

# CAT

**Certificate in Accounting Technicians**

# PROSPECTUS



## **The Institute of Cost Accountants of India**

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# CAT

Enhance Your Skills  
Reach Your Career of Dreams



10+2 / College students join  
**CAT Course**  
of  
**ICAI**





## *From the President*

My Dear youth of this country,

Imparting the requisite skills to the youth has become a paramount challenge facing the country. There is a wide gap between the skills possessed by the youth and the skills expected by the industry and filling this gap has been a huge challenge. I am happy that the Institute of Cost Accountants of India, having realized this great challenge, has designed a short-term, employment oriented course called “Certificate in Accounting Technicians” (CAT). The Institute always thrives to match the requirements of the Industry and keeping in line with this objective, the Institute has updated the CAT Curriculum in consultations with the Industry, especially Small and Medium Industries.

The updated CAT course, which is unfolded for you, will, I am sure, go a long way in honing your skills in the area of Accounting and make you employable in entry level accounting functions. I am also happy to announce that the CAT Course entails on-line self-assessment module to complement and comprehend your class room leanings.

CAT Course has been devised in such a way to impart practical knowledge to you in the area of Accounting and thrust has been provided on Computerized Accounting and to familiarize you with on-line statutory compliance regime.

In order to ensure career progression, a student after qualifying the CAT Course, can continue the CMA Course of the Institute thus becoming a qualified Cost and Management Accountant.

I am confident that you would find CAT Course not only shaping your accounting skills and build your future professional career in Cost & Management Accountancy.

Wishing the young minds of this great country all success in their career.

**CMA Rakesh Singh**  
President



## *Message of Chairman, CAT*

My dear students,

I am happy to be part of this great initiative of my Institute to ignite the young minds of this country and make them employable in the field of accounting. The Institute has developed this Course –Certificate in Accounting Technicians (CAT) after assessing the huge demand for well trained entry level accounting personnel in this country.

The CAT Course has been developed in close consultation with the industry and the topics like Pay Roll Accounting, Sales Accounting, and Asset Accounting among others and the thrust on e-filing of statutory returns would find an easy way for the CAT qualified to grab the employment opportunities. Not only that, the aspiring CAT qualified students, can pursue the CMA course of the Institute since CAT is recognized as the accepted qualification for direct entry to the Intermediate level of the CMA Course.

I feel further happy to inform that the Institute is closely associated with the Small and Medium industry federations and service providers like Tally and Taxmann to provide practical exposure to the students of CAT. Keeping in pace with the latest market trends, the CAT students will undergo on-line examinations to assess their ability.

In all, I am sure that the CAT students will experience practical environment while pursuing their course and become more confident to face the real time challenges in their professional career.

Wishing you all enrichment in your career.

**CMA Amit Apte**  
Chairman  
Committee for Accounting Technicians



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## Certificate in Accounting Technicians

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## About The Institute

### 1. THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

- ❑ The Institute of Cost Accountants of India (ICAI) is a premier professional body of Management Accountants in the Country established on 28th May, 1959 under the Cost and Works Accountants Act, 1959 as amended by the Cost and Works Accountants (Amendment) Act, 2011 enacted by the Parliament to regulate the profession of Cost and Management Accountancy in India.
- ❑ The Institute, as a part of its obligation to regulate the profession of Cost and Management Accountancy, enrolls students for Cost Accountancy Course; provide coaching facilities to the students, organize professional development programmes for the members and undertake research oriented programmes in the field of Cost and Management Accountancy.
- ❑ Over the years the Cost and Management Accountancy profession has registered a formidable growth and has come to occupy a prominent role in our economy and society. The Institute has more than 5, 00,000 students and more than 60,000 qualified members.
- ❑ The Institute is a member of the International Federation of Accountants (IFAC), The Confederation of Asian and Pacific Accountants (CAPA) and the South Asian Federation of Accountants (SAFA).
- ❑ The Institute, as a leader in the field of accountancy in the South Asian Region, is also imparting training to accountants from overseas countries.
- ❑ The Institute in view of heavy demand for qualified personnel at entry level accounting functions in India has launched the Certificate in Accounting Technicians (CAT) Course of one year duration for 12th passed/appearing students.
- ❑ Directorate of CAT would administer and monitor the complete course comprising of Education, Computer Training, Internship and Orientation Programme.

### 2. OBJECTIVE OF CERTIFICATE IN ACCOUNTING TECHNICIANS COURSE (CAT)

- ❑ To develop among the students the necessary skills required to apply theoretical knowledge of Accounting to practical situations in different functional areas of Accounting;



- ❑ Exposure to environments under which different organizations work;
- ❑ Providing on-job experience of practical aspects of Accounting;
- ❑ Developing disciplined attitude required to become an Accountant.

**CAT aims to spread the opportunities to the students community who could not be reached so far.**

### 3. JOB OPPORTUNITIES

Students, after successfully completing the CAT Course will acquire necessary skills to take up employment in entry accounting functions in the industry. Some of the potential sectors for employment are.

- i. Small & Medium Enterprises;
- ii. Business Processes Outsourcing (BPO)/Knowledge Processes Outsourcing (KPO);
- iii. Retail Sector;
- iv. Panchayats Accounting and Book-keeping;
- v. Income Tax/Service Tax Return Prepares
- vi. Filing of Returns under Companies Act;
- vii. Filing of Returns under Income Tax, VAT, Service Tax, Central Excise and Custom Act etc;
- viii. Export & Import documentation etc;

### 4. COURSE

The Certificate in Accounting Technicians (CAT Course) is of one year duration. The Course consists of Education, Oral Coaching followed by on-line/off-line self assessment, on-line Examination, Computer Training, 3 months Internship and 5 days Orientation Programme.



**The Features of CAT Course are:**

<i>Elements</i>	<i>Features</i>
a) Eligibility Criteria	<p>A student who has passed the Class 10 examination conducted by an examining body constituted by law of India or an examination recognised by Central Government/ State Government as equivalent thereto may register for CAT Course and simultaneously study and appear for Senior Secondary (10+2) Examination.</p> <p>Or</p> <p>Passed the Senior Secondary School Examination under the 10+2 scheme of a recognized Board or an Examination recognized by the Central Government as equivalent thereto or has passed the National Diploma in Commerce Examination held by the All India Council for Technical Education or any State Board of Technical Education under the authority of the said All India Council, or the Diploma in Rural Service Examination conducted by the National Council of Higher Education.</p>
b) Fees	Rs.8600/ (all inclusive)
c) Medium	Hindi & English
d) Mode of delivery	<p>Oral Coaching by Regional Councils/ Chapters/ Recognised Oral Coaching Centres of the Institute spread across the country.</p> <p>Students can visit the web site <a href="http://www.icmai.in">www.icmai.in</a> of the Institute to know the details of centers established across the country to impart CAT Course.</p>
e) Linkage with main course	A student after passing Foundation Course (Entry Level) Part I and Senior Secondary Examination (10+2) is eligible to register for Intermediate course of the Institute.
f) Skill Assessment	Through internal assessment- offline and on-line for both CAT levels
g) Examination	<p>On-line Examination for Foundation Course (Entry Level) Part I. A Student can appear for Foundation Course (Entry Level) Part I after appearing in Senior Secondary Examination or equivalent as indicated in the eligibility criteria.</p> <p>There will be on-line assessment Test for CAT Competency Level – Part-II</p>



<i>Elements</i>	<i>Features</i>
h) Duration of Certificate in Accounting Technicians- Foundation Course (Entry Level) Part-I	200 Hours of Coaching and self-Assessment - online/ offline
i) Duration of Certificate in Accounting Technicians- Competency Level- Part-II	100 Hours of Computer Training, Training on filing of Returns, Cost Sheet preparation and Self assessment - online/offline.
j) Orientation Programme	5 days
k) Internship	3 months
l) Examination fee	Rs.730/
m) Orientation programme fee	Rs.500/ (payable to the Centre conducting the CAT Course)
n) Providing Study notes	The Institute will provide study notes to all the Students of CAT without any additional cost.

#### A. LAST DATE FOR ADMISSION

The Admission for CAT Course is done with reference to the Examination which is presently held twice in a year- June and December. The Closing date for admission to CAT Course is:

<i>For June Term Examination</i>	<i>31<sup>st</sup> January</i>
<i>For December Term Examination</i>	<i>31<sup>st</sup> July</i>

#### B. MODE OF PAYMENT OF COURSE FEE

Fee has to be paid in the form of Demand Draft (DD) drawn in favour of **“THE INSTITUTE OF COST ACCOUNTANTS OF INDIA”** payable at New Delhi.

### 5. SUMMARY OF THE COURSE

- A) Foundation Course (Entry Level) Part-I
- Paper 1: Fundamentals of Financial Accounting.
- Paper 2: Applied Business and Industrial Laws
- Paper 3: Financial Accounting-2
- Paper 4: Statutory Compliance
- B) Competency Level – Part-II



- (A) Fundamentals of Computers
- (B) Filling of Statutory Returns
- (C) Introduction to Costing Principles and Preparation of Cost Statements
- (D) 5-days Orientation Programme

**Note:** Detailed Syllabus is given in **Annexure-I.**

## **6. REGISTRATION**

- ☐ Prospectus along with the Admission Form will be available at Head Quarter and Regional Council Offices, Chapters and Recognized Oral Coaching Centres (ROCCs) of CAT Course.
- ☐ A Candidate seeking admission to CAT Course shall submit the duly filed Admission Form along with the Identity Card which are attached in the prospectus to the Coaching Centre from where he/she intends to receive Oral Coaching. Consequent upon the completion of Registration, the students will be issued Identity Card and the Registration number.
- ☐ Copies of documents giving proof of qualification and age are to be enclosed with the admission form.

### **A. TIME LIMIT FOR VALID REGISTRATION**

- ☐ If a student fails to appear in Examination within three years from the date of his registration, the registration shall be cancelled after the expiry of said period. In such case, the student has to apply for Re-registration.
- ☐ Registration is valid for a period of seven years from the date of registration for a student who appears in Examination within three years from the date of his/her registration. After the expiry of seven years period, his/her registration shall be cancelled. In such case, the student has to apply for 'DE NOVO' Registration.

### **B. DE NOVO REGISTRATION**

A Student whose registration has been cancelled on account of failure to complete the "Certificate in Accounting Technician Course" within a period of seven years from the date of registration may, if he/she desires, apply for DE NOVO Registration in the prescribed form long with the payment of Rs. 2000/- as DE NOVO Registration Fees. A candidate registration DE NOVO shall be allowed exemption in Entry Level if he/she had passed the examination under the earlier registration.



## 7. COACHING AND STUDY MATERIALS

### *Coaching*

- i) The objective of the Oral Coaching is to equip the students for the examination and develop the requisite skill and understanding of the papers covered in the course. A student seeking admission to the Course has to undergo Oral Coaching from the Coaching Centre where he/she has been admitted for CAT Course.
- ii) The Oral Coaching to CAT Student is provided by 4 Regional Councils (RC), Chapters of the Institute and Recognized Oral Coaching Centres (ROCCs) collectively called as “Coaching Centres”. The list of ROCCs is regularly updated on the website: [www.icmai.in](http://www.icmai.in) of the Institute.
- iii) The minimum required hours of coaching for each subject is 20 Sessions (1 session is of 2 hours of lecture)
- iv) A student registered for CAT Course with one coaching center is required to receive the coaching from the same center and none other. A Student registered with one centre, can however seek transfer to another centre as per the guidelines issued by CAT Directorate, ICAI, New Delhi.

### *Study Materials*

Study materials for the CAT Course have been developed in accordance with the syllabus prescribed for the Course. Students registered to the Course will be provided Study Materials free of cost. Students may refer other text books as well. Subject wise list of recommended books is given in **Annexure II**.

## 8. INTERNSHIP

The Internship will be for 3 months. The Internship can be taken from organizations prescribed under Internship Scheme of CAT Course. The Scheme for Internship given in **Annexure-III**.

## 9. EXAMINATION

### **A. Admission to Foundation Course (Entry Level) Part-I Examination**

For admission to Foundation Course (Entry Level) Part-I Examinations, the following conditions are to be fulfilled by a candidate:

- ☐ He/She has valid Registration Number.



- ☐ He/She is not debarred from appearing in the Examination.
- ☐ He /She has submitted the examination form duly filled in with in the specified time along with the requisite fees to the Directorate of CAT and has a minimum of 70% attendance in the Oral Coaching.

**B. Admission to Competency Level Part-II Assessment Test**

For admission to Competency Level Part-II Assessment Test the following conditions are to be fulfilled by a candidate:

- ☐ He/She has valid Registration Number.
- ☐ He/She is not debarred from appearing in the Examination.
- ☐ He/She has submitted the requisite form duly filled in with in the specified time along with the requisite fees to the Directorate of CAT and has a minimum of 70% attendance in the Oral Coaching.

**C. Examination/ Assessment Test Forms and Fees:**

***Examination / Assessment Test Forms***

Examination/ Assessment Test Forms can be downloaded from the Institute website [www.icmai.in](http://www.icmai.in) and filled online also.

***Examination / Assessment Test Fees***

<i>Examination / Assessment Test</i>	<i>(Rupees)</i>
<i>Foundation Course (Entry Level) Part-I Examination</i>	<i>Rs. 730/-</i>
<i>Competency Level Part-II Assessment Test</i>	<i>Rs. 730/-</i>

Examination/ Assessment Test Fees is to be paid by Demand Draft drawn in favour of “**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**” payable at New Delhi.

**D. Closing Date for submission of Examination/ Assessment Test Forms:**

<i>June Term Examination</i>	<i>30<sup>th</sup> April</i>
<i>December Term Examination</i>	<i>30<sup>th</sup> October</i>

However, a candidate can apply for examination within 10 days after the last date with a late fee or Rs. 100/- in addition prescribed above.

**E. Date of Examination:**

<i>Term of Examination</i>	<i>Date of Examination</i>
June Term Examination	Last week of the June month
December Term Examination	Last week of December month

**F. Examination Centres**

Examination/Assessment Test are held in the centres across the country. For updated list of Examination/Assessment Centres, please visit the Institute website [www.icmai.in](http://www.icmai.in)

**G. Pattern of CAT Examination/Assessment Test****Examination Pattern for Foundation Course (Entry Level) Part-I**

Examination shall have Multiple Choice Questions to be answered online.

The Examination of Foundation Course (Entry Level) Part-I Shall be held on a single day in two sessions, Forenoon and Afternoon. The details of the papers covered in both the session would be:

**Paper I (100 Marks)**

Section A: - Fundamentals of Financial Accounting (60 Marks)

Section B: - Applied Business and Industrial Laws (40 Marks)

Total Questions: - 100 (Multiple Choice Questions)

Maximum Marks: - 100 (Each Question will carry 1 Mark)

There will be no negative marking for wrong answers

**Paper II (100 Marks)**

Section A:- Financial Accounting-2 (50 Marks)

Section B:- Statutory Compliance (50 Marks)

Total Questions: - 100 (Multiple Choice Questions)

Maximum Marks: - 100 (Each Question will carry 1 Mark)

There will be no negative marking for wrong answers

**Standard of Passing**

A Candidate of Foundation Course (Entry Level) Part-I Examination shall be declared to have passed in the Examination if he secures minimum 40% marks in each paper and an aggregate of 50% of total marks in the Foundation Course (Entry Level) Part-I Examination.



### **Assessment Test for Competency Level (Part-II)**

There will be online computer based Assessment Test for Competency Level Part-II

#### **H. Publication of Examination Results**

- ☐ List of successful candidates in an examination will be published in such manner as the Council may direct.
- ☐ Mark sheet can be downloaded from the Institute website [www.icmai.in](http://www.icmai.in)
- ☐ Candidate passing Foundation Course (Entry Level)-Part-I Examination will not be issued with a Pass Certificate.
- ☐ Candidates passing complete course in Accounting Technicians will be given Pass certificate subject to completion of required Internship and Orientation Programme.

#### **I. Verification of Answer Papers**

A Candidate can apply to the Directorate of CAT within 30 days from the date of declaration of results of examination for verification of answer papers with a fee of Rs 250/- per paper.

In case of verification of answer papers only mistake in totaling and omission to examine any answer are checked.

No details of question wise marks will be supplied. However, if as a result of such verification it is found that there has been either an omission to examine or value an answer or answers or there has been a mistake in the totaling of the marks, the fee for verification for the paper in which mistakes were detected will be refunded to the candidate on application.

Students are advised to visit the institute website [www.icmai.in](http://www.icmai.in) frequently to know the latest updates



## Contact Details

### Directorate of CAT

"CMA Bhawan"

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New Delhi -110003

Ph: (011) 246-22156, 18645,

Fax: 011-43583642, Helpline No. 18003450092

E-mail: catdelhi@icmai.in

Students Services	Directorates/ Offices
Registration / Admission/ Coaching	Regional Councils/Chapters/ROCCs
Supply of Study Materials	Directorate of CAT
ADDRESS OF REGIONAL COUNCILS	
<b>Western India Regional Council</b> "Rohit Chambers", 4th Floor Janmabhoomi Marg, Fort Mumbai – 400 001. Ph: 022-2284-1138, 2204-3416 / 3406 Fax: 022-2287-0763	<b>Comprising of the States of</b> Chhattisgarh, WGujarat, Madhya Pradesh, Maharashtra, Goa and the Union Territories: Daman, Diu, Dadra and Nagar Haveli.
<b>Southern India Regional Council</b> 4, Montieth Lane Egmore Chennai – 600 008. Ph: 044-2855-4443 / 4326 Fax: 044-2855-4651	<b>Comprising of the States of</b> Andhra Pradesh, Karnataka, Kerala, Tamilnadu, Puducherry and the Union Territory: Lakshadweep.
<b>Eastern India Regional Council</b> 84, Harish Mukherjee Road Kolkata – 700 025 Ph: 033-24553418, 24555957	<b>Comprising of the States of</b> Assam, Arunachal Pradesh, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, West Bengal, the Union Territories: Andaman and Nicobar Islands.
<b>Northern India Regional Council</b> 3, Institutional Area Lodhi Road New Delhi – 110 003 Ph: 011-24615788, 2462-6678/3792/93 Telefax : 011-2464-4630	<b>Comprising of the States of</b> Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand and the Union Territory: Chandigarh.

For details of Chapters/ROCCs, please visit Institute website [www.icmai.in](http://www.icmai.in)



## ANNEXURE-I

### Syllabus

#### Foundation Course (Entry Level) Part-I

Paper I: Fundamentals of Financial Accounting

Paper II Applied Business and Industrial Laws

Paper III Financial Accounting - 2

Paper IV: Statutory Compliance

#### Delivery Strategy

Class Room oral coaching

Learning Strategy

Class Room Learning

On-line/off-line self paced studies

#### ASSESSMENT STRATEGY

On line/off line periodical self-assessment

Course end examination- Multiple Choice Questions

To be answered on-line

#### Competency Level (Part-II)

(A) Fundamentals of computers

(B) Filing of statutory returns

(C) Introduction to costing principles and preparation of cost statements

(D) 5-days Orientation Programme



## FOUNDATION COURSE (ENTRY LEVEL) PART-I

### PAPER I: FUNDAMENTALS OF FINANCIAL ACCOUNTING

#### Objectives

To provide an insight into the fundamentals of financial accounting and its principles.

#### Learning Aims

The Syllabus aims to test the student's ability to:

- ☐ Understand and explain the conceptual framework of Accounting
- ☐ Prepare Accounts for various entities under different situations

#### Skill Set Required

Level A: Requiring the skill levels of knowledge and comprehension

#### Contents

#### Fundamentals of Financial Accounting-(Accounting Paper I)

1. Process of Accounting
2. Reconciliation Statement
3. Accounting for Depreciation
4. Preparation of Final Accounts
5. Accounting for Special Transactions
6. Cash and Fund Flow Statements

#### 1. Process of Accounting

- (a) Basic Accounting Formulas and Accounting Terminologies
- (b) Capital and Revenue transactions- capital and revenue expenditures, capital and revenue receipts
- (c) Measurement, Valuation and Accounting estimates
- (d) Double entry system, Books of prime entry, Subsidiary Books
- (e) Recording of Cash and Bank transactions
- (f) Voucher preparations



- (g) Preparation of Ledger Accounts
- (h) Preparation of Trial Balance- interpretation and usefulness
- (i) Rectification of Errors
- 2. Reconciliation Statements**
  - (a) Bank Reconciliation Statement
  - (b) Receivables / Payables Reconciliation Statement
- 3. Accounting for Depreciation**

Methods, computation and Accounting treatment
- 4. Preparation of Final Accounts**
  - (a) Of a Profit making concern ( for sole proprietorship concern and partnership firm only)
    - (i) Preparation of Trading Account, Profit & Loss Account and Balance Sheet
    - (ii) Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors
  - (b) Of a Not-for- Profit making concern
    - (i) Preparation of Receipts and Payments Account;
    - (ii) Preparation of Income and Expenditure Account
    - (iii) Preparation of Balance Sheet
- 5. Accounting for Special Transactions**
  - (a) Bills of Exchange
  - (b) Consignment
  - (c) Joint Venture
  - (d) Sale of goods on approval or return basis
- 6. Cash and Fund Flow Statements**



## PAPER II: APPLIED BUSINESS AND INDUSTRIAL LAWS

### Syllabus Structure

#### Objectives

To gain basic knowledge in Laws and Ethics to understand the concepts of legal compliance requirements from entry level executives.

#### Learning Aims

The syllabus aims to test the student's ability to:

- ☐ Acquire adequate knowledge of the basic concepts of laws
- ☐ Understand the basic knowledge of legal compliance and requirements

#### Skill Sets Required

Level A: Requiring the skill levels of knowledge and comprehension

**Note:** Subjects related to applicable statutes shall be read with amendments made from time to time.

<b>Section A : Fundamentals of Applied Commercial Laws</b>	<b>70%</b>
1. Laws of Contracts	
2. Laws relating to Sale of Goods	
3. Banking Laws and operations	
4. Partnership Act & Limited Liability Partnership	
<b>Section B: Fundamentals of Applied Industrial Laws</b>	<b>30%</b>
5. Factories Act, 1948 & Shop Act	
6. Payment of Wages Act, 1936 and Minimum Wages Act, 1948	
7. The Employees' State Insurance Act, 1948	
8. Provident Fund Act	
9. Payment of Bonus Act	
10. Payment Gratuity Act	

### Section A: Fundamentals of Applied Commercial Laws [70 marks]

#### 1. Laws of Contracts

- (a) Essential elements of a contract, offer and acceptance
- (b) Void and voidable agreements



- (c) Consideration, legality of object and consideration
- (d) Capacity of Parties, free consent
- (e) Quasi-contracts, contingent contracts, termination or discharge of contracts

**2. Laws relating to Sale of Goods**

- (a) Definition
- (b) Transfer of ownership
- (c) Performance of the Contract of Sale

**3. Banking Laws and operations**

- (a) Basics of Banking laws and regulations
- (b) Concept of working capital and term funds
- (c) Acceptance and negotiation
- (d) Rights and liabilities of Parties
- (e) Dishonor of a Negotiable Instrument
- (f) Banking procedures and negotiable instruments

**4. (I) Partnership Act**

- (a) Nature of Partnership
- (b) Rights and Liabilities of Partners
- (c) Dissolution of Firms

**(II) Limited Liability Partnership**

- (a) Features
- (b) Difference between Partnership and LLPs
- (c) Difference between LLPs and Companies

**Section B: Fundamentals of Industrial Laws [30 marks]**

**5. Factories Act, 1948 & Shop Act**

- (a) Objective, Scope
- (b) Applicability of Factories Act, 1948



6. **Payment of Wages Act, 1936 and Minimum Wages Act, 1948**
  - (a) Objective , Scope
  - (b) Applicability of Payment of Wages Act, 1936 and Minimum Wages Act, 1948
7. **The Employees' State Insurance Act, 1948**
  - (a) Objective, scope
  - (b) Applicability of ESI Act, 1948
8. **Provident Fund Act**
  - (a) Objective, scope
  - (b) Applicability of PF Act
9. **Payment of Bonus Act**
  - (a) Objective, scope
  - (b) Applicability of Bonus Act
10. **Payment of Gratuity Act**
  - (a) Objective, scope
  - (b) Applicability of Gratuity Act, 1948

### PAPER III: FINANCIAL ACCOUNTING– 2

Objective: To train the students on Pay Roll Accounting, Store Accounting, Sales Accounting and Asset Accounting enable them to gain skills in these areas.

<i>Sl. No</i>	<i>Course</i>	<i>Weightage</i>
A	Pay Roll Accounting	25%
B	Store Accounting	25%
C	Sales Accounting	25%
D	Asset Accounting	25%

#### (A) Pay Roll Accounting:

1. Concept of Pay Roll Accounting
2. Process of Pay Roll Accounting



Pay/Salary, Gross-earnings, deductions- statutory and non-statutory deductions- responsibility of the employers

3. Statutory Deductions- EPF/ESI/Income Tax/Professional Tax/other and its accounting.
4. Accounting of Bonus and Gratuity

**(B) Store Accounting**

1. Pricing of purchase of materials
2. Issue of materials from stores.
3. Pricing of returned materials
4. Issue of materials to other formations
5. Issue of materials for disposals

**(C) Sales Accounting**

1. Recognize revenue items at the proper time on the income statement.
2. Account for cash and credit sales.
3. Compute and interpret sales returns and allowances, sales discounts, and bank credit card sales.
4. Manage cash and its importance to the company.
5. Estimate and interpret uncollectible accounts receivable balances.
6. Assess the level of accounts receivable.
7. Develop and explain internal control procedures.

**(D) Asset Accounting**

1. Meaning of Asset Accounting
2. Current Asset Accounting
3. Fixed Asset Accounting
4. Project Accounting



## PAPER IV: STATUTORY COMPLIANCE

### Objectives

To gain understanding and to provide working knowledge of procedures, records and returns under tax laws and companies act.

### Learning Outcomes

On completion of their studies students should be able to:

- ☐ Know the basic principles underlying direct as well as indirect taxes.
- ☐ Know various records and returns under tax laws.
- ☐ Know statutory compliance under companies act.

### (A) Concept of Taxation

#### 1. Central Excise

- Concept of Excise
- Laws relating to Excise
- Goods Manufactured & Manufacturer
- Classification of goods
- Valuation under central excise.
- Basic Procedures and Records
  - i) Registration
  - ii) Storage & Accounting
  - iii) Invoice
  - iv) Excise Duty Payment
  - v) Periodic Returns
  - vi) Export Procedures
  - vii) Export under Bond and Export under Rebate
  - viii) Bringing goods in Factory for repairs
- Cenvat Credit



- i) Background of Cenvat
- ii) Cenvat on Inputs / Input Service and Capital Goods
- iii) Availment & Utilization of Cenvat Credit
- iv) Exempted Goods / services and obligation
- v) Removal of inputs / capital goods
- vi) Records / Accounting of Cenvat

- Job-Work under Excise
- Small Scale Industries and Excise.

## **2. Customs**

- Introduction
- Scope
- Types of Customs Duties
- Valuation under Customs
- Customs Procedures
- Import Procedure
- Export Procedure
- Baggage
- Exemptions / Refunds

## **3. Service Tax**

- Background
- Nature of Service Tax
- Service Provider and receiver
- Value of service
- Negative List
- Procedure
  - i) Registration



ii) Billing

iii) Payment

iv) Returns

- Export & Import of Services

#### **4. VAT / CST**

- Scope
- Interstate / Intrastate Sale
- Various forms under CST
- Returns

#### **5. Income Tax**

- Basic Concepts
  - i) Assessment Year
  - ii) Previous Year
  - iii) Person
  - iv) Assesse
  - v) Income
  - vi) Residence/Non-residence etc...
- Income exempt from Tax
- Salary
- House Property
- Profits & Gains of Business or Profession
- Assessments
- TDS
- Returns



## **COMPETENCY LEVEL PART-II**

### **Objective:**

The Courses under Competency Level will enable the students to have application oriented learning and enhance their skill sets in managing the functions of entry level accounting and other related areas.

### **Delivery Strategy**

Class Room Training and hands on Training on Computers

### **Learning Strategy**

Class Room Learning

On-line/off-line self paced studies

### **Assessment Strategy**

On line periodical self-assessment

Course end on-line assessment.

### **(A) Fundamentals of Computers**

- (i) Hardware
- (ii) Software
- (iii) Peripherals
- (iv) Microsoft Windows
- (v) Microsoft Office
- (vii) Microsoft Excel
- (viii) Computerized Accounting- Tally ERP 9.0

### **(B) Filing of Statutory Returns**

- (i) Income Tax
- (ii) TDS
- (iii) Service Tax
- (iv) VAT/GST
- (v) PF



- (vi) ESI
- (vii) Professional Tax
- (viii) Forms & Returns under MCA 21
- (C) Introduction to Costing Principles & Preparation of Cost Statements**
  - (i) Cost Data collection, Cost Sheet formats,
  - (ii) Preparation of Cost Sheets (historical cost sheets and estimated cost sheets)
  - (iii) preparation of cost sheets leading to project Accounting/controls)
- (D) Five days Orientation Program**



## ANNEXURE II

## LIST OF RECOMMENDED BOOKS

(Students are advised to consult the latest edition of each book)

TITLE	PUBLISHER	AUTHOR
<b>PAPER : Fundamentals of Financial Accounting</b>		
<input type="checkbox"/> An Introduction to Accounting	Vikash	S N Maheshwari
<input type="checkbox"/> Modern Accountancy	Tata McGraw Hill	Mukherjee & Haniff
<input type="checkbox"/> Financial Accounting	S Chand	Jawahar Lal
<input type="checkbox"/> Accounting in Business	ELBS	R J Bull
<input type="checkbox"/> Financial Accounting	Harcourt College Publishers	Porter and Norton
<b>PAPER : Applied Business and Industrial Laws</b>		
<input type="checkbox"/> Mercantile Law including Industrial Law	Sultan Chand	N D Kapoor
<input type="checkbox"/> Business Laws	Sultan Chand	Dr G K Kapoor
<input type="checkbox"/> Business & Industrial Laws	Taxmann	Sushma Arora
<input type="checkbox"/> Mercantile Laws	Taxmann	Dr. V.K. Jain
<b>Paper : Financial Accounting-2</b>		
<input type="checkbox"/> Advanced Accountancy	Oxford University Press	Hrishikesh Chakraborty
<input type="checkbox"/> Modern Accountancy	Tata McGraw Hill	Mukharjee & Haniff
<input type="checkbox"/> Advanced Accounting	Sultan Chand	Gupta & Radhaswamy
<input type="checkbox"/> Advanced Accounts	Sultan Chand	Shukla & Grewal & Gupta
<input type="checkbox"/> Financial Accounting—A Managerial Perspective	Asian Books	Dr. D.Mukhopadhyay
<input type="checkbox"/> Advanced Accountancy	New Age International	M.E. Thukaram Rao
<input type="checkbox"/> Financial Accounting Vol. 1 & 2	New Central Book Agency	Dr. S.K. Paul
<input type="checkbox"/> Basics of Cost Accounting	Sultan Chand	V K Saxena & CD Vashist
<b>Paper : Statutory Compliance</b>		
<input type="checkbox"/> Direct Taxes Law & Practice	Taxmann	V.K.Singhania
<input type="checkbox"/> Direct Tax Planning and Management	Taxmann	V.K.Singhania
<input type="checkbox"/> Indirect Taxes Law & Practice	Taxmann	V.S.Datey
<input type="checkbox"/> Central Sales Tax & VAT	Centax Publication	V.S.Datey
<input type="checkbox"/> Systematic Approach to Income Tax and Central Sales Tax	Sultan Chand	Ahuja & Gupta



### ANNEXURE-III

#### SCHEME OF INTERNSHIP TO CAT STUDENTS

Every registered student for the “Certificate in Accounting Technician-(CAT)” Course shall be required to undergo Internship for a period of 3 months after appearance in an Examination of Entry Level Part - I of CAT on whole time basis to the satisfaction of the Directorate of Accounting Technicians (in short CAT Directorate) in any one or more organizations given under Clause 1 and in the areas given in Clause 2 for the purpose of recognition for training taken by a student.

A student who is in employment and working in any of the organizations specified in Clause 1 in the functional areas given in Clause 2 below shall be exempted from Internship.

#### 1. Organizations recognized for Internship

- (i) Student working as Trainee will be hereinafter referred to as ‘Accounts Trainee’. The Accounts Trainee shall undergo Internship under (1) Practicing Cost Accountant or (2) a firm of Cost Accountants or (3) in any of the following organizations in the areas mentioned under Clause 2.
- (ii) A Proprietorship or a Partnership Firm or Hindu Undivided Family (HUF) is recognized for the purpose of training of the CAT students if its annual turnover is Rs 10 lakhs or more.
- (iii) Other Organizations are recognized for the purpose of Internship of the CAT students if their annual turnover is Rs 40 lakhs or more.
- (iv) Articled Training or any training by whatever name called or practical experience gained under Practicing Chartered Accountant or a Firm of Chartered Accountants is not recognized for the purpose of Internship to CAT students.
- (v) Other Organizations may be:
  - a) Central/State Government / Semi-Government / Public Utilities
  - b) Banks and other Financial Institutions
  - c) Insurance Company
  - d) Public Sector Unit
  - e) Public Limited Company
  - f) Private Limited Company
  - g) Information Technology Sector



- h) KPO / BPO
- i) Stock Exchange
- j) Universities, Management Institutes and any other educational institute
- k) Limited Liability Partnership Firm
- l) Management Consultancy Firms
- m) NGO
- n) Co-operative societies engaged in Banking, Manufacturing
- o) Any other institution as approved by the CAT Directorate from time to time.

**2. Recognized areas for Internship:**

- (i) Management Accounting
- (ii) Cost Accounting
- (iii) Financial Accounting
- (iv) Financial Management
- (v) Auditing
- (vi) Regulatory compliances
- (vii) Direct Taxation
- (viii) Indirect Taxation
- (ix) Corporate Laws, Industrial Laws, Commercial Laws
- (x) Systems Analysis, Information Technology (including ERP system)
- (xi) Project Management
- (xii) Banking Operations
- (xiii) Insurance
- (xiv) Valuation
- (xv) Financial Services



- (xvi) Teaching in Finance, Accounts, Costing, Taxation, Management and subjects covered in CMA syllabus (other than visiting faculty)
- (xvii) Management Consultancy firms
- (xviii) Any other areas approved by the CAT Directorate from time to time

### 3. Procedure for Registration of Trainees and Documents

- (i) A student required to undergo Internship is required to arrange Internship on his own in the Organizations mentioned under Clause 1 above under intimation to CAT Directorate or Regional Council in Form CAT-F2.
- (ii) An Organization registering CAT student as Accounts Trainee will satisfy itself before imparting training to CAT students that it fulfills the Turnover and other criteria of Internship Scheme of CAT Directorate making them eligible for this purpose.
- (iii) A Student after completion of requisite Internship is required to submit the details and Certificate in the Form CAT-F3 to CAT Directorate along with certified copy of CAT-F2 whereby intimation was given to CAT Directorate or Regional Council for recognizing the Training.
- (iv) A Student is also required to submit the Feed Back in Form CAT-F4 mentioning therein the areas covered during the Internship period and his/her understanding about these areas for application in practical situation.
- (v) A student is required to submit the CAT-F2 with CAT Directorate or Regional Council within 30 days of his/her registration of as Accounts Trainee with the Organizations mentioned under Clause 1 above.
- (vi) A student who is in employment needs to submit the Experience Certificate duly signed and stamped by the Competent Authority of the Organization where he/she is employed. In this case, the period of 30 days will be reckoned from the date of registration as CAT student.
- (vii) A registered Student of CMA course and has undergone requisite Training of 3 months as Industrial Trainee or has already completed 3 months training out of 3 years Industrial training of under CMA Course, will be recognized and period of Internship may be exempted by the CAT Directorate on submission of proof to the satisfaction of CAT Directorate.

### 4. Fees for Registration of Trainees

There is no fee for Registration of a Trainee by the CAT Directorate or Regional Council.



**5. Minimum Stipend to Trainees:**

CAT Directorate does not prescribe minimum stipend payable by an Organization but expects that it shall not be less than the statutory minimum prescribed under Apprentices Act or any other Act applicable to the Organization engaging Accounts Trainee.

**6. Period of Internship**

- (i) Period of Internship shall be 3 months after appearing Examination of Foundation Course (Entry Level) Part-I;
- (ii) After completion of the prescribed Internship, a student shall submit the Internship Completion Certificate duly signed by the Principal/ Employer of the Organization in Form CAT-F3 to CAT Directorate.



## IMPORTANT DATES

### LAST DATE FOR ADMISSION

For June Term Examination	31 <sup>st</sup> January
For December Term Examination	31 <sup>st</sup> July

### CLOSING DATE FOR SUBMISSION OF EXAMINATION/ASSESSMENT TEST FORMS:

June Term Examination	30 <sup>th</sup> April
December Term Examination	30 <sup>th</sup> October

### DATE OF EXAMINATION:

#### *Term of Examination*

June Term Examination
December Term Examination

#### *Date of Examination*

Last week of the June month
Last week of December month

Students are advised to visit the institute website [www.icmai.in](http://www.icmai.in) frequently to know the latest updates

# Features of CAT...

- \* Course designed and offered by Institute with 7 decades of expertise in the field of accounting
- \* Enhancing the employable skills of 10+2 and under graduate students
- \* Can be pursued simultaneously with your school / college studies
- \* Arrangements with Industry Associations for providing internship to the students
- \* Linkage with the CMA Course of the Institute for the aspiring students who want to go up in the ladder, after completing CAT
- \* On line assessment test / term end examination

## Course overview

### Foundation Course (Entry Level) Part-I

- Paper I: Fundamentals of Financial Accounting
- Paper II: Applied Business and Industrial Laws
- Paper III: Financial Accounting - 2  
(Pay Roll, Stores, Sales and Asser Accounting)
- Paper IV: Statutory Compliance



### Competency Level (Part-II)

- (A) Fundamentals of computers
- (B) Filing of statutory returns
- (C) Introduction to costing principles and preparation of cost statements
- (D) 5-days Orientation Programme



For Details and admission, please contact your nearest authorised centre.

### THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body Under an Act of Parliament)

Delhi Office : CMA Bhawan, 3-Institutional Area, Lodhi Road, New Delhi-110003

Toll Free No. 18003450092; Email: catdelhi@icmai.in; Website: www.icmai.in

**May the youth of the country acquire employable skills through CAT**

HQ : CMA Bhawan, 12, Sudder Street, Kolkata - 700016

## MISSION STATEMENT

*"The Institute professionals would ethically drive enterprises globally by creating value to stakeholders in the socio-economic context through competencies drawn from the integration of strategy, management and accounting."*

## VISION STATEMENT

*"The Institute would be the preferred source of resources and professionals for the financial leadership of enterprises globally"*

## NETWORK

*The Institute with its present organizational structure operates through four Regional Councils, 95 Chapters and 300 Recognized Oral Coaching Centres (ROCCs) situated across the country.*



***Directorate of CAT***

**The Institute of Cost Accountants of India**

CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi - 110 003.

Phones: +91-11-24622156-57-58, 24618645; Tele-fax: +91-11-43583642

Email: [catdelhi@icmai.in](mailto:catdelhi@icmai.in); Website: [www.icmai.in](http://www.icmai.in)

Helpline No.: 18003450092

₹ 50/-

**(DIRECTORATE OF CAT)  
ADMISSION FORM**

Centre Code

Affix recent  
3.5 X 2.5 cm  
Size Photograph

Put ☐ in appropriate box. Delete whichever is not applicable.)

I hereby apply for the Accounting Technicians Course as a Student of Directorae of CAT, ICAI. The Required particulars are furnished below.

English 

- [illegible]

- [illegible]

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[illegible]

Mobile No.									
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- [illegible]

- Scheduled Tribe
- ☐

- | Baord/University/Institute | Examination Passed | Year of Passing | % of Marks |
|----------------------------|--------------------|-----------------|------------|
|                            |                    |                 |            |
|                            |                    |                 |            |
|                            |                    |                 |            |

I remit herewith a sum of Rs. \_\_\_\_\_/- as Student Registration & Tuition fee

Details of Payment

Demand Draft ☐☐☐☐☐☐ No. for Rs. \_\_\_\_\_ Date \_\_\_\_\_ Drawn on Bank \_\_\_\_\_

I do hereby declare that the particulars furnished above are true the best of my Knowledge and belief and should it a any time be proved that the said particulars were untrue I agree to my Admission being cancelled without any obligation on the part of the CAT Directorate to refund any fee paid by my to the CAT Directorate. I do hereby undertake the at if enrolled as a registered Student of the Institute, I will be bound by the provisions of the Cost and Works Accountants Act 1959 (as amended in 2011 and the Regulations framed there under or that may hereafter from time to time be made pursuant to the said Act.

Yours Faithfully

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature

**Instruction :** Xerox Copies of testimonials towards age and qualification, duly attested by any Member of The Institute of Cost Accountants of India, ICSI or ICAI/Member of Parliament/State Legislative Assemble or a Gazetted Officer or a Principal of a College, to be attached along with Admission Form. Fees shall be paid through Demand Draft drawn on any Scheduled Bank favouring “**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**” payable at New Delhi only.

### FOR USE BY REGIONAL COUNCIL/CHAPTER/ROCC

Form along with Documents has been verified and found to be in order.

Authorized Signatory with Name &  
Designation and Rubber Stamp  
**COACHING CENTRE**

Student has been enrolled with Registration No. ....

Forwarded to CAT Directorate, New Delhi

Authorized Signatory with Name &  
Designation and Rubber Stamp  
**REGIONAL COUNCIL**



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

## DIRECTORATE OF CAT

CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi

### INTIMATION OF ENGAGEMENT OF TRAINEE BY AN ORGANIZATION

#### FORM CAT-F2

1.	Particulars of Student registered as Accounts Trainee: Name in full (in Capital Letters): Fathers Name: (in Capital Letters): Registration No.  Residential Address with Telephone No. Fax No. and e-mail ID	
2.	Name of the Organization with address, Telephone No. e-mail and Contact person (In case of Practising Cost Accountant (PCA) or Firm of Cost Accountants) Membership No. PCAs be also given	
3.	Nature of Business and Status of Organization like proprietorship. Partnership Firm, Pvt./ public Ltd etc	
4.	Turnover in the previous Year (Rs. in Lakhs)	
5.	Is any other student being trained, if yes details	
6.	Period of Internship	
7.	Areas in which Trainee shall be engaged	
8.	Any other Information which the Organiztion Like to indicate	

Authorized Signatory with name &  
designation and Rubber Stamp



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

## DIRECTORATE OF CAT

CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi

### CERTIFICATE OF TRAINING IMPARTED BY AN ORGANIZATION

FORM CAT-F3

1.	Particulars of Student registered as Accounts Trainee: Name in full (in Capital Letters): Fathers Name: (in Capital Letters): Registration No.  Residential Address with Telephone No. Fax No. and e-mail ID	
2.	Name of the Organization with address, Telephone No. e-mail and Contact person (In case of Practising Cost Accountant (PCA) or Firm of Cost Accountants) Membership No. PCAs be also given	
3.	Date of Registration of Student as Trainee	
4.	Period of Internship	
5.	Any general observation on the Conduct of Trainee	
6.	Areas in which training is imparted	

This is to certify that I, \_\_\_\_\_ (Name) being Competent to issue Certificate of Training Imparted to above mentioned Student by Ms \_\_\_\_\_ as per the address and other particulars given, During the period of Training. His/her progress was satisfactory and to the best of my knowledge and belief his/she bears a good moral character.

Authorized Signatory with name &  
designation and Rubber Stamp



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

## DIRECTORATE OF CAT

CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi

FEED BACK FROM THE TRAINEE FOR THE TRAINING TAKEN BY HIM/HER IN AN ORGANISATION

### FORM CAT-F4

1.	Particulars of Student registered as Accounts Trainee: Name in full (in Capital Letters): Fathers Name: (in Capital Letters): Registration No.  Residential Address with Telephone No. Fax No. and e-mail ID	
2.	Name of the Organization with address where Trainee was engaged	
3.	Date of Registration as Trainee with the Organisation along with Date of Intimation to CAT Directorate for such engagement	
4.	Period of Internship	
5.	Areas in which training is taken	
6.	General comments on working environment professionalism of Organisation	
7.	Stipend received during the Internship	
8.	Any other Information which the Organization Like to indicate	

Signature of Student



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Directorate of CAT

“CMA Bhawan”, 3 Institutional Area Lodi Road, New Delhi - 110003

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Pincode \_\_\_\_\_

Registration No : \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Student's Photograph  
should be  
Attested by any  
CMA / CA / CS / Member  
of Parliament/ State  
Legislative Assembly or a  
Gazetted Officer or a  
Principal of a  
College and pasted in  
this space

Signature & Seal of issuing authority

**Student must carry this card at the Examination Hall  
and produce on demand**

**THE INSTITUTE OF COST  
ACCOUNTANTS OF INDIA  
(Directorate of CAT)**



**I D E N T I T Y   C A R D**