

Status of Training of Staff of Accounts and Internal Audit as on 30/06/2010

S. No.	State/UT	Details of Staff Trained	No. of Mandays of Training	Subjects covered	Remarks
1.	A & N Islands				Capacity building of Internal Audit, Accounts staff of SPO, DPO, BRC / CRC will be conducted during the month of Nov. 2010.
2.	Andhra Pradesh	FAO's	138 Mandays in 2010-11	Financial Managemnt & Procurement, Double Entry System	
		Accountants working in DPOs	414 Mandays in 2010-11	Financial Managemnt & Procurement, Double Entry System	
		System Analysts working at DPOs	115 Mandays in 2010-11	Double Entry System & Updates in Tally	

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3.	Arunachal Pradesh	Review meeting cum capacity building programme for DPO, Accountants of districts	40	Finance and Accounts	
		2 days Capacity Building Programme for District level functionaries on Financial Management w.e.f 14 th July to 16 th July'2010	135		
		3 days Capacity Building Programme for the Sub-district level functionaries on Financial Management w.e.f 17 th July to 18 th July'2010.	78		
		1 day Capacity Building Programme for the NGOs and KGBV Accountants on Financial Management on 19 th July'2010.	42		
4.	Assam	1 day State level training of FAO, JAO, Accountant, Cashier and Block Accountant	23 Mandays	Accounting, Reporting, Planning, Budgeting, Procurement Policies etc.	

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5.	Bihar	District Accounts Officer / Accountants - 44 (Two days at State Office) District Accounts Officer – 28 District Accountants - 16 District Accounts Assistants – 20 Block Accountants - 285 (One day at Divisional Head quarter)	393 man days	Accounts / Audit Compliance Maintenance of accounts at School level and Audit by CA Firms	
6.	Chandigarh	110 teachers who are holding accounts of SSA at cluster level as well as school level	3 days mandatory training will be given from 16.8.2010 to 18.8.2010 110 x 3 mandays	Maintenance of accounts book and procurement procedures, FM planning	
7.	Chattisgarh	18 DPCs 18 APCs (Finance) from DPO 18 Accountants from DPO 146 BRCs	1600	Para 74 and 75 of FM&P Manual	
8.	D & N H	-----	-----	-----	Training is proposed for 2010. (Conduct during September)
9.	Daman & Diu				training is proposed to conduct during Sept. 2010

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10.	Delhi	As no Accounts person are posted at DPO level as no training is required. The persons posted at Head Quarter are already SAS qualified.			
11.	Goa	BRP Coordinators, Accounts staff and Accounts Officers	5 days training (80 mandays)	Accounts, Auditing, Procurement procedure, planning fund flow. Tally package.	
12.	Gujarat	Accounts officers At DPO BRC, CRC Internal Audit	2 days 2 days	up keeping & maintenance of Accounting Records. Financial Management & Procurement.	Internal Audit has been done by Professional CA Firms
13.	Haryana	1. AOs, Accountants, Account Clerk of HQ and districts 2. Accounts Officers	2 days 1 day	Manual on FM&P	

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14.	Himachal Pradesh	<ol style="list-style-type: none"> 1. Section Officers F&A posted in districts offices. 2. Accountants posted in SPO & DPO offices. 	60 Days Beside this training has been imparted to the master trainers to impart further training to the teachers and SMC members. DPOs has been directed to cover two sessions in teacher training module for subject keeping and maintenance of accounts record. Training to SMC members on keeping and maintenance of accounts subjects is being imparted in SMC trainings.	<ol style="list-style-type: none"> 1. Financial Reporting 2. BRS/Annual Accounts 3. FM Action Plan / Expenditure plan / procurement plan. 4. Internal Audit. 5. Financial monitoring 6. Web based monitoring 	
15.	Jammu & Kashmir	Absent			
16.	Jharkhand	Training proposed to organized during Sept., 2010			
17.	Karnataka	Accounts Superintendents, District Level Accounts Assistants of 30 Districts and 4 CA's firm personnel's (12)	2 days	Bank Reconciliation, adjustment of advances, compliance to CA's, Internal Audit observations and closure of year ending books of accounts.	The remaining mandays of training will be covered in the near future.
18.	Kerala	DPO's, Accounts officer , clerical staff of DPO's and BRC's	2 days Training to Clercks of DPOs office, clercks of BRCs	Training in Accounting, Auditing, Financial Reporting, Planning and Budgeting and maintenance of files	

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19.	Lakshadweep	Project Officer-2 BRC Coordinator-3 CRC Coordinators-9 Accountant-1 Account Staff-2	5 Days	<ul style="list-style-type: none"> • Financial Planning • Budgeting • Accounting • Financial Reporting • Auditing • Maintenance of Accounts and Registers • Procurement Proceedure 	Proposed 5-days training during 2010-11

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20.	Madhya Pradesh	APC (F) = 43 Accountant at District = 40 Accountant at Block = 240 CACs = 4250	<p>State level - 100 man days State Level – 951 man days District level – 4250 man days</p> <p>For the year 2009-10, 951 Mandays of training of block level accountants has been completed in the month of July'09 with the help of CEDMAP. And 100 mandays of training for district level officers is also completed in the month of August-09 in Academy of Administration. A chapter has been added in Teacher's Training module of In service and Induction Training. A special Financial handbook on procurement procedures and maintenance of books of accounts, has been developed and circulated to all PTAs as Training Manual.</p> <p>372 x 5 = 1860 Mandays Training of Block & District level accountants is to be held in July'10 for the year 2010-11.</p>	Financial Management under SSA & preparation of Books of Account	

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21.	Maharashtra	Training of staff of Accounts will be schedule on 13.09.2010 to 15.10.2010 at MEIPA, Aurangabad	Nil	Nil	Training of staff of Accounts will be schedule on 13.09.2010 to 15.10.2010 at MEIPA, Aurangabad
22.	Manipur	District Program Manager, Account Officer & Accountant	324	Books of Accounts under SSA, Financial Norms – SSA, Procurement Norms-SSA, Internal Audit and Statutory Audit.	12 days from 17 th to 28 th July,2010
		Account Officer & Accountant	66	Books of Accounts & Double Entry System of Book keeping.	3 days from 10 th to 12 th June,2010
		Account Officer & Accountant	110	Tally ERP.9	5 days from 18 th to 23 rd
23.	Meghalaya	Senior Accountant of District Units of SSA and Jr.Accountant of Sub- District Units of SSA	2 per Accountant	1. Double Entry system 2. Budget Control AWP & B and Expenditure	Neat course of training will be conducted in September, 2010
24.	Mizoram	Quarterly Accounts Section Meeting: Participants: SPO – 2 DPO – 11	1day	1. Time line for submission of Financial Report 2. Issue on Advances 3. Compliance of Audit Objections 4. Preparation for Statutory Audit 5. Collection of UC's	
25.	Nagaland	DPO/DPO	130 Mandays	Orientation on Tally, ERP 9, Maintenance of Accounts, Compilation of Utilisation of Certificates.	

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26.	Orissa	District FCs	30 mandays	Accounting, Auditing, Procurement	It is planned to provide 05 days mandatory training to all staff dealing with finance, accounts, internal audit, in the year 2010-11
27.	Puducherry	staff for account sections Coordinators and Assistant Coordinators	1 day 1 day 1 day 1 day 1 day	Govt. Accounting System and the system of Accounts of SSA by F.C Web Portal by MIS Coordinator Maintenance of Cash book and relevant records and General instructions for BRC and CRC coordinators by F.C Drafting & Notings by F.C General Instructions regarding implement -tations of various scheme of SSA by SPD. Procurement policy to be followed in SSA as per MHRD norms and other general matters by F.C	

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28.	Punjab	District level staff- Assistant Project Coordinator- Finance Accountant	48 man days	Maintenance of cash book, stock register, asset register and maintenance of accounts on Tally Accounting Software. Procurement Procedure as per manual on Financial Management and Procurement. Internal audit, e – transfer of funds and financial norms of SSA. Monitoring and Supervision and collection of Utilization Certificates		
29.	Rajasthan	Absent				
30.	Sikkim	Nil			Training will commence through the 2 nd week of August 2010	
31.	Tamil Nadu	Accounts and Audit Managers - 30 Block Accountants - 83	210 83 Total - 293	1. Preparation of Annual Accounts and Final Expenditure Statement for the year 2008 - 2009 2. How to classify the expenses under various activities for the year 2009-10		
32.	Tripura	Block Level- Accounts Staff	3 days	FM & P Manual, Book Keeping & Procurement Procedure.		

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33.	Uttar Pradesh	SPO Accounts staff – 14 DPO's AAO – 51 Total – 65	325 Mandays refresher training has already been given	Training given on FM&P Manual	It is proposed to provide a 5 days training to all the AAOs and Accounts Staff of SPO on revised FM&P Manual after the completion of CA audit 2009-10.
34.	Uttarakhand	SPO-Nil DPO AAO-13 Accountant-12 BRC-52 CRC-327 VECs-2100 (Teacher) Other (DIET)-13 (Accounts Clerk) KGBV-26 (Warden)	2543 Mandays	Accounting, Monthly Reporting, Bank Reconciliation, Maintenance of Accounts, Maintenance of Stock Register, Maintenance of Bill Vouchers, Income Tax related matters and procurement procedure	

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35.	West Bengal				<p>1. Some staff under CLRCs & VEC had been covered under training provided by DPOs Finance Cell.</p> <p>2. Expression of Interest have been received against our invitation for providing training to accounts & Finance staff throughout West Bengal during 2010-11 and the same is under scrutiny.</p> <p>It is expected that the training program may start with effect from September 2010.</p>