



**PAKISTAN INSTITUTE OF PUBLIC FINANCE ACCOUNTANTS (PIPFA)**

(A company setup under Section 42 of Companies Act, 2017)

Constituents: ICAP, ICMAP and AGP

Member of International Federation of Accountants (IFAC-USA)

web: www.pipfa.org.pk, email: exam@pipfa.org.pk

Examination Department

JDEX/EX/W-23/4869

August 18, 2023

**The Director to AGP**

Office of Auditor General of Pakistan,

Constitution Avenue,

Islamabad.

Phone: 051-9221951

**Subject: Submission of Examination Forms for Winter Exam - 2023**

Dear Sir,

Please find enclosed the notification regarding submission of Examination Forms for Winter-2023 for your record and information.

In continuation with last sessions procedural reforms, it is emphasized as a reminder that the exam forms will only be filled through online Student portal at PIPFA website. Any form submitted otherwise shall be rejected.

With best regards

Joint Director Examinations

Encl: a.a

*P/3 upload on official website of DAGP.*

*24/8/23 DB ARM*

*23/8/23*

Director General to AGP

23 AUG 2023

Dy. No. 1139

AAOCIT

AO(Exam)

*Please display the schedule on main Notice Board and also publish on website.*

*23/8/23*

*Dir ARM Please do it later 23/8/23*



Dated: August 18, 2023

## Notification

### Submission of Winter Exam Forms 2023

The online Exam Forms for Winter Examination 2023 are available on Student login at PIPFA Website, from **August 18, 2023**.

The students are advised to print the filled Online Examination Form along with paid fee voucher (as per Submission Schedule of Exam Form) from PIPFA website and must submit to any PIPFA Office/Approved Coaching Center, duly signed along with printed **paid** fee voucher.

Pay Order, Demand Draft, Cheque or ONLINE FEE Transfers are NOT acceptable.

**FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the print of filled exam form along with printed paid fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. Students are informed that Fee is charged according to the date of submission at PIPFA Office.

### Submission Schedule of Examination Forms Winter – 2023 for all Sectors

1. Acceptance of Examination Forms with **Normal Fee** from **August 18, 2023** to **September 08, 2023**.
2. Acceptance of Examination Forms with **100%** late fee from **September 09, 2023** to **September 15, 2023**.
3. Acceptance of Examination Forms with **200%** late fee from **September 16, 2023** to **September 22, 2023**.
4. Acceptance of Examination Forms with **300%** late fee from **September 23, 2023** to **September 29, 2023**.

Exam Form will NOT be accepted after 29<sup>th</sup> September 2023, in any case.



## Instructions for Students

1. Exam Forms are required to be filled in by the Examinee himself/herself with his/her own Login ID Student Login at PIPFA website.
2. Students must sign the printed Examination Form and submit at any PIPFA Office or approved Coaching center along with the Paid fee voucher; otherwise forms will not be processed.
3. Fee must be submitted through printed FEE Voucher at any Faysal Bank branch ONLY.
4. Pay Order, Demand Draft, Cheque or ONLINE FEE Transfers are NOT acceptable.
5. Students are advised to provide correct addresses, complete in all respect (In case of incomplete/wrong address PIPFA will not be responsible for delayed communication). Students are advised **not to provide** their College/Coaching Centers' address or contact number.
6. Annual subscription is applicable from 1<sup>st</sup> July of each year. The student who fails to pay annual subscription has to pay arrears along with late fee surcharge and Restoration fee as per the applicable payment schedule.
7. Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care be taken while selecting/marketing the papers in the online Exam Form.
8. Manually filled Examination Forms will be **Rejected**.
9. Manual editing and overwriting on Exam Form will NOT be taken under consideration.
10. **FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the printed filled exam form along with printed **paid** fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. Students are informed that Fee is charged according to the date of submission at PIPFA Office.

## Submission Schedule of Examination Forms Winter - 2023

The Online Examination forms are available only on Student Login at PIPFA website from **February 18, 2023**

1. Online Forms acceptance with normal fee is from **August 18, 2023**.
2. The **last date** for submission of forms is **September 08, 2023**, with normal fee.
3. Acceptance of Examination Forms with **100%** late fee from **09<sup>th</sup> – 15<sup>th</sup> September, 2023**. (Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).
4. Acceptance of Examination Forms with **200%** late fee from **16<sup>th</sup> – 22<sup>nd</sup> September, 2023**. (Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).
5. Acceptance of Examination Forms with **300%** late fee from **23<sup>rd</sup> – 29<sup>th</sup> September, 2023**. (Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).

## Requirements for Exam Form:

**Student should attach following documents with the Examination Form along with fee:**

1. An **Attested** photocopy of Matric Certificate if not already submitted.
2. Last available PIPFA Result Card.
3. Two passport size Photographs with White background. (**One attested on back side and 1 attested on front and pasted on Exam form**).
4. Paid Fee Voucher.

**Attestation is must and should be made by a gazetted officer** (Grade 17 and above) or Chartered Accountant or Cost & Mgt. or Public Finance Accountant.

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## **Submission Schedule of Examination Forms Winter - 2023**

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The forms for Winter Examinations 2023 will be available **only at Student Login on PIPFA website** as per following schedule;

1. Forms acceptance with normal fee from **August 18, 2023**.
2. The **last date** for submission of forms is **September 08, 2023, with normal fee**.
3. Acceptance of Examination Forms with 100% late fee from **09<sup>th</sup> – 15<sup>th</sup> September, 2023**. (Corporat AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).
4. Acceptance of Examination Forms with 200% late fee from **16<sup>th</sup> – 22<sup>nd</sup> September, 2023**. (Corporat AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).
5. Acceptance of Examination Forms with 300% late fee from **23<sup>rd</sup> – 29<sup>th</sup> September, 2023**. (Corporat AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA, KPK Govt., Sindh Govt. & nominees of other Public Sector organizations or self-financed students).

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## **Instructions for Coaching/Affiliated Centers**

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1. Students are required to fill online Examination Forms on their own.
2. Affiliate centers may facilitate students with their computer Labs.
3. Students must sign the printed Examination Form along with the printed Paid Fee Voucher otherwise form will not be processed.
4. Following steps are to be checked and verified before receiving Exam Form from the students:
  - a. Student has paid full fee (Exam Forms with partial fee will be rejected).
  - b. Student has attached all the requirements for Exam Form (as given in the Student Instructions).
5. Direct students to write their personal and active mailing addresses (Admit Card will be withheld if Exam Form contains any Coaching/Affiliate Center Address).
6. You are required to send Exam Forms on weekly basis without delay. Also attach a list mentioning **Name, Reg. No. and Amount** paid by the students.

**Note:**

**FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the printed filled exam form along with printed paid fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. Students are informed that **Fee is charged according to the date of submission at PIPFA Office**.

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