty	4,5,6,7,15,9,11,14,14A,45,45A
		13,17,18 19,20,21,22,23,24 25,26,27,28
• Legal	Filing of appeals before appellate forum	45A,33,34,34A,38,39

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COURSE OUTLINE

BOOK KEEPING

Duration of Paper = 3 hours

Max Marks= 100

Introduction to accounting and book keeping

a. Introduction of accounting

- i. Meaning of business
- ii. Mode of business organization (meaning) – sole proprietorship; partnership; limited company
- iii. Fundamental accounting concepts – accrual, consistency, true and fair view, materiality, prudence, completeness, going concern, substance over form
- iv. Financial statements – components, responsibility, presentation, users

b. Bookkeeping

- i. Elements of financial statements (meaning) – Assets, liabilities, equity, income, expense
- ii. Concept of capital and revenue expenditures
- iii. Chart of accounts
- iv. Double entry system, accounting equation and rules of debit and credit
- v. Preparation of General entries and journal
- vi. Sales journal and the sales ledger
- vii. Purchase journal and the purchase ledger
- viii. Preparation of General ledger
- ix. Preparation of trial balance

c. Adjustments before final accounts

- i. The concept of depreciation and its calculation using straight line, diminution balance, sum-of-years- digit, number of units produced methods and recording of depreciation on fixed assets
- ii. Allowance for bad debts and write off
- iii. Prepayments and accruals
- iv. Closing entries of inventory
- v. Bank reconciliation and related adjustments
- vi. Control accounts
- vii. Correction of errors in record keeper

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d. Preparation of final accounts of a sole trader

- i. Statement of financial position
- ii. Statement of comprehensive income
- iii. Receipt and payment accounts

e. Accounting for partnerships

- i. Preparation of partnership accounts
- ii. Admission and amalgamation
- iii. Retirement, dearth, dissolution, liquidation

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OFFICE PROCEDURES

Concepts, topics and relevant sections have been drafted on the basis of course outline endorsed/approved by the Federal Board of Revenue.

Topics	Concept	Relevant portions
• Efficiency & Discipline	Guidelines for Civil Servants for performance of their official duties	Govt. Servants (Efficiency & Discipline) Rules, 1973
• Conduct Rules		Govt. Servants Conduct Rules, 1964
• Federal Tax Ombudsman		Federal Tax Ombudsman Ordinance, 2000
• Human Resource Development		i. Job Description (Generic Job Descriptions – FBR 2015) ii. Key Performance Indicators (KPIs –2015) iii. Reward Rules 2016
• Internal Job Posting (IJP)		Internal Job Postings (IJP) Regulations, 2007 & Guidelines 2010.

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COURSE OUTLINE

GENERAL KNOWLEDGE

Duration of Paper = 3 hours

Max Marks= 100

1. Functions of Federal Board of Revenue
2. Fiscal Policy of Pakistan
 - i. Revenue Receipts
 - ii. Capital Receipts
 - iii. External Resources
 - iv. Current Expenditure.
 - v. Development Expenditure.
 - vi. Deficit Financing.
3. Tax Administration Reforms in Pakistan.
4. Types of Taxes in Pakistan
 - i. Federal.
 - ii. Provincial
 - iii. Local.
5. Introduction of Tax Collection Agencies in Pakistan
 - i. Federal
 - ii. Provincial
 - iii. Local
6. Economic Survey of Pakistan.

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