COMMERCIAL TAX OFFICER,COMMERCIAL TAXES SYLLABUS

Exam Date:07-02-2015

**PART I:ACCOUNTANCY & FINANCIAL MANAGEMENT**

ACCOUNTANCY

**BOOK KEEPING AND ACCOUNTANCY:**

Introduction to Accounting-Meaning,Definition,Need,Importance,Advantages,Capital and Revenue,Reserves,Provision,Depreciation,Accounting concepts and conventions-Journal and Journal entry,Ledger and Ledger Postings,Preparation of Cash book(Three column),Preparation of Trial balance-Rectification of errors-Preparation of Final Accounts of Sole Trader.

**PARTNERSHIP ACCOUNTS:**Basic Concepts,Nature-Partnership Act,1932 and Limited Liability Partnership Act,2008,Partnership Deed-Preparation of Final Accounts-Reconstitution of Partnership firm-Admission,Retirement,Death and Dissolution.

**JOINT STOCK COMPANY-**Accounting for Share Capital,Issue and Redemption of Debentures-Preparation of Final Accounts.

**COST ACCOUNTING:**Meaning,Objecives,Concept of Cost,Elements of Cost-Material,Labour,Overhead,Cost Sheet and its Preparation,Cost Classification,Cost Unit,Cost Centre,Cost Estimate and Ascertainment,Cost Allocation and Appointment,Cost Reduction and Cost control,Installation of Costing System,Methods and Techniques of Costing-Contract Costing,Job Costing,Tender Costing

**MANAGEMENT ACCOUNTING:**

Meaning,Definition-Functions,Scope,Functions of Management Accountant,Management Accounting Principles,Utility of Management Accounting,Tools of Management Accounting:Fund flow Analysis-Need,Meaning,Uses of Funs Flow Statement,Schedule of changes in Working capital,Preparation of Fund Flow statement,Funds Forecast.Cash Flow Analysis-Need,Meaning,Importance,Utility,Sources of Cash,Application of Cash,Format of Cash Flow Statement,Preparation of Cash Flow Statement,Difference Between Fund Flow and Cash Flow Statement,Cash Forecast.

**BUDGETARY CONTROL:**Meaning of Budget,Budgeting and Budgetary control,Preparation of various Budgets,Classification of Budgets-Fixed and Flexible,Budgetary Control as a Management Tool,Installation of Budgetary Control System,Limitations of Budgetary Control System-Zero based Budgeting.

**WORKING CAPITAL MANAGEMENT:**Working Capital-Concept,definition,Types,Factors Determining Working Capital,Estimation of Working Capital,Working Capital Management-meaning,Management of Cash,Management of Inventories,Management of Accounts Receivables and Management of Accounts Payables-Over and Under Trading,Banking Policy –Dehajia,Tandon and Chore Committees

**Financial Management**

**1.Finance Function:**Meaning,Scope and Objectives of Financial Management,Financial Forecasting,Financial Planning and steps in Financial Planning

**2.Investment Decision:**Long Term Investment,Capital Budgeting Process,Selection of Projects,Estimation of Cash Flows,Project Evaluation Techniques,Pay back period,Average Rate of Return,Net Present Value Method and Internal Rate of Return

**3.Finance Decision:**Sources of Funds,Long term,Medium Term and Short Term,Equity Shares,Preference Shares,Debentures and Bonds,Institutional Borrowings,Public Deposits,Lease Financing,Venture Capital,Commercial Paper and Factoring.

**4.Capital Structure and Cost of Capital:**Meaning,Capital Structure Planning,Optimum Capital Structure,Capital Structure Theories,Net Income Approach,Net Operating Income Approach,Traditional Approach and Modi Gilani Miller Approach.Cost of Capital-Meaning,Computation,Cost of Debt,Cost of Equity,Cost of Preference Shares and Weighted Average Cost of Capital.

**5.Dividend Decision:**Factors influencing Dividend Policy,Cash Dividend,Stock Dividend and Stock Split,Dividend Models,Walter’s Model,Gordon’s Model and Modi Gilani Miller Model.

**PART II:LAW**

**Module-I**

**(i)The Central Sales Tax Act,1956,The Central Sales Tax Rules(Registration and Turnover),1956,and the Central Sales Tax(Kerala)Rules,1957:**

Definitions-Interstate Sale-Interstate Trade or Commerce,Imports,Exports-Declared Goods-Authorities Registration of Dealers-Rates of Tax Determination of Turn over-Levy and Collection of Tax-Appeal-Offences and Penalities.

**(ii)The Kerala General Sales Tax Act,1963,and The Kerala General Sales Tax Rules,1963:**

Definitions-Authorities-Incidence and Levy of Tax-Registration and Permit-Assessment and Collection-Inspection-Appeal and Revision-Refund-Offences and Penalities.

**(iii)The kerala Value Added Tax Act,2003,and The Kerala Value Added Tax Rules,2005:**

Definitions-Authorities-Incidence and Levy of Tax-Registration and Permit-Assessment-Recovery-Inspection-Appeal-Revision-Settlement of Cases-Refund-Offences and Penalties.

**Module-II**

**(i)The Kerala Agricultural Income Tax Act,1991.and The Kerala Agricultural Income Tax Rules,1991:**

Definitions-Authorities-Charge,Computation and Composition of Tax-Clubbing of Income-Procedure for assessment-Collection and Recovery-Appeal and Revision-Refund-Offences and Penalties.

**(ii)The Kerala Money Lender’s Act,1958:**

Definitions-Authorities-Licensing Procedure-Interest and Charges-Power to Deposit in Court-Duties of Money Lenders-Power to Cancel License-Offences and Penalities.

**(iii)The Kerala Tax on Luxuries Act,1976,and The Kerala Tax on Luxuries Rules,1976:**

Definitions-Authorities-Levy and Collection-Registration of Establishments-Returns-Compounding-Assessment and Collection-Confiscation-Refund-Appeal and Revision-Offences and Penalties.

**(iv)The Kerala Revenue Recovery Act,1968,and The Kerala Revenue Recovery Rules,1968:**

Definitions-Modes of Recovery of Arrears of Public Revenue-Procedural Formalities-Remedies.

**Module-III**

**(i)The Indian Contract Act,1872:**

Requisites of Contract-Formalties-Consideration-Void Agreements and Voidable Contracts-Vitiating Elements-Contingent Contract-Performance-Breach-Modes of Discharge of Contract Quasi Contract-Damages-Indemnity-Guarantee-Bailment Agency.

**(II)Sale of Goods Act,1930:**

Definitions-Contract of Sale-Effect-Performance-Rights and Liabilities of Seller and Buyer-Condition and Warranty-Auction Sale-Caveat Emptor-Remedies.

**(III)Indian Partnership Act,1932,and The Limited Liability Partnership Act,2008:**

Definitions-Nature-Relation of Partners-Types of Partnership-Rights and Liabilities of Partners-Modes of Dissolution-Incorporation-Liability-Investigation-Winding up and Dissolution

**PART IIIa:Salient Features of Indian Constitution**

Salient Features of the Constitution-Preamble-Its significance and its place in the interpretation of the Contitution.

Fundamental Rights-Directive Principles of State Policy-Relation between Fundamental Rights and Directive Principles-Fundamental Duties.

Executive-Legislature-Judiciary-Both at Union and State Level-Other Constitutional Authorities.

Centre-State Relations-Legislative-Administrative and Financial.

Services under the Union and the States.

Emergency Provisions

Amendment Provisions of the Constitution

**PART IIIb.Social Welfare Legislations and Programmes**

Social Service legislations like Right to Information Act,Prevention of atrocities against Women & Childrens,Food Security Act,Environmental Acts etc.and Social Welfare Programmes like Employment Guarantee Programme,Organ and Blood Donation etc.

**PART IV a:RENAISSANCE IN KERALA TOWARDS A NEW SOCIETY**

Introduction to English education-various missionary organizations and their functioning founding of educational institutions,factories,printing press etc.

**EFFORTS TO REFORM THE SOCIETY**

**A.Socio-Religious reform Movements**

SNDP Yogam,Nair Service Society,Yogakshema Sabha,Sadhu Jana Paripalana Sangham,Vaala Samudaya Parishkarani Sabha,Samathwa Samajam,Islam Dharma paripalana Sangham,Prathaksha Raksha Daiva Sabha,Sahodara Prasthnam etc.

**B.Struggles and Social Revolts**

Upper cloth revolts.Channar Agitation,Vaikom Sathyagraha,Guruvayoor Sathyagraha,Paliyam Sathyagraha.Kuttamkulam Sathyagraha,Temple Entry Proclamation,Temple Entry Act.Malayalee Memorial,Ezhava Memorial etc.Malabar riots,Civil Disobedience Movement,Abstention Movement etc.

**ROLE OF PRESS IN RENAISSANCE**

Malayalee,Swadeshabhimani,Vivekodayam,Mithavadi,Swaraj,Malayala Manorama,Bhashaposhini,Mathrubhoomi,Kerala Kaumudi,Samdarsi,Kesari,Al-Ameen,Prabhatham,Yukthivadi etc.

**AWAKENING THROUGH LITERATURE**

Novel,Drama,Poetry,Purogamana Sahithya Prasthanam,Nataka Prashtanam,Library Movement etc.

**WOMEN AND SOCIAL CHANGE**

Parvathi Nenmenimangalam,Arya Pallam,A V Kuttimalu Amma,Lalitha Prabhu,Akkamma Cheriyan,Anna Chandi,Lalithambika Antharjanam and others.

**LEADERS OF RENAISSANCE**

Thycaud Ayya Vaikundar,Sree Narayana Guru,Ayyan Kali,Chattampi Swamikal,Brahmananda Sivayogi,Vagbhadananda,Poikayil Yohannan(Kumara Guru)Dr.Palpu,Palakkunnath Abraham Malpan,Mampuram Thangal,Sahodaran Ayyappan,Pandit K P Karuppan,Pampadi John Joseph,Mannathu Padmanabhan,VT Bhattathirippad,Vakkom Abdul Khadar Maulavi,Makthi Thangal,Blessed Elias Kuriakose Chavara,Barrister G P Pillai,TK Madhavan,Moorkoth Kumaran,C.Krishnan,K P Kesava Menon,Dr.Ayyathan Gopalan,C V Kunjuraman,Kuroor Neelakantan Namboothiripad,Velukkutty Arayan,K P Vellon,P K Chathan Master,K Kelappan,P.Krishna Pillai,A K Gopalan,T R Krishnaswami Iyer,C Kesavan.Swami Ananda Theerthan,M C Joseph,Kuttippuzha Krishnapillai and others

**LITERARY FIGURES**

Kodungallur Kunhikkuttan Thampuran,KeralaVarma Valiyakoyi Thampuran,Kandathil Varghese Mappila.Kumaran Asan,Vallathol Narayana Menon,Ulloor S Parameswara Iyer,G Sankara Kurup,Changampuzha Krishna Pillai,Chandu Menon,Vaikom Muhammad Basheer KesavDev,Thakazhi Sivasankara Pillai,Ponkunnam Varky,S K Pottakkad and others

**PART IV b:GENERAL KNOWLEDGE AND CURRENT AFFAIRS**

General Knowledge and Current Affairs