

From
Dr. T K Sreedevi, IAS
Mission Director,
MEPMA, Telangana

To
All the Project Director,
MEPMA Telangana State

Lr.Roc.No. 467/MEPMA/2015-2016/F1 Dated: 24 .03.2018

Sir,


Sub:-Account-MEPMA Telangana- Minutes copy Communicated to
take further necessary action- Reg.

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I enclosed herewith the copy of Minutes of the meeting conducted
with all Accounts Officers/Administrative Officers of Erst while Districts held on
13.03.2018 is communicating for taking further necessary action.

Yours faithfully,

Encls: Minutes copy



For Mission Director
24/3/2018



**Minutes of the Meeting conducted with all Districts Accounts Officers
and
Administrative Officers of MEPMA at Rajiv Auditorium, Nizamabad on
13.03.2016**

Present

1. Additional Mission Director, MEPMA, T.S
 2. Finance Manager, TS MEPMA
 3. All the Senior Accountant
 4. SMC, SUH
 5. Staff of Finance Section
 6. All the Accounts Officers and Administrative Officers except Khammam and Mahaboobabad.
- The Additional Mission Director, MEPMA, TS., has explained about the review meeting held on 08-03-2018 at New Delhi regarding finalization of Tentative Annual Action Plan for the FY 2018-2019, that an amount of Rs1333.76 lakhs have allocated to the State towards Central Share after deducting all unspent funds of Rs 2127.86 lakhs available with all DPMUs and State upto 31-03-2017, out of total allocation of Rs 3461.62 Lakhs.
 - The Warangal Project Director has not utilized funds allocated under SM&ID. This is serious lapse on part of PD Warangal on Failure of Utilization.
 - The data pertaining to release of revolving fund and VLR is not furnished by the PD Warangal. He is requested to take action immediately for allocation of funds.
 - The PD Warangal instructed to maintain component wise accounts.
 - It is noticed that there is an excess expenditure under A&OE component in DPMU Adilabad without any approval /orders by the authorities.
 - The DPMU Mahabubnagar, RR District have deposited the scheme funds in FDR's Which is against the treasury code as the funds are released for the specific purpose.
 - It is observed that all the DPMUs have utilized scheme funds for purpose of A&OE which needs approval of the authority.
 - All the AO's. are hereby instructed to maintain cash registers, and account books strictly in accordance with the Finance Code.

- The PDs are requested to correctly assess the correct expenditure for salaries/wages/A&OE and submit proposal for sanction and release of funds.
- The PDs instructed to cross verify 20% of sanction under SMID-RF to SHG/SLF.
- The AO's instructed to maintain all the required registers at district level as per rules.
- All the AO's are directed to submit report in the prescribed format as enclosed every month along with bank reconciliation statement signed by respective project Director through mails and by post without fail.
- The audit report of 2015-2016, 2016-2017 is herewith enclosed and AO's are directed to take necessary action against the observation noticed in the audit.
- In general all the PDs / AO's are instructed to maintain transparency in the accounts and maintain proper registers, take necessary approval, from O/c Mission Director MEPMA and ensure robotic mechanism in conduct of accounts of the DPMUs.
- The Project Director, Khammam is directed to return an amount of Rs. 45.73 lakhs unspent funds available under SEP component so as to release the same interest subvention to the eligible SHG groups at ULBs of Khammam DPMs and return an amount of Rs 1.03 crores of unspent funds under ESTP so as to utilize the same to the beneficiaries of ULBs at Khammam DPMs under ESTP component of NULM. Ensure to utilize the unspent fund available under SUSV by end of this financial year.


For Mission Director
23/3. 24/3/18

	<h2 style="margin: 0;">పట్టణ పేదరిక నిర్మూలన సంస్థ</h2> <p style="margin: 0;">Mission for Elimination of Poverty in Municipal Areas (MEPMA)</p> <p style="margin: 0;">Department of Municipal Administration & Urban Development, Govt of Telangana</p>	
<h1 style="margin: 0;">WELCOME</h1> <h2 style="margin: 0;">to Accounts Officers</h2> <p style="margin: 10px 0 0 0;">Mission for Elimination of Poverty in Municipal Areas (MEPMA)</p> <p style="margin: 0 0 0 0;">MA&UD Department Govt of Telangana</p>		

<h3 style="margin: 0;">Maintenance of Registers</h3>											
<h4 style="margin: 0;">General Cash Book</h4>											
RECEIPTS						PAYMENTS					
Date	Details	Ledger Page No.	Voucher No.	Cash	Bank	Date	Details	Ledger Page No.	Voucher No.	Cash	Bank
1	2	3	4	5	6	7	8	9	10	11	12
<h4 style="margin: 0;">General Ledger</h4>											
Date	Particulars	Receipt	Cash Book Page No.	Voucher No.	Payments	Progressive Total					
1	2	3	4	5	6	7					

Maintenance of Registers

Cheque Issue Register

Date	Vr.No.	Ch. No.	Purpose	Payeee	Amount	Rs. In Words	Balance	A.O/Acct	PD
1	2	3	6	7	8	9	10	11	12

Claim Register

Date	Claim No.	Procg. No. & Date	Purpose	Payee	Amount	Date	Vr.No.	Amount	Ch. NO.	Signature	AO
1	2	3	4	5	6	7	8	9	10	11	12

Maintenance of Registers

Funds Received Register

S.No.	Date of Receipt	Procg. No. & Date	Particulars / Component Name	Cheque No.	Amount Received	Receipt Vr.No.	AO Signatire	PD Signature
1	2	3	4	5	6	7	8	9

Budget Control Register

Date	Vr.No.	Receipts	Payments	Balance	Remarks
1	2	3	4	5	6

Maintenance of Registers

Petty Cash / Imprest Account Cash Book

Receipts				Payments			
Date	Vr.No.	Particulars	Cash	Date	Bill No.	Particulars	Cash
1	2	3	4	5	6	7	8

Advance Register

ADVANCE PARTICULARS							ADJUSTMENT PARTICULARS					
Date of Advance	Payee Name	Purpose	Vr.No.	Ch. No.	Amount	Expenditure Incurred	Amount remitted to PD A/c.		Amount Paid to Individual / Organisation		Signature	Remarks
							Amount	Vr.No.	Amount	Vr.No.		
1	2	3	4	5	6	7	8	9	10	11	12	13

Maintenance of Registers

Salary Pay Bill Register

Sl.No.	Designation	Name of the Employee	Pay	IR	PP	Spl.Pay	Grade Pay	TA	HRA	CCA	Benevolent Funds	EPF
1	2	3	4	5	6	7	8	9	10	11	12	13

Salary Deductions

Total	GPF	APGLI	GIS	PT	Total Deductions	Nett Payable
14	15	16	17	18	19	20

Maintenance of Registers

Deductions Remittance Register

Date	Vr.No.	Amount Deducted	Purpose	Cheque No.	Remittance Chllan No.	Remittance Challan No.
1	2	3	4	5	6	7

Cheque Book Received Register

Date of request for Cheques	Date of Issue of Cheques	No. of Cheque books requested	No. of Cheque books issued	Cheque Nos		No. of Leaves	Signature		Date of Cheque book started	Date of Cheque book and used	No. of cheques cancelled	Signature		
				From	To		A.O.	PD				A.O.	PD	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Maintenance of Registers

Acquittance Register

Date	Ch.No.	Name of the person	Designation	Purpose	Amount	Signature
1	2	3	4	5	6	7

UC Monitoring Register

Sl.No.	Component /Sub Component	Year of Release	Prog.No. Date	Receive Ch.No./Date	Utilized amount	Balance	UC Furnished	UC yet to be Furnished	Attstati on of the PD
1	2	3	4	5	6	7	8	9	10

District Wise Audit Observations

Adilabad

- 1 Opening balance difference of Rs. 44,800/- between Audit report & Cash book.

Particulars	Amount
Opening balance as per bank book	42,61,158.50
Opening balance as per Audited balance sheet	43,05,959.00
Difference	44,800.50

- 2 Cash books of all the schemes were verified and found to be updated on chronological basis.
 3 Passbook was verified and all the funds released by the MEPMA for the financial period from 01.04.2015 to 31.03.2016 is appeared in the passbook.
 4 They were purchased assets during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015.
 5 Cheque issue register is properly maintained.
 6 Utilization Certificates were not prepared by the DPMU.
 7 We observe they have issued cheques to Salary and SUSV Payments, which was not deposited in bank and therefore it is not showing in bank statement and hence showing in our Bank Reconciliation under "Cheques issued by not yet presented for payments". Now that cheque has been expired(3 months) and they added back in receipt side(cash and bank) on the following dates.

Cheque issue date	Date of Adjustment	Cheque number	Purpose	Amount
03.02.2015	22.07.2015	000050	JBY	82,800.00
16.04.2015	22.07.2015	378879	A & OE	5,000.00
02.08.2015	01.01.2016	000213	SM & ID	37,800.00
08.07.2015	01.01.2016	000181	SM & ID	49,900.00
11.12.2015	28.03.2016	000290	SUSV	4,930.00
Total				1,80,430.00

- 8 We observe that fund releasing for NULM is crediting in Non Nulm account & from same account is using for NULM, Non NULM schemes and for A&OE, we suggest Head Office to give proper guidelines to DPMU with respect to NULM & Non NULM Fund Utilization.
 9 They did not provided TDS Challans for verification.
 10 They did not provided fixed assets register and advance register for verification.
 11 We verified the advance to Batukamma is adjusted during the accounting year.
 12 We suggest to maintain a separate account for A&OE and Scholarship Fund for correctness of transactions.
 13 Fund released from Head office for NULM scheme is credited in Non NULM scheme and only one account is maintained up to January,16 for both schemes i.e., NULM & Non NULM.

District Wise Audit Observations

Karimnagar

1. *In Previous year Audit report Rs. 17,81,840/- expenditure relating to A&OE Fund is not considered in audited statement, now adjusted during the year against A&OE Fund in Receipts & Payments Account & Ear Marked Fund.
 2. No assets were purchased during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015.
 3. We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961.
 4. Fund released from Headoffice for NULM scheme is credited in Non NULM scheme and only one account is maintained upto Feb,16 for both schemes i.e., NULM & Non NULM.
 5. No Utilization Certificates were prepared by the DPMU
 6. Uncleared cheques were accounting end of the year rather then 3 months.
 7. During the previous year i.e., F.Y 2014-15, Rs. 10000000/- is transferred to SBH CC account as per instruction of old project director, which is adverse as per Head Office instructions & same is closed after transferring into Non Nulm scheme along with interest.
 8. Cheque issue register is properly maintained.

Recommandations:

1. We suggest to maintain a separate account for A&OE for correctness of transactions.
 2. We observe that fund releasing for NULM is crediting in Non Nulm account & from same account is using for NULM, Non NULM schemes and for A&OE, we suggest Head Office to give proper guidelines to DPMU with respect to NULM & Non NULM Fund Utilization.

District Wise Audit Observations

Khammam

S.No	Audit observations
1	Cash books of all the schemes were verified and found to be updated on chronological basis
2	Passbook was verified and all the founds released by the MEPMA for the financial period from 201.04.2015 to 31.03.2016 is appeared in the passbook
3	They were purchased assets during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015.
4	Cheque issue register is properly maintained
5	Utilization Certificates were prepared by the DPMU
6	We observe that fund releasing for NULM is crediting in Non Nulm account & from same account is using for NULM , Non NULM schemes and for A&OE, we suggest Head Office to give prproper guidelines to DPMU with respect to NULM & Non NULM Fund Utilization
7	We suggest to maintain a separate account for A&OE and Scholarship Fund for correctness of transactions.
8	We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961

District Wise Audit Observations

Mahabubnagar

Observation :

- 1 There is no Debit transaction in the NUHM Account.
- 2 Their Cash book Opening balance is not matching with the NON NULM bank statement.
- 3 Scholarship payment is directly going through from Non Nulm Bank Statement.
- 4 They are not maintaining any Record for that Scholarship Payment.
- 5 SWM is a component of NON NULM, but mepma has credited SWM fund in NULM Account instead of NON NULM Account.
- 6 Amount of Rs 256674, which is showing on the Deposit side of the bank statement but not considered in the cash book.
- 7 Utilization Certificate is not given.
- 8 Fixed asset register is not updated.
- 9 They have withdrawn the fixed Deposit of Rs.15000000/-.
- 10 They have purchased one mobile phone. Which is a fixed asset.

Recommendation :

- 1 They are not maintaining separate register for Scholarship Payment. We suggest them to maintain Separate register so that it would be easy for the auditors to verify their cash book with the bank statement.
- 2 We suggest them to record the purchased of new fixed asset in fixed asset register.

District Wise Audit Observations

Nalgonda

- 1 Cash books of all the schemes were verified and found to be updated on chronological basis.
- 2 Passbook was verified and all the founds released by the MEPMA for the financial period from 01.04.2015 to 31.03.2016 is appeared in the passbook
- 3 They were purchased assets during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015.
- 4 Cheque issue register is properly maintained.
- 5 Utilization Certificates were not prepared by the DPMU.
- 6 We observe they have issued cheques to Salary and JBY Payments , which was not deposited in bank by the party and therefore it is not showing in bank statement and hence showing in our Bank Reconciliation under "Cheques issued by not yet presented for payments". Now that cheque has been expired(3 months) and they did not added back in receipt side(cash and bank) on the following dates.

Cheque issue date	Date of Adjustment	Cheque number	Purpose	Amount
14.08.14	31.03.2016	000447	JBY	1,200.00
14.08.14	31.03.2016	000448	JBY	1,200.00
20.11.2014	31.03.2016	455387	5% Commission project	47,245.00
Total				49,645.00

- 7 We verified the advance to Batukamma is adjusted during the accounting year.
- 8 We suggest to maintain a separate account for A&OE and Scholership Fund for correctness of transactions.
- 9 We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961.

District Wise Audit Observations

Nizamabad

S.No	NIZAMABAD- Audit Observations
1	Cash books of all the schemes were verified and found to be updated on chronological basis
2	Passbook was verified and all the founds released by the MEPMA for the financial period from 01.04.2015 to 31.03.2016 is appeared in the passbook
3	They were purchased assets during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015.
4	Cheque issue register is properly maintained
5	Utilization Certificates were not prepared by the DPMU
6	We verified the advance to Batukamma is adjusted during the accounting year
7	We suggest to maintain a separate account for A&OE and Scholership Fund for correctness of transactions.
8	We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961
9	We verified Advance adjustment register,they have given advance payment towards president rem for indoor +LF PWD of Rs.37, 800 bearing cheque number 001431 which is yet to be received.
10	We verified fixed asset register,they have purchased inventor on 31/08/2015,which is not updated in the fixed assets register.

District Wise Audit Observations

Ranga Reddy

Observations:

1. Cash books of all the schemes were verified and found to be updated on chronological basis
2. Passbook was verified and all the funds released by the MEPMA for the financial period from 01.04.2015 to 31.03.2016 is appeared in the passbook
3. Scheme or component wise account for all sums of money received and expended by the DPMU or the unit and their respective purpose
4. Cheque issue register is properly maintained
5. We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961
6. No Utilization Certificates were prepared by the DPMU
7. We verified the advance register & advance to Batukamma is adjusted during the accounting year

District Wise Audit Observations

Medak

Observations:

1. No assets were purchased during the year & existing fixed assets were depreciated as per Income Tax Act, 1961 prospectively from 1st April 2015
2. Cash books & Cheques issue register is properly maintained
3. We verified the remittance of TDS deducted, on the payments made under various sections of Income Tax Act 1961
4. Fund released from Headoffice for NULM scheme is credited in Non NULM scheme and same is utilizing through Non NULM account.
5. Except SECC, No Utilization Certificates were prepared by the DPMU
6. Uncleared cheques were accounting at the end of the year rather than 3 months.

Recommendations:

1. We suggest to maintain a separate account for A&OE and Scholarship Fund for correctness of transactions.
2. We observe that fund releasing for NULM is crediting in Non Nulm account & from same account is using for NULM, Non NULM schemes and for A&OE, we suggest Head Office to give proper guidelines to DPMU with respect to NULM & Non NULM Fund Utilization.

District Wise Audit Observations

Warangal

Observations:

- 1 SECC bank balance is included in NON NULM cash book for matching their closing balance with the NON NULM bankAccount, but they have the separate account of SECC.
- 2 There are many Casting and totalling mistakes in the cash book for previous years.
- 3 2014-15 Cash Book opening and closing balances do not match with the balances in audit report and pass book we are getting a difference of Rs 33,06,071 in NON NULM.
- 3 Their cash book of NUHM is not updated.
- 5 There is no Debit transaction in the SECC Account in FY 2015-16.
- 6 BRS is not prepared for the year 2015-16.
- 7 In april, they have taken the total payment amount directly from the bank statement which was already taken in the month of march 2015. Which has to be removed from Cash book.
- 8 In NULM, Cheque No.000057 of Rs.2,90,000/- issued in March, 2015 not yet cleared, so considered as stale and thus reversed.
- 9 Utilization Certificate not made available to us.
- 10 They are not maintaining their cash book properly.(No Calculation of Opening and closing Balances at the end of the month, they are manually writing with the pen.
- 11 Very bad practice of writing Cash book.

Recommendations:

- 1 We suggest them to keep all the records neatly and maintain the books properly.
- 2 Prepare Receipts & Payments and Bank Reconciliation Statement for every month

