

**Minutes of the Meeting held on 15.02.2016 and 16.02.2016 in the Conference hall of MEPMA
with the Accounts Officers and Admin. Officers.**

Officers:

1. Sri. P.Chinna Tathaiah, Special Director, MEPMA
2. Sri.R.Sambasiva Rao, Additional Mission Director
3. Sri.P.Rajeseckhar Reddy, A.O.
4. Smt. B. Vijaya Bharathi, Finance Manager.
5. Smt. U . Sarada Devi, Assistant Director.
6. Smt. R. Venkata Lakshmi, Senior Assistant
7. Accounts Officers 13
8. Admin. Officer

At the outset the Special Director, MEPMA reviewed the activities and after discussions issued the following instructions:-

1. To send Voucher wise detailed expenditure particulars and also regular receipts, expenditure and balance statements of the DPMUs by 5th of every month duly certified by the Project Director.
2. To prepare and submit Utilisation Certificates, whenever the expenditure is met from NULM funds.
3. To pay Service Tax and Income Tax intime and also update the information online before 5th of every month, without fail.
4. To monitor remittances of E.S.I. and E.P.F. of the outsourced employees by the agency so as to avoid inconvenience and hardship to the employees.
5. To settle the pending advances immediately and also to submit updated advance Registers in review meetings for perusal.

6. No advances should be given in the name of out sourced employees and if any such instances come to the notice of this office , action will be initiated against the Project Directors concerned.

7.. The NULM funds released from the Head Office to the DPMUs through e-transfer are being credited into Non-NULM accounts (old accounts), which have to be further transferred into the NULM account by the Project Directors to meet the expenditure. It has come to the notice of this office that some of the Project Directors are not allowing transfer of funds from Non NULM account to NULM account. The Project Directors should maintain separate accounts for NULM and Non NULM funds.

8. The field staff whenever they visit ULBs are sometimes travelling by private transportation such as auto, Van etc., and are unable to produce tickets. In such cases the AOs should allow the TA bills after obtaining self certification from the concerned and counter signature by the competent authority.

9.The Project Directors should refund the Pavalavaddi amount to the H.O. along with interest immediately.

10. The Project Directors should take online view option for their accounts and also message alerts from the banks so as to notice the funds flow.

11. It is noticed that in some Districts, persons without accounts knowledge are working as Accounts Officers, which is not proper Project Directors should place such matters before the District Collectors for review , so as to maintain accounts in a proper way in the DPMUs.

12. The Project Directors should settle the TA claims which are in full shape with relevant enclosures intime

13. The Finance manager and AD Finance of this office should visit 3 to 5 Districts in a month to check correctness of the accounts and records. The Project Directors should produce required records to the Head Office team whenever visits the DPMUs.

(This has approval of the Special Director,MEPMA)


Addl. Mission Director

