Board for Local Bodies Accountants Certification
ICAI Accounting Research Foundation

CERTIFICATE COURSE FOR ACCOUNTANTS OF MUNICIPAL BODIES

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

Certificate Course for Accountants of Municipal Bodies (CAMB)

Town Panchayats (Level 1) | Municipal Corporation & Municipalities (Level 2)

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

- Accounting Concepts, Principles, Conventions and Policies
- Basic Accounting Procedure (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.

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 candidate

List of certificate holder to be made available in public domain

Mode of Examination

Two Examinations (For Each Course)

Screening Examination | Main Examination

MCQ based 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 governanance at Local-Self Government (LSGs) level.
- Create opportunities for qualified candidates to work as accountants in LSGs.
- Edge in securing similar opportunities in SMSE sector as well at the local level.

Board for Local Bodies Accountants Certification
ICAI Accounting Research Foundation

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)

Zilla & Block Panchayats (Level 2)

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

- Accounting Concepts, Principles, Conventions and Policies
- Basic Accounting Procedure (Journal Entries, Ledger & Trial Balance, Bank Reconciliation Statement)
- Receipt & Payment 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

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 candidate

List of certificate holder to be made available in public domain

Mode of Examination

Two Examinations (For Each Course)

Screening Examination

Main Examination

MCQ based 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 governanance at Local-Self Government (LSGs) level.
- Create opportunities for qualified candidates to work as accountants in LSGs.
- Edge in securing similar opportunities in SMSE sector as well at the local level.