

**Minutes of the Accounts review meeting held on 31.05.2017 at Durgabai Mahila
Sisu Vikasa Kendram(Mahila Pranganam) Guntur**

1. Smt. B. Vijaya Bharathi, Finance Manag
2. Smt. R. Venkata Lakshmi, Senior Assistant
3. Sri. G. Srinivasa Rao Finance Consultant
4. Sri. CH. Ramanjaneyulu Senior Accountant
5. Sri. RNV Suresh Senior Accountant.
6. Sri.. Narasimha
7. Sri. Varama Raju
8. All the Administration Officers / Accounts Officers of the DPMUs.

Meeting for Accounts Officers/Administrative Officers of MEPMA has been conducted at Durgabai Mahila Sisu Vikasa Kendram(Mahila Pranganam) Guntur

At the outset Finance Manager, MEPMA presided over the meeting and reviewed Audit report district wise and instructed all the Accountants to submit singed copies of Audit report.

- 1) Chartered Accountant Sri Srinivas from N.G. Rao & Associates has attended the meeting who has conducted the Audit of Vizianagaram, Srikakulam, Visakhapatnam, GVMC,& East Godavari Districts. The Accountants of the said districts brought the bills & vouchers regarding audit objections raised by the auditors and submitted to the auditor to drop the objection & to issue revised Audit report.
- 2) The Audit report of Kurnool is not tallied with the bank balance available . The Accountant Kurnool is advised to reconcile the figures with that of the bank and to get the audit report finalized.
- 3) The cash books of all the DPMUs are verified in accordance with the bank balances as on 31.03.2017.
- 4) In AAFP – The following are the instructions issued.
 - Mention name of the employee, designation, purpose etc., clearly while generating debit vouchers for Government Employees where TDS is there.

- Purpose is to be clearly mentioned in proceedings (ie., salary/remuneration, TA & DA etc.,)
- Number and particulars of the employees should be mentioned.
- Standard format to be followed while claiming remunerations of DEOs and Jr. Assistants.
- TDS on salaries will be paid within 7 days from the date of payment of salaries.
- TDS on contractors and consultancy will be paid within 7 days from the end of the month in which the deduction is made.
- Generate proceedings category wise / cadre wise only once in a month but not in piecemeal and the claims preferred in piecemeal for the same category/cadre staff will not be accepted.
- Book the Sweeper and Office Messenger remunerations in contingency budget line and issue account payee cheque only.
- Remuneration of outsourcing staff /Vehicle hire /Electricity/Water/Telephone/Internet charges etc., must be claimed once in a month. Claim for 2 to 3 months will not be accepted hereafter.
- All payments relating to salaries/remunerations should be cleared by 5th of every month and reasons should be given for generation of bills after 5th.
- TDS is to be deducted on Teleconference/Net/Vehicle Hire charges/Printing charges etc., @ 2% in debit vouchers irrespective of exempted limit.
- The expenditure relating to Xeroxing and stationery for specific programmes such as review meetings etc., should be clubbed with the programme expenditure and should not be shown under office stationery .


Additional Mission Director