



No. ILGUS/1T-1/2013/245(5)

September 9, 2013

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

To : The Chairperson

Puruliya Municipality, Raghunathpur Municipality, Jhaldah Municipality, Berhampore Municipality and
Kandi 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 26-27, 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 26, 2013** and **10.30 am – 4.00 pm on 2nd day i.e., September 27, 2013**. The participants shall report by **11.30 am. sharp on September 26, 2013**. However, the participant may report in the evening or night on September 25, 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 along with the **arrival date and time** shall reach the undersigned latest by **September 23, 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

