

Minutes of the Meeting held on 14.12.2016 & 15.12.2016 - Accounts

Officers/Administrative Officers & DEOs of MEPMA

1. Sri. R. Sambasiva Rao, Additional Mission Director
2. Smt. B. Vijaya Bharathi, Finance Manager.
3. Smt. R. Venkata Lakshmi, Senior Assistant
4. Sri. Rangacharyulu SMC IT
5. Sri. CH. Ramanjaneyulu Senior Accountant
6. Sri. Suresh Senior Accountant.
7. All the Administration Officers , Accounts Officers and DEOs of the DPMUs.

Meeting for Accounts Officers/Administrative Officers of MEPMA has been conducted at Durga Bai Mahila Sisu Vikasa Kendram (Mahila Pranganam), Guntur on 14.12.2016 & 15.12.2016

At the outset Additional Mission Director, MEPMA presided over the meeting and instructed to maintain financial discipline , follow procedure in meeting the expenditure and expend the amounts in a proper way component wise and not to divert the funds from one component to other. Further instructed not to exceed the percentages of expenditure fixed for A&OE and IEC components.

Finance Manager reviewed the activities related to finance section like receiving external audit reports , funds released to DPMUs, closed schemes, submission of Utilisation Certificates etc.,

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

1. The accounts officers/Accountants have submitted the audit reports signed by the Project Directors.
2. Accountant/A.O of Prakasam not attended the meeting and the information relating to Prakasam is not received.
3. Funds released by Head Office to the DPMUs have been confirmed by the AOs/Accountants.
4. AOs/Accountants have been requested to submit the details of bank accounts as per the proforma prescribed by the Finance Department for which Finance Manager has explained in detail to fill the information in the proforma so as to upload the information in the Finance portal.
5. It is noticed that the Project Directors of Anantapur, East Godavari, Kadapa, Kurnool, Srikakulam and West Godavari have not refunded the closed schemes funds.

6. The Project Director, Kurnool is instructed to close the fixed deposit in Andhra Bank, Main Branch Kurnool and remit the amount in the respective account.
7. The Project Directors are requested to incur the expenditure and submit UC s to H.O.
8. Format for submission of UCs after taking the SJSRY balances as the opening balances from 2014-15 is worked out during the meeting and the Project Directors are instructed take necessary action accordingly.
9. The State Mission Manager IT has explained about the operation of Annual Works Financial Plan to all the AOs and Accountants and the DEOs through demo . The DEOs of Srikakulam , Kurnool and Krishna have worked out model AAFP given by the SMC IT.
10. The receipts, expenditure and balance statements of the DPMUs have been reviewed and some of the DPMUs are showing minus balances in their statements. In this connection, the Project Directors are instructed to submit the requirement of funds duly giving justification so as to release the funds.
11. Project Directors are requested to monitor the maintenance of registers in their DPMUs such as cash book, cheque issue register, ledger, claim register, UC monitoring register, cheque book receipt register.

for Mission Director
MEPMA
AS 2/12