

NOMINATION FORMAT

**Course Title: Maintenance of Accounts under
Double Entry System for Rural
Development Programmes
(May. 22-26, 2016)**

Nomination form duly filled in to be received
latest by 15th May, 2017

Mr. B.N. SARMA
Course, Director
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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 : Signature of the sponsor
Place : with office seal

COURSE ON

MAINTENANCE OF ACCOUNTS UNDER DOUBLE ENTRY SYSTEM FOR RURAL DEVELOPMENT PROGRAMMES

(22-26, May. 2017)

Venue: NIRDPR-NERC, Guwahati.



Course Brochure

(Last date for receiving nominations
15th May, 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. This demands that all involved in the processing the utilisation of programme funds must be cost conscious and have adequate knowledge and skill of systematic accounts keeping and more particularly on double entry system on accrual basis (as suggested by Govt.). 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 accounts & administration personnel efficient and effective managers in finance & administration, the training programmes of five-day duration is proposed during this financial year 2017-2018.

OBJECTIVES

This course is proposed to achieve the following objectives-

- ☛ To orient participants with the ongoing activities.
- ☛ To develop operational skill about the procedure and techniques of Double entry system on accrual basis, budgeting with reference to ZBB and purchase procedure along with steps required for institutionalisation.
- ☛ To acquaint with the software like Tally etc.

CONTENTS:

- Double entry system on accrual basis
- RD programmes and funding's

- Working out the practical problems on the finalisation of annual accounts
- Bank Reconciliation Statements
- Preparation of Budget including ZBB
- Computerisation of accounts (under Tally)
- Purchase procedure
- Standard of financial propriety.

PEDAGOGY

- Lecture cum discussion & group activities.
- Case study presentation
- Practical demonstration in Computer Lab. (Tally,).

PARTICIPANT'S PROFILE:

FAO, AO, Accountant, APO (Finance) of DRDA, Panchayat (ZP, AP), SRLM, SLNA (IWMP), Autonomous District Councils.

COURSE TEAM

Sri B.N. Sarma
Dr. R.M. Pant

COURSE FEE

There is no course fee for the participants.

DURATION

Five days (May. 22-26, 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)

