



No. ILGUS/1T-1/2013/109(4)

April 19, 2013

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

To : The Chairperson
Tufanganj Municipality, Raiganj Municipality, Islampore Municipality & Kaliyaganj Municipality

Re : One Day Training Programme on 'Accounting Reforms'
for employees of the ULBs.

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 a one day Training Programme on 'Capacity Building of the Employees of ULBs on Accrual Based Double Entry Accounting System' in collaboration with the Panchayats & Rural Development Department, Government of West Bengal. The said Workshop will be held on **May 14, 2013 at ILGUS Conference Hall**. The Programme will start at **11.00 am. and continue up to 5.30 pm**. The participants shall report by **10.00 am. sharp on May 14, 2013**. However, the participant may report in the evening or night on May 13, 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 **May 7, 2013**. Nomination along with **arrival time and date** 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](tel:9748191987)) for any further queries.

Yours faithfully,

Joint Director – in - Charge

