

**TRAINING MANUAL FOR THE YEAR 2011-12**

**PROPOSAL -1 OFFICE PROCEDURE AND FINANCIAL ADMINISTRATION**  
**LEVEL OF PARTICIPANTS: CLERKS AND JUNIOR AUDITORS OF LOCAL**  
**AUDIT DEPARTMENT**

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**No. of participants- 20**

**Duration: 3 days.**

**1. Establishment:**

- Sanction of various kinds of leave and recording of entries thereof.
- Retirement benefits.
- Fixation of pay.
- Reservation in service-How to prepare roster register.

**2. Budget and Accounts:**

- Preparation of nominal rolls and maintenance of budget control/ expenditure registers.
- Re-conciliation of accounts with AG.
- Preparation of all kinds of bills.
- Writing of cash book and its maintenance.
- Procedure for declaring unserviceable store articles and disposal thereof.

**3. Office Procedure:**

- Receipt of dak and distribution thereof.
- Filing system and dealing of files.
- Noting and drafting.

**PROPOSAL -2 OFFICE PROCEDURES AND FINANCIAL**  
**ADMINISTRATION**

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**LEVEL OF PARTICIPANTS: SECTION OFFICERS & ASSISTANT**  
**CONTROLLERS OF LOCAL AUDIT**  
**DEPARTMENT**

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**No. of participants- 20**

**Duration: 3 days.**

**1. Establishment matter:**

- Fixation of pay.
- Grant of ACPS and fixation of pay thereof.
- Sanction of various kinds of leaves.
- Grant of pension to Govt. servant on retirement/ resignation/ voluntary retirement.
- Framing of R & P Rules.

**2. Budget and Accounts:**

- Preparation of budget and nominal rolls.
- Checking of cash book.
- Audit and inspection-CAG reports, PAC matters and submission of replies thereof.
- Financial sanction cases.

**3. Stores:**

- Physical verification of Stores.

**4. General Matters:**

- Vidhan Sabha Matters.
- Court Cases.

**PROPOSAL -3 RELATED TO AUDIT:-**

**LEVEL OF PARTICIPANTS : SECTION OFFICERS AND JUNIOR AUDITORS OF LOCAL AUDIT DEPARTMENT**

**No. of participants- 20**

**Duration: 3 days.**

<b>Sr.No.</b>	<b>Subject Matter</b>
1	1. Basic Knowledge of audit related Acts Rules. 2. Basic concepts for conducting the audit including scrutiny of financial position and Drafting of audit reports of various institutions.

**Note :** The above programmes are to be conducted at HIPA which has been approached to allot time for the same vide this office letter No. 1-376/81-Fin(LA)Vol-5 dated 01.12.2010.