

**From**  
Sri . P. Chinna Thataiah  
Mission Director,  
MEPMA, AP Guntur.

**To**  
The Project Directors of DPMUs including  
GVMC & VMC.

**Lr.Roc.No. 465/2014/MEPMA/F1 Date:02.06.2017**

Sir,

**Sub:-MEPMA - Review of functioning of Project Functionaries – Review with Accounts Officers and Accountants of DPM Units on 09.06.2017 & 10.06.2017 at Sub Collector's Office Conference Hall, near PWD Ground, Vijayawada – Requested to depute staff to attend the meeting -Reg.**

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It is proposed to conduct meeting with Accountants and Accounts Officers of DPM Units of Andhra Pradesh State on 09.06.2017 & 10.06.2017 in Sub Collector's Office Conference Hall, near PWD Ground, Vijayawada on the following issues:-

1. To verify and finalise the balances available with the Project Directors as on 31.03.2017 in connection with the Audit Reports for the year 2016-17.
2. All the Accountants/Accounts Officers who have dealt with accounts should attend the review meeting and bring Receipts, Expenditure and Balance Statement for March 2017, signed copies of audit reports for 2016-17 (rectified reports), Cash books & updated Bank pass books for the years 2016-17 & 2017-18 for both NULM & Non-NULM components without fail.
3. Details of statutory payments (IT, PT, ST) made during April 2017.
4. Bank reconciliation statements for the months of April and May 2017.
5. Utilisation Certificates for the expenditure incurred during the period 01.04.2017 to 31.05.2017.
6. Settlement of advance by PD, Krishna & PD Kadapa.
7. 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.

Accounts Officers and Accountants of District Units to attend the meeting on 09.06.2017 and 10.06.2017 and DEOs of the DPMUs to attend only for one day ie., on 10.06.2017 for orientation training on AWFP .

Yours faithfully

  
for **MISSION DIRECTOR**

(This has approval of the Mission Director MEPMA)  
Copy to the Project Director, Krishna for making necessary arrangements for the meeting.