

Level of Participants: In service officials from block/Panchayati/District, of State Govt. employees having background of Accounts and Rural Development
Duration: 08-12 November, 2021

Course Director: Dr. U. Hemantha Kumar

NOMINATION FORM

1. Name of the Participant :
2. Designation :
3. Department/ Organization :
4. Address for communication:
(WhatsApp No and E-mail id)
5. Age :
6. Experience :
7. Educational Qualifications :
8. Nature of present job (describe briefly):

(Signature)

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**Online Training Programme on Accounting for RD
Functionaries
(08th-12th November, 2021)**



Programme Team

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Introduction:

Government of India is spending Crores of rupees towards welfare and development of people living in rural areas. Most of these development programmes in rural areas are implemented by functionaries of Panchayati Raj Institutions and Rural Development departments. These officials face lot of issues, especially related to accounting procedures in carrying out their day to day tasks and implementation of programmes.

Need for training:

Officials of implementing agencies were given basic training on accounting procedures as part of their induction programme after joining in office. But these trainings consist of very few sessions and does not deal with the intricacies of accounting procedures. Knowledge of these procedures is very important for implementing officials. Thus, it is important for the officials to have a detailed knowledge of accounting procedures for effective implementation of welfare and development programmes in rural areas.

During a recent (Feb-May 2021) Training Needs Analysis (TNA) carried out by NIRD PR a training programme on 'Accounting' has emerged as a training need. In this context, Centre for Internal Audit in Rural Development (CIARD) has prepared a training programme to address this issue.

The clientele for this training programme – 'Accounting for RD Functionaries' will be Drawing and Disbursement Officers (DDOs) at various levels, implementing officials of various rural development and Panchayati Raj programmes. In view of the existing pandemic condition, the programme is proposed to be conducted in online mode. It will have ten sessions spread over five days with the sessions being delivered by resource persons from NIRD& PR and other institutions with expertise in the subject matter of training programme.

Objectives:

- To make the participant understand the accounting system/process, maintenance of various records
- To make the participants adopt the methodology for procurement of goods and services
- To know about PFMS process

Contents:

- Understanding the Government Accounting System and Financial Management System.
- Contracts, Grant-in-aid and loans.
- Maintenance of Cash book and other records.
- Overview of PFMS.
- Pay bill system.
- Budget formulation and Implementation.
- Statutory deductions, Book Keeping, Reconciliation.
- Procurement of Goods through GeM Portal.
- Inventory Management System.

Methodology:

The programme will be conducted through online mode using PPTs, Class exercise, lectures, and class discussions. Programme will be more participatory in nature. The assessment of the participants will be made by a test.