

Minutes of meeting on AAFP finalization of AP, MEPMA held on 30.08.2016 & 31.08.2016 at Vijayawada.

Mission Director, Finance Manager, Administrative Officer, SMCs, SMMs, ADMCs, DMCs, MIS Managers, AOs, Accounts Officers and Accountants of MEPMA have attended the meeting.

Mission Director MEPMA addressed the meeting and verified the AAFPs prepared by the Districts subject wise and issued instructions regarding finalization of AAFP. DPM Finance SERP has attended the meeting and guided the staff regarding preparation of AAFP.

Mission Director, MEPMA issued instructions to follow uniform rates (including food, accommodation, meeting hall expenditure, stationery, Resource persons Resource fee & TA, Participants TA and other miscellaneous expenditure) while conducting trainings in all the components at Pranganams, TTDC and at other places as shown below.

1. State level residential Trainings – Rs. 750/- per member
2. District level Residential Trainings – Rs. 400/- per member.
3. Town level non residential Trainings – Rs. 75/- per member.

Further instructions have been issued:-

1. To refund the balances available under closed schemes such as SECC, RAY, Vaddilenirunalu
2. Surveys of Aadhar seeding have to be returned to MEPMA HO.
3. Submission of monthly periodical statement & reports before 5th of every month.
4. Updation of cash book, cheque issue register, Ledger and other finance related documents by the concerned and continuous monitoring by the Project Directors.
5. Submission of pending Utilization certificates.
6. Observe biometric attendance while paying remuneration to field staff.
7. Aadhar Seeding U.C submission and return of balance amount.
8. Project Directors are requested to check online updation of data.



**Mission Director
MEPMA**

8/9/16

22/9