

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 प्रतिवेदन

ANNUAL REPORT

2013-2014

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ANNUAL REPORT – 2013-14

1.0 Highlights of the year 2013-14 at a Glance

1.	No. of notified establishments as on 31.03.2014	:	1224
2.	No. of students aspiring for Apprenticeship training		
	Graduate	:	4784
	Technician	:	3158
	Technician (Voc)	:	4061
	Total	:	12003
3.	Gross live notified facilities during the year 2013-14		
	Graduate	:	5179
	Technician	:	4846
	Technician (Voc)	:	3947
	Total	:	13972
4.	Total No. of Training Seats utilised		
	Graduate	:	4444
	Technician	:	2919
	Technician (Voc)	:	3243
	Total	:	10606
5.	No. of training certificates issued	:	4400
6.a)	No. of Establishments to which BOPT(ER) forwarded Bio-data of candidates [Graduate, Technician & Technician (Voc)]	:	59
b)	No. of candidates whose Bio-data were forwarded to 59 (Fifty Nine) establishments in Eastern Region by BOPT(ER)	:	1316
7.	Central Selection organised by BOPT(ER) for selecting candidates for Apprenticeship Training for different establishments		
	: No. of candidates called	:	1963
	: No. of candidates appeared	:	1080
	: No. of candidates selected	:	712
8.	No. of Establishments visited by the officers of BOPT(ER)	:	276
9.	No. of Technical Institutions visited by the officers of BOPT(ER)	:	37
10.	No. of Group Meetings with Establishments/Institutions including Round table discussion, meet the Apprentices Programme, Career Guidance Programme etc. conducted.	:	64

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 38th 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 30th 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 30th 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 30th 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 Meeting

During the year under report, the Board met three times viz., 117th Meeting held on 26.04.2013, 118th Meeting held on 02.08.2013 and 119th Meeting held on 03.12.2013.

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 3rd December, 2013 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 2013-14 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 Odisha 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 114th 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 114th 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, Purta Bhawan, (1 st 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 114th 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 6th 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 6th 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 114th 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, Odisha
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 th 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 th 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 114th 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 114th 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 Meeting

During the year under report, the 47th Meeting of the Standing Finance Committee was held on 2nd August, 2013 and 48th Meeting was held on 3rd December, 2013.

8.0 Establishment

During the period from 01.4.2013 to 31.3.2014, 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 2013-2014 was audited by the Principal Director of Audit (Central), C.A.G. Office, Kolkata. The Annual Accounts for the year 2013-2014 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 2013-14 are reproduced below:

Particulars	Establishment A/c.			Stipend A/c.		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
A. Receipts :						
a) Opening balance as on 01.04.2013	0.96	70.39	71.35	50.59	0.27	50.86
b) Grant Received	86.00	263.47	349.47	600.00	238.53	838.53
c) Receipts from other sources	0.50	1.66	2.16	5.00	0.56	5.56
d) Receipts & Recovery of loan	4.28	-	4.28	-	-	4.28
<u>TOTAL</u>	91.74	335.52	427.26	655.59	239.36	899.23

Particulars	Establishment A/c.			Stipend A/c.		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
B. Payments :						
Payments made during 2013-14	79.51	293.70	373.21	615.03	239.16	854.39
<u>TOTAL</u>	79.51	293.70	373.21	615.03	239.16	854.39

	Rs. in lakhs					
(A-B) Closing Balance as on 31.3.2014	12.23	41.82	54.05	40.56	0.20	40.76

9.2

The Board had also a Nodal Centre under National Technical Manpower Information System (NTMIS). The NTMIS Scheme was closed w.e.f. 01.04.2013. This project was 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 did not release any grants for this financial year. 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 (2013-14) are reproduced below:

Particulars	Rs. in lakh	
	NTMIS A/C	
C. Receipts :	Non-Plan	Total
a) Opening balance as on 01.4.2013	0.53	0.53
b) Grant Received	-	-
c) Receipts of loan from Board's Establishment	13.90	13.90
TOTAL :	14.43	14.43

Particulars	Rs. in lakh	
	NTMIS A/C	
D. Payments :	Non-Plan	Total
a) Payments made during 2013-14	14.28	14.28
b) Repayment of loan to Board's Establishment account	-	-
TOTAL :	14.28	14.28

Rs. in lakh		
Closing Balance as on 31.3.2014 (C-D)	0.15	0.15

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 226 (Two Hundred and Twenty Six) colleges of Engineering/Technology and 243 (Two Hundred and Forty Three) Polytechnics and 682 (Six Hundred and 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.	States	No. of Institutions			
		Degree Level	Diploma Level	Technician (Vocational)	Total
1.	Assam	14	14	90	118
2.	Bihar	19	19	91	129
3.	Jharkhand	11	22	59	92
4.	Odisha	91	89	231	411
5.	West Bengal	83	78	148	309
6.	Manipur	01	04	19	24
7.	Meghalaya	01	03	02	6
8.	Tripura	01	03	01	5
9.	Nagaland	01	03	--	4
10.	Mizoram	01	03	--	4
11.	Andaman & Nicobar Island	01	01	05	7
12.	Arunachal Pradesh	01	02	--	3
13.	Sikkim	01	02	36	39
	TOTAL :	226	243	682	1151

N.B.: From some of the institutions at Degree & Diploma level, 1st batch was yet to pass out. In many states number of Vocational (+2) Schools where students had admitted, were less than the above figure e.g. in Odisha and Assam, number of functional Vocational schools were 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 onward 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) 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 12003 (Twelve thousand Three) 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	31	196	6	233
2.	Bihar	32	27	2551	2610
3.	Jharkhand	323	934	152	1409
4.	Odisha	1269	1437	738	3444
5.	West Bengal	3037	479	614	4130
6.	Manipur	--	--	--	--
7.	Meghalaya	70	14	--	84
8.	Tripura	3	21	--	24
9.	Nagaland	--	3	--	3
10.	Mizoram	6	5	--	11
11.	Andaman & Nicobar Island	--	--	--	--
12.	Arunachal Pradesh	--	41	--	41
13.	Sikkim	13	1	--	14
	TOTAL :	4784	3158	4061	12003

- 10.3 As on 31.3.2014 BOPT(ER) brought altogether 1224 (One Thousand Two Hundred and Twenty Four) 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

Central Govt. Deptt. /Central Public Sector/ undertakings	78
State Govt. Deptt./State Public Sector/undertakings	110
Private Sector	301
TOTAL :	489

10.4 As on 31.3.2014 the Board identified/notified training facilities for 5179 Graduates, 4846 Technicians and 3947 Technician (Vocational) in altogether 489 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			
	Graduate	Technician	Technician (Vocational)	Total
Central Govt. Deptt. / Central Public Sector/ Undertaking	439	1327	150	1916
State Govt. Deptt./State Public Sector/undertaking	571	1728	677	2976
Private Sector	4169	1791	3120	9080
TOTAL	5179	4846	3947	13972

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 14 (Fourteen) Central Selection Meeting in twenty eight days at Board's office premises, 02 (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 2013-14, BOPT(ER) forwarded the Bio-Data of 1316 (One Thousand Three Hundred & Sixteen) eligible candidates to 59 (Fifty Nine) establishments in the region to facilitate the processes of engagement of apprentices by the establishments.

Besides the above, selection of about 1544 (One Thousand Five Hundred Forty Four) 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, Odisha 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 01.04.2013 to 31.03.2014 the officers and senior staff members of this Board have undertaken 276 (Two Hundred and Seventy Six) visits to different training establishments and 37 (Thirty Seven) 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, 10606 (Ten Thousand Six Hundred and Six) 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 of India 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 organised ‘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 Industry’s expectations from the Engineers and Technicians etc.

During the Period under report 16 (Sixteen) C.G.P. were conducted by BOPT (ER) in collaboration with the establishments as given below :–

Sl. No	Name of the Organisations	C.G.P. held on
01.	Hindustan Aeronautical Limited – West Bengal	03.06.2013 04.06.2013
02.	West Bengal State Electricity Distribution Co. Ltd – West Bengal	17.06.2013 18.06.2013
03.	West Bengal Comprehensive Area Development Authority – West Bengal	26.06.2013 27.06.2013
04.	Cynosure Manik’s Auto Centre – West Bengal	19.07.2013
05.	Bharat Sanchar Nigam Limited - West Bengal Circle	25.07.2013 26.07.2013
06.	Public Works Department (Building) – West Bengal	12.08.2013 13.08.2013 14.08.2013

Sl. No	Name of the Organisations	C.G.P. held on
07.	Eastern Railway – West Bengal	05.09.2013 06.09.2013
08.	Sanaka Educational Trust Group of Institute – West Bengal	25.09.2013
09.	South Eastern Railway – West Bengal	27.11.2013 28.11.2013
10.	Garden Reach Ship Builders & Engineers Ltd. – West Bengal	04.12.2013 05.12.2013 06.12.2013
11.	Haldia Dock Complex – West Bengal	29.01.2014 30.01.2014 31.01.2014
12.	Calcutta Telephones – West Bengal	06.02.2014 07.02.2014
13.	Chittaranjan Locomotive Works – West Bengal	13.02.2014 14.02.2014
14.	CIT – Assam	13.02.2014
15.	Santiniketan Institute of Polytechnic – West Bengal	20.03.2014
16.	Kolkata Metropolitan Development Authority – West Bengal	20.03.2014

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 establishments and 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 42 (Forty Two) M.A.P.s were conducted on the dates mentioned against each :-

Sl. No	Name of the Organisations	M.A.P. held on
01.	Mahavir Nurshing Home – Bihar	17.09.2013
02.	Vinayak Learning Solution – Bihar	17.09.2013
03.	Aich Appraisers & Valuers - West Bengal	18.09.2013
04.	Vishal Electronics & Electricals – Bihar	18.09.2013
05.	Ramanand Asptal – Bihar	18.09.2013
06.	Pariwar Patho Lab – Bihar	19.09.2013
07.	Amar Jyoti Medicare - Bihar	19.09.2013
08.	Maa Tara Computer - Bihar	20.09.2013

Sl. No	Name of the Organisations	M.A.P. held on
09.	Gangajal Hospital Pvt. Ltd. – Bihar	20.09.2013
10.	Pinnacle Infotech Solutions – West Bengal	25.09.2013
11.	Associated Plates & Vessels Pvt. Ltd. – Jharkhand	07.10.2013
12.	NIRMAN, Sambalpur – Odisha	07.10.2013
13.	Janavikash Kendra, Sambalpur – Odisha	08.10.2013
14.	AM, Sambalpur, - Odisha	08.10.2013
15.	Jaydurga Nari, Sambalpur – Odisha	09.10.2013
16.	L.B. Engineering – West Bengal	28.10.2013
17.	Universal Welfare Foundation – Bihar	31.10.2013
18.	Adarsh Yuva Kriti– Bihar	01.11.2013
19.	Pooja Electrical Centre – Bihar	01.11.2013
20.	Aditiyapur Small Industries Associations - Jharkhand	04.11.2013
21.	Bureau of Indian Standards – West Bengal	11.11.2013
22.	Dewandighi Plant – West Benal	22.11.2013
23.	Khetia Plant– West Benal	22.11.2013
24.	Mangalpur Plant – West Benal	22.11.2013
25.	Jammuria Plant – West Benal	22.11.2013
26.	Samajik Utthan – Bihar	17.12.2013
27.	Shram Shakti – Bihar	17.12.2013
28.	All India Radio – Odisha	25.11.2013
29.	UCPES – Odisha	26.11.2013
30.	GPT (Women) – Odisha	26.11.2013
31.	Ganjam R&D Division I - Odisha	27.11.2013
32.	Ganjam R&D Division II - Odisha	27.11.2013
33.	GMRK Energy – Odisha	23.01.2014
34.	Gautam Barua Association – Assam	11.02.2014
35.	Central Horticultural Experiment Station - Odisha	19.02.2014
36.	MECON Ltd. - Jharkhand	13.02.2014
37.	Tega Industries Ltd. – West Bengal	14.03.2014
38.	Hotel Sojown – West Bengal	19.03.2014

Sl. No	Name of the Organisations	M.A.P. held on
39.	Mideast Integrated Steels Ltd. - Odisha	24.03.2014
40.	Maithan Ispat Ltd . – Odisha	25.03.2014
41.	Jindal Stainless Steel – Odisha	26.03.2014
42.	IDCOL Ferrochrome - Odisha	27.03.2014

11.3 SC/ST/OBC/Women engaged for training during the year 2013-14 :

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, 513 (Five Hundred Thirteen) SC, 305 (Three Hundred Five) ST, 252 (Two Hundred Fifty Two) OBC and 3240 (Three Thousand Two Hundred Forty) 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 Government, 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

This Board in association with Director of Science & Technology, Govt. of Jharkhand organized a Group Meeting at the Conference Hall, State Board of Technical Education, Ranchi on 09.04.2013 to discuss various issues pertaining to engagement of freshly passed out degree and diploma engineers in different State Govt. Departments and Undertakings including Laboratories of Govt. and Autonomous institutions located in the State of Jharkhand. The Secretary, State Board of Technical Education, Govt. of Jharkhand presided over the meeting. Representatives of various State Govt. Departments & Undertakings as well as different technical institutions of the State Govt. of Jharkhand also attended the meeting. In the meeting, different provisions of The Apprentices (Amendment) Act, 1973 & 1986 were discussed including the methodology for payment of stipend to the apprentices once the same is sanctioned by the Department of Finance, Govt. of Jharkhand. Important inputs were received from the participants and it was unanimously decided that all State Govt. Departments/Undertakings as well as technical institutions in the State of Jharkhand must voluntarily come forward and engage apprentices.

11.4.2

BOPT (ER) in association with M/s. Tata Motors Ltd., Kolkata organized a Group Meeting by inviting the Regional Service Managers and Area Service Managers of M/s. Tata Motors Ltd. on 12.04.2013 in the Conference Hall of M/s. Tata Motors Ltd., Rene Towers, Kasba, Kolkata-700107. Assistant Director of Training, BOPT (ER), Kolkata gave a power point presentation and informed all the participants about the provisions under The Apprentices Act, 1961 as amended in 1973 & 1986 pertaining to one year Apprenticeship Training of 10(+2) Vocational Pass outs in the States of West Bengal, Bihar, Jharkhand, Odisha and other North-Eastern

States. The participants were also informed about the procedures to be followed for engagement of apprentices. All the representatives participated in the meeting expressed their whole-hearted support and interest in implementing the said Act in their organizations.

11.4.3

BOPT (ER) in association with Directorate of Higher & Technical Education, Govt. of Arunachal Pradesh organized a Group Meeting with the Principals/ Representatives of various Govt. Institutions and various State Govt./ Departments in the State of Arunachal Pradesh on 16.4.2013. Hon'ble Chairman, BOPT (ER) presided the meeting. The Director, Higher & Technical Education, Govt. of Arunachal Pradesh, Director of Industries and Joint Director of Industries, Govt. of Arunachal Pradesh and Director, BOPT (ER) also participated in the said meeting. In the meeting, it was decided that Directorate of Technical Education & Training would coordinate along with the Directorate of Industries, Govt. of Arunachal Pradesh with different State Govt. Departments and Undertakings to ensure that pass out technical students in the State of Arunachal Pradesh were placed for one year Apprenticeship Training under the Act.

11.4.4

BOPT (ER) in collaboration with the Adityapur Small Industries Association (ASIA) organized an Industry Meet on 06.11.2013 at Adityapur, Jamshedpur, Jharkhand. All the small and medium enterprises located in and around Adityapur were invited to participate in the said meeting. The Secretary, Adityapur Industrial Development Authority (AIDA) attended the said meeting as Chief Guest. The President, ASIA; Director, BOPT (ER); nominees from CII and the representatives from other small and medium enterprises were present in the Industry Meet. Deliberations were made to enlighten the participants about the importance of Apprenticeship Training Scheme of Govt. of India. A documentary entitled "Apprenticeship Training – A Step Towards Employment" was played during the program and received great applause from the participants. The participants from the industries assured to implement the Act in their industries.

11.4.5

BOPT (ER) organized an Industry Meet on 21.02.2014 at Adityapur Small Industries Association (ASIA), Adityapur, Jamshedpur, Jharkhand. In the said program, BOPT (ER) Jamshedpur Extension Center was inaugurated by Hon'ble Chairman, BOPT (ER) who also presided over the meeting. The Joint Secretary, ASIA, Director, BOPT (ER), The Chairman (Seminar & Conference), ASIA and some of the BOG members of BOPT (ER) also attended the said meeting. The representative of Industries participated in the meeting expressed their deep satisfaction and assured to implement The Apprentices Act, 1961 as amended in 1973 & 1986 in their industries. They expressed their interest due to the inauguration of BOPT (ER) Jamshedpur Extension Center. Industry representatives were happy that the opening of Extension Center of BOPT (ER) at Jamshedpur would help them in better implementation of the Act.

11.4.6

This Board organized a Group Meeting by inviting the Chairmen/Principal/Representatives of various private engineering colleges in the State of West Bengal on 18.3.2014. Hon'ble Chairman, BOG, BOPT (ER) presided the meeting. Presentations and deliberations were made before the participants with the objective of strengthening the connectivity between the institutes and the Board to enhance the level of awareness among the engineering Graduates about the provisions of the Apprenticeship Training in the State of West Bengal. All the participants were pleased to share information and assured to maintain an effective and strong connectivity with the Board so as to enhance the awareness level among the passing out

graduates and diploma holders in the State of West Bengal about the availability of Apprenticeship Training of Govt. of India.

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 was 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 subsequently developed by the Board were also distributed during the programmes. The on line e-governance web portal (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 in Hindi to fulfill the compliancy of implementation of Rajbhasa.

12.2 Follow up of Training.

Once the Engineering Graduate/Technician/Technician (Vocational) apprentices were engaged under the Act, the training establishments were required to prepare a programme of training for them. The various departments/sections in the training establishments were considered before the programme was approved for training in the individual establishments. During the training, the apprentices were 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 was attached to a supervisor as per the programme. As there were

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 gave 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 was kept on the progress and proper communication system was 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 was subject to his progress being satisfactory.

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

13.0 Performance in Hindi during the Year

During the year 2013-14, 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 Extempore competition' were organized on 14th September and 28th September, 2013 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. Officers from Govt. of India, Ministry of Home Affairs, Department of Official Language, Kolkata were invited and they were happy to note the activities of this office.

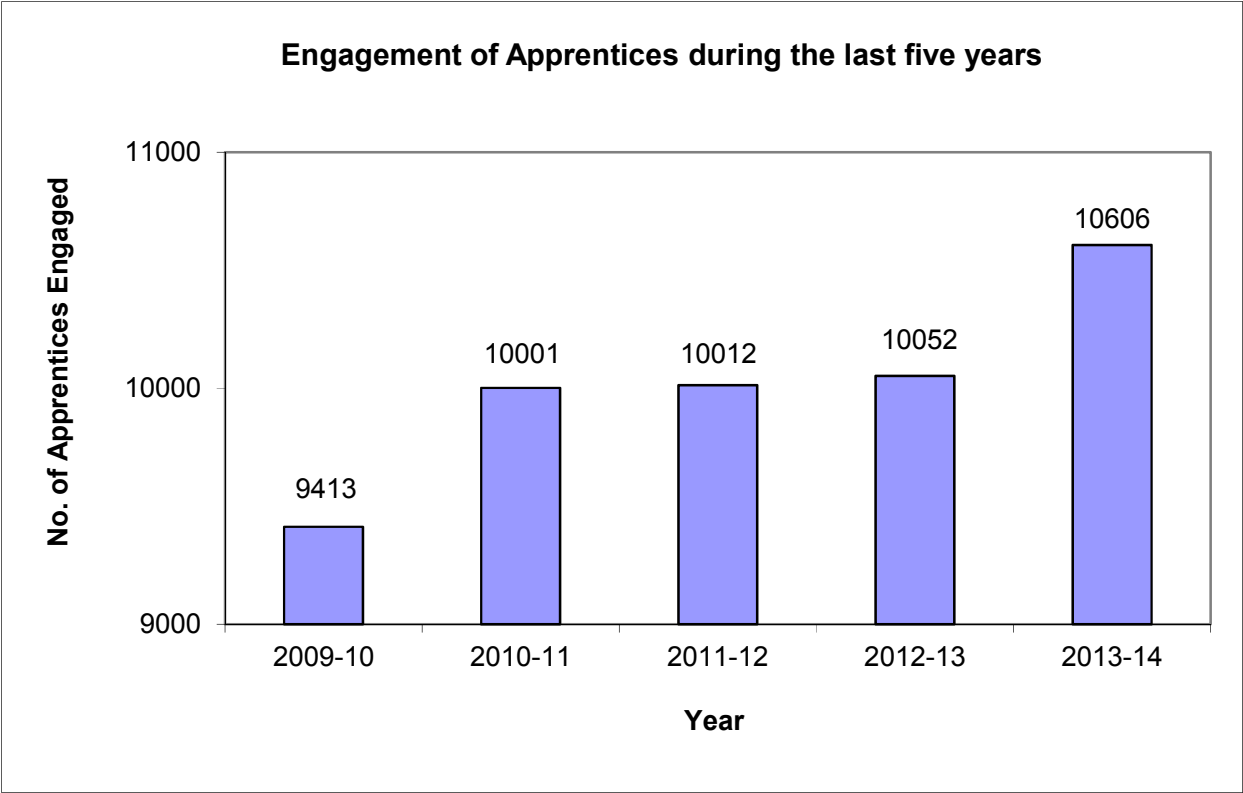
14.0 NATIONAL TECHNICAL MANPOWER INFORMATION SYSTEM

During the year 2013-14, 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 committed expenses. The recommendation of BOG, BOPT (ER) Kolkata in regards to redeployment/readjustment of the employees of NTMIS was under consideration in the Ministry in lieu of its closure w.e.f. 01.04.2013.

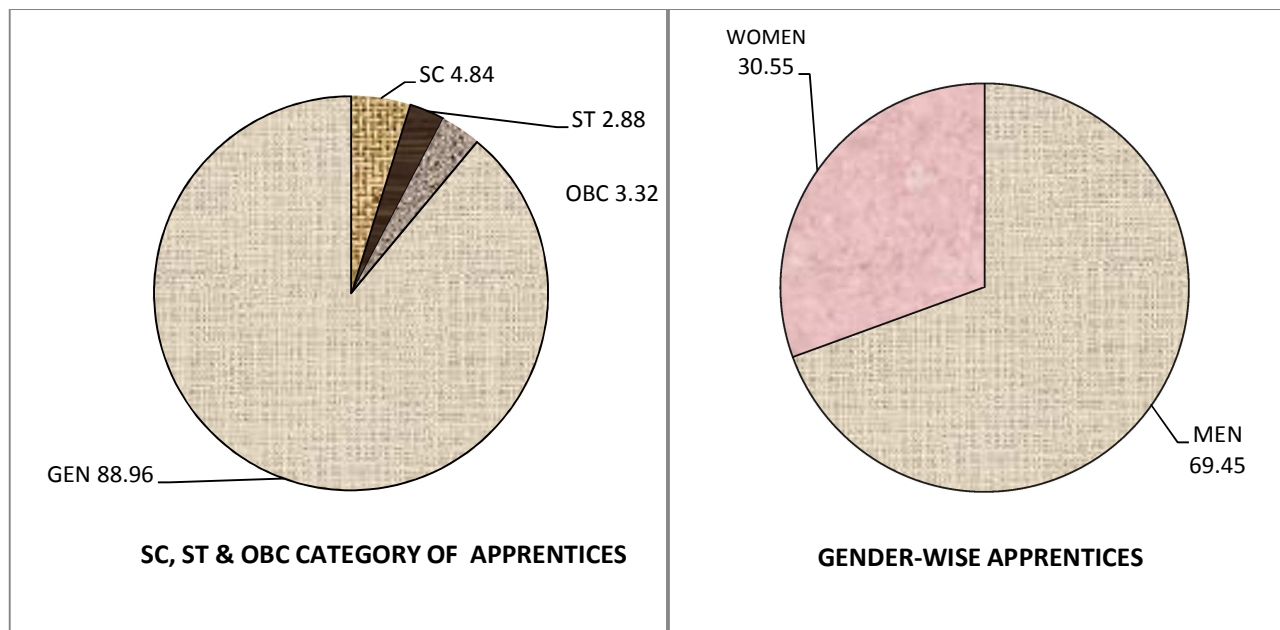
TABLE - V**STATE-WISE POSITION OF STUDENTS ELIGIBLE Vs. SEATS NOTIFIED
AGAINST SEATS UTILISED FOR THE YEAR 2013-14**

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	31	196	6	233	154	382	15	551	29	183	6	218
BIHAR	32	27	2551	2610	39	49	2293	2381	29	25	2340	2394
JHARKHAND	323	934	152	1409	281	421	131	833	302	865	142	1309
ODISHA	1269	1437	738	3444	1206	1824	653	3683	1186	1318	690	3194
WEST BENGAL	3037	479	614	4130	3177	1357	622	5156	2812	448	65	3325
MEGHALAYA	--	--	--	--	28	81	7	116	--	--	--	--
TRIPURA	70	14	--	84	123	188	--	311	65	13	--	78
MANIPUR	3	21	--	24	28	99	--	127	3	20	--	23
NAGALAND	--	3	--	3	25	112	--	137	--	3	--	3
ANDAMAN & NICOBAR ISLANDS	6	5	--	11	41	112	4	157	6	5	--	11
ARUNACHAL PRADESH	--	--	--	--	57	26	--	83	--	--	--	--
MIZORAM	--	41	--	41	--	189	--	189	--	38	--	38
SIKKIM	13	1	--	14	20	6	222	248	12	1	--	13
TOTAL	4784	3158	4061	12003	5179	4846	3947	13972	4444	2919	3243	10606

GRAPH SHOWING UTILISATION OF TRAINING SEATS



GRAPH SHOWING UTILISATION OF TRAINING SEATS



APPENDIX-I**LIST OF BOARD MEMBERS**

SL. No.	Name, Designation and Address of the Members	Nominee of
1.	Shri Harsh K Jha, Chairman, BOPT (ER) & Managing Director, Tata Metaliks Ltd., Tata Centre, 10 th 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 Vice Chairman Batanagar Institute of Engineering, Management & Science Putkhali, Batanagar Maheshtala, Kolkata – 700 141	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, Odisha	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, Vivek Vihar, 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. Prafulla Kanan Kolkata – 700 101.	The Institution of Engineers (India)
11.	Shri Dilip Sengupta General Manager – HR Tata Motors Limited Apeejay House, 5 th Floor 15, Park Street Kolkata -700016.	Confederation of Indian Industry (ER) (upto 31.12.2013)
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 Odisha
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	Hindustan Aeronautical Limited – West Bengal	03/06/2013 04/06/2013	2	146	75	35
02	West Bengal State Electricity Distribution Co. Ltd – West Bengal	17/06/2013 18/06/2013	2	86	40	28
03	West Bengal Comprehensive Area Dev. Authority – West Bengal	26/06/2013 27/06/2013	2	102	59	55
04	Cynosure Manik’s Auto Centre – West Bengal	19/07/2013	1	71	54	6
05	B.S.N.L. - West Bengal Circle	25/07/2013 26/07/2013	2	148	58	51
06	Public Works Department (Building) – West Bengal	12/08/2013 13/08/2013 14/08/2013	3	174	76	50
07	Eastern Railway – West Bengal	05/09/2013 06/09/2013	2	146	217	113
08	South Eastern Railway – West Bengal	27/11/2013 28/11/2013	2	90	34	27
09	Garden Reach Shipbuilders & Engineering – West Bengal	04/12/2013 05/12/2013 06/12/2013	3	162	60	60
10	Vinline Engineering Pvt. Ltd. – West Bengal	28/01/2014	1	25	9	5
11	Haldia Dock Complex – West Bengal	29/01/2014 30/01/2014 31/01/2014	3	127	52	28
12	B.S.N.L. (Calcutta Telephones) – West Bengal	06/02/2014 07/02/2014	2	137	75	70
13	Chittaranjan Locomotive Works – West Bengal	13/02/2014 14/02/2014	2	123	57	49
14	Kolkata Metropolitan Development Authority – West Bengal	20/03/2014	1	50	16	17
Total			28	1587	882	594

B. At Establishment Premises (2013-14)

Sl. No.	Name of the Establishment	Date	No of Days	No. of Candidates		
				Called	Appeared	Selected
01	OPTCL, Bhubaneswar – Odisha	24/04/2013	1	200	90	70
02	BSNL – Odisha	25/04/2013	1	176	108	48
Total			02	376	198	118

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 2014

We have audited the attached Balance Sheet of Board of Practical Training (Eastern Region) (Board) Kolkata as at 31 March 2014, the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date under Section 20(1) 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 2018-19. 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 statement 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. Income and Expenditure Account

1.1 Income (Establishment Account)

1.1.1 Grants/Subsidies (Schedule-8): ₹ 86.00 lakh

As per significant Accounting Policies (Sl.No-2 of schedule-13), all monetary grant utilized for purchase of Fixed Assets are credited to Corpus Fund in the liability side of the Balance sheet.

As a departure from above policies, Plan grant of ₹ 34.40 lakh (out of total Plan grant of ₹ 86.00 lakh) utilized for creation of fixed assets (Buildings and other Assets) had been retained in Income account instead of transferring the same to Corpus Fund.

This had resulted in overstatement of Income under Grants/Subsidies by ₹ 34.40 lakhs with the corresponding understatement of Deficit of the year by equal amount.

B General

- 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 14th August 2008) and invested ₹ 106.87 lakh (100%) in Term Deposit in SBI & Canara Bank.
- 2.2** Despite mention in the previous years' Audit Report, the Board had not exhibited the investment and cash at bank (SBI) of ₹ 106.87 lakh and ₹4.74 lakh distinctly under the heads of GPF and CPF respectively in the balance sheet of Provident Fund Account. As such actual investment and closing balance of both GPF and CPF could not be ascertained in Audit.
- 2.3** Despite mention in the previous years' Audit Report, provision for Retirement benefit were not made on Actuarial basis as per instructions contained in Uniform Format of Accounts.

C Grants-in-aid

The Board is financed by the grants from the Government of India. During the year 2013-14, the Board had received total grants of ₹ 11.88 crore (Plan ₹ 6.86 crore and Non-Plan ₹ 5.02 crore). Out of the total grant, the Board had utilized ₹ 11.65 crore (Plan ₹ 7.22 crore and Non-Plan ₹ 4.43 crore) during the financial year 2013-14, leaving unspent balance of ₹ 0.23 crore.

As regards National Technical Manpower Information System Account (NTMIS), since no grant was received from the funding agency (AICTE), the expenditure was not shown against grants-in –aid.

D Net Impact

The Net Impact of the comments given in the preceding paragraphs is an understatement of Deficit by ₹ 34.40 lakh in Establishment account for the year ended 31 March 2014

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, 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 2014 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

AR, 17/9/14

**Place:- Kolkata
Date:-17.09.2014**

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

Annexure

1. Adequacy of Internal Audit System:

- Internal Audit is being done by a Chartered Accountancy Firm for the last six years. The Board does not have any Internal Audit Manual.

2. Adequacy of Internal Control System

Following weakness was noticed in general controls:

- (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 misuse.

3. System of Physical verification of Assets

- Physical verification of fixed assets was not done during 2013-14.
- The Board does not have any formal 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

2013—14

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BOARD OF PRACTICAL TRAINING(ER)

CONSOLIDATED BALANCE SHEET

As at 31st March, 2014 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
Corpus / Capital / Gen. Fund :					
Establishment Account	1	14,174,430.54	7,241,106.06	21,415,536.60	20,985,360.34
Stipend Account	1A	2,676,060.00	20,000.00	2,696,060.00	3,705,817.85
NTMIS Account	1B	-	-	-	-
Reserve & Surplus :					
Provident Fund Account	2C	-	1,670,908.75	1,670,908.75	1,790,705.31
PF New Pension Scheme	1D	-	-	-	59,348.40
Unsecured Loans & Borrowings :					
Establishment Account	3	-	-	-	-
Current Liabilities & Provisions :					
Establishment Account	4	193,724.00	734,348.00	928,072.00	899,470.00
Stipend Account	4A	1,380,163.00	-	1,380,163.00	1,380,163.00
NTMIS Account	4B	-	4,330,936.00	4,330,936.00	2,956,608.00
Provident Fund	4C	-	10,265,636.00	10,265,636.00	13,493,642.00
PF New Pension Scheme	4D	-	-	-	-
TOTAL		18,424,377.54	24,262,934.81	42,687,312.35	45,271,114.90

Assets	Schedule	Plan	Non Plan	Total	Prev. Year
Fixed Assets :					
Establishment Account	5	11,603,118.24	-	11,603,118.24	7,860,502.98
NTMIS Account	5B	-	44,082.11	44,082.11	54,830.11
Investment :					
Provident Fund Account	6C	-	10,687,236.00	10,687,236.00	12,800,000.00
PF New Pension Scheme	6D	-	-	-	-
Current Assets, Loans & Advances :					
Establishment Account	7	2,765,036.30	7,975,454.06	10,740,490.36	14,024,327.36
Stipend Account	7A	4,056,223.00	20,000.00	4,076,223.00	5,085,980.85
NTMIS Account	7B	-	32,358.41	32,358.41	69,963.41
Provident Fund Account	7C	-	1,249,308.75	1,249,308.75	2,484,347.31
PF New Pension Scheme	7D	-	-	-	59,348.40
PF New Pension Scheme (Debit Bal.)	2D	-	-	-	-
NTMIS Account (Debit Balance)	1B	-	4,254,495.48	4,254,495.48	2,831,814.48
TOTAL		18,424,377.54	24,262,934.81	42,687,312.35	45,271,114.90

Significant Accounting Policy & Notes on Account Schedule - 13

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING(ER)

CONSOLIDATED RECEIPT & PAYMENT STATEMENT

For the year ended 31st March, 2014 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	14,429,004.30	34,800,072.06	49,229,076.36	43,339,759.97
Stipend Account	II	66,662,453.00	23,936,000.00	90,598,453.00	86,539,017.85
NTMIS Account	III	-	1,722,403.00	1,722,403.00	1,877,048.08
Provident Fund	IV	-	14,307,702.31	14,307,702.31	16,648,136.31
Provident Fund (New Pension Scheme) (Transferred to Establishment A/c)	V	-	61,630.40	61,630.40	63,465.90
TOTAL		81,091,457.30	74,827,807.77	155,919,265.07	148,467,428.11

Payments	Statement	Plan	Non Plan	Total	Prev. Year
Establishment Account	I	14,429,004.30	34,800,072.06	49,229,076.36	43,339,759.97
Stipend Account	II	66,662,453.00	23,936,000.00	90,598,453.00	86,539,017.85
NTMIS Account	III	-	1,722,403.00	1,722,403.00	1,877,048.08
Provident Fund	IV	-	14,307,702.31	14,307,702.31	16,648,136.31
Provident Fund (New Pension Scheme) (Transferred to Establishment A/c)	V	-	61,630.40	61,630.40	63,465.90
TOTAL		81,091,457.30	74,827,807.77	155,919,265.07	148,467,428.11

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING(ER)

SUMMARY OF INCOME & EXPENDITURE ACCOUNT

For the year ended 31st March, 2014 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
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Establishment Account :

Excess Expenditure over Income - 2,143,550.00 2,143,550.00 1,451,365.50

Stipend Account :

Excess Expenditure over Income 1,002,757.85 7,000.00 1,009,757.85 24,126,269.00

NTMIS Account :

Excess Expenditure over Income - 1,422,681.00 1,422,681.00 1,166,132.00

Provident Fund :

Excess Expenditure over Income - 119,796.56 119,796.56 -

PF New Pension Scheme :

Excess Expenditure over Income - - - 1,652.50

Expenditure Side	Plan	Non Plan	Total	Prev.Year
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Establishment Account :

Excess Income over Expenditure 2,573,726.26 - 2,573,726.26 -

Stipend Account :

Excess Income over Expenditure - - - -

NTMIS Account :

Excess Income over Expenditure - - - -

Provident Fund :

Excess Income over Expenditure - - - 67,980.00

PF New Pension Scheme :

Excess Income over Expenditure - - - -

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (E.R)
ESTABLISHMENT ACCOUNT
BALANCE SHEET AS AT 31ST MARCH, 2014

CORPUS/CAPITAL FUND AND LIABILITIES	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
CORPUS/CAPITAL FUND	1	14,174,430.54	7,241,106.06	21,415,536.60	20,985,360.34
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	193,724.00	734,348.00	928,072.00	899,470.00
TOTAL		14,368,154.54	7,975,454.06	22,343,608.60	21,884,830.34

ASSETS	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
FIXED ASSETS	5	11,603,118.24	0.00	11,603,118.24	7,860,502.98
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	2,765,036.30	7,975,454.06	10,740,490.36	14,024,327.36
TOTAL		14,368,154.54	7,975,454.06	22,343,608.60	21,884,830.34

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, 2014

INCOME	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
INCOME FROM SALES / SERVICE		0.00	0.00	0.00	0.00
GRANTS / SUBSIDIES	8	8,600,000.00	26,347,000.00	34,947,000.00	28,393,000.00
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	50,000.00	104,883.00	154,883.00	260,214.00
OTHER INCOME	10	0.00	61,244.00	61,244.00	65,150.50
INCREASED OR DECREASED IN FINISHED STOCK & EXCESS EXPENDITURE OVER INCOME		0.00	2,143,550.00	2,143,550.00	1,451,365.50
TOTAL		8,650,000.00	28,656,677.00	37,306,677.00	30,169,730.00

EXPENDITURE	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
ESTABLISHMENT EXPENSES	11	3,455,648.00	27,182,957.00	30,638,605.00	26,829,550.00
OTHER ADMINISTRATIVE EXPENSES	12	1,514,604.00	1,473,720.00	2,988,324.00	2,068,787.00
EXPENDITURE ON GRANTS, SUBSIDIES ETC.		0.00	0.00	0.00	0.00
INTEREST		0.00	0.00	0.00	0.00
DEPRECIATION	5	1,106,021.74	0.00	1,106,021.74	1,271,393.00
OUTSTANDING TRAVELLING EXPENSES		0.00	0.00	0.00	0.00
EXCESS OF INCOME OVER EXPENDITURE		2,573,726.26	0.00	2,573,726.26	0.00
TOTAL		8,650,000.00	28,656,677.00	37,306,677.00	30,169,730.00

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, 2014

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SCHEDULE : 1				
CORPUS / GENERAL FUND				
Opening Balance as on 1-4-2013	11600704.28	9384656.06	20985360.34	22368810.84
Add : Excess Income over Expenditure	2573726.26	-	2573726.26	-
Less : Excess Expenditure over Income	-	2143550.00	2143550.00	1451365.50
Less : Advance Written Off	-	-	-	200.00
Add : Liability Written Off	-	-	-	68,115.00
TOTAL	14174430.54	7241106.06	21415536.60	20985360.34

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
TOTAL	0.00	0.00	0.00	0.00

SCHEDULE : 4 : CURRENT LIABILITIES AND PROVISIONS

	PLAN	NON PLAN	TOTAL	PREV. YEAR
Acceptances	0.00	0.00	0.00	0.00
Other Liabilities (Gratuity)	0.00	32,496.00	32,496.00	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	128224.00	291852.00	420076.00	500596.00
Provisions	15000.00	410000.00	425000.00	398874.00
TOTAL	143224.00	734348.00	877572.00	899470.00

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	0.00	0.00	12128.00
Provisions for Accumulated Leave Encashment	0.00	0.00	0.00	0.00
Provisions for Trade Warranties / Claims	50500.00	0.00	50500.00	39000.00
Provisions for Audit Fee	0.00	0.00	0.00	280750.00
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	0.00	0.00	66996.00
Provision for Capital Expenditure	0.00	0.00	0.00	0.00
TOTAL	50500.00	0.00	50500.00	398874.00

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, 2014

Sl. No	Description Of Assets	GROSS BLOCK (COST)				DEPRECIATION				NET BLOCK	
		Opening Balance as on 01.04.13	Addition During the year	Deduction / Adjustment	Closing balance as on 31.03.14	Opening balance as on 01.04.13	Depreciation for the year	Deduction/ Adjustment	Total as on 31.03.14	Closing balance as on 31.03.14	Closing balance as on 31.03.13
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Leasehold Land	279,973.78	-	-	279,973.78	-	-	-	-	279,973.78	279,973.78
2	Office Building	10,194,947.28	3,133,299.00	-	13,328,246.28	5,741,961.22	445,299.00	-	6,187,260.22	7,140,986.06	4,452,986.06
3	Vehicles	522,583.00	-	-	522,583.00	201,651.00	48,140.00	-	249,791.00	272,792.00	320,932.00
4	Furniture & Fixture	3,089,390.25	15,209.00	-	3,104,599.25	1,216,630.67	188,050.24	-	1,404,680.91	1,699,918.34	1,872,759.58
5	Office Equipment	613,931.27	23,800.00	-	637,731.27	344,020.72	42,708.00	-	386,728.72	251,002.55	269,910.55
6	Computer & Peripherals	4,763,826.00	1,676,329.00	-	6,440,155.00	4,221,521.09	363,573.50	-	4,585,094.59	1,855,060.41	542,304.91
7	Library Books	23,669.83	-	-	23,669.83	23,656.39	7.00	-	23,663.39	6.44	13.44
8	Intercom Installation	106,997.00	-	-	106,997.00	81,480.96	3,828.00	-	85,308.96	21,688.04	25,516.04
9	Franking Machine	115,146.00	-	-	115,146.00	24,613.00	13,580.00	-	38,193.00	76,953.00	90,533.00
10	Water Filter	14,490.00	-	-	14,490.00	8,916.38	836.00	-	9,752.38	4,737.62	5,573.62
Total of Current Year-		19,724,954.41	4,848,637.00	-	24,573,591.41	11,864,451.43	1,106,021.74	-	12,970,473.17	11,603,118.24	7,860,502.98
Total of Previous Year-		18,297,072.41	1,639,882.00	212,000.00	19,724,954.41	10,804,711.43	1,271,393.00	211,653.00	11,864,451.43	7,860,502.98	7,492,360.98

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
ESTABLISHMENT ACCOUNT

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2014

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

	PLAN	NON PLAN	TOTAL	PREV. YEAR
BANK ACCOUNTS	1216518.75	4182484.22	5399002.97	7,127,372.97
CASH	6,242.55	128.95	6,371.50	6,910.00
DEPOSITS	0.00	0.00	0.00	0.00
LOANS AND ADVANCES TO STAFF	25,582.00	99,352.00	124,934.00	0.00
SUNDRY DEBTORS	0.00	0.00	0.00	0.00
INVENTORIES	0.00	0.00	0.00	0.00
POST OFFICE SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
OTHER ADVANCES	1,516,018.00	3,693,291.00	5,209,309.00	0.00
LOANS AND ADVANCES	0.00	0.00	0.00	6,887,188.00
PETTY CASH	675.00	197.89	872.89	2,856.39
TOTAL	2,765,036.30	7,975,454.06	10,740,490.36	14,024,327.36

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

7.1 : LOANS AND ADVANCES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
LOANS TO STAFF	0.00	0.00	0.00	89,161.00
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	0.00	0.00	0.00	6,796,027.00
TA DA ADVANCE	0.00	0.00	0.00	0.00
MISC. ADVANCE	0.00	0.00	0.00	2,000.00
ADVANCE FROM PLAN / NON PLAN	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	6,887,188.00

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

7.2 : BANK BALANCES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SCHEDULE BANK CURRENT ACCOUNTS	899,518.75	2,420,484.22	3,320,002.97	3,715,372.97
SCHEDULE BANK SAVINGS ACCOUNTS	317,000.00	1,762,000.00	2,079,000.00	3,412,000.00
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
TOTAL	1,216,518.75	4,182,484.22	5,399,002.97	7,127,372.97

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, 2014

SCHEDULE : 8 : GRANTS / SUBSIDIES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
GRANT FROM CENTRAL GOVERNMENT	8,600,000.00	26,347,000.00	34,947,000.00	28,393,000.00
TOTAL	8,600,000.00	26,347,000.00	34,947,000.00	28,393,000.00

SCHEDULE : 9 : INTEREST EARNED

	PLAN	NON PLAN	TOTAL	PREV. YEAR
INTEREST EARNED ON TERM DEPOSIT WITH SCHEDULE BANK	50,000.00	104,883.00	154,883.00	260,214.00
INTEREST EARNED ON EMPLOYEES / STAFF	0.00	0.00	0.00	0.00
INTEREST EARNED ON SAVINGS BANK	0.00	0.00	0.00	0.00
TOTAL	50,000.00	104,883.00	154,883.00	260,214.00

SCHEDULE : 10 : OTHER INCOME

	PLAN	NON PLAN	TOTAL	PREV. YEAR
MISCELLENOUS INCOME	0.00	61,244.00	61,244.00	53,497.50
RETIREMENT BENEFIT FROM BOAT(SR)	0.00	0.00	0.00	0.00
PROFIT ON SALE OF ASSETS	0.00	0.00	0.00	11,653.00
RECEIVED FROM PLAN/NON PLAN	0.00	0.00	0.00	0.00
SALE OF SCRAP	0.00	0.00	0.00	0.00
TOTAL	0.00	61,244.00	61,244.00	65,150.50

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
ESTABLISHMENT ACCOUNT

SCHEDULE : 11 : ESTABLISHMENT EXPENSES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
PAY & ALLOWANCES	1797621.00	14486421.00	16284042.00	16443198.00
BONUS	17270.00	89229.00	106499.00	107074.00
PENSION	0.00	4455924.00	4455924.00	3424273.00
STAFF WELFARE EXPENSES	116318.00	2360.00	118678.00	93200.00
MEDICAL REIMBURSED	0.00	0.00	0.00	181790.00
TUTION FEES	0.00	0.00	0.00	0.00
GRANT RECREATION CLUB	0.00	3000.00	3000.00	3000.00
LIVERIES	0.00	0.00	0.00	5873.00
GRATUITY	0.00	3009305.00	3009305.00	2101713.00
COMMUTATION OF PENSION	0.00	1898516.00	1898516.00	784068.00
LEAVE ENCASHMENT	5076.00	1914351.00	1919427.00	1474879.00
CONTRIBUTION TO CPF & GPF	0.00	0.00	0.00	391161.00
SHORTFALL OF INT. ON EMPLOYER'S CONT.	0.00	0.00	0.00	0.00
L.T.C. EXPENSES	15350.00	186786.00	202136.00	450479.00
TELEPHONE EXPENSES	10721.00	99545.00	110266.00	310428.00
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	582522.00	0.00	582522.00	410820.00
RENT	0.00	0.00	0.00	90097.00
TRAVELING & CONVEYANCE EXPENSES	456529.00	278014.00	734543.00	426637.00
CONSULTANCY CHARGES	198341.00	0.00	198341.00	0.00
SPACE RENT	105564.00	0.00	105564.00	0.00
CHILDREN EDUCATION ALLOWANCE	0.00	142104.00	142104.00	130860.00
CPF EMPLOYER CONTRIBUTION	0.00	0.00	0.00	0.00
CPF/GPF INTEREST EXPENSES	0.00	0.00	0.00	0.00
ARREAR DA	28387.00	180995.00	209382.00	0.00
PAY AND ALLOWANCES (ARREAR)	0.00	0.00	0.00	0.00
EMPLOYERS CONTRIBUTION TO NPS	15770.00	428965.00	444735.00	0.00
LEASED LINE CHARGES	106179.00	0.00	106179.00	0.00
EMPLOYERS CONTRIBUTION TO CPF	0.00	0.00	0.00	0.00
PAY AND ALLOWANCES (OFFICERS)	0.00	4168.00	4168.00	0.00
PAY AND ALLOWANCES(STAFF)	0.00	0.00	0.00	0.00
ARREAR DA (OFFICERS)	0.00	38.00	38.00	0.00
ARREAR DA (STAFF)	0.00	0.00	0.00	0.00
HIRING CHARGES	0.00	0.00	0.00	0.00
INTERNAL AUDIT FEE	0.00	0.00	0.00	0.00
ADMINISTRATIVE CHARGES	0.00	3236.00	3236.00	0.00
RENT FOR EXTENSION CENTRE	0.00	0.00	0.00	0.00
TOTAL	3455648.00	27182957.00	30638605.00	26829550.00

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, 2014
SCHEDULE : 12 : OTHER ADMINISTRATIVE EXPENSES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SALARIES , ALLOWANCES AND STAFF BENEFITS	0.00	132,528.00	132,528.00	0.00
BANK CHARGES	1,000.00	508.00	1,508.00	688.00
ELECTRICITY AND POWER	48,275.00	309,918.00	358,193.00	296,231.00
MAINTENANCE OF BUILDING	3,651.00	1,200.00	4,851.00	0.00
REPAIRS OF MACHINERY	246,545.00	5,000.00	251,545.00	363,154.00
VEHICLE RUNNING & MAINTENANCE	0.00	58,848.50	58,848.50	30,656.50
POSTAGE AND TELEGRAPH	0.00	112,121.00	112,121.00	116,330.00
PRINTING & STATIONARY	255,708.00	106,006.00	361,714.00	287,274.00
EXPENSES ON SEMINER	61,029.00	0.00	61,029.00	28,325.00
AUDITORS FEES	0.00	489,000.00	489,000.00	261,800.00
LEGAL FEES	0.00	7,162.00	7,162.00	51,225.00
IRRECOVERABLE BALANCE WRITTEN OFF	0.00	0.00	0.00	0.00
ADVERTISEMENT & PUBLICITY	300,056.00	86,280.00	386,336.00	219,281.00
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
INSURANCE	0.00	22,571.00	22,571.00	23,451.00
MEETING EXPENSES	594,405.00	59,376.50	653,781.50	305,644.00
MISC. EXPENSES	3,935.00	83,201.00	87,136.00	84,727.50
COMP. SOFTWARE DEVELOPMENT	0.00	0.00	0.00	0.00
LOSS ON EXCHG. OF FIXED ASSETS	0.00	0.00	0.00	0.00
BOOKS & PERIODICALS	0.00	0.00	0.00	0.00
RATES AND TAXES	0.00	0.00	0.00	0.00
COMPUTER STATIONARY	0.00	0.00	0.00	0.00
TOTAL	1,514,604.00	1,473,720.00	2,988,324.00	2,068,787.00

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
ESTABLISHMENT ACCOUNT

Receipt & Payment Account for the year ended 31st March, 2014

STATEMENT NO. I

RECEIPTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Petty Cash	-	2856.39	2856.39	-
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
Advance for Computer Software	1,342,465.00	-	1,342,465.00	-
Advance to CPWD	1,725,676.00	-	1,725,676.00	-
Advance to DAVP	-	86,280.00	86,280.00	-
Advance to PWD West Bengal	1,836,000.00	-	1,836,000.00	-
Advance to NTMIS	-	-	-	100,000.00
Advertisement & Publicity	-	-	-	-
AMC for AC Machine	-	-	-	2,538.00
Canara Bank Interest	-	-	-	260,214.00
CPF Contribution (New Scheme)	-	-	-	354,165.00
Earnest Money	26,500.00	-	26,500.00	-
Festival Advance	24,000.00	83,475.00	107,475.00	81,975.00
G.P.F. / C.P.F.	-	-	-	3,319,500.00
Grant in Aid	8,600,000.00	26,347,000.00	34,947,000.00	28,393,000.00
Group Scheme Life Insurance	-	-	-	29,183.00
House Building Advance	-	9,456.00	9,456.00	9,456.00
Income Tax	-	-	-	607,686.00
Income Tax for Contractor	-	-	-	85,803.00
Interest Earned on Term Deposit	50,000.00	396,042.00	446,042.00	-
Liabilities for Arrear DA	22,962.00	210,836.00	233,798.00	-
Liabilities for Consultancy	-	6,068.00	6,068.00	-
Liabilities for Gratuity	-	32,496.00	32,496.00	-
Liabilities for Pay & Allowance	46,589.00	-	46,589.00	-
L.T.C. Advance	-	12,852.00	12,852.00	63,937.00
L.T.C. Expenses	-	1,125.00	1,125.00	-
Medical Allowance	-	7,500.00	7,500.00	-
Medical Expenses	-	3,773.00	3,773.00	-
Misc. Advance	659,148.00	64,750.00	723,898.00	374,675.00
Misc. Receipt	-	61,444.00	61,444.00	53,497.50
P.Tax	-	-	-	71,200.00
Pay & Allowance (Staff)	-	-	-	13,040.00
PC Advance	-	18,000.00	18,000.00	14,000.00
Provision for Audit Fees (11-12)	-	417,500.00	417,500.00	-
Prov.for Security Deposit	-	-	-	-
TA DA Advance	-	-	-	8,696.00
Vehicle	-	-	-	-
TOTAL	14,429,004.30	34,800,072.06	49,229,076.36	43,339,759.97

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

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

Receipt & Payment Account for the year ended 31st March, 2014

STATEMENT NO. I

PAYMENTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
AC Insurance	-	8,503.00	8,503.00	-
Administrative Charges	-	3,236.00	3,236.00	-
Advance for Computer Software	254,657.00	-	254,657.00	269,928.00
Advance to CPWD	1,725,676.00	-	1,725,676.00	800,000.00
Advance to Mumbai(BOAT)	16,188.00	-	16,188.00	-
Advance to NTMIS	680,000.00	710,000.00	1,390,000.00	1,100,000.00
Advance to PWD West Bengal	-	-	-	-
Advertisement & Publicity	300,056.00	86,280.00	386,336.00	178,157.00
Air Condition Machine	-	-	-	-
AMC for AC Machine	22,966.00	-	22,966.00	32,464.00
AMC for FAX	2,022.00	-	2,022.00	-
AMC for Intercom / Franking Machine	19,022.00	-	19,022.00	27,871.00
AMC for Software	160,113.00	-	160,113.00	190,137.00
AMC for Water Filter	1,236.00	-	1,236.00	4,800.00
Annual Maintenance (Computer)	34,036.00	5,000.00	39,036.00	87,436.00
Arrear DA (Officers)	-	38.00	38.00	35,634.00
Arrear DA (Staff)	28,387.00	180,995.00	209,382.00	93,576.00
Audit Fees (Internal)	-	78,200.00	78,200.00	46,800.00
Auditors Remuneration	-	410,800.00	410,800.00	-
Bank Charges	1,000.00	508.00	1,508.00	688.00
Bonus	17,270.00	89,229.00	106,499.00	107,074.00
Burglary Insurance	-	10,424.00	10,424.00	10,424.00
Canteen	111,587.00	-	111,587.00	93,200.00
Children Education Allowance	-	81,398.00	81,398.00	68,385.00
Commutation of Pension	-	1,898,516.00	1,898,516.00	784,068.00
Computer / Peripheral	1,676,329.00	-	1,676,329.00	398,644.00
Computer Software	-	-	-	25,740.00
Consultancy Charges	198,341.00	-	198,341.00	300,574.00
CPF Contribution (New Scheme)	-	-	-	354,165.00
Electricity & Power	-	306,918.00	306,918.00	295,001.00
Employers Cont. to CPF	-	-	-	36,996.00
Employers Cont. to CPF (New)	15,770.00	428,965.00	444,735.00	354,165.00
Expenses on Seminar	61,029.00	-	61,029.00	28,325.00
Festival Advance	24,000.00	78,750.00	102,750.00	88,500.00
Fire Insurance	-	3,644.00	3,644.00	3,644.00
Furniture and Fixture	15,209.00	-	15,209.00	39,498.00
G.P.F. / C.P.F.	-	-	-	3,319,500.00
Grant to Recreation Club	-	3,000.00	3,000.00	3,000.00
Gratuity	-	3,009,305.00	3,009,305.00	2,083,422.00
Group Scheme Life Insurance	-	-	-	29,183.00
Hiring Charges	-	-	-	179,561.00
Income Tax	-	-	-	607,686.00
Income Tax for Contractor	-	-	-	88,837.00
Interest Earned on TDR	-	291,159.00	291,159.00	-
L.T.C. Advance	-	55,224.00	55,224.00	71,162.00
L.T.C. Expenses	15,350.00	187,911.00	203,261.00	281,774.00
Leased Line Charges	106,179.00	-	106,179.00	-
Leave Encashment	5,076.00	1,894,041.00	1,899,117.00	1,435,477.00
Legal Expenses	-	7,162.00	7,162.00	51,225.00
Liabilities for Arrear DA	16,275.00	130,896.00	147,171.00	125,922.00
Liabilities for AMC (Computer)	15,484.00	-	15,484.00	-
Liabilities for CEA	-	62,475.00	62,475.00	62,175.00
Liabilities for Consultancy	-	36,405.00	36,405.00	-
Liabilities for Gratuity	-	18,291.00	18,291.00	-
Liabilities for Leave Salary	-	39,402.00	39,402.00	-
Liabilities for LTC	-	161,480.00	161,480.00	-

Receipt & Payment Account for the year ended 31st March, 2014

STATEMENT NO. I

PAYMENTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Liabilities for Pay & Allowance	15,779.00	-	15,779.00	-
Liabilities for Pension	-	66,996.00	66,996.00	37,752.00
Liabilities for Postage	-	5,965.00	5,965.00	7,457.00
Liabilities for Printing	3,713.00	-	3,713.00	-
Liabilities for Seminer/Meeting	-	-	-	730.00
Liabilities for Telephone	-	499.00	499.00	3,868.00
Liveries	-	-	-	5,873.00
Maintenance of Building	3,651.00	1,200.00	4,851.00	-
Maintenance of Car	-	58,848.50	58,848.50	-
Maintenance of Machinery	7,150.00	-	7,150.00	6,500.00
Medical Allowance	-	100,800.00	100,800.00	-
Medical Expenses	-	39,228.00	39,228.00	-
Medical Reimbursed	-	3,773.00	3,773.00	181,790.00
Meeting Expenses	594,405.00	59,376.50	653,781.50	304,369.00
Misc. Advance	684,730.00	62,750.00	747,480.00	376,675.00
Misc. Expenses	3,935.00	83,201.00	87,136.00	19,699.00
Misc. Receipt	-	200.00	200.00	-
Motor Car Insurance	-	-	-	8,503.00
Office Building	3,133,299.00	-	3,133,299.00	-
Office Equipment	23,800.00	-	23,800.00	-
P. Tax	-	-	-	71,420.00
Pay & Allowance (Arrear)	-	-	-	224,707.00
Pay & Allowance (Officers)	-	4,168.00	4,168.00	4,687,788.00
Pay & Allowance (Staff)	1,797,621.00	14,486,421.00	16,284,042.00	10,920,672.00
PC Advance	-	-	-	30,000.00
Pension	-	4,455,924.00	4,455,924.00	3,357,277.00
Pension Suspense	-	12,128.00	12,128.00	-
Petty Cash	-	-	-	120,000.00
Postage & Telegraph	-	112,121.00	112,121.00	104,869.00
Prepaid Expenses	8,850.00	8,332.00	17,182.00	-
Printing & Stationery	255,708.00	106,006.00	361,714.00	282,521.00
Prov. For Security Deposit	-	-	-	-
Provision for Audit Fees (11-12)	-	288,250.00	288,250.00	193,505.00
Recruitment & Examination	-	-	-	41,124.00
Repairs & Maintenance	48,275.00	3,000.00	51,275.00	1,230.00
Repairs of Machinery	-	-	-	1,000.00
Salary to Security Staff	524,292.00	-	524,292.00	410,820.00
Space Rent	105,564.00	-	105,564.00	90,097.00
Staff Welfare Expenses	4,731.00	2,360.00	7,091.00	-
TA DA Advance	-	-	-	8,696.00
Telephone Expenses	10,721.00	99,545.00	110,266.00	98,868.00
Travelling & Conveyance Expenses	456,086.00	278,014.00	734,100.00	412,849.00
Petty Cash	675.00	197.89	872.89	-
Cash Book	6,242.55	128.95	6,371.50	6,910.00
State Bank of India	899,518.75	2,420,484.22	3,320,002.97	3,715,372.97
Canara Bank	317,000.00	1,762,000.00	2,079,000.00	3,412,000.00
TOTAL	14,429,004.30	34,800,072.06	49,229,076.36	43,339,759.97

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

STIPEND ACCOUNT

Balance Sheet as at 31st March, 2014

LIABILITIES	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Corpus/General Fund	1A	2,676,060.00	20,000.00	2,696,060.00	3,705,817.85
Reserve & Surplus	2A	-	-	-	-
Unsecured Loans and Borrowings	3A	-	-	-	-
Current Liabilities & Provisions	4A	1,380,163.00	-	1,380,163.00	1,380,163.00
				-	-
TOTAL		4,056,223.00	20,000.00	4,076,223.00	5,085,980.85

ASSETS	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Current Assets, Loans & Advances	7A	4,056,223.00	20,000.00	4,076,223.00	5,085,980.85
TOTAL		4,056,223.00	20,000.00	4,076,223.00	5,085,980.85

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

STIPEND ACCOUNT

Income and Expenditure Account for the year ended 31st March, 2014

INCOME	CURRENT YEAR			PREV. YEAR
	PLAN	NON PLAN	TOTAL	
Grants in Aid Received from the Ministry	60,000,000.00	23,853,000.00	83,853,000.00	54,197,000.00
Interest Earned	500,182.15	56,000.00	556,182.15	1,383,901.00
Excess Expenditure over Income	1,002,757.85	7,000.00	1,009,757.85	24,126,269.00
TOTAL	61,502,940.00	23,916,000.00	85,418,940.00	79,707,170.00

EXPENDITURE	CURRENT YEAR			PREV. YEAR
	PLAN	NON PLAN	TOTAL	
Expenditure on Grants to disbursed as stipend to training establishment	61,500,673.00	23,916,000.00	85,416,673.00	79,705,847.00
Other Administrative Charges & Bank Commission	2,267.00	-	2,267.00	1,323.00
Excess Income over Expenditure	-	-	-	-
TOTAL	61,502,940.00	23,916,000.00	85,418,940.00	79,707,170.00

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
STIPEND ACCOUNT

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2014

	PLAN	NON PLAN	TOTAL	PREV. YEAR
Schedule 1A :				
<u>Corpus / General Fund</u>				
Opening Balance as on 1-4-2013	3,678,817.85	27,000.00	3,705,817.85	27,832,086.85
Add : Excess Income over Expenditure	-	-	-	-
Less : Excess Expenditure over Income	1,002,757.85	7,000.00	1,009,757.85	24,126,269.00
TOTAL	2,676,060.00	20,000.00	2,696,060.00	3,705,817.85

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 1-4-2013	1,380,163.00	-	1,380,163.00	3,126,030.00
Less : Paid for Previous Year	-	-	-	-
	1,380,163.00	-	1,380,163.00	3,126,030.00
Add : Outstanding Claim Bill	-	-	-	-
Less : Outstanding Claim Bill Paid	-	-	-	1,745,867.00
TOTAL	1,380,163.00	-	1,380,163.00	1,380,163.00

Schedule 7A :

Current Assets, Loans / Advances and Receivables

Temporary Loan to Establishment Account	-	-	-	-
<u>Cash and Bank Balances :</u>				
Cash at SBI	4,054,290.00	20,000.00	4,074,290.00	5,083,980.85
Cash at Canara Bank	1,933.00	-	1,933.00	2,000.00
TOTAL	4,056,223.00	20,000.00	4,076,223.00	5,085,980.85

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
STIPEND ACCOUNT
Receipt and Payment Account for the year ended 31st March, 2014

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				
SBI	5,056,980.85	27,000.00	5,083,980.85	12,606,116.85	establishment as reimbursement				
Canara Bank	2,000.00	-	2,000.00	18,352,000.00	claim of stipend	61,500,673.00	23,916,000.00	85,416,673.00	79,705,847.00
" Grant received from the Ministry, Govt. of India	60,000,000.00	23,853,000.00	83,853,000.00	54,197,000.00	" Reissued of time barred cheque	1,103,290.00	-	1,103,290.00	1,745,867.00
" Interest Received from Bank	500,182.15	56,000.00	556,182.15	1,383,901.00	" Other Administrative Exp. and Bank Commission	2,267.00	-	2,267.00	1,323.00
" Other Receipts time barred cheque/drafts written back	1,103,290.00	-	1,103,290.00	-	" Closing Balance :				
					SBI	4,054,290.00	20,000.00	4,074,290.00	5,083,980.85
					Canara Bank	1,933.00	-	1,933.00	2,000.00
TOTAL	66,662,453.00	23,936,000.00	90,598,453.00	86,539,017.85	TOTAL	66,662,453.00	23,936,000.00	90,598,453.00	86,539,017.85

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
NTMIS ACCOUNT
BALANCE SHEET AS AT 31ST MARCH, 2014

CORPUS/CAPITAL FUND AND LIABILITIES	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
CORPUS/CAPITAL FUND	1B	0.00	0.00	0.00	0.00
RESERVE AND SURPLUS		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		0.00	0.00	0.00	0.00
DEFEERED CREDIT LIABILITIES		0.00	0.00	0.00	0.00
CURRENT LIABILITIES AND PROVISIONS FROM PL ACCOUNT	4B	0.00	4,330,936.00	4,330,936.00	2,956,608.00
		0.00	0.00	0.00	0.00
TOTAL		0.00	4,330,936.00	4,330,936.00	2,956,608.00

ASSETS	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
FIXED ASSETS	5B	0.00	44,082.11	44,082.11	54,830.11
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	32,358.41	32,358.41	69,963.41
DEBIT BALANCE OF CORPUS/GENERAL FUND FROM PL ACCOUNT	1B	0.00	4,254,495.48	4,254,495.48	2,831,814.48
		0.00	0.00	0.00	0.00
TOTAL		0.00	4,330,936.00	4,330,936.00	2,956,608.00

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
NTMIS ACCOUNT
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2014

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	0.00	0.00	341,856.00
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& EXCESS EXPENDITURE OVER INCOME		0.00	0.00	0.00	0.00
		0.00	1,422,681.00	1,422,681.00	1,166,132.00
TOTAL		0.00	1,422,681.00	1,422,681.00	1,507,988.00

EXPENDITURE	SCHEDULE	PLAN	NON PLAN	TOTAL	PREV. YEAR
ESTABLISHMENT EXPENSES	11B	0.00	1,411,933.00	1,411,933.00	1,490,351.00
OTHER ADMINISTRATIVE EXPENSES	12B	0.00	0.00	0.00	300.00
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	10,748.00	10,748.00	17,337.00
OUT STANDING TRAVELLING EXPENSES		0.00	0.00	0.00	0.00
EXCESS INCOME OVER EXPENDITURE		0.00	0.00	0.00	0.00
TOTAL		0.00	1,422,681.00	1,422,681.00	1,507,988.00

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

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

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2014

	PLAN	NON PLAN	TOTAL	PREV. YEAR
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Schedule 1B :**Corpus / General Fund**

Opening Balance as on 1-4-2013	-	(2,831,814.48)	(2,831,814.48)	(1,665,682.48)
Add : Excess Income over Expenditure	-	-	-	-
Less : Excess Expenditure over Income	-	(1,422,681.00)	(1,422,681.00)	(1,166,132.00)

TOTAL	-	(4,254,495.48)	(4,254,495.48)	(2,831,814.48)
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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	4,330,936.00	4,330,936.00	2,937,798.00
PROVISIONS	0.00	0.00	0.00	18810.00
	0.00	4330936.00	4330936.00	2956608.00

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	0.00	0.00	18,810.00
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
TOTAL	0.00	0.00	0.00	18,810.00

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,2014

SCHEDULE-5B FIXED ASSETS

Description of Assets	GROSS BLOCK (COST)				DEPRECIATION				NET BLOCK	
	Opening balance as on 01.04.13	Addition During the year	Deduction/ Adjustment	Closing balance as on 31.03.14	Opening balance as on 01.04.13	Depreciation for the year	Deduction/Adjustment	Total as on 31.03.14	Closing balance as on 31.03.14	Closing balance as on 31.03.13
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Furniture & Fixture	30,233.10	-	-	30,233.10	27,305.79	292.00	-	27,597.79	2,635.31	2,927.31
Office Equipment	76,630.00	-	-	76,630.00	30,662.50	6,895.00	-	37,557.50	39,072.50	45,967.50
Computer & Peripherals	340,383.65	-	-	340,383.65	334,582.35	3,481.00	-	338,063.35	2,320.30	5,801.30
Library Books	5,209.00	-	-	5,209.00	5,075.00	80.00	-	5,155.00	54.00	134.00
Total of Current Year	452,455.75	-	-	452,455.75	397,625.64	10,748.00	-	408,373.64	44,082.11	54,830.11
Previous Year	452,455.75	-	-	452,455.75	380,288.64	17,337.00	-	397,625.64	54,830.11	72,167.11

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

NTMIS ACCOUNT

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2014

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	937.00	937.00	1608.00
BANK BALANCE	0.00	14447.08	14447.08	51199.08
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	1974.33	1974.33	2156.33
TOTAL	0.00	32358.41	32358.41	69963.41

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
TOTAL	0.00	15000.00	15000.00	15000.00

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

7B2 : BANK BALANCES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
SCHEDULE BANK CURRENT ACCOUNTS	0.00	14447.08	14447.08	51199.08
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
TOTAL	0.00	14447.08	14447.08	51199.08

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, 2014

SCHEDULE : 8B : GRANTS / SUBSIDIES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
GRANT FROM CENTRAL GOVERNMENT	0.00	0.00	0.00	341856.00
TOTAL	0.00	0.00	0.00	341856.00

SCHEDULE : : OTHER INCOME

	PLAN	NON PLAN	TOTAL	PREV. YEAR
MISCELLENOUS 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
TOTAL	0.00	0.00	0.00	0.00

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, 2014

SCHEDULE : 11B : ESTABLISHMENT EXPENSES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
PAY & ALLOWANCES	0.00	1367608.00	1367608.00	1445462.00
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	0.00	0.00	1336.00
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	0.00
CONTRIBUTION TO CPF & GPF	0.00	19380.00	19380.00	18810.00
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	0.00
TELEPHONE EXPENSES	0.00	10947.00	10947.00	10927.00
TRAVELING & CONVEYANCE EXPENSES	0.00	182.00	182.00	0.00
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
TOTAL	0.00	1411933.00	1411933.00	1490351.00

SCHEDULE : 12B : OTHER ADMINISTRATIVE EXPENSES

	PLAN	NON PLAN	TOTAL	PREV. YEAR
ELECTRICITY AND POWER	0.00	0.00	0.00	0.00
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	0.00
COMMUNICATION CHARGES	0.00	0.00	0.00	0.00
PRINTING & STATIONERY	0.00	0.00	0.00	0.00
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	0.00
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	0.00	0.00	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	0.00
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
TOTAL	0.00	0.00	0.00	300.00

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

NTMIS ACCOUNT

Receipt & Payment Account for the year ended 31st March, 2014

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	-	51,199.08	51,199.08	180,496.08
Festival Advance	-	-	-	-
L.T.C. Advance	-	-	-	-
Bank Charges	-	-	-	-
Income Tax for Contractor	-	-	-	-
Amount Receivable From AICTE	-	-	-	-
Office Equipment	-	-	-	-
Computer Accessories	-	-	-	-
TA Advance	-	-	-	-
Misc. Advance	-	-	-	-
Group Scheme Life Insurance	-	480.00	480.00	480.00
P. Tax	-	4,580.00	4,580.00	6,780.00
Income Tax	-	70,536.00	70,536.00	53,828.00
Contribution to GPF / CPF	-	204,000.00	204,000.00	192,000.00
Fund for Board Estb.	-	1,390,000.00	1,390,000.00	1,100,000.00
Grants- in- Aid	-	-	-	341,856.00
Income Tax (Profession)	-	-	-	-
TOTAL	-	1,722,403.08	1,722,403.08	1,877,048.08

PAYMENTS				
Ledger Description	Plan	Non Plan	Total	Prev. Year
Office Equipment	-	-	-	-
Medical Reimbursement	-	-	-	1,336.00
Liabilities for LTC	-	-	-	-
Festival Advance	-	-	-	-
Advertisement & Publicity	-	-	-	-
Arrear DA	-	31,523.00	31,523.00	31,391.00
Income Tax (Profession)	-	-	-	-
TA Advance	-	-	-	-
Misc. Advance	-	-	-	-
Petty Cash	-	-	-	-
Pay & Allowance	-	1,321,943.00	1,321,943.00	1,403,067.00
Group Scheme Life Insurance	-	480.00	480.00	480.00
P. Tax	-	4,580.00	4,580.00	6,780.00
Income Tax	-	70,536.00	70,536.00	53,828.00
Bonus	-	13,816.00	13,816.00	13,816.00
Liabilities for Arrear DA	-	11,004.00	11,004.00	9,369.00
Contribution to GPF / CPF A/c	-	204,000.00	204,000.00	192,000.00
Employers' Cont. to CPF	-	19,380.00	19,380.00	-
Children Education Allowance	-	-	-	-
LTC Expenses	-	-	-	-
Telephone Expenses	-	10,947.00	10,947.00	10,927.00
Travelling Expenses	-	-	-	-
Liabilities for CPF	-	18,810.00	18,810.00	-
Printing & Stationery	-	-	-	-
Pay & Allowance (Arrear)	-	-	-	-
Meeting Expenses	-	-	-	-
Bank Charges	-	-	-	300.00
Audit Fees	-	-	-	-
Office Expenses	-	-	-	-
Sundry Creditors (Capital Exp.)	-	-	-	-
Computer Maintenance	-	-	-	-
Fund for Board Establishment	-	-	-	100,000.00
Liabilities for Telephone	-	-	-	947.00
Leave Encashment	-	-	-	-
Income Tax for Contractor	-	-	-	-
Cash Book	-	937.00	937.00	1,608.00
State Bank of India	-	14,447.08	14,447.08	51,199.08
TOTAL	-	1,722,403.08	1,722,403.08	1,877,048.08

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

PROVIDENT FUND ACCOUNT

Balance Sheet as at 31st March, 2014

STATEMENT NO.IV

LIABILITIES	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Corpus/General Fund	1C	-	-	-	-
Reserve & Surplus	2C	-	1,670,908.75	1,670,908.75	1,790,705.31
Unsecured Loans and Borrowings	3C	-	-	-	-
Current Liabilities & Provision	4C	-	10,265,636.00	10,265,636.00	13,493,642.00
TOTAL		-	11,936,544.75	11,936,544.75	15,284,347.31

ASSETS	Schedule	PLAN	NON PLAN	TOTAL	PREV. YEAR
Investment Account	6C	-	10,687,236.00	10,687,236.00	12,800,000.00
Current Assets, Loans & Advance	7C	-	1,249,308.75	1,249,308.75	2,484,347.31
TOTAL		-	11,936,544.75	11,936,544.75	15,284,347.31

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

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

Income & Expenditure Account for the year ended 31st March, 2014

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	27,126.00	14,596.00
a) Board Employees	920,047.00	1,005,838.00	" Interest receivable from Bank on Term Deposit	694,827.44	1,260,788.00
b) NTMIS Employees	<u>53,425.00</u>	43,319.00	" Interest from Canara Bank & Reinvested	187,236.00	-
	973,472.00				
" Interest to C.P.F Members :					
a) Board Employees	-	109,101.00	" Employers' Cont. to CPF :		
b) NTMIS Employees	55,514.00	49,146.00	Board	-	36,996.00
c) Arrear Interest (NTMIS)	<u>-</u>	55,514.00	NTMIS	19,380.00	18,810.00
	55,514.00		" Receivable for employer's Cont. to C.P.F :		
" Employers' Cont. to C.P.F :			a) Board	-	-
a) Board Employees	-	36,996.00	b) NTMIS	-	-
b) NTMIS Employees	19,380.00	18,810.00			
c) Arrear Cont. (NTMIS)	<u>-</u>	19,380.00			
	19,380.00	-			
" Excess Income transf. to Reserve	-	67,980.00	" Excess Expenditure over Income	119,796.56	
TOTAL	1,048,366.00	1,331,190.00	TOTAL	1,048,366.00	1,331,190.00

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, 2014

	PLAN	NON PLAN	TOTAL	PRV. YEAR
SCHEDULE 1C :				
CORPUS / GENERAL FUND	NIL	NIL	NIL	NIL

SCHEDULE 2C :

RESERVE & SURPLUS

Opening Balance as on 1-4-2013	-	1,790,705.31	1,790,705.31	1,722,925.31
Add : Excess Income over Expenditure	-	-	-	67,980.00
Less : Excess Expenditure over Income	-	<u>119,796.56</u>	<u>119,796.56</u>	-
		1,670,908.75	1,670,908.75	1,790,905.31
Less : Bank Charges	-	-	-	200.00

TOTAL		1,670,908.75	1,670,908.75	1,790,705.31
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SCHEDULE 4C :

CURRENT LIABILITIES & PROVISIONS

For GPF Members	-	9,622,648.00	9,622,648.00	12,895,548.00
For CPF Members	-	642,988.00	642,988.00	598,094.00
Payable to Board Establishment		-	-	-

TOTAL		10,265,636.00	10,265,636.00	13,493,642.00
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SCHEDULE 6C :

INVESTMENT ACCOUNT

Opening Balance as on 1-4-2013	-	12,800,000.00	12,800,000.00	14,262,812.00
Add : during the year	-	<u>7,587,236.00</u>	<u>7,587,236.00</u>	<u>10,100,000.00</u>
		20,387,236.00	20,387,236.00	24,362,812.00
Less : Withdrawn during the year	-	<u>9,700,000.00</u>	<u>9,700,000.00</u>	<u>11,562,812.00</u>
		10,687,236.00	10,687,236.00	12,800,000.00
Investment in UBI Bond	-	-	-	-
Less : Withdrawn during the year		<u>-</u>	<u>-</u>	<u>-</u>
		-	-	-

TOTAL	-	10,687,236.00	10,687,236.00	12,800,000.00
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SCHEDULE 7C :

CASH AT BANK

State Bank of India	-	474,415.31	474,415.31	1,809,217.31
Receivable from NTMIS	-	-	-	18,810.00
Receivable from Board & NTMIS	-	-	-	-
Other Receivable on 8% UBI Bond	-	-	-	-
Interest Accrued from Bank	-	774,893.44	774,893.44	656,320.00

TOTAL		1,249,308.75	1,249,308.75	2,484,347.31
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Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)

PROVIDENT FUND ACCOUNT

Receipt and Payment Account for the year ended 31st March, 2014

STATEMENT NO. IV

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
To Opening Balance b/d	1,809,217.31	390,646.31	By GPF Advance to Members	-	-
" Subscription from Members towards:			" CPF withdrawal by Members (NTMIS)	150,000.00	-
a) General Provident Fund	1,849,000.00	2,356,000.00	" CPF withdrawal by Members	-	1,982,542.00
b) Contributory Provident Fund	120,000.00	210,000.00	" GPF withdrawal by Members	835,000.00	2,756,177.00
" Recoveries Advances :			" Investment in 8% UBI Bond	-	-
a) General Provident Fund	-	45,500.00	" Investment in Term Deposit	7,587,236.00	10,100,000.00
b) Contributory Provident Fund			" GPF Final Payment	5,261,051.00	
" Interest on UBI Bond	-	300,500.00	" CPF Final Payment	-	-
" Interest on Term Deposit	763,490.00	1,231,086.00	" GPF Advance		
" Interest on Savings Bank	27,126.00	14,596.00	"Bank Charges	-	200.00
" Interest Recovery from Ex-member BOARD- NTMIS-	679.00				
" Investment on Term Deposit	9,700,000.00	11,562,812.00			
" Employers Cont. to CPF (Board)			" Closing Balance :		
" 8% UBI Bond	-	500,000.00	At SBI, Salt Lake	474,415.31	1,809,217.31
" Employers Cont. to CPF (Board)	-	36,996.00			
" Employers Cont. to CPF (NTMIS)	38,190.00				
TOTAL	14,307,702.31	16,648,136.31	TOTAL	14,307,702.31	16,648,136.31

Sd/-
Administrative-cum-Accounts Officer

Sd/-
Director

BOARD OF PRACTICAL TRAINING (ER)
PROVIDENT FUND ACCOUNT (NEW PENSION SCHEME)
Receipt and Payment Account for the year ended 31st March, 2014

STATEMENT NO. V

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
To <u>Opening Balance b/d</u>	59,348.40	61,000.90			
			By Employees' Share to Bank of India	-	-
			" Employers' Share to Bank of India	-	-
" Subscription from Members	-	-	" Administrative Charges	966.00	4,117.50
" Employers' Cont. to CPF (New)	-	-			
" Interest on Savings Bank	2,282.00	2,465.00	" Bank Charges	0.40	-
" Investment	-	-			
" Interest on Term Deposit	-	-	By <u>Closing Balance:</u>		
			Account Closed and transferred to Establishment A/c. (No.10836424084)	60,664.00	59,348.40
TOTAL	61,630.40	63,465.90	TOTAL	61,630.40	63,465.90

Sd/-
Administrative-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 reissue of cheques to different establishments from Receipt & Payment Account for the financial year 2013-14.

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.39.93 lakhs and Gratuity would be Rs.52.43 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

A) Our office has place the work order to M/s. M.B. Roy, Wholesaler of Wipro Enterprises Ltd. to supply and installed of furniture at our newly constructed seminar hall with in the cost of Rs.5.28 lakh within 31st March, 2014. Though they have made delivered the furniture items except some items on the chair which would be required to be fixed for writing desk. After fixing the same the office will make the payment for the above supply otherwise the entire furniture will be returned back to M/s. M.B. Roy, Wholesaler of Wipro Enterprises Ltd. for this we have earmarked the said amount of Rs.5.28 lakh for making payment from unspent balance of Establishment Account under plan subhead. If the above order was not materialized the entire order would be treated as cancel.

B) LAN facility has been completed by M/s. Accordian Infocom (P) Ltd. during 2008-09. However, the payment for the said work has been made for Rs.92,560.00 this financial year with some rectification on the LAN system. Now, the entire LAN facility is working satisfactory.

2. CUREENT 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.4.00 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.