




CERTIFICATE COURSE FOR ACCOUNTANTS OF PANCHAYATS

— An Initiative of —
The Institute of Chartered
Accountants of India
&
The Comptroller and Auditor
General of India

Certificate Course for Accountants of Panchayats (CAP)

Gram Panchayats (Level 1)

Screening Examination : Basics of Accounting
(Overview of Cash-Based Accounting System)

 Accounting Concepts, Principles, Conventions and Policies

 Basic Accounting Procedures (Journal Entries, Ledger, Trial Balance & Bank Reconciliation Statement)

 Receipts & Payments Account

Zila & Block Panchayats (Level 2)

Main Examination : Accounting of Panchayats

- C&AG Accounting Formats
- List Of Codes
- E-Gramswaraj
- Mandatory Conditions for Grants for PRIs (XVth FC)
- Hands-on preparation of Panchayats accounts

Timelines for each Course



Time for Registration:
Throughout the year



Closure of Batches :
Every December 31st & June 30th



Screening Examination:
One month from close of Registration



Main Examination:
Two months after declaration of result of Screening Examination

Certificates



Online Certificate to successful candidates



List of certificate holders to be made available in public domain on website

Mode of Examination

Two Examinations (For Each Course)

Screening Examination



MCQ based examination

Main Examination



Both objective (MCQ) and subjective questions (hands-on accounts preparation)



To be conducted on prescribed days and time slots at exam centers



Option of using regional languages

Key Highlights



Skill Development (Learn Cash & Accrual Based Accounting).



Online Course



Eligibility:

- Be minimum 18 years of age
- Have passed the Sr. Secondary School Examination under the 10+2 scheme of a recognised board.



Registration fees: Rs. 590/- (inclusive of GST)

Mode of Learning



Self- Study Material

- E- Study material
- Pre - recorded revisionary lectures
- MCQ based test



Live virtual revisionary classes For Main Examination



Study Materials will be made available in 10 languages currently, with scope for more languages being added later



Regional languages offered as of now are English, Hindi, Marathi, Telugu, Tamil, Odiya, Gujarati, Kannada, Bengali, and Punjabi

For Qualified Certificate Holder

- **Continuing Education & Learning Programme:** There will be a mandatory online education of 4 hours in each calendar /financial year, to update the qualified certificate holder about regulations, norms and updations in software application on a continued basis.
- **Robust Disciplinary Mechanism**

Expected Benefits

- Course will catalyze accountability & transparency in governance at Local- Self Government (LSGs) level.
- Create opportunities for qualified candidates to work as accountants in LSGs.
- Edge in securing similar opportunities in MSME sector at the local level.