



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

**RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046**
Tel. No.011-25394273 Fax No. 011-25390231
Website: www.sierd.org

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**To
The HOD/ Heads of Pers/Admn/Fin/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs**

**Sub:- Prog. No. T-15: Workshop on “Budgeting, Accounting, Financial Control and
Auditing in Central Govt. Department & Autonomous Bodies”
From 6th to 8th March 2017, at “Airport City Hotel” Kolkata.**

Dear Sir/madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training programmes / Workshops on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the need requirements received from our client organizations, we are organizing the below mentioned training programme.

PROGRAMME INTRODUCTION:-

In the present scenario, the tremendous increase in the activities of the Government, PSUs and Autonomous/Statutory Bodies the cash transaction have been increased multiple. Over the years it has been observed that the staff is on the decrease and the volumes of cash related works like receipts and payments have to increase considerably. It has therefore become authoritative to strengthen the financial administration in the organisations. It is imperative to meet the training needs of the personnel dealing with cash & accounts matters to enhance their capacity towards the Financial Management with the target to make the staff & officials conversant with the rules on the subject & interact with the learned faculties to sharpen their skills of handling the difficult problems

WHO SHOULD ATTEND :-

This course is designed to suit Exclusively for officers like Superintendents, Assistants, Head Clerks, UDCs, Senior Accountants, Junior Accountant and other staff dealing with Finance & Accounts and Estt. Matters. .

COURSE OUTLINE

Day - I	Day – II	Day – III
1. Financial Administration & Financial Control in Govt 2. GFR – Overview 3. General Financial Rules - GFR Forms 4. Delegation of Financial Power Rules	1. Budgeting – Types & Methodologies 2. Accounting Policies & Conventions 3. Fixed Assets & Depreciation Accounting 4. Accounting for Grants-in-Aid	1. Internal Audit & Statutory Audit 2. C & AG Audit - Compliances Required 3. Common Format of Accounts in CABs – Financial Statements 4. Common Format of Accounts in CABs – Notes on Accounts

FACULTY:-

The faculty will consist of experts and senior level functionaries having extensive exposure to Central Autonomous Bodies in the areas of finance and administration.

COURSE DURATION:-

It will be three days from **6th to 8th March 2017**, and will be conducted from 10AM to 5PM daily. There will be twelve sessions, four sessions each day. Each session will be of 75 minutes duration.

FEE:-

Non-Residential: Rs. 10000/= Per Candidate (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee with snacks and other Estt. Charges.

RESIDENTIAL:-

a) Twin Sharing:- Rs. 19000/= Per Candidate Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy:- Rs. 25000/= per candidate (Fee Includes breakfast & dinner).

RESIDENTIAL CANDIDATE: Check in 5th March 2017, Afternoon & Check out 9th March 2017, Forenoon

ARRANGEMENT BY US:-

Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt.

Candidates have to make their own arrangement for Transport.

LAST DATE:-

Registration for programmes Residential accommodation is **28th February 2017** and for Non Residential **1st March 2017**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

NOMINATION:-

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No., with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of **“Systematic Institute of Economic Research & Development”** payable at New Delhi. NEFT payment may be made direct to Current A/c No.606700301000128 (IFSC Code VIJB0006067, MICR NO. 1100029070) VIJAYA Bank, Patel Nagar, Branch, New Delhi under intimation by email. PAN No. BXPPK7937K

We shall be glad to have the nomination from your organisations.

For registration /any other information, Please Contact:-

Neeraj Kumar
Programme Coordinator
Systemic Institute of Economic Research & Development
RZ-17B/223 (Back Gali), J-Block, West Sagarpur,
New Delhi - 110046 Telefax.: 011-25394273, Mob. No.9958014267
E-mail: sierdtraining@hotmail.com / info@sierd.org