



No. ILGUS/1T-3/2013/204 (13)

March 25, 2015

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

To : The Chairperson/Administrator

Contai, Egra, Haldia, Panskura, Tamralipta, Chandrakona, Ghatal, Jhargram, Kharagpur, Kharar,  
Khirpai, Midnapore and Ramjibanpore Municipalities

Re : Two Days' Training Programme on 'Accrual Based Double Entry  
Accounting System' for the employees of the ULBs.

Sir / Madam,

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 two days Training Programme on '**Capacity Building of the Employees of ULBs on Accrual Based Double Entry Accounting System**'. The said Workshop will be held on **April 7-8 2015 at ILGUS Conference Hall**. The Programme will start at **11.00 am. and continue up to 5.00 pm on the 1<sup>st</sup> day i.e., 07.04.2015 and 11.00 am to 3.00 pm. on the 2<sup>nd</sup> day i.e., 08.04.2015**. The participants shall report by **10.45 am sharp on the first day i.e., April 7, 2015. Presence in each day is compulsory.**

In this connection, we would request you to kindly nominate the Finance Officer, AFC or 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 three 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 **04.04.2015**. Please send the nomination through e mail of this Institute (ilgus.magowb@gmail.com), and original hard copy of the same shall be submitted by the participants at the time of their 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 for attending both the days 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

