

TAMIL NADU PUBLIC SERVICE COMMISSION
SYLLABUS
FUNDAMENTALS OF FINANCIAL ACCOUNTING, COST ACCOUNTING
TAXATION, AND OTHER LAWS

(INTERMEDIATE STANDARD)

Code: 433

UNIT-I: ACCOUNTING

- a) Accounting Standards (old) 2,10,12 and 16
- b) Accounting for Cooperative Societies
- c) Branch and Departmental Accounts (including foreign branches)
- d) Accounting for non-profit organisations and incomplete records
- e) Computerised Accounting System

UNIT-II: AUDITING

- a) Nature and scope and significance of auditing
- b) Audit Engagement, Audit Programme, Audit working papers, Audit note book audit evidence and audit report
- c) Internal check, internal control and internal audit – industry specific
- d) Auditing of difference types of undertaking – education, hospitals, cooperative societies, trusts, municipalities

UNIT-III: FINANCIAL MANAGEMENT

- a) Meaning – objectives – scope of financial management
- b) Tools for Financial Analysis – Ratio, Cash flow analysis
- c) Analysis and Interpretation of Financial Statements
- d) Investment decisions – ARR, Pay back, NPV, IRR, PI
- e) Cost of Capital Structure and Leverages
- f) Working Capital Management – Financing – Cash, Inventory, Receivables and Payables

UNIT-IV: DIRECT TAXATION

- a) Heads of Income and Computation of Total Income under various heads
- b) TDS/TCS/Advance Tax
- c) Taxation as applicable to Government undertaking and Cooperative Societies.

UNIT-V: INDIRECT TAXATION

- a) Canons of Taxation
- b) Goods and Services Tax (GST)
 - a. CGST-SGST-IGST-Cess
 - b. Registration – Supply – Time of Supply – Value of Supply – Place of Supply – Input tax credit – Reverse Charge Mechanism (RCM) – Payment of Taxes.
- c) Filing of GST periodic returns

UNIT-VI: COMMERCIAL LAW, INDUSTRIAL LAW & COMPANY LAW

- a) Indian Contract Act
- b) Sale of Goods Act
- c) Negotiable Instrument Act
- d) Factories Act, Payment of Gratuity Act
- e) Employees Provident Fund Act 1952
- f) Employees State Insurance Act 1948
- g) Payment of Bonus Act 1965, Minimum Wages Act 1948
- h) Tamil Nadu Tender Transparency Act, 1998

UNIT-VII : COST ACCOUNTING: PRIME COST AND OVERHEADS

- a) Material Cost
 - a. Purchase procedures, ledgers and forms (MRN, GRN etc.)
 - b. Inventory levels management
 - c. Stores ledger under FIFO, Weighted average, retail price
 - d. Physical stock taking and inventory reconciliation
 - e. Wastage and shortage
- b) Labour
 - a. Remuneration methods
 - b. Measuring production and productivity
 - c. Incentive Schemes: Halsey, Rowan, Taylor
 - d. Labour Turnover
- c) Overhead
 - a. Cost grouping, allocation and apportionment
 - b. Treatment of under and over absorption
 - c. Machine hour rate computation

UNIT-VIII: COST ACCOUNTING: BOOKKEEPING AND METHODS

- a) Costing accounting records, Ledgers, Cost statements
- b) Items excluded from cost and normal and abnormal, terms /cost
- c) Integral accounts
- d) Reconciliation of cost accounting records with financial accounts
- e) Process, job, contract, and Batch costing
- f) Service costing: hospital, transport, hotel etc.

UNIT-IX: COST ACCOUNTING: TECHNIQUES

- a) Marginal costing
 - a. CVP analysis
 - b. Break even point and Margin of safety
 - c. Break even chart
 - d. Cost indifference point
 - e. Key factor analysis
- b) Standard costing and variance analysis
 - a. Material
 - b. Labour
 - c. Variable Overheads
 - d. Fixed Overheads
 - e. Sales variances
 - f. Sales margin variances

UNIT - X: BUDGET AND BUDGETARY CONTROL

- a) Concepts, Types of Budgets
- b) Budgetary Control Vs Standard Costing
- c) Advantages and Limitations
- d) Preparation of Various Budgets
- e) Zero Base Budgeting