



**PROJECT NO: M-02**

**INTENSIVE TRAINING IN ELECTRONIC BILLING SYSTEM AND ACCOUNTS MAINTENANCE FOR THE ACCOUNTANTS OF MEN-TSEE-KHANG**

**EXECUTIVE SUMMARY**

Men-Tsee-Khang (Tibetan Medical and Astro. Institute of His Holiness the 14th Dalai Lama) is a cultural, educational and charitable institute registered under the societies registration Act of XXI of 1860. In 1916 His Holiness the 13th Dalai Lama established Lhasa Men-Tsee-Khang and later His Holiness the fourteenth Dalai Lama re-established Men-Tsee-Khang in India on the 23<sup>rd</sup> of March 1961 to preserve and promote the ancient tradition of the Tibetan system of Medicine and Astrology. Having its head office based in Dharamsala, the institute operates through several departments carrying out activities in the field of Research Works, Trainings and Health Care. The Sowa Rigpa or (the holistic healing system) has been recognized by the government of India as one of the traditional systems of medicine since September, 2010. The Institute has been providing free medicine to all the staff members of the Central Tibetan Administration (CTA), Tibetans newly arrived from Tibet, and AIDS patients. Concessional rate medicines are also provided to all the students, nuns, monks and patients suffering from cancer, Tuberculosis (TB) and Hepatitis B & C in our exile community. Despite the high cost in producing Tibetan medicines, the price is kept low to ensure accessibility for anyone who is in need. Men-Tsee-Khang also engages in holding medical camps in the nearby cities and towns around their respective clinics in India. So far we had provided a sum of Rs 25,073,269.81 on charity in 2011-2012 alone. The income derived from branch clinics barely sustains running expenses, so Men-Tsee-Khang's branches rely heavily on the generosity of individuals and organizations, which enables us to continue our projects, charitable activities and research being carried out. In the last (53) years, Men-Tsee-Khang has served and contributed tremendously in the general health care of people in this world irrespective of color, caste and creed through our branch clinics all over India.

As time goes on, society changes with rapid advancement in technology. It is imperative for Tibetans in exile to keep up with the changing technological environment of today's world. Few institutions in our society have adopted modern technologies for billing and account maintenance. Likewise, our own institute's accountants need to provide intensive training in the electronic billing and account maintenance through modern technologies. Accountants in our branch clinics in India were still following the primitive method of billing system. Such type of billing system is time consuming, unreliable and inflexible so human errors are bound to happen. On many occasions, we are not able to check our branch clinic's actual status of stocks,

manipulations and book of accounts properly. For example, in the case that we need to send a detail report on medicine sales and stock status of a particular month of a branch clinic to the Director of our institute, then one has to check the stock book first, note it down and sent it through the post. In such cases manipulation of books of accounts and stocks are bound to happen. More over the system is not at all flexible to access the manipulations being made. But in today's world technology has made our lives much easier and convenient for each and every one of us. Everything is at a click of a button. Such mentioned report can be sent easily through technology and it is more convenient for senders as well for the receivers. In this case, daily report on accounts can be put up to the related in charge through technologies to make made them aware of the overall status of a particular clinic. Such systems also provide a platform to trace out the exact status of stocks, sales, manipulations and overall performance of the institute.

Thus, intensive training in electronic billing and account maintenance is a must in order to enhance the work efficiency and effectiveness of our accountants in maintaining the books of accounts in a way that is more conducive to proper account management.

No of Trainee: 55  
 No. of Trainer: 1  
 Duration: 1 month.

## **GOAL OF THE PROJECT**

To enhance efficiency and effectiveness of the accountants in our clinics accordingly to the modern trends of technology and to maintain proper books of accounts.

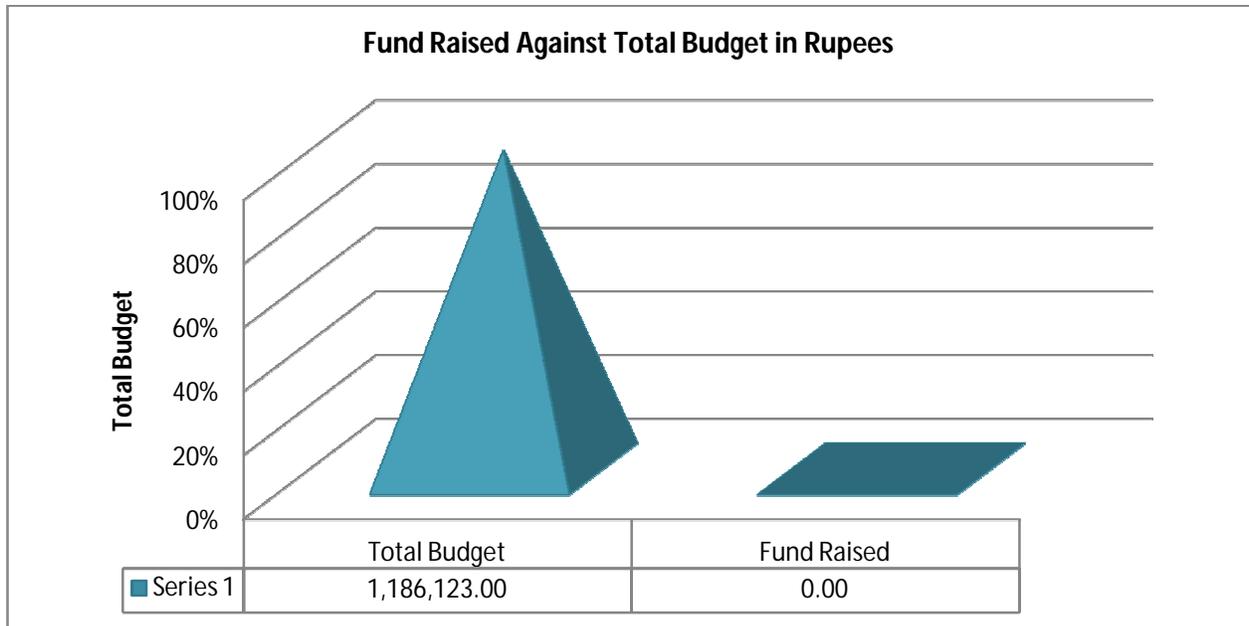
## **OBJECTIVES**

- To strengthen the skills of accountant and make them relatively competent with changing technologies.
- To reduce billing time constraints.
- To access cash transaction manipulations.

## **BUDGET FOR THE PROJECT:**

<b>S.No</b>	<b>Particular</b>	<b>Quantity</b>	<b>Total amount</b>
1	Travelling Allowances	55	165,000.00
2	Daily Allowances	55	495,000.00
3	Lodging	30	450,000.00
4	<a href="#">Contingency@5%</a>		52,473.00
5	Other Expenses		23,650.00
<b>6</b>	<b>Grand Total In Indian Rupees</b>		<b>1,186,123.00</b>
8	USD		21,566.00
9	EUR		17,443.00

Exchange rate as on 1<sup>st</sup> September 2012



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