

**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: 02.11.2017**

Sir,

**Sub:-MEPMA - Review of functioning of Project Functionaries – Review with Administrative Officers, Accounts Officers / Accountants of DPMUs on 10.11.2017 at MEPMA Head Office, Guntur – Requested to depute staff to attend the meeting -Reg.**

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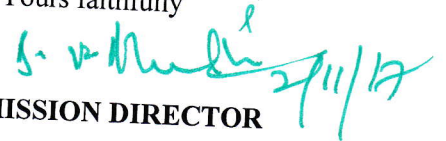
It is proposed to conduct meeting with Administrative Officers and Accounts Officers / Accountants on **10.11.2017 in** MEPMA Head Office, 2<sup>nd</sup> Floor, Sahasra Apartments, Opposite Hosanna Mandir, Gorantla, Guntur to review about following issues.

- Preparation of files, records, registers from 2007 to till date ready for audit.
- Details of receipts, payments , balances and submission of UCs from 2007 to till date.
- Details of funds received, funds released inturn to SLF/TLF etc., status of utilization of funds and submission of UCs and funds returned back to HO
- Submission of pending Utilization Certificates for 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14,2014-15 and 2015-16 as on date.
- Advances and Adjustment particulars for the years 2012-13, 2013-14, 2014-15 and 2015-16 as on date (Advances made to staff individual wise as well as to other institutions pending statement).
- Details of remittance particulars of IT challans, PT, EPF & ESI etc.,

In this connection, all the Project Directors of DPMUs, PD GVMC and PO VMC are requested to depute the Administrative Officers, Accounts Officers / Accountants together with relevant information to attend the review meeting on **10.11.2017 in** MEPMA Head Office without fail.

(This has approval of the Mission Director, MEPMA)

Yours faithfully

  
27/11/17

For MISSION DIRECTOR

Copy to the Project Director, Vijayawada with instructions to make arrangements for the meeting.  
Copy to the SMMs and SMCs of HO with instructions to attend the meeting without fail.