

No.A4/766/RVM(SSA)/2013

Dated: 09-05-2013.

Sub:- FINANCE AND ACCOUNTS WING – Capacity Building of accounts and audit – One day Training to Mandal MIS Co-ordinators on accounting, procurement & internal audit – Proposal submitted.

Ref:- Para 86 of Manual on Financial Management & Procurement, SSA, MHRD, GoI

Under the provisions of the para referred above, it is decided to impart orientation training on planning, budgeting, accounting, procurement, internal audit etc. of SSA to all the accounts and audit staff at sub-district units at periodical intervals in a phased manner so as to equip them with sufficient knowledge of the area of their work for smooth and efficient day to day functioning of the tasks assigned to them as a part of the efforts to streamline accounting at district and sub-district levels.

In view of this, all the Project Officers are requested to depute the MIS Co-ordinators positioned at mandal level, who were already asked to attend the accounting work till the Accountants are appointed, for the (1) day accounts training at State Project Office as indicated against each in the statement given below.

Sl. No	Name of the District	No. of MIS Co-ordinators	Total No. of participants on the day	Date of training	Remarks
01	Hyderabad	24	107	17.5.13	1.The POs/MEOs may be requested to depute Data Entry Operator/CCO /LDA, if the post of MIS Co-ordinator is vacant in any mandal. It may be ensured that the person attending accounts should be deputed for training.
02	Ranga Reddy	37			
03	Medak	46			
04	Nalgonda	59	123	18.5.13	
05	Mahabubnagar	64			
06	Karimnagar	57	103	20.5.13	
07	Khammam	46			
08	Warangal	51	105	21.5.13	
09	Kurnool	54			
10	Guntur	57	113	22.5.13	
11	Prakasam	56			

Sl. No	Name of the District	No. of MIS Co-ordinators	Total No. of participants on the day	Date of training	
12	Nizamabad	36	125	23.5.13	
13	Kadapa	51			
14	Srikakulam	38			
15	Vizianagaram	34	131	24.5.13	2. The FAO and System Analyst may also be deputed for the above training.
16	Krishna	51			
17	Nellore	46			
18	Adilabad	52	98	25.5.13	
19	West Godavari	46			
20	East Godavari	60	123	27.5.13	3. The TA and DA will be paid at State Project Office only
21	Anantapur	63			
22	Visakhapatnam	43	109	28.5.13	
23	Chittoor	66			
Total:		1137	1137		

The following Auditors and Staff of Finance Wing will act as Resource Persons in designing the suitable training material and imparting training required for maintenance of Cash Book, procurement procedure etc. from accounting and audit points of view.

S/Sri/Smt.

- M. Vasundhara, State Finance Controller
- P. Premagopal, Chartered Accountant
- G. Vijay Shanker, Assistant Accounts Officer
- B.N.N. Lakshmajji Rao, Finance and Accounts Officer
- B.Ramachandra Rao, Assistant Accounts Officer
- M.Venkata Rao, Accountant
- Md. Firoj, Accountant
- Md. Javeed, Accountant

All the participants and resource persons will be paid allowances as per the SSA norms at State Project Office only.

State Project Director.

To

All the Project Officers with a request to communicate the orders to all the MEOs in respective districts and see that all the participants attend the programme.

All the Finance and Accounts Officers/System Analysts of the District Project Offices in the district.

All the Resource Persons concerned.