

Panjab University, Chandigarh

SYLLABUS

FINANCIAL ADMINISTRATION

FOURTH SEMESTER

Time : 3 Hours

Max. Marks : 100
Theory : 90 Marks
Internal Assessment : 10 Marks

OBJECTIVES OF THE PAPER

The objective of this paper is to give the student an in-depth understanding of various aspects of financial administration like budgeting, auditing, centre-state financial relations etc. It would also make them aware of : institutions like ministry of finance, union finance commission, parliamentary committees; and concepts like direct taxes, indirect taxes, deficit financing, public debt.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in Question Paper in this regard.

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Financial Administration: Meaning and Significance.

Aspects of Public Finance.

Budget: Meaning, Types and Principles.

Budgetary : Preparation and Enactment.

Unit-II

Union Ministry of Finance: Organization, Functions and Role.

Centre-State Financial Relations.

Union Finance Commission: Composition and Functions.

Unit-III

Audit: Concept, Objectives and Types.

Comptroller and Auditor General of India (CAGI): Appointment, Functions and Role.

Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure.

Unit-IV

Legislative Control over Finance.

Public Accounts Committee : Composition, Functions and Role.

Estimates Committee: Composition, Functions and Role.