

From Sri . P. Chinnna Thatalah
 Mission Director,
 MEPMA, AP Guntur.

To The Project Directors of DPMUs including
 GVMC & VMC.

Lr.Roc.No. 465/2014/MEPMA/PI Date:25.05.2017

Sir,

Sub:-MEPMA - Review of functioning of Project Functionaries - Review with Accounts Officers and Accountants of DPM Units on 31.05.2017 at , Guntur - Requested to depute staff to attend meeting -Reg.

It is proposed to conduct accounts meeting with Accountants and Accounts Officers of DPM Units of Andhra Pradesh State on 31.05.2017 at 10.30 AM in Durga Bai Mahila Sisu Vikasa Kendram (Mahila Pranganam), Guntur on the following issues:-

1. To verify the audit reports 2016-17.
2. All the Accountants/Accounts Officers who have dealt with accounts should attend the review meeting , so as to answer the queries raised by the audit party and also bring signed copies of audit reports for 2016-17.
3. The Accountants/Accounts Officers should bring all the debit vouchers generated in AWWP during April 2017 and May 2017 for verification along with relevant bills.
4. Details of statutory payments (IT, PT, ST) made during April 2017.
5. Receipts, Expenditure and Balance Statement for March 2017, Bank statements, Cash Books so as to verify with audit report. Total Expenditure for FY 2016-17 for NULM & Non - NULM to be submitted on or before 29.05.2017 in soft to Head Office for verification.
6. List of pending payments for all components.
7. Utilisation Certificates for the expenditure incurred during April 2017.
8. Cash Book, Cheque issue register, Pay bill register, Cheque books for April 2017.
9. Types of transactions carried out in the districts.
10. Settlement of advance by PD, Krishna & PD Kadapa.
11. Submission of pending Utilization Certificates as per the discussions held in the previous meeting.

All the Project Directors of DPMUs , PD GVMC and PO VMC are requested to depute the concerned together with relevant information to attend the review meeting without fail.

Yours faithfully

for MISSION DIRECTOR

Copy to the Project Directors of MEPMA