



**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: 05.02.2018**

**Sir,**

**Sub:-MEPMA - Review of functioning of Project Functionaries – Review with Administrative Officers, Accounts Officers / Accountants of DPMUs on 09.02.2017 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 09.02.2017 in MEPMA Head Office, 2<sup>nd</sup> Floor, Sahasra Apartments, Opposite Hosanna Mandir, Gorantla, Guntur to review about following issues.

- Action taken report as per previous review meeting minutes.
- Observing UC week from 02.01.2018 to 12.01.2018 and UCs obtained.
- Submission of Receipts, expenditure and balance statements for January 2018 & February 2018.
- Report on auditing of TLF/SLF accounts by AOs/Accountant.
- Details of remittance particulars of IT challans, PT, EPF & ESI etc.,
- Details of SECC funds available with the Project Directors, UCs obtained from Municipal Commissioners.

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 09.02.2017 at MEPMA Head Office without fail.

Yours faithfully

  
**MISSION DIRECTOR**

Copy to the SMMs and SMCs of HO with instructions to attend the meeting without fail.