

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

**FROM AUDIT OFFICER / B&AO / A.D (FINANCE) TO SR. AUDIT OFFICER /  
SR. B&AO / D.D (FINANCE) BPS-17 TO 18.**

**PAPER-A: (Budget, Finance, Audit/Office Organization and WAPDA Manuals)**

Total Marks 100  
Pass Marks 50  
Time Allowed: 3 Hours

**(Passing in each part with 50% marks is mandatory)**

**PART-I.**

Total Marks 40  
Pass Marks 50 %  
(Objective 50 % / Descriptive 50%)

- **Fundamental Rules & 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)
- **WAPDA Rules**
  - E&D Rules, Conduct Rules, Leave Rules, Medical Attendance Rule, TA Rules, Date of Birth Rules
- **WAPDA Pension Rules**
  - 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)
- **PPRA Rules**
- **WAPDA Budget Manual - 2014**
- **Wapda Accounting & Financial Reporting Manual 2014**
- **WAPDA Procurement & Contracts Manual - 2014**
- **WAPDA Internal Audit Manual - 2014**
  - Chapter-2, Internal Audit Function,  
2.1 to 2.5.1
  - Chapter-3, Organization of Internal Audit Division  
3.1 to 3.4

**PART-II.**

Total Marks 60  
Pass Marks 50 %  
(Objective 50 % / Descriptive 50%)

**(A) International Accounting Standards (IAS/IFRS)**

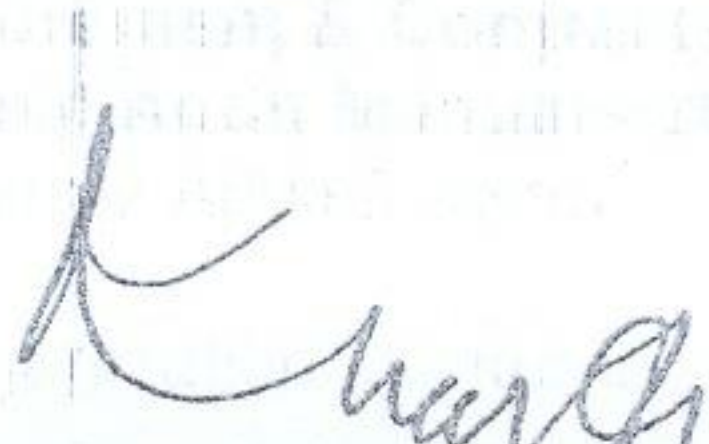
- IAS – 1: Presentation of Financial Statements
- IAS – 2: Inventories
- IAS – 7: Statement of Cash Flow.
- IAS – 11 Construction Contracts
- IAS – 16: Property, Plant & Equipment

**(B) Corporate Law & Secretarial Practice**

- Forms of companies – listed, public, private
- Memorandum / Article of Association - contains



Director Budget & Accounts  
(Admn) Water, Wapda House  
Lahore



Director Accounts (Admn) Power  
o/o G.M.F (P) WAPDA  
Wapda House Lahore.



General Manager Finar  
(Water) WAPDA HO  
LAHORE

(C) Management Accounting

- Budgeting techniques (Capital, O&M)
- Financial Statement Analysis
- Setting Standards and Analysis of Variances

**PAPER-B: (Current Affairs / General Knowledge & Management)**

Total Marks 100  
Pass Marks 50  
Time Allowed: 3 Hour

(Passing in each part with 50% marks is mandatory))

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

Total Marks 40  
Pass Marks 50%  
(Objective / Descriptive 50% / 50%)

**Part-II: (Management)**

Total Marks 60  
Pass Marks 50%  
(Objective / Descriptive 50% / 50%)

- Management & Management Techniques
- Motivation & Decision Making
- Communication

**PAPER-C: (Precis & Drafting)**

Total Marks 100  
Pass Marks 50%  
Time Allowed: 3 Hours

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

**Note-II:** The objective paper will be consisted of definitions & multiple choice questions to evaluate the professional knowledge of the candidates and its practical applications.

**Note-III:** Questions of objective papers should not be numbered serially rather they should have bullets and four to five sets of objective papers should be prepared with shuffled questions to avoid the chances of copy.

**Note-IV:** Current Affairs Part will be set from the leading issues Publishes in the News Papers for last three months.

**Note-V:** There will be three practical questions in Paper-A Part-II (Descriptive) to check the application of knowledge of the candidates and books are allowed for this paper.

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WAPDA, Wapda House Lahore,  
LAHORE

General Manager Finance  
(Water) WAPDA House  
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