

**COURSE ON**  
**FINANCIAL MANAGEMENT,  
PAYMENT & ACCOUNTING  
(PMGSY)**

**(October 30-31, 2017)**

**Venue: NIRDPR-NERC, Guwahati.**



*Course Brochure*

**(Last date for receiving nominations  
23<sup>rd</sup> October, 2017)**



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
NORTH EASTERN REGIONAL CENTRE  
NIRD LANE, NH-37  
JAWAHARNAGAR, KHANAPARA  
GUWAHATI - 781 022**

## **NEED**

Cost & Finance as well as administration play a vital role in translating organisational objectives and plans into desired result and is also one of the most important parameters for evaluation of organisational performance & public expenditure. The primary deficiencies in financial management as seen are fund diversion, misappropriation, mis-utilisation, under-utilisation, non-adjustment of advances and non-reconciliation of fund. Therefore, in order to make functionaries concerned with finance & accounts and to make them efficient and effective managers in finance, the training programmes of two - day duration as sponsored by NRRDA is schedule w.e.f. 12 to 13 June, 2017.

## **OBJECTIVE**

This course is proposed to achieve the following objectives-

- ☛ To orient participants with the ongoing programme (PMGSY) & the funding pattern.
- ☛ To develop operational skill about the procedure and techniques of Double entry system on accrual basis, budgeting with reference to ZBB and Bank Reconciliation required for institutionalisation.

## **CONTENTS:**

- Double entry system on accrual basis
- Working out the practical problems on the finalisation of annual accounts of PMGSY.
- Bank Reconciliation Statements
- Preparation of Budget including ZBB
- Standard of financial propriety.

## **METHODS**

- Lecture cum discussion & group activities.
- Case study presentation

## **PARTICIPANT'S PROFILE:**

Functionaries looking after Finance & Accounts of PMGSY

## **COURSE TEAM**

Dr. K.Haloi  
Sri B.N. Sarma

## **COURSE FEE**

There is no course fee for the participants.

## **DURATION**

Two days (October 30-31, 2017)

## **BOARD & LODGING:**

Free boarding and lodging will be provided to all participants at NIRDPR-NERC's Guest House.

## **TRAVEL**

The to and fro travelling expenditure of the participants will be borne by the nominating authorities.

## **VENUE**

National Institute of Rural Development & Panchayati Raj, North Eastern Regional Centre, Khanapara ( Jawahar Nagar) Guwahati-781022,  
Ph: 0361-2304791 (O),9435558818 (M)

## **NOMINATION FORMAT**

**Course Title: Financial Management, Payment & Accounting (PMGSY).**

**(October 30-31, 2017)**

Nomination form duly filled in to be received latest by 23<sup>rd</sup> October, 2017

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[bnsarma99@gmail.com](mailto:bnsarma99@gmail.com)

1. Name of the participant:
2. Designation & present assignment:
3. Department/Organization:
4. Address for communication:  
with telephone Nos.
  
- Tel.: (O)  
Fax:  
Mobile:  
Email:
5. Age :
6. Educational Qualification :
7. Hostel Accommodation Required? :

Date :  
Place :

Signature of the sponsor  
with office seal