

**Minutes of the Meeting held on 14.10.2016 - Accounts Officers/Administrative Officers
of MEPMA**

1. Smt. B. Vijaya Bharathi, Finance Manager.
2. Smt. R. Venkata Lakshmi, Senior Assistant
3. Sri. CH. Ramanjaneyulu Senior Accountant
4. Sri. Suresh Senior Accountant.
5. All the Administration Officers and Accounts Officers of the DPMUs.

Meeting for Accounts Officers/Administrative Officers of MEPMA has been conducted at Hotel Southern Spice, Vijayawada on 14.10.2016.

At the outset Finance Manager, MEPMA presided over the meeting and reviewed the activities related to finance section like distribution of external audit reports, funds released to DPMUs, submission of Utilisation Certificates etc.,

The following are the points discussed/observed in the meeting.

1. The Project Directors are informed that the external audit reports for the FY 2015-16 received from the auditors, relating to the respective DPMUs have been handed over to the AO/Accounts Officers who have attended the meeting. The Project Directors are instructed to verify the audit reports and submit the same to head office duly signing.
2. During the review meeting AOs/Accounts Officers have expressed their failure in getting long pending UCs related to USEP and EST&P. The Project Directors are instructed to entrust the work of obtaining UCs related to the USEP and EST&P to the concerned DMCs/ADMCs who have dealt with the subject and submit pending Utilisation Certificates. In addition to that, the SMCs /SMMS of MEPMA Head Office are hereby instructed to should monitor regularly the expenditure incurred and UC submitted corresponding to the expenditure during their field visits.
2. The Project Directors are instructed to inform the Head Office, if any lodge bills are paid to the SMCs to avoid duplication.
3. The AO/Accounts Officers have requested to release funds under NULM components to avoid minus balances. The funds will be released to the DPMUs soon after adjustment of NULM funds to MEPMA DAY-NULM account.
4. The funds released to the TLFs, SLFs and SHGs should be treated as advances only until Utilisation Certificates are received from them and not treated as expenditure. The PDs should obtain UCs from the CBOs.

5. It is informed that Gol has released funds under SCSP & TSP components separately for the FY 2016-17. In this connection, the AOs/Accounts Officers are informed to prepare separate action plans under SCSP & TSP components for the FY 2016-17. The funds will be released to the DPMUs basing on the 2011 census population soon after adjustment of funds to MEPMA account.

6. The Project Directors are instructed to release salaries to the employees basing on the biometric attendance. During the review it is noticed that the PDs of Chittoor, East Godavari, Kurnool and Prakasam are not maintaining Biometric attendance in the DPMUs.

7. The Project Directors are instructed to refund the balances of closed schemes viz., Vaddilenirunalu, SECC, RAY, UWEP, Solid Waste Management & USHA funds to Head Office.

The details of funds available with the DPMUs relating to closed schemes and the head of accounts to which funds are to be transferred are as shown below:-

S. No.	Pavalavaddi /VLR	Rajiv Awas Yojana (RAY)	Socio Economic Caste Census (SECC)	Solid Waste Management (SWM)	USHA	Urban Wage Employment (UWEP)	Total Balances
1	1995672	0	1138659	185675	0	0	3320006
2	27942	177800	813213.5	987202	1543262	0	3549419.5
3	0	0	266359.5	308578	1089645	0	1664582.5
4	0	0	491520	425562	3192500	0	4109582
5	50082	0	1380744	165432.5	0	93750	1690008.5
6	532372		290350	561527	1633547		3017796
7	3358348.75		54609.5	141522	718417	1149271	5422168.25
8	0	349000	151313	288663	1261730	0	2050706
9	0	0	189481.5	182221	554000	0	899923.5
10	0	0	56301	150652	672900	0	879853
11	0	0	6926732	170000	689128	0	7785860
12	40649	0	687054	229357	0	0	957060
13	729638			210846	1546949	0	2487433

S.No	Name of the Account	Name of the Bank & Branch	Account No	IFSC Code	Name of the Component
1	MD, MEPMA, Housing for All, AP	Andhra Bank, Symbala Nagar, Guntur	110510100140776	ANDB0001148	RAY
2	MD, MEPMA, Pavalavaddi	Andhra Bank, Symbala Nagar, Guntur	110510100026485	ANDB0001148	Pavalavaddi/VLR
3	MD, MEPMA Socio Economic Caste Census, AP	Andhra Bank, Brindavan Gardens Branch, Guntur	60510100077692	ANDB0001359	SECC
4	MD, MEPMA-NULM	Andhra Bank, Brindavan Gardens Branch, Guntur	60510011361392	ANDB0001359	SWM,USHA & UWEP

 Mission Director