



Board for Local Bodies Accountants Certification
ICAI Accounting Research Foundation

CERTIFICATE COURSE FOR ACCOUNTANTS OF PANCHAYATS AND MUNICIPAL BODIES

An Initiative Of

The Institute of Chartered Accountants of India
&
The O/o Comptroller and Auditor General of India



Key Highlights



● **Skill Development** (Learn Cash And 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)



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Certificate Course for Accountants of Panchayats (CAP)

Gram Panchayats
(Level 1)

Zila & Block Panchayats
(Level 2)

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

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



Certificate Course for Accountants of Municipal Bodies (CAMB)

Town Panchayats
(Level 1)

Municipal Corporation &
Municipalities (Level 2)

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

- Accounting Concepts, Principles, Conventions and Policies
- Basic Accounting Procedures (Journal Entries, Ledger, Trial Balance & Bank Reconciliation Statement)
- Preparation of Financial Statements

Main Examination: Accounting of Municipal Bodies

- Selection of Accounting Policies & Change in Accounting Policies
- National Municipal Accounts Manual (Chart of Accounts, Accounting for Municipal Transactions, Preparation of Financial Statements including Opening Balance Sheet)
- Hands-on preparation of Municipal Bodies Accounts.



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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



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Certificates

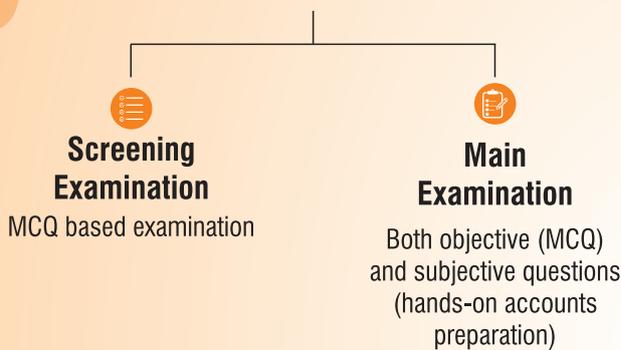
-  Online Certificate to successful candidates
-  List of certificate holders to be made available in public domain on website



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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



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 11 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, Punjabi and Assamese

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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

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



The Institute of Chartered Accountants of India (ICAI), established ICAI Accounting Research Foundation (ICAI ARF) in January, 1999, as a Section 25 company (now section 8 company under the Companies Act, 2013) - a core research body in the areas of accounting, auditing, capital markets, fiscal policies, monetary policies and other related disciplines. Over the years, it has accelerated its work programme as an academy for imparting, spreading and promoting knowledge, learning, education and understanding in the various fields related to the profession of accountancy. ICAI ARF has established Board for Local Bodies Accountants Certification (BLoAC) to run the certificate courses for Accountants of Panchayats & Municipal Bodies, an initiative of the ICAI and C&AG.



ABOUT THE ICAI

The Institute of Chartered Accountants of India (ICAI), established by an Act of Parliament in 1949 has proven its mark as an elite world class institution devoted to uphold the values of transparency, accountability and integrity. The Institute, functions under the administrative control of the Ministry of Corporate Affairs, Government of India. The ICAI is the largest professional body of Chartered Accountants in the world, with a strong tradition of service to the Indian economy in public interest.

ABOUT THE COMMITTEE ON PUBLIC & GOVERNMENT FINANCIAL MANAGEMENT (CPGFM)

The Committee on Public Finance and Government Financial Management (CPGFM) strives to assist Central & State Governments and Local Bodies in successful implementation of the accounting reforms and public finance management. This is an initiative of ICAI to meet its social obligations by providing professional services of CAs beyond corporate sector and to the public at large, by being true to its role of being a partner in nation building. The Committee primarily focuses on capacity building of the finance officials of various tiers of Government in India by various means such as organizing workshops, developing relevant e-training modules, etc. apart from formulating Accounting Standards for Local Bodies (ASLBs). To know more about CPGFM, please visit <https://cpgfm.icai.org/>

The Committee is contributing in development of study material of the Certificate Course for Accountants of Panchayats and Municipal Bodies.



ABOUT THE OFFICE OF COMPTROLLER AND AUDITOR GENERAL (CAG) OF INDIA

CAG is the Supreme Audit Institution of India. Its vision is to continue to provide independent and credible assurance on public resources and be a global leader in public sector auditing. Mission is mandated by the Constitution of India, they promote accountability, transparency and good governance through high quality auditing and accounting and provide independent and timely assurance to the Legislature, the Public and the Executive, that public funds are being collected and used effectively and efficiently.

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