



No. ILGUS/1T-1/2013/244(5)

September 9, 2013

From : B. N. Kar, WBCS (Exe)
Joint Director – in - Charge

To : The Chairperson

Murshidabad Municipality, Beldanga Municipality, Dhuliyán Municipality, Jangipur Municipality and
Jiaganj-Azimganj Municipality

Re : Training Programme cum Workshop on 'Capacity Building of the employees
of the ULBs on Accrual Based Double Entry Accounting System.'

Sir,

You are aware that Accrual Based Double Entry Accounting System has been launched in all the ULBs in West Bengal and the PUROHISHAB Software has also been installed for day to day accounting operation.

In view of the above, our Institute is going to organise the captioned Training Programme cum Workshop in collaboration with the Panchayats & Rural Development Department, Government of West Bengal. The said Workshop will be held on and from September 23-24, 2013 at ILGUS Training Hall. The Programme will start at 12 Noon and continue up to 5.30 pm. on the 1st day i.e., September 23, 2013 and 10.30 am – 4.00 pm on 2nd day i.e., September 24, 2013. The participants shall report by 11.30 am. sharp on September 23, 2013. However, the participant may report in the evening or night on September 22, 2013. The boarding and lodging to the participants only shall be arranged free of cost.

In this connection, we would request you to kindly nominate the Finance Officer, AFC, Accountant & Cashier of your ULB for the aforesaid Training Programme cum Workshop. In case, if you do not have any of the abovenoted employees, nomination of the particular employee maintaining the Books of Accounts of your ULB may kindly be made. In any case the total participants from each ULB shall not exceed four persons and nomination of the employee(s) who are not related with the accounts work shall not be entertained. The said nomination shall reach the undersigned latest by September 19, 2013. Nomination may kindly be sent through e mail of this Institute (ilgus.magowb@gmail.com) but the original hard copy shall be submitted by the participants at the time of reporting at ILGUS. You are also requested to advise the participants to maintain the Time Schedule and ensure their presence on all the days. Certificate will be issued to the participants at the end of the programme. The participants may contact Shri Shankar Banerjee, Head Clerk cum Accountant, ILGUS (9748191987) for any further queries.

Yours faithfully,

Joint Director – in - Charge

