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F.No.3-9/2009-10/AR
अंडमान तथा निकोबार प्रशासन

Andaman and Nicobar Administration
सचिवालय / Secretariat

Port Blair, dated the 3rd November, 2009

To

All Heads of Departments,
A & N Administration,
Port Blair.

Sub:- Organizing training programme on 'Accounts Matters' at Port Blair -Nomination of Officials-regarding.

Sir/Madam,

I am directed to inform that the Administration has decided to organize five days training programme on "Accounts Matters" from 16th to 20th November, 2009 at Port Blair in association with the Institute of Government Accounts & Finance, Ministry of Finance, New Delhi. It is proposed to impart training to Office Superintendents, Head Clerk, Jr. Accounts Officer, Sr. Accountants and Accountants in the different departments under the Administration.

The following topics are to be covered:-

1. Audit & Accountability.
2. Contract Management.
3. Analysis of Financial Statement & Costing Concept.
4. Public Financial Accounting.
5. Purchase Procedure.
6. Inventory Management.
7. New Pension Scheme.
8. Computerized Accounting System.
9. Budget-Method of Formulation & Expenditure Control.
10. Delegation and Interdepartmental Coordination.

It is therefore, requested that nomination of at least five Officials, who are proposed to be deputed for the above training may kindly be sent to AR Wing in the Secretariat latest by **9th November, 2009 positively.** *Deputation of the nominated officers for the training may kindly be done only after receipt of confirmation of their selection by the Administration.*

This may kindly be treated as **Most Urgent**.

Yours faithfully

(M.A.Arif)

Assistant Secretary(AR)

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