

# व्यावहारिक प्रशिक्षण बोर्ड पूर्वी क्षेत्र, कोलकाता

(स्वायत्त निकाय)

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भारत सरकार

## BOARD OF PRACTICAL TRAINING EASTERN REGION, KOLKATA

(Autonomous Body)

MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF HIGHER EDUCATION,  
GOVT. OF INDIA

वार्षिक प्रतिवेदन  
ANNUAL REPORT

2012-13

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## **ANNUAL REPORT – 2012-13**

### **1.0 Highlights of the year 2012-13 at a Glance**

1.	No. of notified establishments as On 31.03.2013		:	1189
2.	No. of students aspiring for Apprenticeship training	Graduate Technician Technician (Voc) Total	: : : :	5294 2114 3793 11201
3.	Gross live notified facilities during the year 2012-13	Graduate Technician Technician (Voc) Total	: : : :	4937 3901 3762 12600
4.	Total No. of Training Seats utilised	Graduate Technician Technician (Voc) Total	: : : :	5110 1919 3023 <b>10052</b>
5.	No. of training certificates issued		:	3787
6.a)	No. of Establishments to which BOPT(ER) forwarded Bio-data of candidates (Graduate, Technician & Technician (Voc)		:	66
b)	No. of candidates whose Bio-data were forwarded to 66 (Sixty Six) establishments in Eastern Region by BOPT(ER)		:	1172
7.	Central Selection organised by BOPT(ER) for selecting candidates for Apprenticeship Training for different establishments	: No. of candidates called : No. of candidates appeared : No. of candidates selected	: : :	2110 855 591
8.	No. of Establishments visited by the officers of BOPT(ER)		:	162
9.	No. of Technical Institutions visited by the officers of BOPT(ER)		:	10
10.	No. of Group Meetings with Establishments/Institutions including Round table discussion, meet the Apprentices Programme, Career Guidance Programme etc. conducted.		:	45

## 2.0 Introduction

2.1 Board of Practical Training, Eastern Region, is an Autonomous organisation of the Ministry of Human Resource Development (Deptt. of Higher Education), Government of India, and is registered under the West Bengal Societies Registration Act, 1961. The Secretariat of the Board of Practical Training, Eastern Region, has been functioning at its own office Building at Salt Lake City, Kolkata – 700 064 since July 1986. The Board is headed by the Chairman, consisting of the members nominated by the Ministry of Human Resource Development (Deptt. of Higher Education), Govt. of India, Confederation of Indian Industries (ER), Public Sector undertakings in the Region, Eastern Regional Committee of AICTE, Iron and Steel Industries in Private Sector, Port Trust/Railways, State Governments, The Institution of Engineers (India), Head of Technical Institutions (both at Degree and Diploma Level) etc. The Director is the Chief Executive of the secretariat of the Board, who also acts as the member-secretary of the Board.

2.2 The Board of Practical Training, Eastern Region, for the 37<sup>th</sup> year continued to perform its responsibilities on proper implementation of the Apprentices (Amendment) Act, 1973 & 1986 in the Eastern Region comprising the States of West Bengal, Bihar, Jharkhand, Orissa, Assam, Nagaland, Manipur, Tripura, Arunachal Pradesh, Mizoram, Meghalaya, Sikkim and Union Territory of Andaman & Nicobar Islands. In accordance with the Apprentices Act and Rules, the Board is empowered to assess Apprenticeship Training facilities in respect of establishments under various sectors, notify them to engage a stipulated number of apprentices, oversee engagement of apprentices, monitor and review the working of the Apprenticeship Scheme (both quantitatively and qualitatively). The responsibility of the Board also includes reimbursement of Government's share of stipend at the rate of 50% on minimum prescribed rate claimed by the Training Establishments after registration of contract of Apprenticeship.

A new category of Apprentices termed as Technician (Vocational) Apprentices was introduced by the Government of India through further amendment of the Apprentices Act in 1986 for training pass-outs +2 Vocational streams students from Higher Secondary School system in some designated subject-fields. The placement of students commenced on receipt of Government Notification in regard to subject-fields of training (designated trades) for Technician (Vocational) Apprentices (published in the Gazette of India: Part – II, Section – 3, Sub-Section (i) dated 14.5.1988).

The Nodal Centre of the National Technical Manpower Information System (NTMIS) in the Board also continued to exist, however the work of collecting data pertaining to technical manpower in the establishments could not be performed as no guidelines received from IAMR, Delhi, the lead centre of NTMIS or from AICTE, the funding body.

## 3.0 The Board Members

The present Board of Governors has been functioning since 30<sup>th</sup> January, 2012. On the expiry of tenure of Shri Aniruddha Lahiri as Chairman, BOPT(ER), the Ministry appointed Shri Harsh K. Jha, MD, Tata Metalliks as chairman in the Board of Governors. Shri Harsh K. Jha kindly accepted the chairmanship of the Board with effect from 30<sup>th</sup> November, 2011.

On expiry of the tenure of 3 years of the previous Board, it was reconstituted with effect from its first meeting held on 30<sup>th</sup> January, 2012 under the chairmanship of Shri Harsh K. Jha.

The list of the members of the Board during the period under report is given in Appendix-I.

## 4.0 Board Meetings

During the year under report, the Board met two times viz., 115<sup>th</sup> Meeting held on 27.07.2012 and 116<sup>th</sup> Meeting held on 29.11.2012.

### 4.1 Annual General Meeting of the Society of BOPT(ER)

During the year under report, the Annual General Meeting of the Society of the Board of Practical Training, Eastern Region, was held on 29<sup>th</sup> November, 2012 in the 'Conference Room' of BOPT(ER), Kolkata under the Chairmanship of Sri Harsh K. Jha.

## 5.0 Board's Representation in other Managing Committees

During the year 2012-13 the Director of the Board represented in the following committees.

- i) Central Apprenticeship Council (CAC).
- ii) Eastern Regional Committee of AICTE.
- iii) State level committees for technical education in Orissa and Arunachal Pradesh.
- iv) Education & Skill Development, sub-committee of Confederation of Indian Industry (CII), Eastern Region.
- v) State Council for Technical Education, Government of Arunachal Pradesh.

## 6.0 Different Committees appointed by the Board

### 6.1 Standing Finance Committee

The Board in its 114<sup>th</sup> Meeting held on 30.01.2012 reconstituted the Standing Finance Committee of the Board as follows:

1.	Chairman of the Committee	Chairman of the Board or his nominee
2.	One Representative of the Integrated Finance Division of M/o. HRD, Govt. of India.	Representative of FA, Integrated Finance Division, Ministry of HRD, Department of Higher Education, Govt. of India, New Delhi. (To be nominated by IFD of Ministry of HRD.)
3.	An Officer from Ministry of HRD, Department of Higher Education, Govt. of India.	Additional Apprenticeship Adviser (T) / A Representative of Technical Bureau of Ministry of HRD, Department of Higher Education, Govt. of India, New Delhi, or his nominee.
4.	Member	Shri Sandeep Dhir, Chief-Employee Training and Development, Tata Steel Limited, Jamshedpur-831 001, Jharkhand
5.	Member	Shri A.K. Tripathy, Principal Rajiv Gandhi Govt. Polytechnic, Department of Education, Vivek Vihar, Itanagar – 791116, Arunachal Pradesh
6.	Member-Secretary	Director, BOPT(ER), Kolkata

## 6.2 Building & Works Sub-Committee

The Board in its 114<sup>th</sup> Meeting held on 30.01.2012 reconstituted the Building Sub-Committee of the Board as follows:

1.	Chairman of the Committee	Chairman, BOPT(ER) or his nominee.	
2.	Two Expert Members	a)	Professor of National Institute of Technical Teachers' Training & Research (Civil Engg. Deptt.), Sector – III, Salt Lake City, Kolkata – 700 106.
		b)	Executive Engineer, Metropolitan Sports Division-I, Public Works Deptt., Govt. of West Bengal, PurtaBhawan, (1 <sup>st</sup> Floor), Salt Lake City, Kolkata-700091.
3.	Member	Director, BOPT (ER) Kolkata.	
4.	Member-Secretary	Administrative-cum-Accounts Officer, BOPT(ER).	

## 6.3 Selection Committee

The Board in its 114<sup>th</sup> Meeting held on 30.01.2012 reconstituted the Selection Committee as follows:

### 6.3.1 For the posts of Assistant Director of Training and/or other posts carrying a minimum Grade pay of Rs.5400/= p.m. or more (as per 6<sup>th</sup>CPC) :

Composition of the Committee in accordance with the Recruitment Rules		Nomination approved by the Board.
1.	Chairman of the Committee.	Chairman, BOPT(ER) or his nominee
2.	A representative of the Ministry of HRD on the Board	Additional Apprenticeship Adviser (T) / A Representative of Technical Bureau of Ministry of HRD, Department of Higher Education, Govt. of India, New Delhi, or his nominee
3.	One Expert Member to be nominated by the Chairman of the Board	To be nominated by the Chairman of the Board.
4.	Member-Secretary	Director, BOPT(ER), Kolkata

### 6.3.2 For other posts not exceeding Grade Pay of Rs.5400/= p.m. (as per 6<sup>th</sup>CPC)

1.	Chairman	Director , BOPT (ER)
2.	A representative of the Ministry of HRD (Deptt. of Higher Education) Govt. of India	A nominee of Ministry of HRD (Deptt. of Higher Education), Govt. of India.
3.	Two members of the Board to be nominated by the Chairman of the Board	i) Chief Personnel Officer, South Eastern Railway, Kolkata or his nominee.
		ii) Shri A.K. Tripathy, Principal Rajiv Gandhi Govt. Polytechnic, Department of Education,

		Vivek Vihar, Itanagar – 791116, Arunachal Pradesh
4.	The Board also suggested that a representative of Minority community may be inducted as and when required.	Nominee from other Central / State Govt. organisation.

#### 6.4 Departmental Promotion Committee (D.P.C.)

The Board at its 114<sup>th</sup> Meeting held on 30.01.2012 reconstituted the Departmental Promotion Committees for employees belonging to Groups 'A', 'B', 'C' and 'D' as follows:

##### 6.4.1 D.P.C. for Group 'A' and 'B' posts :

1.	Chairman of the Committee.	Chairman, BOPT(ER) or his nominee.
2.	A representative of the Ministry of HRD, Govt. of India.	Additional Apprenticeship Adviser (T) / A Representative of Technical Bureau of Ministry of HRD, Department of Higher Education, Govt. of India, New Delhi, or his nominee
3.	One member of BOG of BOPT(ER) to be nominated by the Chairman.	Shri B.P. Lenka Chief Manager (HR-Training) Hindustan Aeronautics Limited (Engine Division, Koraput) P.O: Sunabeda-763 002 District-Koraput, Orissa
4.	One Class-I Officer of Govt. of India belonging to SC/ST community working in the Grade Pay higher than post under consideration (as per 6 <sup>th</sup> CPC).	Nominee from NITTTR/Class-I Officer of Export & Import Office or other Central Govt. organisation.
5.	Member-Secretary	Director, BOPT(ER)

##### 6.4.2 D.P.C. for Group 'C' and 'D' posts :

1.	Chairman of the Committee.	Director, BOPT(ER)
2.	A representative of the Ministry of HRD, Govt. of India.	A nominee of the Ministry of HRD, Govt. of India.
3.	One member of the Board to be nominated by the Chairman.	Dr. Chandidas Saha, FIE 2A, Shantiniketan Apartment AE-4, Rabindra Pally P.O.: Prafulla Kanan, Kolkata – 700 101
4.	One Class-I Officer of Govt. of India belonging to SC/ST community working in the Grade Pay of Rs. 5400/- per month or above (as per 6 <sup>th</sup> CPC).	Nominee from NITTTR/Class-I Officer of Export & Import Office or other Central Govt. organisation.
5.	Member-Secretary	Administrative-cum-Accounts Officer, BOPT(ER), Kolkata

## 6.5 IT-Enabling Committee

The Board at its 114<sup>th</sup> Meeting held on 30.01.2012 constituted the IT-Enabling Committee as follows:

1.	Shri R.N. Lahiri Managing Trustee and Member Secretary Batanagar Education & Research Trust 1/1/1, Jodhpur Park, Kolkata - 700 068 West Bengal, India	Chairman
2.	Dr. Atul Bora Director of Technical Education Govt. of Assam, Kahilipara, Guwahati-19.	Member
3.	Shri Sandeep Dhir Chief-Employee Training & Development M/s. Tata Steel Ltd., Jamshedpur-831001, Jharkhand.	Member
4.	Director, BOPT(ER)	Member-Secretary

## 6.6 Inventory Review /Writing off Committee

The Board at its 114<sup>th</sup> Meeting held on 30.01.2012 constituted the Inventory Review/ Writing off Committee as follows:

1.	Dr. Chandidas Saha, FIE 2A, Shantiniketan Apartment AE-4, Rabindra Pally P.O.: Prafulla Kanan, Kolkata – 700 101.	Chairman
2.	Commodore Ratnakar Ghosh, IN (Retd.) Director (Shipbuilding) Garden Reach Shipbuilders & Engineers Ltd. 43/46, Garden Reach Road Kolkata – 700 024.	Member
3.	Director, BOPT(ER)	Member
4.	Administrative-cum-Accounts Officer, BOPT(ER)	Member-Secretary

## 7.0 Standing Finance Committee Meetings

During the year under report, the 45<sup>th</sup> Meeting of the Standing Finance Committee was held on 27<sup>th</sup> July, 2012 and 46<sup>th</sup> Meeting was held on 29<sup>th</sup> November, 2012.

## 8.0 Establishment

During the period from 01.4.2012 to 31.3.2013, the establishment of the Board was consisted of Director, one Deputy Director of Training, three Assistant Directors of Training, one Administrative-cum-Accounts Officer and 35 (thirty-five) members of staff. The Nodal Centre of the Board under NTMIS consisted of one Project Officer, one Computer Operator-cum- Programmer and one staff member.

## 9.0 Accounts & Audit

The Accounts of the Board for the year 2012-2013 was audited by the Principal Director of Audit (Central), C.A.G. Office, Kolkata. The Annual Accounts for the year 2012-2013 along with the Audit Report, Audited Statements of Accounts and Audit Certificate is placed in Appendix-III for placing before both the Houses of Parliament, New Delhi.

### 9.1 Details of Grants utilised in respect of Establishment Account, Stipend Account for 2012-13 are reproduced below:

Particulars	Establishment A/c.			Stipend A/c.		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
<b>A. Receipts :</b>						
a) Opening balance as on 01.04.2012	8.24	86.75	94.99	304.56	5.02	309.58
b) Grant Received	50.93	233.00	283.93	289.22	252.75	541.97
c) Receipts from other sources	2.44	0.69	3.13	13.84	-	13.84
d) Receipts & Recovery of loan	-	1.00	1.00	-	-	
<b><u>TOTAL</u></b>	<b>61.61</b>	<b>321.44</b>	<b>383.05</b>	<b>607.62</b>	<b>257.77</b>	<b>865.39</b>

Particulars	Establishment A/c.			Stipend A/c.		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
<b>B. Payments :</b>						
Payments made during 2012-13	60.65	251.05	311.70	557.03	257.50	814.53
<b><u>TOTAL</u></b>	<b>60.65</b>	<b>251.05</b>	<b>311.70</b>	<b>557.03</b>	<b>257.50</b>	<b>814.53</b>

	Rs. in lakhs					
<b>(A-B) Closing Balance as on 31.3.2013</b>	<b>0.96</b>	<b>70.39</b>	<b>71.35</b>	<b>50.59</b>	<b>0.27</b>	<b>50.86</b>



9.2

The Board has also a Nodal Centre under National Technical Manpower Information System (NTMIS). This project is funded by All India Council for Technical Education (AICTE), and guided by Institute of Applied Manpower Research (IAMR), Delhi. The Accounts of NTMIS was separately audited by CAG, Kolkata office.

During the period reported upon, AICTE could release only 3.42 lakhs of grants which was less than the required fund. The balance amount was met up through loan from Boards account. The details of Grant utilised in respect of NTMIS Accounts (Nodal Centre) for the year under report (2012-13) are reproduced below:

Particulars	NTMIS A/C	
	Non-Plan	Total
<b>C. Receipts :</b>		
a) Opening balance as on 01.4.2012	1.82	1.82
b) Grant Received	3.42	3.42
c) Receipts of loan from Board's Establishment	11.00	11.00
<b>TOTAL :</b>	<b>16.24</b>	<b>16.24</b>

Rs. in lakh

Particulars	NTMIS A/C	
	Non-Plan	Total
<b>D. Payments :</b>		
a) Payments made during 2012-13	14.71	14.71
b) Repayment of loan to Board's Establishment account	1.00	1.00
<b>TOTAL :</b>	<b>15.71</b>	<b>15.71</b>

Rs. in lakh

Rs. in lakh		
<b>Closing Balance as on 31.3.2013(C-D)</b>	<b>0.53</b>	<b>0.53</b>

## 10.0 Procurement & Utilisation of notified/identified training seats under Apprenticeship Training

10.1. During the year under Report, efforts were made to provide training facilities to as many eligible Graduates, Technician (Diploma holders) and Technician (Vocational) students in Eastern Region as possible. Many of the training establishments in Eastern Region, in spite of notifications issued by the Board, were reluctant to engage apprentices. Such establishments fall in every sector, i.e. Central Govt. Departments and its undertakings, State Govt. Departments and its undertakings as well as Private Establishments. Efforts were made to procure training seats in non-conventional areas such as National Highway Project and different Construction Companies, Hotels, Information Technology based industries, Airways, Mobile Telephone Services Organizations etc. Special efforts were also made to provide training facilities to Scheduled Castes, Scheduled Tribes, Minority candidates and Women candidates who approached this Board for Apprenticeship Training.

During the period reported upon, educational facilities in Engineering/Technology were available in the Eastern Region in altogether 193 (One hundred Ninety Three) colleges of Engineering/Technology and 224 (Two hundred and Twenty Four) Polytechnics, and 682 (Six hundred Eighty Two) Vocational Schools in Eastern Region. The State-wise break-up of Colleges of Engineering/Technology, Polytechnics and Higher Secondary (Vocational) Schools are indicated in Table-I.



**TABLE - I**  
**No. of Technician and Vocational Institutions in Eastern Region**  
 (As per information available from AICTE & also from different states)

Sl. No.	State	No. of Institutions			
		Degree Level	Diploma Level	Technician (Vocational)	Total
1.	Assam	14	14	90	<b>118</b>
2.	Bihar	19	19	91	<b>129</b>
3.	Jharkhand	11	22	59	<b>92</b>
4.	Orissa	71	79	231	<b>381</b>
5.	West Bengal	70	69	148	<b>287</b>
6.	Manipur	01	04	19	<b>24</b>
7.	Meghalaya	01	03	02	<b>6</b>
8.	Tripura	01	03	01	<b>5</b>
9.	Nagaland	01	03	--	<b>4</b>
10.	Mizoram	01	03	--	<b>4</b>
11.	Andaman & Nicobar Island	01	01	05	<b>7</b>
12.	Arunachal Pradesh	01	02	--	<b>3</b>
13.	Sikkim	01	02	36	<b>39</b>
	<b>TOTAL :</b>	<b>193</b>	<b>224</b>	<b>682</b>	<b>1099</b>

**N.B.:** From some of the institutions at Degree & Diploma level, 1<sup>st</sup> batch was yet to pass out. In many states number of Vocational (+2) Schools where students were admitted, were less than the above figure e.g. in Orissa and Assam, number of functional Vocational schools are 58 and 45 against 231 and 90 schools respectively, selected for running vocational courses at +2 level. Besides the above, there were some Institutions at degree & diploma level for Pharmacy & Architecture.

10.2 As done in the previous years the Heads of the Institutions were requested to furnish the particulars of the fresh pass outs who were aspiring to avail apprenticeship training facilities under the Apprentices (Amendment) Act, 1973 & 1986. As an innovative approach this Board also printed, coloured post cards (in different colours for each, Graduate, Technician and Technician (voc) apprentices) and were forwarded to various institutions for distribution amongst the students who were required to fill the same and either submit to the Head of the Institution for onwards submission to this Board or may directly post the same to this office for the purpose of enrolment. This Board has also implemented its e-governance web portal ([www.bopter.com](http://www.bopter.com)) which has the several facilities such as enrolment for establishments, institutions and the aspiring students in particular. The online enrolment facility opened the door for all the aspiring students residing in even the far North-Eastern States of India, to login and enroll themselves. During the year under report, nearly 11201 (Eleven thousand Two hundred and One) fresh Graduate Engineers/Technologists, Diploma holders and Technician (Vocational) students from different institutions were found to be aspiring for apprenticeship

training (However, few of them also did not join the organization for training, whenever opportunities were given.)

The total numbers of aspiring candidates for apprenticeship training State-wise and level-wise are given in the Table-II.

**TABLE - II**

No. of candidates aspiring for Apprenticeship Training from different States in Eastern Region

Sl. No.	State	No. of students aspiring for apprenticeship training			
		Degree Level	Diploma Level	Technician (Vocational)	Total
1.	Assam	78	163	4	245
2.	Bihar	7	4	2425	2436
3.	Jharkhand	261	403	110	774
4.	Orissa	2474	950	378	3802
5.	West Bengal	2425	523	876	3824
6.	Manipur	4	13	--	17
7.	Meghalaya	--	02	--	02
8.	Tripura	30	17	--	47
9.	Nagaland	--	--	--	--
10.	Mizoram	--	35	--	35
11.	Andaman & Nicobar Island	06	04	--	10
12.	Arunachal Pradesh	--	--	--	--
13.	Sikkim	09	--	--	09
	<b>TOTAL :</b>	<b>5294</b>	<b>2114</b>	<b>3793</b>	<b>11201</b>

- 10.3 As on 31.3.2013 BOPT(ER) brought altogether 1189 (One Thousand One Hundred and Eighty Nine) establishments under notification for implementation of the scheme of apprenticeship training, however most of them were reluctant to engage apprentices due to financial crunch, sickness etc. Sector wise notified live establishments (who were engaging apprentices or have not regretted to engage apprentices) are identified in Table-III.

**TABLE - III**

Sector wise notified live establishments

Central Govt. Deptt. /Central Public Sector/ undertakings	71
State Govt. Deptt./State Public Sector/undertakings	107
Private Sector	263
<b>TOTAL :</b>	<b>441</b>

- 10.4 As on 31.3.2013 the Board identified/notified training facilities for 4937 Graduates, 3901 Technicians and 3762 Technician (Vocational) in altogether 441 live notified establishments. A sector wise position for live notified seats is indicated in Table-IV.

**TABLE – IV**  
**Identified training seats in Eastern Region**

Sector	Apprenticeship Facilities			Total
	Graduate	Technician	Technician (Vocational)	
Central Govt. Deptt. / Central Public Sector/ Undertaking	366	1277	150	<b>1793</b>
State Govt. Deptt./State Public Sector/undertaking	571	1728	677	<b>2976</b>
Private Sector	4000	896	2935	<b>7831</b>
<b>TOTAL</b>	<b>4937</b>	<b>3901</b>	<b>3762</b>	<b>12600</b>

**10.5 Central Selection Meetings for engagement of – Graduate, Technician and Technician (Vocational) apprentices under the Act :**

During the period under report, the Board organised 15 (Fifteen) Central Selection Meeting in twenty five days at Board's office premises, 2 (Two) Centralized Selection Meeting in Two days at establishment premises for selection of apprentices for undergoing apprenticeship training at different establishments. Details are given at Appendix – II.

During the year 2012-13, BOPT(ER) forwarded the Bio-Data of 1172 (One Thousand one Hundred & Seventy Two) eligible candidates to 66 (Sixty Six) establishments in the region to facilitate the processes of engagement of apprentices by the establishments.

Besides the above, selection of about 1470 (One Thousand Four Hundred and Seventy) Apprentices were effected through the sponsoring of eligible candidates by the Directorate of Technical Education and Directorate of Vocational Education of the States of Assam, Orissa and Principals of Engineering Colleges and Polytechnic Institutions to different organizations in their respective States. The training seats were notified/identified by this Board.

**10.6 Supervision of Training :**

During the period from 01.4.2012 to 31.3.2013 the officers and senior staff members of this Board have undertaken 162 (One Hundred and Sixty Two) visits to different training establishments and 10 (Ten) visits to the Technical Institutions (including visits to the Directorate of Technical Education of different states, Directorate of School/Vocational Education of different states) in the region in connection with proper implementation of the Apprentices (Amendment) Act, 1973 & 1986 respectively.

**10.7 Utilisation of Training Seats during the period under report :**

On the basis of Registration of contract & sponsoring of Apprentices, 10052 (Ten Thousand and Fifty Two) seats of different categories have been utilised (Refer Table V).

## 11.0 Quality-Improvement & Other Development Programmes related to Apprenticeship Training

The major function of the BOPT (ER), Kolkata is the implementation of the National apprenticeship training scheme in eastern region in respect of Graduate, Technician and Technician (Vocational) apprentices under The Apprentices Act, 1961 (as amended in 1973 & 1986). To achieve this it is always the endeavor of the Board to establish a proper communication channel with the various stake holders viz. the establishments, the educational institutions and the aspirants of apprenticeship training. The Board carried out the following concomitant activities for effective implementation of the apprenticeship training scheme.

### 11.1 Career Guidance Programme (C.G.P.) & Supervisory Development Programme (S.D.P.):

The Board organized ‘Career Guidance Programmes’ & ‘Supervisory Development Programmes’ for the final year students belonging to Degree, Diploma and Higher Secondary (Vocational) Institutions. Officers from this Board and faculty from other organisations such as MSME Institute located at various parts of Eastern Region were also called to deliver lectures on Entrepreneurship, Job opportunities in large & small scale industries, Apprenticeship Training, Financial Assistance and success stories. The objectives for organising such programmes were :-

1. To apprise the students about the necessity of practical training so as to equip themselves to become more employable in the Employment Market.
2. To give the students an idea about Factory/Industrial environment and the role of apprentices during training.
3. Maintenance of Work Diary.
4. How to utilise the training period effectively, so that a student after completion of training should feel, that, there has been a development in his/her skill and knowledge.
5. To identify Industries’ expectations from the Engineers and Technicians etc.

During the Period under report 13 (Thirteen) C.G.P. was conducted by BOPT (ER) in collaboration with the establishments as given below :-

Sl. No	Name of the Organisations	C.G.P. held on
01.	B.S.N.L. (W.B. Circle) – West Bengal	26.04.2012 27.04.2012
02.	New M.G. Yo World – West Bengal	02.05.2012
03.	Public Works Department – West Bengal	28.06.2012 29.06.2012
04.	Cynosore Auto Centre – West Bengal	03.08.2012
05.	Neosa Electronics Ltd. – West Bengal	13.08.2012
06.	HabraMunicipality – West Bengal	28.08.2012
07.	South Eastern Railway – West Bengal	13.09.2012 14.09.2012
08.	Public Works Department (Electrical Dvn.) – West Bengal	26.09.2012 27.09.2012

Sl. No	Name of the Organisations	C.G.P. held on
09.	Santiniketan Institute of Polytechnic – West Bengal	10.10.2012
10.	Haldia Dock Complex – West Bengal	05.11.2012 06.11.2012 07.11.2012
11.	Garden Reach Shipbuilders & Engineers –West Bengal	20.11.2012 21.11.2012
12.	Rifle Factory – West Bengal	13.12.2012 14.12.2012
13.	B.S.N.L. (Calcutta Telephone) – West Bengal	18.02.2013 19.02.2013

### 11.2 Meet the Apprentices Programme (M.A.P) :

Meet the Apprentice Programme were arranged at various establishments in eastern region where Engineering Graduate/Technician and Technician (Vocational) apprentices were undergoing training. All the apprentices undergoing training in the establishment, officers of the training establishments participated in the programme. The main purpose of M.A.P was to interact with the apprentices so as to know their activities during training period, effectiveness of the training programme, problems, if any being faced by the apprentices or by the training departments etc. and to find out remedial measures, if any, and to overcome such problems.

During the year under report the following 26 (Twenty Six) M.A.P.s were conducted on the dates mentioned against each Organisation.

Sl. No	Name of the Organisations	M.A.P. held on
01.	All India Radio – Cuttack, Orissa	07.05.2012
02.	Jana Seva Kendra – Orissa	17.05.2012
03.	Central Rural Development – Orissa	17.05.2012
04.	Shakti Sugar -Orissa	18.05.2012
05.	Hindustan Motors – West Bengal	23.05.2012
06.	Development Consultant (Pvt.) Ltd. – West Bengal	24.05.2012
07.	Air India Ltd. – West Bengal	25.05.2012
08.	Garden Reach Shipbuilders & Engineering Ltd. – West Bengal	27.06.2012
09.	R.D. Motors Pvt. Ltd. – West Bengal	04.07.2012
10.	DISA – Orissa	13.09.2012
11.	Exide Industries Ltd. – West Bengal	19.12.2012
12.	Up to Date Foundations Computer Centre – Bihar	06.12.2012
13.	Bio- Kem Pathology – Bihar	06.12.2012
14.	Unque Info. Tech. – Bihar	06.12.2012
15.	Bhola Wearing Centre – Bihar	06.12.2012
16.	Diya Dyeing Centre – Bihar	06.12.2012
17.	Vinay Automobiles – Bihar	06.12.2012
18.	Sai Auto Repairing & Service Centre – Bihar	06.12.2012
19.	Adarsh Life Care Hospital Pvt. Ltd. – Bihar	30.12.2012

Sl. No	Name of the Organisations	M.A.P. held on
20.	TCS Limited – West Bengal	07.01.2013
21	West Bengal Comprehensive Area Development Authority – West Bengal	24.01.2013
22.	Adarsh Life Care Hospital Pvt. Ltd. – Bihar	01.02.2013
23.	Royal Sundaram Alliance Insurance Co. Ltd. – West Bengal	06.02.2013
24.	Hindustan Aeronautical Limited – West Bengal	06.03.2013
25.	RWS&S Mechanical Division - Orissa	20.03.2013
26.	LalBahadur Institute for General Health & Training – Orissa	22.03.2013

### 11.3 SC/ST/OBC/Women engaged for training during the year 2012-13 :

Board of Practical Training (E.R.) has been making best efforts to engage as many SC./ST./OBC/Women eligible candidates as possible for training at many establishments in Eastern Region. Accordingly, they were sponsored in large numbers to various establishments to undergo one year Apprenticeship Training under the Act. During the year under report, 364 (Three Hundred Sixty Four) SC, 236 (Two Hundred Thirty Six) ST, 221 (Two Hundred Twenty One) OBC and 2990 (Two Thousand Nine Hundred Ninety) Women candidates were enrolled and engaged in various establishments.

Since candidates belonging to SC/ST/OBC categories are finding easier opportunity in employment due to their reservations as prescribed by the Govt., thus candidates of these categories getting enrolled with the Board for apprenticeship training is always limited.

### 11.4 Seminar & Group Meetings Conducted :

11.4.1 Board of Practical Training, Eastern Region in association with the Directorate of Technical Education and Training, Cuttack, Odisha organized Industry Institute Interaction Meet on 19/06/2012 at Bhubaneswar. The meeting was conducted under the Chairmanship of The Commissioner-cum-Secretary, E&TE&T and Chairman, SCTE&VT. Representatives from reputed establishments viz. NALCO, HAL, OPTCL, BSNL, Hindalco Industries, RCCTC, Jindal Steel and Power, All India Radio, Global Coal & Mining Neelachallspat Nigam Ltd, STPI, East India Minerals, Sarada Mines, Arya Iron &Steel ,ShriMahaveer Ferro Alloys, NIT Rourkela etc. and Principals and Training and Placement officers (TPO) of various Polytechnics and Degree Engineering Colleges etc. attended and actively participated in the program. Detailed discussions were made and resolutions were adopted in regards to updation of the curriculum of the technical students, coverage of IT/software industries under The Apprenticeship Training Scheme and providing more weightage to the Proficiency Certificate of Apprenticeship Training for the purpose of employment in different establishments.

11.4.2 This Board, in association with Directorate of Science and Technology, Govt. of Jharkhand organized a Group Meeting with the Authorities/ representatives of Various State Govt. Departments of Jharkhand on 21<sup>st</sup> August 2012 in the Chamber of The Additional Chief Secretary, Department of Science and Technology, Govt. of Jharkhand. The main objective of



the Group Meeting was to discuss various issues related to the one year apprenticeship training of freshly passed out degree and diploma holder engineers in the state of Jharkhand in various State Govt. Departments of Jharkhand & in laboratories of Government & Autonomous Institutions within the Department of Science & Technology, Govt. of Jharkhand. Director & Deputy Director of Office of the Directorate of Science and Technology, Govt. of Jharkhand, Engineer-in-Chief-Secretary (Technical), Public Health Engineering Department, Govt. of Jharkhand, Engineer-in-Chief-Secretary (Technical), Building Construction Department, Govt. of Jharkhand, Chief Engineer-II & Executive Engineer, Water Resources Department, Govt. of Jharkhand and Asst. Director, BOPT-ER attended and actively participated in the program. During the discussion in the meeting, it was unanimously opined by the representatives of the establishments that the minimum rate of stipend prescribed by the Ministry in the present scenario is low and needs to be revised at the earliest.

- 11.4.3 This office, in collaboration with Directorate of Higher & Technical Education, Govt. of Meghalaya organized an Industry Institute Interaction Meet at Shillong Polytechnic on 23.08.2012 to discuss various issues pertaining to one year apprenticeship training of Degree/Diploma holder engineers of the state of Meghalaya in different establishments under The Apprentices Act, 1961 as amended in 1973 and 1986. The Joint Director, Higher & Technical Education and Principal, Shillong Polytechnic kindly presided over the meeting and delivered welcome address. In the meeting different provisions of The Apprentices (Amendment) Act, 1973 & 1986 were discussed with all the training establishments and important inputs were received from the training establishments for further improvement in the system.
- 11.4.4 Board of Practical Training, Eastern Region in association with Regional Office of Vocational Education, Bhubaneswar Region, Odisha organized Training and Placement officers (TPO) and Principals Meet at Bhubaneswar, Odisha on 12/09/2012 to discuss various issues pertaining to one year stipendiary apprenticeship training of 10+2 Vocational pass outs. The meeting was chaired by The Commissioner-cum-Secretary, Higher Education Department Govt. of Odisha. Principals and Subject Teachers of various 10+2 Vocational Colleges along with the officers of Directorate of Vocational Education, Govt. of Odisha actively participated in the program. Detailed discussion on various aspects of Apprenticeship Training Scheme under the Act was made during the meeting and it was opined by the participants that the industries should define skill sets requirement for 10 (+2) vocational pass out students in their establishments so that such students are happily accepted by the training establishments for providing training. It was also opined that the amount of stipend needed to be increased similar to the increment under the minimum Wages Act.
- 11.4.5 Board of Practical Training, Eastern Region in association with the Regional Office of Vocational Education, Sambalpur, Odisha organized Training and Placement officers (TPO) and Principals Meet at Bhubaneswar, Odisha on 14/09/2012 at Conference Hall, Dr. P.M. Institute of Advanced Study in Education, Sambalpur, Odisha to discuss various issues pertaining to one year stipendiary apprenticeship training of 10+2 Vocational pass outs. The meeting was conducted under the Chairmanship of the Jt. Director, Directorate of Vocational Education, Govt. of Odisha. Principals and Subject Teachers of various 10+2 Vocational Colleges along with officers of Directorate of Vocational Education, Govt. of Odisha participated actively in the program. It was resolved that the Sambalpur region is surrounded

with more Industries and the 10+2 Vocational pass outs should utilize this opportunity for Apprenticeship Training. The amount of stipend may be increased and linked with the Minimum Wages Act.

- 11.4.6 This Board, in association with Directorate of Science and Technology, Govt. of Bihar organized a Group Meeting with the Principals/ representatives of various Government & Autonomous Institutions of state of Bihar. Sri Arun Kumar Singh, IAS, Principal Secretary, Dept. of Science & Technology, Govt. of Bihar chaired the said meeting on 12<sup>th</sup> March 2013. The main objective of the meeting was to discuss the various issues related to engagement of freshly passed out Engineering Degree/ Diploma holders as Graduate Apprentices/ Technician Apprentices under Apprentices (Amendment) Act 1973 & 1986, in various laboratories of Government & Autonomous Institutions and in State Govt. Departments of Bihar under the Department of Science & Technology, Govt. of Bihar. Discussions were made in detail on the issue of provisions of stipendiary fund to the training establishments of State Govt. of Bihar. It was decided in the meeting that State Govt. of Bihar would immediately take-up the matter with the Finance Department of Government of Bihar for allocation of required budget to enable the training establishments to pay the stipend to the apprentices.

## **12.0 Placement of Technician/Vocational Apprentices**

### **12.1. Efforts made.**

Like previous years, efforts were made by this Board for more effective implementation of the provisions of The Apprentices (Amendment) Act, 1973 & 1986 for the training of passed out students of Higher Secondary (Vocational) system from different schools located in different States of Eastern Region. This Board contacted different schools for getting bio-data of students and different organizations were visited for procurement of training seats etc. In this connection a new idea was introduced for providing more easier method for the students to enroll at BOPT for apprenticeship training. Enrolment cards of post card size in three different colours (Green for degree, pink for diploma and yellow for H.S.-Voc) were provided by this Board to all the passing students through the Head of their Institutions. In turn the response shown by the H.S.(Voc) passed out students in particular by sending their filled in post card for enrolment was very much encouraging.

For the engagement of H.S. (Vocational) passed outs as Technical (Voc) apprentices in Life Insurance Corporation of India, in East & East Central Zone advertisement was made inviting applications from the aspirants. On receiving the applications from the interested passed out H.S. (Voc) students, their particulars were sent to various Divisional offices of the Life Insurance Corporation of India under East & East Central Zone for the purpose of engagement as apprentices under the Apprentices Act.

Apart from the above, the Board also participated in activities like career fairs to disseminate information on this scheme among the stake holders. With a view to create an awareness amongst the stake holders in respect of the scheme, the Board is preparing a video documentary film for screening in most of the programmes conducted by the Board. For popularity of the scheme, pamphlets, posters, success stories of ex-apprentices already in service or running their



own business received as feed-back and developed by the Board were also distributed during the programmes. The on line e-governance web portal ([www.bopter.com](http://www.bopter.com)) has been the mile stone in the achievement of the Board which has enabled the Board to reach to various stake holders particularly the aspiring students residing in the far North Eastern States of India. The Board also up graded its website [www.bopter.gov.in](http://www.bopter.gov.in) in Hindi to fulfill the compliancy of implementation of Rajbhasa.

## 12.2 Follow up of Training.

Once the Engineering Graduate/Technician/Technician (Vocational) apprentices are engaged under the Act, the training establishments are required to prepare a programme of training for them. The various departments/sections in the training establishments are considered before the programme is approved for training in the individual establishments. During the training, the apprentices are clearly given a brief orientation of overall work of the establishments as first step in the programme. Then the apprentices spend a specified period in each department/sections where he is attached to a supervisor as per the programme. As there are much variations in the set up of various establishments, no single programme is common for all the establishments.

To help the employers' in preparation of the training programme, this Board has prepared training manuals for Petroleum & Oil Refineries and for Pulp & Paper Industries. These manuals helped the training establishments to prepare their own programme with suitable modifications to cater the local conditions of the establishments.

The progress of each apprentice is assessed by the employer and at the end of each quarter a report is submitted to the Board in the form prescribed under The Apprenticeship rules. The report gives the details of the area of training during the quarter, aptitude of trainees, performance, short comings etc., and the assessment of the training establishments on the overall training and skill development of the trainee. A close watch is kept on the progress and proper communication system is maintained with the trainees so that, any lapses on their part may be corrected in time. In fact, the payment of stipend to the apprentices is subject to his progress being satisfactory.

Officers of the Board visit training establishments to follow-up the progress of the training under the Act. During their visits meetings are held with the training staffs, the supervisors and the apprentices. In the 'Meet the Apprentices Programme', difficulties if any, are also discussed and sorted out.

## 13.0 Performance in Hindi during the Year

During the year 2012-13, Hindi works were carried out by this office according to the directives received from the Ministry from time to time. Hindi Implementation Committee meetings were held in every quarter, and recommendations were made for progress of hindi works in the office. Hindi Workshops were also held in every quarter for improving the working ability of the employees.

During the Hindi Pakhwara, Hindi Essay Writing competition and Hindi Debate competition were organized on 14<sup>th</sup> September and 28<sup>th</sup> September, 2012 respectively by this office. Throughout the year Hindi works done by the employees were also assessed by this office. Based on the performances, employees holding the first four positions in each competition were given cash prizes and others were given consolation prizes as well. Officers from Govt. of India, Ministry of Home Affairs, Department of Official Language, Kolkata were invited and were happy to note the activities of this office.

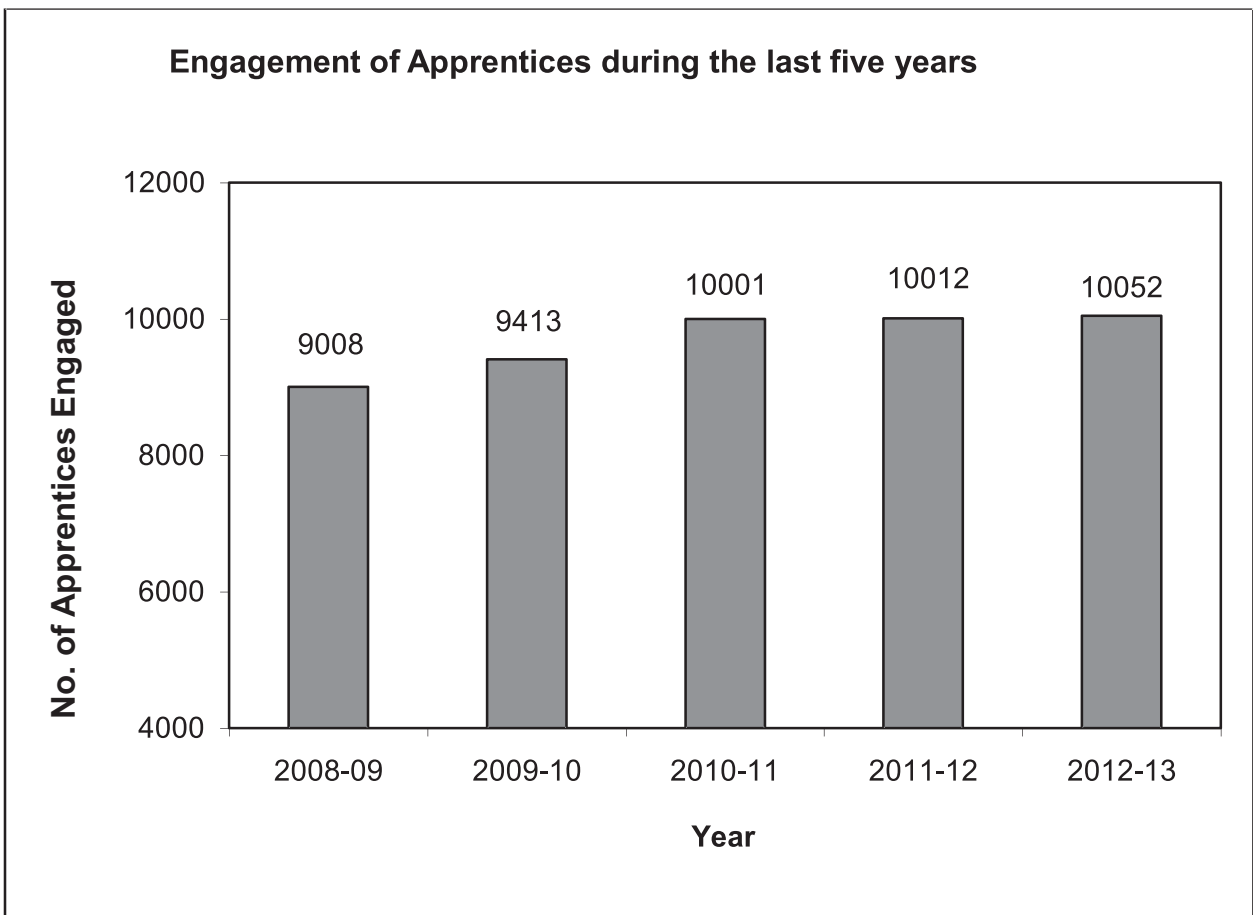
## **14.0 NATIONAL TECHNICAL MANPOWER INFORMATION SYSTEM**

During the year 2012-13, the National Technical Manpower Information System (NTMIS) Nodal Centre at BOPT (ER), Kolkata did not receive adequate fund as per requirement from AICTE/IAMR to meet up the expenses for sending questionnaire and paying visit to different establishments located in the Eastern Regional States to collect data for the year 2011-12. The short fall in the funds were met up only for committed expenses through transfer of fund on temporary loan basis from accounts of the Board.

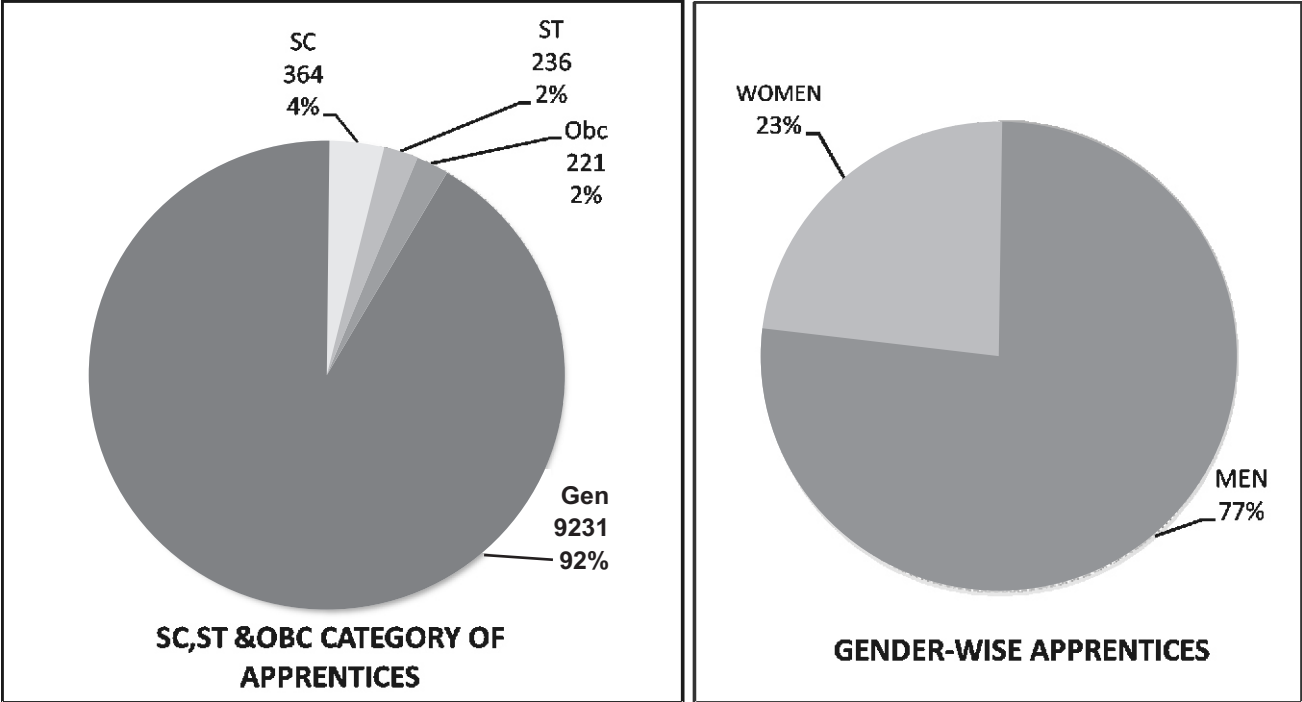
**TABLE - V****STATE-WISE POSITION OF STUDENTS ELIGIBLE Vs. SEATS NOTIFIED  
AGAINST SEATS UTILISED FOR THE YEAR 2012-13**

STATE	NO. OF STUDENTS ENROLLED FOR APPRENTICESHIP TRAINING				SEATS NOTIFIED				SEATS UTILISED			
	GRAD	TECH	TECH (V)	TOTAL	GRAD	TECH	TECH (V)	TOTAL	GRAD	TECH	TECH (V)	TOTAL
ASSAM	78	163	4	245	140	352	11	503	72	152	10	234
BIHAR	7	4	2425	2436	16	49	2273	2338	7	4	2395	2406
JHARKHAND	261	403	110	774	164	306	123	593	253	366	110	729
ORISSA	2474	950	378	3802	1300	1070	500	2870	2474	930	378	3782
WEST BENGAL	2425	523	876	3824	2995	1311	622	4928	2261	398	130	2789
MEGHALAYA	--	2	--	2	28	81	7	116	--	2	--	2
TRIPURA	30	17	--	47	123	188	--	311	30	17	--	47
MANIPUR	4	13	--	17	28	99	--	127	4	13	--	17
NAGALAND	--	--	--	0	25	112	--	137	--	--	--	0
ANDAMAN & NICOBAR ISLANDS	6	4	--	10	41	112	4	157	--	2	--	2
ARUNACHAL PRADESH	--	--	--	0	57	26	--	83	--	--	--	0
MIZORAM	--	35	--	35	--	189	--	189	--	35	--	35
SIKKIM	9	--	--	9	20	6	222	248	9	--	--	9
TOTAL	5294	2114	3793	11201	4937	3901	3762	12600	5110	1919	3023	10052

## GRAPH SHOWING UTILISATION OF TRAINING SEATS



### GRAPH SHOWING UTILISATION OF TRAINING SEATS



**APPENDIX-I****LIST OF BOARD MEMBERS**

<b>SL. No.</b>	<b>Name, Designation and Address of the Members</b>	<b>Nominee of</b>
1.	Shri Harsh K Jha, Chairman, BOPT (ER) & Managing Director, Tata Metaliks Ltd., Tata Centre, 10 <sup>th</sup> Floor 43, Jawaharlal Nehru Road Kolkata – 700 071	Ministry of Human Resource Development (Department of Higher Education) Govt. of India.  w.e.f.: 30.11.2011
2.	Shri N. Mohan Das, Director (T) Shri Dalip Kapur Deputy Secretary (T) Ministry of Human Resource Development, (Department. of Higher Education) Government of India, Shastri Bhavan, Sec. TS.VII, New Delhi-110 001	Ministry of Human Resource Development (Department of Higher Education) Govt. of India
3.	Shri R.N. Lahiri, Managing Trustee and Member Secretary Batanagar Education & Research Trust 1/1/1, Jodhpur Park, Kolkata - 700 068 West Bengal, India	E.R.C. of A.I.C.T.E.
4.	Sri Sandeep Dhir Chief – Employee Training & Development, SNTI M/s Tata Steel Ltd., N Road, PO - Bistupur, Jamshedpur-831001, Jharkhand.	Iron & Steel Industry in Private Sector
5.	Commodore Ratnakar Ghosh, IN (Retd.) Director (Shipbuilding) Garden Reach Shipbuilders & Engineers Ltd. 43/46, Garden Reach Road Kolkata – 700 024.	Public Sector Undertaking
6.	Shri B.P. Lenka, Chief Manager (HR-Training) Hindustan Aeronautics Limited, (Engine Division, Koraput) P.O. Sunabeda – 763 002 District- Koraput, Orissa	Public Sector Undertaking
7.	Chief Personnel Officer South Eastern Railway, 11, Garden Reach Road Kolkata – 700 043.	Railways
8.	Prof. Ajay Chakrabarty Vice-Chancellor, Birla Institute of Technology, Mesra, Ranchi – 835 215.	Head of the Technical Institution (Degree level)

9.	Shri A.K. Tripathi, Principal, Rajiv Gandhi Govt. Polytechnic, Department of Education, VivekVihar, Itanagar – 791116. Arunachal Pradesh.	Head of the Technical Institution (Diploma level)
10.	Dr. Chandidas Saha, FIE 2A, Shantiniketan Apartment, AE-4, Rabindra Pally P.O. PrafullaKanan Kolkata – 700 101.	The Institution of Engineers (India)
11.	Shri Dilip Sengupta General Manager – HR Tata Motors Limited Apeejay House, 5 <sup>th</sup> Floor 15, Park Street Kolkata -700016.	Confederation of Indian Industry (ER)
12.	Nomination awaited.	Confederation of Indian Industry (ER)
13.	Director Directorate of Technical Education & Training, Govt. of Orissa, Killa Maidan, Buxi Bazar Cuttack-753 001	Govt. of Orissa
14.	Dr. Atul Bora Director of Technical Education Govt. of Assam, Kahilipara, Guwahati-19.	Govt. of Assam
15.	Dr. Dhruv Prasad Director Department of Science & Technology Govt. of Bihar, Technology Bhavan, Bailey Road, Patna – 800 015 Bihar	Govt. of Bihar
16.	Nomination awaited.	Govt. of West Bengal
17.	The Director-In-Charge Directorate of Vocational Education Govt. of Odisha, Siksha Soudh, Unit –V, Bhubaneshwar – 751001, Odisha	Co-opted member
18.	The Director, Directorate of Secondary / Vocational Education, Government of Bihar, Bikash Bhavan, New Secretariat, Bailey Road, Patna – 800 015.	Co-opted member
19.	Shri S.M. Ejaz Ahmed, Director, Board of Practical Training (ER), Block – EA, Sector – I, Salt Lake City, Kolkata – 700 064	Member-Secretary

**APPENDIX-II****A. Central Selections organised by BOPT (ER) at its premises to select apprentices (Degree, Diploma) for undergoing training in different organisations:**

Sl. No.	Name of the Establishment	Date	No of Days	No. of Candidates		
				Called	Appeared	Selected
01	BSNL (WB Circle) – West Bengal	26.04.2012 27.04.2012	2	168	68	60
02	New M.G. Yo world– West Bengal	02.05.2012	1	35	13	3
03	PWD Building – West Bengal	28.06.2012 29.06.2012	2	113	46	25
04	Cynosure Auto Ltd. – West Bengal	03.08.2012	1	32	14	9
05	Neosa Electronics Pvt. Ltd. – West Bengal	14.08.2012	1	88	42	15
06	Habra Municipality – West Bengal	28.08.2012	1	25	6	3
07	S.E. Railway – West Bengal	13.09.2012 14.09.2012	2	113	52	35
08	P.W.D. Electrical Dvn. – West Bengal	26.09.2012 27.09.2012	2	140	65	40
09	Haldia Dock Complex – West Bengal	05.11.2012 06.11.2012 07.11.2012	3	172	92	27
10	Garden Reach Shipbuilders & Engineering – West Bengal	20.11.2012 21.11.2012	2	184	98	75
11	Bally Municipality – West Bengal	03.12.2012	1	32	12	4
12	Rifle Factory – West Bengal	13.12.2012 14.12.2012	2	78	49	31
13	B.S.N.L. – Calcutta Telephones West Bengal	18.02.2013 19.02.2013	2	114	47	47
14	Chittaranjan Locomotive Works – West Bengal	18.03.2013 19.03.2013	2	154	69	50
15	Kolkata Metropolitan Dev. Authority – West Bengal	25.03.2013	1	57	30	20
<b>TOTAL</b>			<b>25</b>	<b>1505</b>	<b>703</b>	<b>444</b>

**B. At Establishment Premises (2012-13)**

Sl. No.	Name of the Establishment	Date	No of Days	No. of Candidates		
				Called	Appeared	Selected
01	OPTCL, Bhubaneswar – Orissa NALCO BSNL CESU	17.04.2012	1	305	91	90
02	NALCO, Bhubaneswar – Orissa	20.03.2013	1	300	61	57
<b>TOTAL</b>			<b>2</b>	<b>605</b>	<b>152</b>	<b>147</b>



## APPENDIX-III

### **Separate Audit Report of the comptroller & Auditor General of India on the Accounts of Board of Practical Training (Eastern Region), Kolkata for the year ended 31 March 2013**

We have audited the attached Balance Sheet of Board of Practical Training (Eastern Region)(Board) Kolkata as at 31 March 2013, the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date under Section 20(l) of the Comptroller and Auditor General's (Duties, Power and Conditions of Service) Act, 1971 read with the Clause 6 (C) of the Memorandum of Association of the Board. The audit has been entrusted for the period upto 2013-14. These financial statements are the responsibility of the Board's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum- performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

- i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit;
- ii. The Balance Sheet, Income and Expenditure Account and Receipts and

Payments Account dealt with by this report have been drawn up in the format prescribed by the Ministry of Finance, Government of India.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by the Board as required under West Bengal Societies Registration Act, 1961 in so far as it appears from our examination of books.

iv. We further report that

**A. Balance Sheet**

**1.1 Assets**

**1.1.1 Fixed Assets- ₹ 78.61 lakh ( Schedule 5)**

The Fixed Asset was overstated by an amount of ₹ 11.64 lakh due to capitalization of extension in office building which is yet to be completed at the end of 2012-13. This had further resulted in understatement of Current Assets, Loans and Advances etc. by equal amount of ₹ 11.64 lakh.

**B. Provident Fund Account**

**2.1** Despite mention in previous years' Audit Reports, the Board had not followed the pattern of investment of provident fund prescribed by the Ministry of Finance, Govt. of India (Notification dated 14 August 2008) and had invested ₹ 128.00 Lakh (100%) in Term Deposit in SBI and Canara Bank only.

**C. General**

**3.1** Despite mention in previous years' Audit Reports, the provision for retirement benefits were not made on actuarial basis as per instructions contained in Common Format of Account.

**D. Grants-in-aid**

The Board is financed by the grants from the Government of India. During 2012-13, the Board had received total grants of ₹ 829.31 lakh (Plan ₹ 340.15 lakh and Non Plan ₹ 489.16 lakh). Out of the total grant, the Board had utilized ₹ 1180.02 lakh (Plan ₹ 607.09 lakh and Non-Plan ₹ 572.93 lakh) during the financial year 2012-13. The excess expenditure of ₹ 350.71 lakh (Plan ₹ 266.94 lakh and Non Plan ₹ 83.77 lakh) was met from the previous years' unspent balances.

**E. Management Letter:**

Deficiencies which have not been included in the Audit Report have been brought to the notice of the Director, Board of Practical Training (Eastern

Region), Kolkata through a management letter issued separately for remedial/corrective action.

v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income and Expenditure Account and Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.

vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements, read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in the Annexure to this Audit Report, give a true and fair view in conformity with accounting principles generally accepted in India

- a. in so far as it relates to the Balance Sheet, of the state of affairs of the Board of Practical Training (Eastern Region), Kolkata as at 31 march, 2013 and
- b. in so far as it relates to Income and Expenditure Account of the deficit for the year ended on that date.

**For and on behalf of the C&AG of India**

**Place:- Kolkata  
Date:-24/09/2013**

**Sd/-  
(A. Roychoudhury)  
Director General of Audit  
Central :: Kolkata**

## **Annexure**

### **1. Adequacy of Internal Audit System:**

The Board of Practical Training, Kolkata does not have any internal audit wing. Internal Audit is done by an outside agency (M/S Haldar Associates, Chartered Accountancy Firm) for the last five years. The Board does not have any Internal Audit Manual. No circulars/instructions for the purpose of accounting was made available to Audit.

### **2. Adequacy of Internal Control System**

**Apprenticeship Scheme:** BOPT reimburse the Govt. share of Stipend at the rate of 50% of the minimum prescribed rate claimed by the Training Establishment after Registration of Contract of Apprenticeship. But the Board does not have any written down procedure/fixed guidelines for physical verification of the engagement of apprentices, monitor and review the working of the Apprenticeship Scheme as a whole.

Therefore an inherent risk of miss-appropriation of Govt. Grant cannot be ruled out.

Audit observed that though the submission of 'Apprentices Contract Registration Card' (ACRC) along with the copy of Final year Mark sheet to BOPT is mandatory within one month from the date of Joining as apprentice/commencement of training, usually 6-9 months were taken for completion of the Registration procedure by BOPT. In a number of cases Final Year Mark Sheet were not enclosed along with ACRC. Even payment of Stipend was made after registration by BOPT to Apprentices whose date of birth was not mentioned in their respective ACRC.

No other records could be found from the records produced to audit except an unsigned Visit Register and TA Bills for monitoring the engagement of apprentices and review the workings of the companies to whom payments were made by BOPT. Records revealed that four companies outside West Bengal had received 50% of Stipend reimbursement from BOPT during 2012-13 though no inspection was conducted as verified from related records.

**General Control:**

- (i) Cash books are not closed/verified on monthly basis.
- (ii) Chart of Accounts is not being used
- (iii) The Accounts prepared are not codified
- (iv) The Board does not use any cheque protector to avoid it's misuse.

**3. System of Physical verification of Assets**

The Board does not have any written procedure for physical verification of assets.

**4. Statutory Liabilities:- Nil**

# व्यावहारिक प्रशिक्षण बोर्ड

पूर्वी क्षेत्र, कोलकाता

(स्वायत्त निकाय)

मानव संसाधन विकास मंत्रालय, उच्चतर शिक्षा विभाग  
भारत सरकार

## BOARD OF PRACTICAL TRAINING

EASTERN REGION, KOLKATA

(Autonomous Body)

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

DEPARTMENT OF HIGHER EDUCATION,

GOVT. OF INDIA

वार्षिक लेखा

ANNUAL ACCOUNTS

2012-13

# **BOARD OF PRACTICAL TRAINING**

**EASTERN REGION, KOLKATA**

**(Autonomous Body)**

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**

**DEPARTMENT OF HIGHER EDUCATION,**

**GOVT. OF INDIA**

## **ANNUAL ACCOUNTS**

**ANNUAL REPORT**

**2012-13**

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## BOARD OF PRACTICAL TRAINING (E.R)

### CONSOLIDATED BALANCE SHEET

As at 31st March, 2013 in respect of Establishment Account, Stipend Account, NTMIS Account, Provident Fund Account and Provident Fund New Pension Scheme

Liabilities & Capital Fund	Schedule	Plan	Non Plan	Total	Prev. Year
<b>Corpus / Capital / Gen. Fund :</b>					
Establishment Account	1	11,600,704.28	9,384,656.06	20,985,360.34	22,368,810.84
Stipend Account	1A	3,678,817.85	27,000.00	3,705,817.85	27,832,086.85
NTMIS Account	1B	-	-	-	-
<b>Reserve &amp; Surplus :</b>					
Provident Fund Account	2C	-	1,790,705.31	1,790,705.31	1,722,925.31
PF New Pension Scheme	1D	-	59,348.40	59,348.40	61,000.90
<b>Unsecured Loans &amp; Borrowings :</b>					
Establishment Account	3	-	-	-	-
<b>Current Liabilities &amp; Provisions :</b>					
Establishment Account	4	90,251.00	809,219.00	899,470.00	616,512.00
Stipend Account	4A	1,380,163.00	-	1,380,163.00	3,126,030.00
NTMIS Account	4B	-	2,956,608.00	2,956,608.00	1,937,110.00
Provident Fund	4C	-	13,493,642.00	13,493,642.00	14,357,651.00
PF New Pension Scheme	4D	-	-	-	-
<b>TOTAL</b>		16,749,936.13	28,521,178.77	45,271,114.90	72,022,126.90

Assets	Schedule	Plan	Non Plan	Total	Prev. Year
<b>Fixed Assets :</b>					
Establishment Account	5	7,860,502.98	-	7,860,502.98	7,492,360.98
NTMIS Account	5B	-	54,830.11	54,830.11	72,167.11
<b>Investment :</b>					
Provident Fund Account	6C	-	12,800,000.00	12,800,000.00	14,762,812.00
PF New Pension Scheme	6D	-	-	-	-
<b>Current Assets, Loans &amp; Advances :</b>					
Establishment Account	7	3,830,452.30	10,193,875.06	14,024,327.36	15,492,961.86
Stipend Account	7A	5,058,980.85	27,000.00	5,085,980.85	30,958,116.85
NTMIS Account	7B	-	69,963.41	69,963.41	199,260.41
Provident Fund Account	7C	-	2,484,347.31	2,484,347.31	1,317,764.31
PF New Pension Scheme	7D	-	59,348.40	59,348.40	61,000.90
PF New Pension Scheme (Debit Bal.)	2D	-	-	-	-
NTMIS Account (Debit Balance)	1B	-	2,831,814.48	2,831,814.48	1,665,682.48
<b>TOTAL</b>		16,749,936.13	28,521,178.77	45,271,114.90	72,022,126.90

#### Significant Accounting Policy & Notes on Account Schedule - 13

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

## BOARD OF PRACTICAL TRAINING (E.R)

### CONSOLIDATED RECEIPT & PAYMENT STATEMENT

For the year ended 31st March, 2013 in respect of Establishment Account, Stipend Account, NTMIS Account, Provident Fund Account and Provident Fund New Pension Scheme

Receipts	Statement	Plan	Non Plan	Total	Prev. Year
Establishment Account	I	6,176,478.30	37,163,281.67	43,339,759.97	41,402,134.97
Stipend Account	II	60,762,017.85	25,777,000.00	86,539,017.85	102,857,179.85
NTMIS Account	III	-	1,877,048.08	1,877,048.08	1,839,412.08
Provident Fund	IV	-	16,648,136.31	16,648,136.31	17,437,249.31
Provident Fund (New Pension Scheme)	V	-	63,465.90	63,465.90	130,520.90
<b>TOTAL</b>		66,938,496.15	81,528,931.96	148,467,428.11	163,666,497.11

Payments	Statement	Plan	Non Plan	Total	Prev. Year
Establishment Account	I	6,176,478.30	37,163,281.67	43,339,759.97	41,402,134.97
Stipend Account	II	60,762,017.85	25,777,000.00	86,539,017.85	102,857,179.85
NTMIS Account	III	-	1,877,048.08	1,877,048.08	1,839,412.08
Provident Fund	IV	-	16,648,136.31	16,648,136.31	17,437,249.31
Provident Fund (New Pension Scheme)	V	-	63,465.90	63,465.90	130,520.90
<b>TOTAL</b>		66,938,496.15	81,528,931.96	148,467,428.11	163,666,497.11

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

## BOARD OF PRACTICAL TRAINING (E.R)

### SUMMARY OF INCOME & EXPENDITURE ACCOUNT

For the year ended 31st March, 2013 in respect of Establishment Account, Stipend Account, NTMIS Account, Provident Fund Account and Provident Fund New Pension Scheme

Income Side	Plan	Non Plan	Total	Prev. Year
<b>Establishment Account :</b>				
Excess Expenditure over Income	532,252.00	919,113.50	1,451,365.50	
<b>Stipend Account :</b>				
Excess Expenditure over Income	23,651,269.00	475,000.00	24,126,269.00	5,288,472.00
<b>NTMIS Account :</b>				
Excess Expenditure over Income	-	1,166,132.00	1,166,132.00	936,133.00
<b>Provident Fund :</b>				
Excess Expenditure over Income	-	-	-	-
<b>PF New Pension Scheme :</b>				
Excess Expenditure over Income	-	1,652.50	1,652.50	2,952.00

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Expenditure Side	Plan	Non Plan	Total	Prev. Year
<b>Establishment Account :</b>				
Excess Income over Expenditure	-	-	-	2,596,695.11
<b>Stipend Account :</b>				
Excess Income over Expenditure	-	-	-	500,000.00
<b>NTMIS Account :</b>				
Excess Income over Expenditure	-	-	-	-
<b>Provident Fund :</b>				
Excess Income over Expenditure	-	67,980.00	67,980.00	965,298.00
<b>PF New Pension Scheme :</b>				
Excess Income over Expenditure	-	-	-	-

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Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**ESTABLISHMENT ACCOUNT**  
**BALANCE SHEET AS AT 31ST MARCH, 2013**

CORPUS/CAPITAL FUND AND LIABILITIES	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
CORPUS/CAPITAL FUND	1	11,600,704.28	9,384,656.06	20,985,360.34	22,368,810.84
RESERVE AND SURPLUS	2	0.00	0.00	0.00	0.00
EARMARKED / ENDOWMENT FUNDS		0.00	0.00	0.00	0.00
SECURED LOANS AND BORROWINGS		0.00	0.00	0.00	0.00
UNSECURED LOANS AND BORROWINGS	3	0.00	0.00	0.00	0.00
DEFERRED CREDIT LIABILITIES		0.00	0.00	0.00	0.00
CURRENT LIABILITIES AND PROVISIONS	4	90,251.00	809,219.00	899,470.00	616,512.00
FROM PL ACCOUNT		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>11,690,955.28</b>	<b>10,193,875.06</b>	<b>21,884,830.34</b>	<b>22,985,322.84</b>

ASSETS	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
FIXED ASSETS	5	7,860,502.98	0.00	7,860,502.98	7,492,360.98
INVESTMENTS - FROM EARMARKED / ENDOWMENT FUNDS		0.00	0.00	0.00	0.00
INVESTMENTS - OTHERS	6	0.00	0.00	0.00	0.00
CURRENT ASSETS, LOANS, ADVANCES ETC.	7	3,830,452.30	10,193,875.06	14,024,327.36	15,492,961.86
FROM PL ACCOUNT		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>11,690,955.28</b>	<b>10,193,875.06</b>	<b>21,884,830.34</b>	<b>22,985,322.84</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**ESTABLISHMENT ACCOUNT**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2013**

INCOME	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
INCOME FROM SALES / SERVICE		0.00	0.00	0.00	0.00
GRANTS / SUBSIDIES	8	5,093,000.00	23,300,000.00	28,393,000.00	27,700,000.00
FEES / SUBSCRIPTIONS		0.00	0.00	0.00	0.00
INCOME FROM INVESTMENT EARMARKED OR ENDOWMENT FUND		0.00	0.00	0.00	0.00
INCOME FROM ROYALTY, PUBLICATION		0.00	0.00	0.00	0.00
INTEREST EARNED	9	200,000.00	60,214.00	260,214.00	263,139.00
OTHER INCOME	10	56,035.00	9,115.50	65,150.50	35,359.00
INCREASED OR DECREASED IN FINISHED STOCK & EXCESS EXPENDITURE OVER INCOME		532,252.00	919,113.50	1,451,365.50	0.00
<b>TOTAL</b>		<b>5,881,287.00</b>	<b>24,288,443.00</b>	<b>30,169,730.00</b>	<b>27,998,498.00</b>

EXPENDITURE	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
ESTABLISHMENT EXPENSES	11	3,501,785.00	23,327,765.00	26,829,550.00	22,085,793.00
OTHER ADMINISTRATIVE EXPENSES	12	1,108,109.00	960,678.00	2,068,787.00	1,698,143.89
EXPENDITURE ON GRANTS, SUBSIDIES ETC.		0.00	0.00	0.00	0.00
INTEREST		0.00	0.00	0.00	0.00
DEPRECIATION	5	1,271,393.00	0.00	1,271,393.00	1,617,866.00
OUTSTANDING TRAVELLING EXPENSES		0.00	0.00	0.00	0.00
EXCESS OF INCOME OVER EXPENDITURE		0.00	0.00	0.00	2,596,695.11
<b>TOTAL</b>		<b>5,881,287.00</b>	<b>24,288,443.00</b>	<b>30,169,730.00</b>	<b>27,998,498.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**ESTABLISHMENT ACCOUNT**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

	PLAN	NON PLAN	TOTAL	PREV. YEAR
<b>SCHEDULE : 1</b>				
<b>CORPUS / GENERAL FUND</b>				
Opening Balance as on 1-4-2012	12065041.28	10303769.56	22368810.84	19772151.73
Add : Excess Income over Expenditure	-	-	-	2596695.11
Less : Excess Expenditure over Income	532252.00	919113.50	1451365.50	-
Less : Advance Written Off	200.00	-	200.00	36.00
Add : Liability Written Off	68115.00	-	68115.00	-
<b>TOTAL</b>	<b>11600704.28</b>	<b>9384656.06</b>	<b>20985360.34</b>	<b>22368810.84</b>

**SCHEDULE : 2 : RESERVE & SURPLUS**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
RESERVE & SURPLUS	NIL	NIL	NIL	NIL

**SCHEDULE : 3 : UNSECURED LOANS AND BORROWINGS**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
Central Government	0.00	0.00	0.00	0.00
State Government	0.00	0.00	0.00	0.00
Financial Institutions	0.00	0.00	0.00	0.00
Banks	0.00	0.00	0.00	0.00
Other Institutions and Agencies	0.00	0.00	0.00	0.00
Debentures and Bonds	0.00	0.00	0.00	0.00
Fixed Deposits	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SCHEDULE : 4 : CURRENT LIABILITIES AND PROVISIONS**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
Acceptances	0.00	0.00	0.00	0.00
Sundry Creditors	0.00	0.00	0.00	0.00
Advances Received	0.00	0.00	0.00	0.00
Interest Accrued but not due on	0.00	0.00	0.00	0.00
Statutory Liabilities	0.00	0.00	0.00	0.00
Other Current Liabilities	51251.00	449345.00	500596.00	268377.00
Provisions	39000.00	359874.00	398874.00	348135.00
<b>TOTAL</b>	<b>90251.00</b>	<b>809219.00</b>	<b>899470.00</b>	<b>616512.00</b>

**SCHEDULE : 4 : CURRENT LIABILITIES AND PROVISIONS**

**4.1 : PROVISIONS**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
Provisions for Taxation	0.00	0.00	0.00	0.00
Provisions for Gratuity	0.00	0.00	0.00	0.00
Provisions for Superannuation / Pension	0.00	12128.00	12128.00	12128.00
Provisions for Accumulated Leave Encashment	0.00	0.00	0.00	0.00
Provisions for Trade Warranties / Claims	39000.00	0.00	39000.00	39000.00
Provisions for Audit Fee	0.00	280750.00	280750.00	259255.00
Provisions for C.P.F	0.00	0.00	0.00	0.00
Provision for Stationery	0.00	0.00	0.00	0.00
Provisions on Interest of GPF & CPF	0.00	0.00	0.00	0.00
Outstanding for Travelling Expenses	0.00	0.00	0.00	0.00
Provisions for CPF (New Scheme)	0.00	0.00	0.00	0.00
Liabilities for Pension	0.00	66996.00	66996.00	37752.00
Provision for Capital Expenditure	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>39000.00</b>	<b>359874.00</b>	<b>398874.00</b>	<b>348135.00</b>

Sd/-

Administrative-cum-Accounts Officer

Sd/-

Director

**BOARD OF PRACTICAL TRAINING (ER)  
ESTABLISHMENT ACCOUNT**

**SCHEDULE : 5 : FIXED ASSETS**

SCHEDULE OF FIXED ASSETS AS AT 31ST MARCH, 2013

Sl. No	Description Of Assets	GROSS BLOCK (COST)			DEPRECIATION				NET BLOCK		
		Opening Balance as on 01.04.12 Rs.	Addition During the year Rs.	Deduction / Adjustment Rs.	Closing balance as on 31.03.13 Rs.	Opening balance as on 01.04.12 Rs.	Depreciation for the year Rs.	Deduction/ Adjustment Rs.	Total as on 31.03.13 Rs.	Closing balance as on 31.03.13 Rs.	Closing balance as on 31.03.12 Rs.
1	Leasehold Land	279,973.78	-	-	279,973.78	-	-	-	-	279,973.78	279,973.78
2	Office Building	9,030,947.28	1,164,000.00	-	10,194,947.28	5,311,852.22	430,109.00	-	5,741,961.22	4,452,986.06	3,719,095.06
3	Vehicles	522,583.00	-	-	522,583.00	145,016.00	56,635.00	-	201,651.00	320,932.00	377,567.00
4	Furniture & Fixture	3,049,892.25	39,498.00	-	3,089,390.25	1,008,555.67	208,075.00	-	1,216,630.67	1,872,759.58	2,041,336.58
5	Office Equipment	613,931.27	-	-	613,931.27	296,390.72	47,630.00	-	344,020.72	269,910.55	317,540.55
6	Computer & Peripherals	4,539,442.00	436,384.00	212,000.00	4,763,826.00	3,925,713.09	507,461.00	211,653.00	4,221,521.09	542,304.91	613,728.91
7	Library Books	23,669.83	-	-	23,669.83	23,636.39	20.00	-	23,656.39	13.44	33.44
8	Intercom Installation	106,997.00	-	-	106,997.00	76,977.96	4,503.00	-	81,480.96	25,516.04	30,019.04
9	Franking Machine	115,146.00	-	-	115,146.00	8,636.00	15,977.00	-	24,613.00	90,533.00	106,510.00
10	Water Filter	14,490.00	-	-	14,490.00	7,933.38	983.00	-	8,916.38	5,573.62	6,556.62
<b>Total of Current Year-</b>		<b>18,297,072.41</b>	<b>1,639,882.00</b>	<b>212,000.00</b>	<b>19,724,954.41</b>	<b>10,804,711.43</b>	<b>1,271,393.00</b>	<b>211,653.00</b>	<b>11,864,451.43</b>	<b>7,860,502.98</b>	<b>7,492,360.98</b>
<b>Total of Previous Year-</b>		<b>17,260,656.67</b>	<b>1,244,840.00</b>	<b>208,424.26</b>	<b>18,297,072.41</b>	<b>9,375,789.55</b>	<b>1,617,866.00</b>	<b>188,944.12</b>	<b>10,804,711.43</b>	<b>7,492,360.98</b>	<b>7,884,867.12</b>

**BOARD OF PRACTICAL TRAINING (ER)  
ESTABLISHMENT ACCOUNT**

**SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013**

**SCHEDULE : 7 : CURRENT ASSETS, LOANS, ADVANCES ETC.**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
INVENTORIES	0.00	0.00	0.00	0.00
SUNDRY DEBTORS	0.00	0.00	0.00	0.00
CASH BALANCE IN HAND	4,059.55	2,850.45	6,910.00	6,417.50
BANK BALANCE	91,604.75	7,035,768.22	7,127,372.97	9,490,776.97
POST OFFICE SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
LOANS AND ADVANCES	3,734,788.00	3,152,400.00	6,887,188.00	5,995,627.00
PETTY CASH	0.00	2,856.39	2,856.39	140.39
<b>TOTAL</b>	<b>3,830,452.30</b>	<b>10,193,875.06</b>	<b>14,024,327.36</b>	<b>15,492,961.86</b>

**SCHEDULE : 7 : CURRENT ASSETS, LOANS, ADVANCES ETC.**

**7.1 : LOANS AND ADVANCES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
LOANS TO STAFF	0.00	89,161.00	89,161.00	76,092.00
LOANS TO OTHER ENTITIES IN ACTIVITIES/OBJ.	0.00	0.00	0.00	0.00
ADV. & OTHER AMOUNTS RECOVERABLE IN CASH ON CAPITA	0.00	0.00	0.00	0.00
ADV. & OTHER AMOUNTS RECOVERABLE IN CASH REPAYMENT	0.00	0.00	0.00	0.00
INCOME ACCRUED ON INVESTMENT FROM EARMARKED ENDOW	0.00	0.00	0.00	0.00
INCOME ACCRUED ON LOANS AND ADVANCES	0.00	0.00	0.00	0.00
GRANTS RECEIVABLE	0.00	0.00	0.00	0.00
OTHERS ADVANCES	3,734,788.00	3,061,239.00	6,796,027.00	5,919,535.00
TA DA ADVANCE	0.00	0.00	0.00	0.00
MISC. ADVANCE	0.00	2,000.00	2,000.00	0.00
ADVANCE FROM PLAN / NON PLAN	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>3,734,788.00</b>	<b>3,152,400.00</b>	<b>6,887,188.00</b>	<b>5,995,627.00</b>

**SCHEDULE : 7 : CURRENT ASSETS, LOANS, ADVANCES ETC.**

**7.2 : BANK BALANCES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SCHEDULE BANK CURRENT ACCOUNTS	91,604.75	3,623,768.22	3,715,372.97	5,988,776.97
SCHEDULE BANK SAVINGS ACCOUNTS	0.00	3,412,000.00	3,412,000.00	3,502,000.00
NON SCHEDULE BANK CURRENT ACCOUNTS	0.00	0.00	0.00	0.00
NON SCHEDULE BANK SAVINGS ACCOUNTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>91,604.75</b>	<b>7,035,768.22</b>	<b>7,127,372.97</b>	<b>9,490,776.97</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director



**BOARD OF PRACTICAL TRAINING (ER)**  
**ESTABLISHMENT ACCOUNT**

**SCHEDULE FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2013**

**SCHEDULE : 8 : GRANTS / SUBSIDIES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
GRANT FROM CENTRAL GOVERNMENT	5093000.00	23300000.00	28393000.00	27700000.00
<b>TOTAL</b>	5093000.00	23300000.00	28393000.00	27700000.00

**SCHEDULE : 9 : INTEREST EARNED**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
INTEREST EARNED ON TERM DEPOSIT WITH SCHEDULE BANK	200000.00	60214.00	260214.00	263139.00
INTEREST EARNED ON EMPLOYEES / STAFF	0.00	0.00	0.00	0.00
<b>TOTAL</b>	200000.00	60214.00	260214.00	263139.00

**SCHEDULE : 10 : OTHER INCOME**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
MISCELLANEOUS INCOME	44382.00	9115.50	53497.50	5010.00
RECEIVED FROM PLAN	0.00	0.00	0.00	0.00
PROFIT ON SALE OF ASSETS	11653.00	0.00	11653.00	30349.00
OTHER INCOME	0.00	0.00	0.00	0.00
<b>TOTAL</b>	56035.00	9115.50	65150.50	35359.00

**SCHEDULE : 11 : ESTABLISHMENT EXPENSES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
PAY & ALLOWANCES	2431363.00	14011835.00	16443198.00	15728533.00
BONUS	0.00	107074.00	107074.00	103620.00
PENSION	0.00	3424273.00	3424273.00	3039602.00
STAFF WELFARE EXPENSES	86105.00	7095.00	93200.00	84780.00
MEDICAL REIMBURSED	25550.00	156240.00	181790.00	91094.00
TUTION FEES	0.00	130860.00	130860.00	149333.00
GRANT RECREATION CLUB	0.00	3000.00	3000.00	6000.00
LIVERIES	0.00	5873.00	5873.00	5973.00
GRATUITY	0.00	2101713.00	2101713.00	584389.00
COMMUTATION OF PENSION	0.00	784068.00	784068.00	448376.00
LEAVE ENCASHMENT	10245.00	1464634.00	1474879.00	385268.00
CONTRIBUTION TO CPF & GPF	0.00	391161.00	391161.00	356522.00
SHORTFALL OF INT. ON EMPLOYER'S CONT.	0.00	0.00	0.00	0.00
COMMUTATION OF PENSION	0.00	0.00	0.00	0.00
L.T.C. EXPENSES	3042.00	447437.00	450479.00	57452.00
TELEPHONE EXPENSES	234151.00	76277.00	310428.00	168373.00
TRAVELING & CONVEYANCE EXPENSES	210412.00	216225.00	426637.00	356275.00
OTHER EXPENSES	0.00	0.00	0.00	0.00
PAID TO NON - PLAN FROM PLAN	0.00	0.00	0.00	0.00
SECURITY WAGES	410820.00	0.00	410820.00	356124.00
RENT	90097.00	0.00	90097.00	164079.00
<b>TOTAL</b>	3501785.00	23327765.00	26829550.00	22085793.00

Sd/-

Administrative-cum-Accounts Officer

9

Sd/-

Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**ESTABLISHMENT ACCOUNT**

**SCHEDULE FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2013**

**SCHEDULE : 12 : OTHER ADMINISTRATIVE EXPENSES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
ELECTRICITY AND POWER	127805.00	168426.00	296231.00	194342.00
MAINTENANCE OF BUILDING	0.00	0.00	0.00	6789.00
REPAIRS OF MACHINERY	345275.00	17879.00	363154.00	383534.00
VEHICLE RUNNING & MAINTENANCE	0.00	30656.50	30656.50	31266.75
POSTAGE AND TELEGRAPH	8567.00	107763.00	116330.00	76332.00
COMMUNICATION CHARGES	0.00	0.00	0.00	0.00
PRINTING & STATIONARY	142907.00	144367.00	287274.00	164215.00
EXPENSES ON SEMINER	23217.00	5108.00	28325.00	34136.00
WORKSHOP, MEETING ETC.	0.00	0.00	0.00	0.00
AUDITORS FEES	0.00	261800.00	261800.00	184000.00
LEGAL FEES	4705.00	46520.00	51225.00	10254.00
IRRECOVERABLE BALANCE WRITTEN OFF	0.00	0.00	0.00	0.00
ADVERTISEMENT & PUBLICITY	162853.00	56428.00	219281.00	153645.00
BANK CHARGES	0.00	688.00	688.00	1793.00
SECURITY CHARGES	0.00	0.00	0.00	0.00
REPAIRS & RENOVATION	0.00	0.00	0.00	0.00
OFFICE EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00
SEMINAR	0.00	0.00	0.00	0.00
INSURANCE	9949.00	13502.00	23451.00	13388.00
MEETING EXPENSES	282831.00	22813.00	305644.00	354145.00
MISC. EXPENSES	0.00	84727.50	84727.50	77035.00
COMP. SOFTWARE DEVELOPMENT	0.00	0.00	0.00	0.00
LOSS ON EXCHG. OF FIXED ASSETS	0.00	0.00	0.00	9444.14
BOOKS & PERIODICALS	0.00	0.00	0.00	0.00
RATES AND TAXES	0.00	0.00	0.00	3825.00
<b>TOTAL</b>	1108109.00	960678.00	2068787.00	1698143.89

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**ESTABLISHMENT ACCOUNT**

Receipt & Payment Account for the year ended 31st March, 2013

STATEMENT NO. I

RECEIPTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Cash Book	2,038.55	4,378.95	6,417.50	17,216.00
State Bank of India	821,579.75	5,167,197.22	5,988,776.97	1,827,864.97
Canara Bank	-	3,502,000.00	3,502,000.00	6,502,000.00
Canara Bank Interest	200,000.00	60,214.00	260,214.00	-
Vehicle	-	-	-	30,349.00
Festival Advance	-	81,975.00	81,975.00	68,100.00
House Building Advance	-	9,456.00	9,456.00	9,456.00
L.T.C. Advance	-	63,937.00	63,937.00	55,574.00
Advertisement & Publicity	-	-	-	-
G.P.F. / C.P.F.	-	3,319,500.00	3,319,500.00	2,357,100.00
Personal Loan	-	-	-	-
PC Advance	-	14,000.00	14,000.00	6,000.00
Advance to NTMIS	-	100,000.00	100,000.00	-
Advance to Employees	-	-	-	-
Interest on Cycle Advance	-	-	-	-
Postage & Telegraph	-	-	-	-
TA DA Advance	-	8,696.00	8,696.00	33,249.00
Misc. Advance	-	374,675.00	374,675.00	353,460.00
Pay & Allowance (Staff)	12,940.00	100.00	13,040.00	5,460.00
P.Tax	-	71,200.00	71,200.00	68,140.00
Leave Encashment	-	-	-	-
Travelling & Conveyance	-	-	-	-
Pay & Allowance (Officers)	-	-	-	4,560.00
Grant in Aid	5,093,000.00	23,300,000.00	28,393,000.00	28,700,000.00
Bank Interest	-	-	-	263,139.00
CPF Contribution (New Scheme)	-	354,165.00	354,165.00	301,981.00
Interest on House Building Advance	-	-	-	-
Misc. Receipt	44,382.00	9,115.50	53,497.50	5,010.00
Prov.for Security Deposit	-	-	-	15,000.00
Group Scheme Life Insurance	-	29,183.00	29,183.00	26,948.00
Pension	-	-	-	-
Income Tax	-	607,686.00	607,686.00	630,343.00
Income Tax for Contractor	-	85,803.00	85,803.00	95,476.00
Printing & Stationary	-	-	-	3,443.00
Advance for Printing & Stationery	-	-	-	19,766.00
Maintenance of Machinery	-	-	-	-
AMC for AC Machine	2,538.00	-	2,538.00	2,500.00
Earnest Money	-	-	-	-
Advance for Motor Car	-	-	-	-
<b>TOTAL</b>	<b>6,176,478.30</b>	<b>37,163,281.67</b>	<b>43,339,759.97</b>	<b>41,402,134.97</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**ESTABLISHMENT ACCOUNT**

Receipt & Payment Account for the year ended 31st March, 2013

STATEMENT NO. I

PAYMENTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Franking Machine	-	-	-	105,146.00
Furniture and Fixture	39,498.00	-	39,498.00	-
Advance to CPWD	800,000.00	-	800,000.00	-
Computer / Peripheral	398,644.00	-	398,644.00	833,056.00
Computer Software	25,740.00	-	25,740.00	34,736.00
Air Condition Machine	-	-	-	-
Festival Advance	-	88,500.00	88,500.00	72,000.00
L.T.C. Advance	-	71,162.00	71,162.00	55,574.00
Advance for Computer Software	269,928.00	-	269,928.00	530,380.00
Fire Extinguisher	-	-	-	16,230.00
AMC for Intercom / Franking Machine	16,073.00	11,798.00	27,871.00	24,602.00
G.P.F. / C.P.F.	-	3,319,500.00	3,319,500.00	2,357,100.00
Personal Loan	-	-	-	-
Office Equipment	-	-	-	-
AMC for AC Machine	28,383.00	4,081.00	32,464.00	31,273.00
Advance to PWD West Bengal	-	-	-	1,500,000.00
TA DA Advance	-	8,696.00	8,696.00	33,249.00
Misc. Advance	-	376,675.00	376,675.00	351,100.00
Petty Cash	-	120,000.00	120,000.00	125,000.00
Pay & Allowance (Officers)	-	4,687,788.00	4,687,788.00	4,128,127.00
Pay & Allowance (Staff)	2,350,197.00	8,570,475.00	10,920,672.00	9,633,965.00
Pay & Allowance (Arrear)	42,826.00	181,881.00	224,707.00	1,341,638.00
LCD Projector	-	-	-	-
Advance to NTMIS	-	1,100,000.00	1,100,000.00	775,000.00
Bonus	-	107,074.00	107,074.00	103,620.00
PC Advance	-	30,000.00	30,000.00	-
Pension	-	3,357,277.00	3,357,277.00	3,001,850.00
Canteen	86,105.00	7,095.00	93,200.00	72,000.00
Medical Reimbursed	25,550.00	156,240.00	181,790.00	91,094.00
Advance for Leased Line	-	-	-	-
Grant to Recreation Club	-	3,000.00	3,000.00	6,000.00
Employers Cont. to CPF	-	36,996.00	36,996.00	54,541.00
Employers Cont. to CPF (New)	-	354,165.00	354,165.00	301,981.00
Gratuity	-	2,083,422.00	2,083,422.00	584,389.00
Commutation of Pension	-	784,068.00	784,068.00	448,376.00
Leave Encashment	10,245.00	1,425,232.00	1,435,477.00	385,268.00
P. Tax	-	71,420.00	71,420.00	67,920.00
L.T.C. Expenses	3,042.00	278,732.00	281,774.00	57,452.00
Telephone Expenses	23,090.00	75,778.00	98,868.00	115,015.00
Travelling & Conveyance Expenses	210,412.00	202,437.00	412,849.00	340,022.00
Salary to Security Staff	410,820.00	-	410,820.00	356,124.00
Electricity & Power	126,575.00	168,426.00	295,001.00	228,351.00
Maintenance of Building	-	-	-	6,655.00
Maintenance of Machinery	4,500.00	2,000.00	6,500.00	13,789.00
Maintenance of Car	-	-	-	3,182.00
Repairs & Maintenance	1,230.00	-	1,230.00	991.00
Repairs of Machinery	1,000.00	-	1,000.00	2,356.00
Annual Maintenance (Computer)	87,436.00	-	87,436.00	75,574.00
Postage & Telegraph	8,567.00	96,302.00	104,869.00	84,948.00
Printing & Stationery	139,194.00	143,327.00	282,521.00	183,580.00
Expenses on Seminar	23,217.00	5,108.00	28,325.00	34,136.00
Consultancy Charges	5,000.00	295,574.00	300,574.00	608,372.00

**Receipt & Payment Account for the year ended 31st March, 2013**

STATEMENT NO. I

<b>PAYMENTS</b>				
<b>Ledger Description</b>	<b>Plan</b>	<b>Non Plan</b>	<b>Total</b>	<b>Prev. Year</b>
Liveries	-	5,873.00	5,873.00	5,973.00
Hiring Charges	179,561.00	-	179,561.00	-
Liabilities for Pay & Allowance	-	-	-	-
Repairs of Furniture	-	-	-	-
Advertisement & Publicity	121,729.00	56,428.00	178,157.00	65,479.00
Bank Charges	-	688.00	688.00	1,793.00
Fire Insurance	-	3,644.00	3,644.00	3,156.00
Burglary Insurance	-	10,424.00	10,424.00	10,233.00
Motor Car Insurance	-	8,503.00	8,503.00	9,949.00
Advance for Printing & Stationery	-	-	-	19,766.00
Leased Line Charges	-	-	-	69,490.00
Meeting Expenses	282,831.00	21,538.00	304,369.00	352,959.50
AMC for Water Filter	4,800.00	-	4,800.00	4,050.00
Misc. Expenses	-	19,699.00	19,699.00	8,220.00
Provision for Gratuity	-	-	-	-
Provision for Leave Encashment	-	-	-	-
Group Scheme Life Insurance	-	29,183.00	29,183.00	26,948.00
Rates & Taxes	-	-	-	23,825.00
Liabilities for Postage	-	7,457.00	7,457.00	-
Liabilities for CEA	-	62,175.00	62,175.00	29,698.00
Staff Welfare Expenses	-	-	-	12,780.00
Provision for Audit Fees (11-12)	-	193,505.00	193,505.00	208,050.00
Income Tax	-	607,686.00	607,686.00	630,343.00
Income Tax for Contractor	-	88,837.00	88,837.00	95,476.00
Provision for CPF	-	-	-	-
AMC for Software	190,137.00	-	190,137.00	234,390.00
Audit Fees (Internal)	-	46,800.00	46,800.00	19,000.00
Prov. For Security Deposit	-	-	-	15,000.00
CPF Contribution (New Scheme)	-	354,165.00	354,165.00	301,981.00
Arrear DA (Staff)	14,226.00	79,350.00	93,576.00	91,925.00
Arrear DA (Officers)	-	35,634.00	35,634.00	34,276.00
Children Education Allowance	-	68,385.00	68,385.00	87,158.00
Liabilities for Arrear DA	13,602.00	112,320.00	125,922.00	98,466.00
Space Rent	90,097.00	-	90,097.00	164,079.00
Legal Expenses	4,705.00	46,520.00	51,225.00	10,254.00
Recruitment & Examination	41,124.00	-	41,124.00	27,575.00
Earnest Money	-	-	-	17,400.00
Repairs & Renovation	-	-	-	-
Liabilities for Printing	-	-	-	2,152.00
Liabilities for Telephone	-	3,868.00	3,868.00	9,818.00
Liabilities for Seminer/Meeting	730.00	-	730.00	-
Liabilities for Medical Expenses	-	-	-	5,263.00
Sundry Creditors for GSLI	-	-	-	-
Liabilities for Pension	-	37,752.00	37,752.00	32,253.00
Cash Book	4,059.55	2,850.45	6,910.00	6,417.50
State Bank of India	91,604.75	3,623,768.22	3,715,372.97	5,988,776.97
Canara Bank	-	3,412,000.00	3,412,000.00	3,502,000.00
<b>TOTAL</b>	<b>6,176,478.30</b>	<b>37,163,281.67</b>	<b>43,339,759.97</b>	<b>41,402,134.97</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)  
STIPEND ACCOUNT**

Balance Sheet as at 31st March, 2013

<b>LIABILITIES</b>	<b>Schedule</b>	<b>PLAN</b>	<b>NON PLAN</b>	<b>TOTAL</b>	<b>PREV. YEAR</b>
Corpus/General Fund	1A	3,678,817.85	27,000.00	3,705,817.85	27,832,086.85
Reserve & Surplus	2A	-	-	-	-
Unsecured Loans and Borrowings	3A	-	-	-	-
Current Liabilities & Provisions	4A	1,380,163.00	-	1,380,163.00	3,126,030.00
				-	-
<b>TOTAL</b>		<b>5,058,980.85</b>	<b>27,000.00</b>	<b>5,085,980.85</b>	<b>30,958,116.85</b>

<b>ASSETS</b>	<b>Schedule</b>	<b>PLAN</b>	<b>NON PLAN</b>	<b>TOTAL</b>	<b>PREV. YEAR</b>
Current Assets, Loans & Advances	7A	5,058,980.85	27,000.00	5,085,980.85	30,958,116.85
<b>TOTAL</b>		<b>5,058,980.85</b>	<b>27,000.00</b>	<b>5,085,980.85</b>	<b>30,958,116.85</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)  
STIPEND ACCOUNT**

Income and Expenditure Account for the year ended 31st March, 2013

INCOME	CURRENT YEAR			PREV. YEAR
	PLAN	NON PLAN	TOTAL	
Grants in Aid Received from the Ministry	28,922,000.00	25,275,000.00	54,197,000.00	67,100,000.00
Interest Earned	1,383,901.00	-	1,383,901.00	1,756,458.00
Excess Expenditure over Income	23,651,269.00	475,000.00	24,126,269.00	5,288,472.00
<b>TOTAL</b>	<b>53,957,170.00</b>	<b>25,750,000.00</b>	<b>79,707,170.00</b>	<b>74,144,930.00</b>

EXPENDITURE	CURRENT YEAR			PREV. YEAR
	PLAN	NON PLAN	TOTAL	
Expenditure on Grants to disbursed as stipend to training establishment	53,955,847.00	25,750,000.00	79,705,847.00	73,640,772.00
Other Administrative Charges & Bank Commission	1,323.00	-	1,323.00	4,158.00
Excess Income over Expenditure	-	-	-	500,000.00
<b>TOTAL</b>	<b>53,957,170.00</b>	<b>25,750,000.00</b>	<b>79,707,170.00</b>	<b>74,144,930.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)  
STIPEND ACCOUNT**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

	PLAN	NON PLAN	TOTAL	PREV. YEAR
<b>Schedule 1A :</b>				
<u>Corpus / General Fund</u>				
Opening Balance as on 1-4-2012	27,330,086.85	502,000.00	27,832,086.85	32,620,558.85
Add : Excess Income over Expenditure	-	-	-	500,000.00
Less : Excess Expenditure over Income	23,651,269.00	475,000.00	24,126,269.00	5,288,472.00
<b>TOTAL</b>	<b>3,678,817.85</b>	<b>27,000.00</b>	<b>3,705,817.85</b>	<b>27,832,086.85</b>

**Schedule 2A :**

Reserve & Surplus	NIL	NIL	NIL	NIL
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**Schedule 3A :**

Unsecured Loan and Borrowings	NIL	NIL	NIL	NIL
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**Schedule 4A :**

**Current Liabilities & Provisions**

Opening Balance as on 1-4-2012	3,126,030.00	-	3,126,030.00	1,260,204.00
Less : Paid for Previous Year	-	-	-	-
	3,126,030.00	-	3,126,030.00	1,260,204.00
Add : Outstanding Claim Bill	-	-	-	1,865,826.00
Less : Outstanding Claim Bill Paid	1,745,867.00	-	1,745,867.00	-
<b>TOTAL</b>	<b>1,380,163.00</b>	<b>-</b>	<b>1,380,163.00</b>	<b>3,126,030.00</b>

**Schedule 7A :**

**Current Assets, Loans / Advances and Receivables**

Temporary Loan to Establishment Account	-	-	-	-
<b><u>Cash and Bank Balances :</u></b>				
Cash at SBI	5,056,980.85	27,000.00	5,083,980.85	12,606,116.85
Cash at Canara Bank	2,000.00	-	2,000.00	18,352,000.00
<b>TOTAL</b>	<b>5,058,980.85</b>	<b>27,000.00</b>	<b>5,085,980.85</b>	<b>30,958,116.85</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director



**BOARD OF PRACTICAL TRAINING (E.R)  
STIPEND ACCOUNT**

**Receipt and Payment Account for the year ended 31st March, 2013**

STATEMENT NO. II	Receipts	Plan	Non Plan	Total	Prev. Year	Payments	Plan	Non Plan	Total	Prev. Year
To Opening Balance :						By Payments made to different establishment as reimbursement claim of stipend				
SBI	12,104,116.85		502,000.00	12,606,116.85	3,878,762.85	" Liabilities towards Stipend Claim	53,955,847.00	25,750,000.00	79,705,847.00	71,894,905.00
Canara Bank	18,352,000.00		-	18,352,000.00	30,002,000.00	" Other Administrative Exp. and Bank Commission	1,745,867.00	-	1,745,867.00	-
" Grant received from the Ministry, Govt. of India	28,922,000.00		25,275,000.00	54,197,000.00	67,100,000.00	" Closing Balance : SBI				
" Interest Received from Bank	1,383,901.00		-	1,383,901.00	1,756,458.00	Canara Bank				
" Other Receipts time barred cheque/drafts written back					119,959.00					
<b>TOTAL</b>		60,762,017.85	25,777,000.00	86,539,017.85	102,857,179.85	<b>TOTAL</b>	60,762,017.85	25,777,000.00	86,539,017.85	102,857,179.85

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**NTMIS ACCOUNT**  
**BALANCE SHEET AS AT 31ST MARCH, 2013**

CORPUS/CAPITAL FUND AND LIABILITIES	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
	1B	0.00	0.00	0.00	0.00
CORPUS/CAPITAL FUND		0.00		0.00	0.00
RESERVE AND SURPLUS		0.00		0.00	0.00
EARMARKED/ENDOWMENT FUNDS		0.00		0.00	0.00
SECURED LOANS AND BORROWINGS		0.00		0.00	0.00
UNSECURED LOANS AND BORROWINGS		0.00		0.00	0.00
DEFERRED CREDIT LIABILITIES		0.00		0.00	0.00
CURRENT LIABILITIES AND PROVISIONS	4B	0.00	2,956,608.00	2,956,608.00	1,937,110.00
FROM PL ACCOUNT		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>0.00</b>	<b>2,956,608.00</b>	<b>2,956,608.00</b>	<b>1,937,110.00</b>
<b>ASSETS</b>					
FIXED ASSETS	5B	0.00	54,830.11	54,830.11	72,167.11
INVESTMENTS - FROM EARMARKED/ENDOWMENT FUNDS		0.00	0.00	0.00	0.00
INVESTMENTS - OTHERS		0.00	0.00	0.00	0.00
CURRENT ASSETS, LOANS, ADVANCES ETC.	7B	0.00	69,963.41	69,963.41	199,260.41
DEBIT BALANCE OF CORPUS/GENERAL FUND	1B	0.00	2,831,814.48	2,831,814.48	1,665,682.48
FROM PL ACCOUNT		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>0.00</b>	<b>2,956,608.00</b>	<b>2,956,608.00</b>	<b>1,937,110.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**NTMIS ACCOUNT**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2013**

INCOME	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
INCOME FROM SALES/ SERVICE		0.00	0.00	0.00	0.00
GRANTS / SUBSIDIES	8B	0.00	341,856.00	341,856.00	593,718.00
FEES/ SUBSCRIPTIONS		0.00	0.00	0.00	0.00
INCOME FROM INVESTMENT EARMARKED OR ENDOWMENT FUND		0.00	0.00	0.00	0.00
INCOME FROM ROYALTY, PUBLICATION		0.00	0.00	0.00	0.00
INTEREST EARNED		0.00	0.00	0.00	0.00
OTHER INCOME		0.00	0.00	0.00	0.00
INCREASED OR DECREASED IN FINISHED STOCK&		0.00	0.00	0.00	0.00
EXCESS EXPENDITURE OVER INCOME		0.00	1,166,132.00	1,166,132.00	936,133.00
<b>TOTAL</b>		<b>0.00</b>	<b>1,507,988.00</b>	<b>1,507,988.00</b>	<b>1,529,851.00</b>
<b>EXPENDITURE</b>	<b>SCHEDULE</b>	<b>PLAN</b>	<b>NON PLAN</b>	<b>TOTAL</b>	<b>PREV. YEAR</b>
ESTABLISHMENT EXPENSES	11B	0.00	1,490,351.00	1,490,351.00	1,402,459.00
OTHER ADMINISTRATIVE EXPENSES	12B	0.00	300.00	300.00	95,237.00
EXPENDITURE ON GRANTS, SUSIDIES ETC.		0.00	0.00	0.00	0.00
INTEREST		0.00	0.00	0.00	0.00
DEPRECIATION	5B	0.00	17,337.00	17,337.00	32,155.00
OUT STANDING TRAVELLING EXPENSES		0.00	0.00	0.00	0.00
EXCESS INCOME OVER EXPENDITURE		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>0.00</b>	<b>1,507,988.00</b>	<b>1,507,988.00</b>	<b>1,529,851.00</b>

Sd/-  
Administrative-cum - Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)  
NTMIS ACCOUNT**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

	PLAN	NON PLAN	TOTAL	PREV. YEAR
<b>Schedule 1B :</b>				
<b>Corpus / General Fund</b>				
Opening Balance as on 1-4-2012	-	(1,665,682.48)	(1,665,682.48)	(729,549.48)
Add : Excess Income over Expenditure	-	-	-	-
Less : Excess Expenditure over Income	-	(1,166,132.00)	(1,166,132.00)	(936,133.00)
<b>TOTAL</b>	<b>-</b>	<b>(2,831,814.48)</b>	<b>(2,831,814.48)</b>	<b>(1,665,682.48)</b>

**Schedule 2B :**

Reserve & Surplus	NIL	NIL	NIL	NIL
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**Schedule : 4B : CURRENT LIABILITIES AND PROVISIONS**

	PLAN	NON PLAN	TOTAL	PRV. YEAR
ACCEPTANCES	0.00	0.00	0.00	0.00
SUNDRY CREDITORS	0.00	0.00	0.00	0.00
ADVANCES RECEIVED	0.00	0.00	0.00	0.00
INTEREST ACCRUED BUT NOT DUE ON	0.00	0.00	0.00	0.00
STATUTORY LIABILITES	0.00	0.00	0.00	0.00
OTHER CURRENT LIABILITES	0.00	2,937,798.00	2,937,798.00	1,937,110.00
PROVISIONS	0.00	18810.00	18810.00	0.00
	0.00	2956608.00	2956608.00	1937110.00

**Schedule : 4B : CURRENT LIABILITIES AND PROVISIONS  
4B1 : PROVISIONS**

	PLAN	NON PLAN	TOTAL	PRV. YEAR
PROVISIONS FOR TAXATION	0.00	0.00	0.00	0.00
PROVISIONS FOR GRATUITY	0.00	0.00	0.00	0.00
PROVISIONS FOR SUPERANNUATION / PENSION	0.00	0.00	0.00	0.00
PROVISIONS FOR ACCUMULATED LEAVE ENCASHMENT	0.00	0.00	0.00	0.00
PROVISIONS FOR TRADE WARRANTIES/ CLAIMS	0.00	0.00	0.00	0.00
PROVISIONS FOR AUDIT FEE	0.00	0.00	0.00	0.00
PROVISIONS FOR C.P.F	0.00	18,810.00	18,810.00	0.00
PROVISION FOR STATIONERY	0.00	0.00	0.00	0.00
PROVISIONS ON INTEREST OF GPF & CPF	0.00	0.00	0.00	0.00
OUTSTANDING FOR TRAVELLING EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>18,810.00</b>	<b>18,810.00</b>	<b>0.00</b>

Sd/-  
Administrative-cum- Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R.) N.T.M.I.S**  
**SCHEDULE OF FIXED ASSETS AS AT 31ST MARCH, 2013**

**SCHEDULE-5B FIXED ASSETS**

Description of Assets	GROSS BLOCK (COST)			DEPRECIATION			NET BLOCK			
	Opening balance as on 01.04.12 Rs.	Addition During the year Rs.	Deduction/ Adjustment Rs.	Closing balance as on 31.03.13 Rs.	Opening balance as on 01.04.12 Rs.	Depreciation for the year Rs.	Deduction/ Adjustment Rs.	Total as on 31.03.13 Rs.	Closing balance as on 31.03.13 Rs.	Closing balance as on 31.03.12 Rs.
Furniture & Fixture	30,233.10	-	-	30,233.10	26,980.79	325.00	-	27,305.79	2,927.31	3,252.31
Office Equipment	76,630.00	-	-	76,630.00	22,550.50	8,112.00	-	30,662.50	45,967.50	54,079.50
Computer & Peripherals	340,383.65	-	-	340,383.65	325,882.35	8,700.00	-	334,582.35	5,801.30	14,501.30
Library Books	5,209.00	-	-	5,209.00	4,875.00	200.00	-	5,075.00	134.00	334.00
<b>Total of Current Year</b>	<b>452,455.75</b>	<b>-</b>	<b>-</b>	<b>452,455.75</b>	<b>380,288.64</b>	<b>17,337.00</b>	<b>-</b>	<b>397,625.64</b>	<b>54,830.11</b>	<b>72,167.11</b>
<b>Previous Year</b>	<b>452,455.75</b>	<b>-</b>	<b>-</b>	<b>452,455.75</b>	<b>348,133.64</b>	<b>32,155.00</b>	<b>-</b>	<b>380,288.64</b>	<b>72,167.11</b>	<b>104,322.11</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

## BOARD OF PRACTICAL TRAINING (ER)

### NTMIS ACCOUNT

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

#### SCHEDULE : 7B : CURRENT ASSETS, LOANS, ADVANCES ETC.

	PLAN	NON PLAN	TOTAL	PREV. YEAR
INVENTORIES	0.00	0.00	0.00	0.00
SUNDRY DEBTORS	0.00	0.00	0.00	0.00
CASH BALANCE IN HAND	0.00	1608.00	1608.00	1608.00
BANK BALANCE	0.00	51199.08	51199.08	180496.08
POST OFFICE-SAVINGS ACCOUNTS	0.00	0.00	0.00	0.00
LOANS AND ADVANCES	0.00	15000.00	15000.00	15000.00
PETTY CASH	0.00	2156.33	2156.33	2156.33
<b>TOTAL</b>	<b>0.00</b>	<b>69963.41</b>	<b>69963.41</b>	<b>199260.41</b>

Schedule : 7B : CURRENT ASSETS, LOANS, ADVANCE ETC.

#### 7B1 : LOANS AND ADVANCES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
LOANS TO STAFF	0.00	0.00	0.00	0.00
LOANS TO OTHER ENTITIES IN ACTIVITIES/OBJ.	0.00	0.00	0.00	0.00
ADV.& OTHER AMOUNTS RECOVERABLE IN CASH ON CAPITA	0.00	0.00	0.00	0.00
ADV.& OTHER AMOUNTS RECOVERABLE IN CASH REPAYMENT	0.00	0.00	0.00	0.00
INCOME ACCRUED ON INVESTMENTS FROM EARMERKED ENDOW	0.00	0.00	0.00	0.00
INCOME ACCRUED ON LOANS AND ADVANCES	0.00	0.00	0.00	0.00
GRANTS RECEIVABLE	0.00	0.00	0.00	0.00
OTHERS ADVANCES	0.00	15000.00	15000.00	15000.00
TA DA ADVANCE	0.00	0.00	0.00	0.00
MISC ADVANCE	0.00	0.00	0.00	0.00
ADVANCE FROM PLAN / NON PLAN	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>15000.00</b>	<b>15000.00</b>	<b>15000.00</b>

SCHEDULE : 7B : CURRENT ASSETS, LOANS, ADVANCES ETC.

#### 7B2 : BANK BALANCES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SCHEDULE BANK CURRENT ACCOUNTS	0.00	51199.08	51199.08	180496.08
SCHEDULE BANK SAVINGS ACCOUNTS	0.00	0.00	0.00	0.00
NON-SCHEDULE BANK CURRENT ACCOUNTS	0.00	0.00	0.00	0.00
NON-SCHEDULE BANK SAVINGS ACCOUNTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>51199.08</b>	<b>51199.08</b>	<b>180496.08</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

## BOARD OF PRACTICAL TRAINING (ER)

### NTMIS ACCOUNT

SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2013

#### SCHEDULE : 8B : GRANTS / SUBSIDIES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
GRANT FROM CENTRAL GOVERNMENT	0.00	341856.00	341856.00	593718.00
<b>TOTAL</b>	<b>0.00</b>	<b>341856.00</b>	<b>341856.00</b>	<b>593718.00</b>

#### SCHEDULE : : OTHER INCOME

	PLAN	NON PLAN	TOTAL	PREV. YEAR
MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
RECEIVED FROM PLAN	0.00	0.00	0.00	0.00
PROFIT ON SALE OF ASSETS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)**  
**NTMIS ACCOUNT**

**SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2013**

**SCHEDULE : 11B : ESTABLISHMENT EXPENSES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
PAY & ALLOWANCES	0.00	1445462.00	1445462.00	1312674.00
BONUS	0.00	13816.00	13816.00	13816.00
PENSION	0.00	0.00	0.00	0.00
STAFF WELFARE EXPENSES	0.00	0.00	0.00	0.00
MEDICAL REIMBURSED	0.00	1336.00	1336.00	1156.00
TUTION FEES	0.00	0.00	0.00	0.00
GRANT RECREATION CLUB	0.00	0.00	0.00	0.00
LIVERIES	0.00	0.00	0.00	0.00
GRATUITY	0.00	0.00	0.00	0.00
COMMUTATION OF PENSION	0.00	0.00	0.00	0.00
LEAVE ENCASHMENT	0.00	0.00	0.00	7192.00
CONTRIBUTION TO CPF & GPF	0.00	18810.00	18810.00	18261.00
SHORT FALL OF INTEREST ON GPF & CPF	0.00	0.00	0.00	0.00
COMMUTATION OF PENSION	0.00	0.00	0.00	0.00
LTC EXPENSES	0.00	0.00	0.00	7080.00
TELEPHONE EXPENSES	0.00	10927.00	10927.00	42270.00
TRAVELING & CONVEYANCE EXPENSES	0.00	0.00	0.00	10.00
OTHER EXPENSES	0.00	0.00	0.00	0.00
PAID TO NON PLAN FROM PLAN	0.00	0.00	0.00	0.00
SECURITY WAGES	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>1490351.00</b>	<b>1490351.00</b>	<b>1402459.00</b>

**SCHEDULE : 12B : OTHER ADMINISTRATIVE EXPENSES**

	PLAN	NON PLAN	TOTAL	PREV. YEAR
ELECTRICITY AND POWER	0.00	0.00	0.00	35000.00
MAINTENANCE OF BUILDING	0.00	0.00	0.00	0.00
REPAIRS OF MACHINERY	0.00	0.00	0.00	0.00
VEHICLE RUNNING & MAINTENANCE	0.00	0.00	0.00	0.00
POSTAGE AND TELEGRAPH	0.00	0.00	0.00	25000.00
COMMUNICATION CHARGES	0.00	0.00	0.00	0.00
PRINTING & STATIONERY	0.00	0.00	0.00	21768.00
EXPENSES ON SEMINAR	0.00	0.00	0.00	0.00
WORKSHOP, MEETING ETC.	0.00	0.00	0.00	0.00
AUDITORS FEES	0.00	0.00	0.00	12000.00
LEGAL FEES	0.00	0.00	0.00	0.00
IRRECOVERABLE BALANCE WRITTEN OFF	0.00	0.00	0.00	0.00
ADVERTISEMENT & PUBLICITY	0.00	0.00	0.00	0.00
BANK CHARGES	0.00	300.00	300.00	300.00
SECURITY CHARGES	0.00	0.00	0.00	0.00
REPAIRS & RENOVATION	0.00	0.00	0.00	0.00
MISCELLANEOUS EXPENSES	0.00	0.00	0.00	1169.00
SEMINAR	0.00	0.00	0.00	0.00
INSURANCE	0.00	0.00	0.00	0.00
MEETING EXPENSES	0.00	0.00	0.00	0.00
OFFICE EXPENSES	0.00	0.00	0.00	0.00
MAINTENANCE OF MACHINERY EQP.& COMPUTER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>95237.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director



## BOARD OF PRACTICAL TRAINING (ER)

### NTMIS ACCOUNT

Receipt & Payment Account for the year ended 31st March, 2013

STATEMENT NO. III

RECEIPTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Cash Book	-	1,608.00	1,608.00	1,608.00
State Bank of India	-	180,496.08	180,496.08	14,653.08
Festival Advance	-	-	-	-
L.T.C. Advance	-	-	-	-
Bank Charges	-	-	-	-
Income Tax for Contractor	-	-	-	598.00
Amount Receivable From AICTE	-	-	-	215,025.00
Office Equipment	-	-	-	-
Computer Accessories	-	-	-	-
TA Advance	-	-	-	-
Misc. Advance	-	-	-	-
Group Scheme Life Insurance	-	480.00	480.00	480.00
P. Tax	-	6,780.00	6,780.00	7,000.00
Income Tax	-	53,828.00	53,828.00	37,130.00
Contribution to GPF / CPF	-	192,000.00	192,000.00	193,000.00
Fund for Board Estb.	-	1,100,000.00	1,100,000.00	775,000.00
Grants- in- Aid	-	341,856.00	341,856.00	593,718.00
Income Tax (Profession)	-	-	-	1,200.00
<b>TOTAL</b>	-	1,877,048.08	1,877,048.08	1,839,412.08

PAYMENTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Office Equipment	-	-	-	-
Medical Reimbursement	-	1,336.00	1,336.00	1,156.00
Liabilities for LTC	-	-	-	4,566.00
Festival Advance	-	-	-	-
Advertisement & Publicity	-	-	-	-
Arrear DA	-	31,391.00	31,391.00	-
Income Tax (Profession)	-	-	-	1,200.00
TA Advance	-	-	-	-
Misc. Advance	-	-	-	-
Petty Cash	-	-	-	-
Pay & Allowance	-	1,403,067.00	1,403,067.00	1,303,305.00
Group Scheme Life Insurance	-	480.00	480.00	480.00
P. Tax	-	6,780.00	6,780.00	7,000.00
Income Tax	-	53,828.00	53,828.00	37,130.00
Bonus	-	13,816.00	13,816.00	13,816.00
Liabilities for Arrear DA	-	9,369.00	9,369.00	7,809.00
Contribution to GPF / CPF A/c	-	192,000.00	192,000.00	193,000.00
Employers' Cont. to CPF	-	-	-	18,261.00
Children Education Allowance	-	-	-	-
LTC Expenses	-	-	-	7,080.00
Telephone Expenses	-	10,927.00	10,927.00	21,323.00
Travelling Expenses	-	-	-	-
Liabilities for CPF	-	-	-	17,724.00
Printing & Stationery	-	-	-	1,768.00
Pay & Allowance (Arrear)	-	-	-	-
Meeting Expenses	-	-	-	-
Bank Charges	-	300.00	300.00	300.00
Audit Fees	-	-	-	12,000.00
Office Expenses	-	-	-	-
Sundry Creditors (Capital Exp.)	-	-	-	-
Computer Maintenance	-	-	-	-
Fund for Board Establishment	-	100,000.00	100,000.00	-
Liabilities for Telephone	-	947.00	947.00	1,600.00
Leave Encashment	-	-	-	7,192.00
Income Tax for Contractor	-	-	-	598.00
Cash Book	-	1,608.00	1,608.00	1,608.00
State Bank of India	-	51,199.08	51,199.08	180,496.08
<b>TOTAL</b>	-	1,877,048.08	1,877,048.08	1,839,412.08

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

## BOARD OF PRACTICAL TRAINING (E.R)

### PROVIDENT FUND ACCOUNT

Balance Sheet as at 31st March, 2013

STATEMENT NO.IV

LIABILITIES	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Corpus/General Fund	1C	-	-	-	-
Reserve & Surplus	2C	-	1,790,705.31	1,790,705.31	1,722,925.31
Unsecured Loans and Borrowings	3C	-	-	-	-
Current Liabilities & Provision	4C	-	13,493,642.00	13,493,642.00	14,357,651.00
<b>TOTAL</b>		<b>-</b>	<b>15,284,347.31</b>	<b>15,284,347.31</b>	<b>16,080,576.31</b>

ASSETS	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Investment Account	6C	-	12,800,000.00	12,800,000.00	14,762,812.00
Current Assets, Loans & Advance	7C	-	2,484,347.31	2,484,347.31	1,317,764.31
<b>TOTAL</b>		<b>-</b>	<b>15,284,347.31</b>	<b>15,284,347.31</b>	<b>16,080,576.31</b>

Sd/-  
Admn.-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**PROVIDENT FUND ACCOUNT**

**Income & Expenditure Account for the year ended 31st March, 2013**

STATEMENT NO. IV

Expenditure	Current Year	Previous Year	Income	Current Year	Previous Year
To Interest to G.P.F. Members :			By Interest on Savings Bank	14,596.00	27,810.00
a) Board Employees	1,005,838.00	875,990.00	" Interest receivable from Bank on Term Deposit	1,260,788.00	1,876,331.00
b) NTMIS Employees	<u>43,319.00</u>	31,825.00	" Interest Receivable from 8% Bond	-	129,888.00
	1,049,157.00				
" Interest to C.P.F. Members :					
a) Board Employees	109,101.00	108,971.00	" Employers' Cont. to CPF : Board	36,996.00	-
b) NTMIS Employees	49,146.00	51,945.00	NTMIS	18,810.00	54,541.00
c) Arrear Interest (NTMIS)	<u>-</u>				18,261.00
	158,247.00				
" Employers' Cont. to C.P.F. :			" Receivable for employer's Cont. to C.P.F. :		
a) Board Employees	36,996.00	54,541.00	a) Board	-	-
b) NTMIS Employees	18,810.00	18,261.00	b) NTMIS	-	-
c) Arrear Cont. (NTMIS)	<u>-</u>				
	55,806.00				
" Excess Income transf. to Reserve A/c	67,980.00	965,298.00			
<b>TOTAL</b>	<b>1,331,190.00</b>	<b>2,106,831.00</b>	<b>TOTAL</b>	<b>1,331,190.00</b>	<b>2,106,831.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)  
PROVIDENT FUND ACCOUNT**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

	PLAN	NON PLAN	TOTAL	PRV. YEAR
<b>SCHEDULE 1C :</b>				
CORPUS / GENERAL FUND	NIL	NIL	NIL	NIL
<b>SCHEDULE 2C :</b>				
<b>RESERVE &amp; SURPLUS</b>				
Opening Balance as on 1-4-2012	-	1,722,925.31	1,722,925.31	757,627.31
Add : Excess Income over Expenditure	-	67,980.00	67,980.00	965,298.00
Less : Amount transferred to I & E Account	-	-	-	-
		1,790,905.31	1,790,905.31	1,722,925.31
Less : TDS adjusted		200.00	200.00	-
<b>TOTAL</b>		<b>1,790,705.31</b>	<b>1,790,705.31</b>	<b>1,722,925.31</b>
<b>SCHEDULE 4C :</b>				
<b>CURRENT LIABILITIES &amp; PROVISIONS</b>				
For GPF Members	-	12,895,548.00	12,895,548.00	12,201,068.00
For CPF Members	-	598,094.00	598,094.00	2,156,583.00
Payable to Board Establishment		-	-	-
<b>TOTAL</b>	-	<b>13,493,642.00</b>	<b>13,493,642.00</b>	<b>14,357,651.00</b>
<b>SCHEDULE 6C :</b>				
<b>INVESTMENT ACCOUNT</b>				
Opening Balance as on 1-4-2012	-	14,262,812.00	14,262,812.00	6,741,286.00
Add : during the year	-	10,100,000.00	10,100,000.00	14,262,812.00
	-	24,362,812.00	24,362,812.00	21,004,098.00
Less : Withdrawn during the year	-	11,562,812.00	11,562,812.00	6,741,286.00
		12,800,000.00	12,800,000.00	14,262,812.00
Investment in UBI Bond	-	-	-	3,750,000.00
Less: Withdrawn during the year		-	-	3,250,000.00
		-	-	500,000.00
<b>TOTAL</b>	-	<b>12,800,000.00</b>	<b>12,800,000.00</b>	<b>14,762,812.00</b>
<b>SCHEDULE 7C :</b>				
<b>CASH AT BANK</b>				
State Bank of India	-	1,809,217.31	1,809,217.31	390,646.31
Receivable from NTMIS	-	18,810.00	18,810.00	-
Receivable from Board & NTMIS	-	-	-	-
Other Receivable on 8% UBI Bond	-	-	-	300,500.00
Interest Accrued from Bank	-	656,320.00	656,320.00	626,618.00
<b>TOTAL</b>	-	<b>2,484,347.31</b>	<b>2,484,347.31</b>	<b>1,317,764.31</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)  
PROVIDENT FUND ACCOUNT**

**Receipt and Payment Account for the year ended 31st March, 2013**

STATEMENT NO. IV

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
<b>To Opening Balance b/d</b>	390,646.31	828,382.31	By GPF Advance to Members	-	-
" Subscription from Members towards:			" CPF withdrawal by Members (NTMIS)	-	200,000.00
a) General Provident Fund	2,356,000.00	2,254,000.00	" CPF withdrawal by Members	1,982,542.00	-
b) Contributory Provident Fund	210,000.00	240,000.00	" GPF withdrawal by Members	2,756,177.00	1,204,600.00
" Recoveries Advances :			" Investment in 8% UBI Bond	-	-
a) General Provident Fund	45,500.00	56,100.00	" Investment in Term Deposit	10,100,000.00	14,262,812.00
b) Contributory Provident Fund	-	-	" GPF Final Payment	-	1,339,191.00
"Interest on UBI Bond	300,500.00	1,953,250.00	" CPF Final Payment	-	-
" Interest on Term Deposit	1,231,086.00	1,995,895.00	GPF Advance	200.00	40,000.00
" Interest on Savings Bank	14,596.00	27,810.00	"Bank Charges	-	-
" CPF Receivable from	-	-	" <b>Closing Balance :</b>		
BOARD-NTMIS-			At SBI, Salt Lake	1,809,217.31	390,646.31
"Investment on Term Deposit	11,562,812.00	17,724.00			
" Employers' Cont. to CPF (Board)	-	6,741,286.00			
"8%UBI Bond	500,000.00	-			
" Employers' Cont. to CPF (Board)	36,996.00	3,250,000.00			
"Employers' Cont. to CPF(NTMIS)		54,541.00			
		18,261.00			
<b>TOTAL</b>	<b>16,648,136.31</b>	<b>17,437,249.31</b>	<b>TOTAL</b>	<b>16,648,136.31</b>	<b>17,437,249.31</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**PROVIDENT FUND ACCOUNT (NEW PENSION SCHEME)**  
Balance Sheet as at 31st March, 2013

STATEMENT NO.V

<b>LIABILITIES</b>	<b>Schedule</b>	<b>PLAN</b>	<b>NON PLAN</b>	<b>TOTAL</b>	<b>PREV. YEAR</b>
Corpus/General Fund	1D	-	59,348.40	59,348.40	61,000.90
Reserve & Surplus	2D	-	-	-	-
Unsecured Loans and Borrowings	3D	-	-	-	-
Current Liabilities & Provision	4D	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>59,348.40</b>	<b>59,348.40</b>	<b>61,000.90</b>

<b>ASSETS</b>	<b>Schedule</b>	<b>PLAN</b>	<b>NON PLAN</b>	<b>TOTAL</b>	<b>PREV. YEAR</b>
Investment Account	6D	-	-	-	-
Current Assets, Loans & Advance	7D	-	59,348.40	59,348.40	61,000.90
Debit Balance of I & E Account	2D	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>59,348.40</b>	<b>59,348.40</b>	<b>61,000.90</b>

Sd/-  
Admn.-cum-Accounts-Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (E.R)**  
**PROVIDENT FUND ACCOUNT (NEW PENSION SCHEME)**  
**Income & Expenditure Account for the year ended 31st March, 2013**

STATEMENT NO. V

Expenditure	Current Year	Previous Year	Income	Current Year	Previous Year
To Interest to Subscribers	-	-	By Interest on Savings Bank A/c	2,465.00	3,576.00
"Administrative Charges	4,117.50	6,528.00	" Excess Expenditure over Income	1,652.50	2,952.00
<b>TOTAL</b>	<b>4,117.50</b>	<b>6,528.00</b>	<b>TOTAL</b>	<b>4,117.50</b>	<b>6,528.00</b>

Sd/-  
Administrative-cum-Accounts Officer

Sd/-  
Director

**BOARD OF PRACTICAL TRAINING (ER)  
PROVIDENT FUND ( NEW PENSION SCHEME)**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2013

	PLAN	NON PLAN	TOTAL	PREV. YEAR
<b>SCHEDULE 1D :</b>				
<b>CORPUS / GENERAL FUND</b>				
Opening Balance as on 01-04-2012	-	61000.90	61,000.90	63952.90
Add : Excess Income over Expenditure	-	-	-	-
Less : Excess Expenditure over Income	-	1,652.50	1,652.50	2952.00
<b>TOTAL</b>		59348.40	59348.40	61000.90

**SCHEDULE 2D :**

**RESERVE & SURPLUS**

NIL	NIL	NIL
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**SCHEDULE 4D :**

**CURRENT LIABILITIES & PROVISIONS**

Opening Balance as on 01-04-2012	-	-	-	-
Add : CPF Members (New Scheme)	-	-	-	-
Add : Interest to Members	-	-	-	-
<b>TOTAL</b>	NIL	NIL	NIL	NIL

**SCHEDULE 6D :**

**INVESTMENT ACCOUNT**

Opening Balance as 1-4-2012	-	-	-	-
Add : during the year	-	-	-	-
Less : Withdrawn during the year	-	-	-	-
Investment in Bond	-	-	-	-
<b>TOTAL</b>	NIL	NIL	NIL	NIL

**SCHEDULE 7D :**

**CASH AT BANK**

State Bank of India	-	59,348.40	59,348.40	61,000.90
Receivable from Board	-	-	-	-
Interest Accrued from Bank	-	-	-	-
<b>TOTAL</b>		59,348.40	59,348.40	61,000.90

Sd/-  
Admn.-cum-Accounts Officer

Sd/-  
Director



**BOARD OF PRACTICAL TRAINING (E.R)**  
**PROVIDENT FUND ACCOUNT (NEW PENSION SCHEME)**  
**Receipt and Payment Account for the year ended 31st March, 2013**

STATEMENT NO. V

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
<u>To Opening Balance b/d</u>	61,000.90	63,952.90	By Employees' Share to Bank of India	-	31,496.00
" Subscription from Members	-	31,496.00	"Employers' Share to Bank of India	-	31,496.00
" Employers' Cont. to CPF (New)	-	31,496.00	"Administrative Charges	4,117.50	6,528.00
" Interest on Savings Bank	2,465.00	3,576.00			
" Investment	-	-			
" Interest on Term Deposit	-	-			
<b>TOTAL</b>	<b>63,465.90</b>	<b>130,520.90</b>	<b>By Closing Balance:</b> Cash at SBI, Salt Lake	<b>59,348.40</b>	<b>61,000.90</b>
			<b>TOTAL</b>	<b>63,465.90</b>	<b>130,520.90</b>

Sd/-  
Admn.-cum-Accounts Officer

Sd/-  
Director

## **SCHEDULE No.13 - SIGNIFICANT ACCOUNTING POLICIES**

### 1. ACCOUNTING CONVENTION

The financial statement in relation to Establishment Account, Stipendiary Account, NTMIS Account, Provident Account and also New Pension Scheme for Provident Fund Account are also prepared on the basis of historical cost convention unless otherwise stated on the accrual method of accounting.

### 2. FIXED ASSETS

Fixed Assets are valued at cost. All the Fixed Assets were purchased by way of monetary grants under plan and non-plan sub-heads in respect of Establishment Account and NTMIS Account which were received from the Ministry and same were represented as corpus funds in the liability side of the Balance sheet of both the accounts.

### 3. DEPRECIATION

Depreciation on Fixed Assets has been provided in the Accounts as per specified rate of Income Tax Act on written down value method in accordance of the Income Tax Act, 1961 according to the instructions issued in common format for Central Autonomous Organisation by the Ministry, Govt. of India. So, we have provided depreciation in the Accounts for the equipment, furniture and other fixed assets from the date of the acquisition according to the prevailing Income Tax Act, 1961.

### 4. MISCELLANEOUS

There was no deferred revenue expenditure under the head of miscellaneous expenses in our organisation.

### 5. GOVERNMENT GRANTS

Government grants were accounted for on accrual basis.

### 6. STIPEND PAYMENT

Reimbursement of stipend to the training establishments were disbursed on the accrual basis against the claim furnished by the training establishments to our organisation. Further it may be pointed out that return cheques and draft have been consider as liability for preparing the accounts for 2012-13.

### 7. RETIREMENT BENEFITS

The organisation in respect of Leave encashment, Gratuity, Commutation of Pension made provision on Actual basis at the time of retirement / death and relinquished of the service. Further, it may be mentioned here that contingent liabilities on account of leave salary for Rs.49.65 lakhs and Gratuity would be Rs.67.90 lakhs except commutation of pension to employees as because for pension fund, actuarial calculation from LIC or any other institution is required. The fund as soon as received from the Ministry, Government of India for Leave encashment, Gratuity and Commutation of Pension are to be invested accordingly as per instruction issued by the Ministry, Govt. of India for Autonomous Organisation.

### 8. GPF/CPF INVESTMENT

Investments in term deposit on the funds of GPF/CPF Account were made in a consolidated way. It is mentioned here that the investment balance on GPF/CPF fund would be arrived on the basis of total term deposits with Canara Bank and State Bank of India, Salt Lake Branch, Kolkata respectively.

**SCHEDULE – NOTES ON ACCOUNTS**  
**ON THE FINANCIAL STATEMENTS**

1. CONTINGENT LIABILITIES

No contingent liabilities were payable to any organisation in respect of any claim, Bank guarantee, Income Tax, Sales Tax and Municipal Tax except capital commitments during the period under the audit.

2. CURRENT ASSETS, LOANS AND ADVANCES

It is valued the total amount paid and realised in the ordinary course of the transaction. So the difference amount has been appeared in the Balance Sheet.

3. TAXATIONS

In view of there being no taxable income under the Income Tax Act, 1961 no provision for Income Tax has been considered in the Books of Accounts. The Organization has also obtained the exemption certificate from the Income Tax Authority.

4. DEPRECIATION

Depreciation has been provided on Fixed Assets on written down value method in accordance with Income Tax Act, 1961 from the date of acquisition of the Assets. It is charged on the expenditure side of the Income & Expenditure Account and deducted from the Fixed Assets of the assets side in the Balance Sheet.

5. EXPENDITURE IN FOREIGN CURRENCY

No expenditure was incurred on foreign currency during the current period of the financial year.

6. REMUNERATION TO AUDITORS

Provision was made for Rs.2.00 lakhs for the current financial year in the Books of Accounts. Our auditor is CAG, Indian Audit & Accounts Department, Office of the Principal Director of Audit, Central, Kolkata. The Internal Audit fees are also being paid on accrual basis for the financial year under audit.

The previous year's figures have been reworked, regrouped, rearranged and reclassified where ever is necessary.