

**Minutes of the Meeting of District Level Units of Administrative  
Officers/Accounts Officers/Accountants held on 12/11/2013**

A review meeting of Accounts Officers & Accountants of DPMUs was conducted on 12/11/2013 in the conference hall of MEPMA, Hyderabad.

The following persons have not attended the meeting:

- 1) Krishna
- 2) VMC
- 3) GHMC
- 4) Guntur (not attended but accounts officer alone obtained prior permission)

The PD's/UCD P.O.s should explain the reasons in writing for not deputing the concerned accounts personnel for the meeting even though this office has informed about the programme well in advance.

The AMD (Admn) has reviewed the pending UCs district wise and observed that unless the UCs are submitted, release of further funds will become difficult from grant releasing authority. Out of Rs.39282.91 Lakhs pending UCs have been submitted only for Rs.6719 Lakhs at the time of meeting by various DPMUs leaving a huge balance of Rs. 32563.91 Lakhs.

It was also reviewed on the pending advances in DPMUS and the AMD (Admn), has clearly given instructions that no advance should be pending for more than 3 months and the 2<sup>nd</sup> advance should not be paid to the individual unless the 1<sup>st</sup> one is settled. All the Accounts Officers are instructed to maintain the advance registers in the prescribed format and carryout the advances pending from one financial year to another financial year. The Accounts Officers are hereby instructed to take all necessary steps to settle the advances immediately and submit compliance report.

During the meeting it was noticed that many DPMUs are not E-filing the returns within the stipulated time and are becoming default in E-filing which leads to payment of penalty to the IT department, which is a loss to the organization. Hence all the Accounts Officers/Accountants who are primarily responsible for E-filing have to adhere to the time schedule for E-filing and avoid payment of penalty.

It was noticed during the meeting that some of the DPMUs have not reconciled their books of accounts with bank accounts i.e., regular / periodical bank reconciliation

which may lead to various complications at a future date. Therefore all the PDs are strictly instructed to complete the Bank Reconciliation by 5<sup>th</sup> of every month.

In this regard all PDs are instructed to send the Receipts & Payments Account by 5<sup>th</sup> of every month and Bank Reconciliation Statement by 10<sup>th</sup> of every month along with funds adjustment statement. The PDs have to monitor the scheme wise, Component wise, Sub-component wise ledgers and instruct the Accounts Officers to place the balance of funds available scheme/component/sub-component wise which enables the PDs to release the balance of available funds to various beneficiaries covered under the schemes without any delay which helps for effective implementation of the schemes in a mission mode.

The DPMU Vizianagaram has not submitted any UCs at the time of meeting. Most of the DPMUs have promised that the balance of UCs will be submitted at the time of verification of books of accounts as scheduled.

It was noticed that some of the DPMU's have made fixed deposits for huge amounts without permission of MD, MEPMA. All PD's are instructed to withdraw the deposits made earlier if any and see that the amounts are disbursed to the respective beneficiaries.

In spite of repeated instructions & guidelines the DPMUs are not able to verify the releases made to them and carryout necessary entries in their books of accounts. Hence the guidelines for maintenance of accounts in DPMUs which were already circulated should be followed scrupulously.

Most of the Accounts Officers have expressed their view that due to non-Cooperation of specialists in submission of expenditure particulars of funds released under various programmes, for all kinds of Advances, the accounts wing is unable to finalise the Accounts and submit U.C.s promptly as desired by Head Office. Hence the PDs have to bestow their personal attention on this item of work and ensure submission of expenditure particulars by specialists to Accounts Wing.

In the meeting the Accounts Officers/Accountants have requested to provide a Jr.Asst. in the DPMUs so as to enable them to cope with the work load and maintain all required records in the accounts section. It is informed that the matter will be examined and necessary action will be taken accordingly at the appropriate time.

The DPMUs are directly transferring the unspent money available with them to the head office without informing the details of the transfer through a covering letter, due to which it is becoming difficult to reconcile the accounts in head office without transfer details. Hence all the PDs are hereby instructed to make it a point that whenever transfer is made it should be informed promptly to the head office.

It is observed that many of the Accounts Officers/Accountants are not having the required level of knowledge and skills to maintain the books of accounts in DPM units. It is also noticed that many of the Accounts Officers/Accountants have recently joined in MEPMA who require orientation Programme on maintenance of Books of Accounts. In lieu of the situation orientation programme needs to be conducted to them and schedule will be communicated.

All the PDs are hereby instructed to co-operate with the external audit team for the financial year 2011-12 & 2012-13 for which schedule will be communicated shortly.



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