

**REVISED SYLLABUS 2016**  
**DEPARTMENTAL PROMOTION EXAMINATION**

FROM AB&AO/A.A.O TO B&AO/A.O (BPS-16 TO 17) [For PEPCO]

**PAPER-A: (Precise & Drafting / Rules & Regulations)** Total Marks 100  
Pass Marks 50  
Time Allowed: 3 Hours

**Part-I: (Precis and Drafting)** Total Marks 40  
Pass marks 50%

**Part-II (Rules & Regulation)** Total Marks 60  
Pass marks 50%  
(Objective / Descriptive 50% / 50%)

- Fundamental Rules and Supplementary Rules
  - Chapter-II (Definitions)
  - Chapter-IV (Pay)
  - Chapter-V (Additions to Pay)
  - Chapter-VIII (Dismissal, Removal & Suspension)
  - Chapter-XI (Joining Time)
  - Chapter-XXII (Amount of Joining Time Admissible)
- General Financial Rules
  - Chapter-1 (Introductory)
  - Chapter-3 (Revenue & Receipts)

**PAPER-B: (Current Affairs & GK / WAPDA Rules & Tax Matters)**

(Passing in each Part of Papers is mandatory.)

Total Marks 100  
Pass Marks 50

**Part-I: (Current Affairs & General Knowledge)**

Total Marks 33  
Pass marks 40%

(Objective / Descriptive 50% / 50%)

**Part-II: (WAPDA Rules & Tax Matters)**

Total Marks 67  
Pass Marks 50%  
(Objective / Descriptive 50% / 50%)

WAPDA Leave Rules, Medical Attendance Rule, TA Rules, Date of Birth Rules (Up-dated)

PPRA Rules

WAPDA Pension Rules (Up-dated)

Chapter-I (General)

Chapter-II (Service qualifying for pension)

Chapter-III (Different kinds of Ordinary Pension & Conditions for their grant)

Chapter-IV (Gratuity & Family Pension)

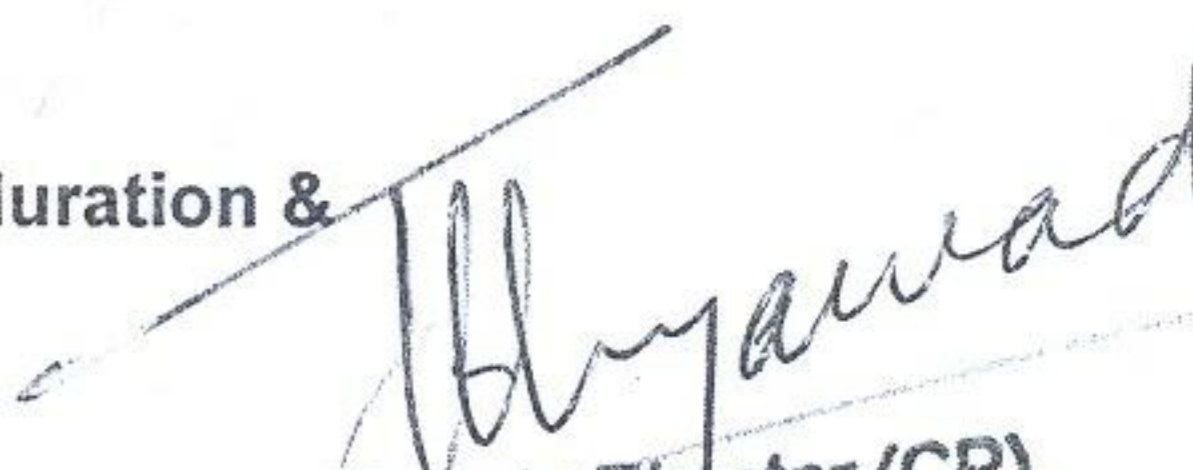
Sales Tax Special Procedure (Withholding) Rules 2007 (Updated)

Income Tax Ordinance 2001 (Updated)

Ch-1, 2 and 3 (Part I & II)

First Schedule (Part-I) (Division I)

**Note-I:** Objective Part will consist of 1 Hour duration &  
Subjective Part will be of 2 Hours.

  
Deputy Director (CP)  
Corporate Planning & Control Cell  
PEPCO Wapda House Lahore,  
JOME-PEPCO



**PAPER-C: (Financial Accounting)**

Total Marks 100  
Pass Marks 50  
Time Allowed: 3 Hours  
(Objective / Descriptive 50% / 50%)

**The Accounting Cycle**

- Accounting: Meaning & Definition
- Recording Changes in Financial Position  
Ledger, Journal Ledger, Trial Balance,  
Accounting Cycle.
- Measuring Business Income.  
Adjusting entry for depreciation,
- Financial Statement, Closing of Accounts  
Adjusting Entries, The Work Sheet
- Accounting for Assets.
- Accounts Receivables
- Inventories
- Plant and Equipment, Depreciation and Intangible Assets

**Current Liabilities.**

- Current Liabilities and Payable Accounting
- Notes Payables

**Suggested Reading**

Accounting by Meigs & Meigs  
Advance Accounts by Mr. M.A. Ghani

**Note-I:** Current Affairs paper will be set from the leading issues published in the Newspaper for last three months and general questions will be of upto B.A level.

**Note-II:** Objective Part will consist of 1 Hour duration & Subjective Part will be of 2 Hours.

*M. Y. Ahmad*  
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*J. G.M.F.-PEPCO*