



పట్టణ పేదరిక నిర్మూలన సంస్థ
Mission for Elimination of Poverty in Municipal Areas (MEPMA)
Department of Municipal Administration & Urban Development, Government of Telangana

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

To
The Project Directors,
Municipal Commissioners
& Project Directors of MEPMA
Telangana State.

Lr.No. 115/External Audit/MEPMA/2015/F1, Dt: 11-01-2018

Sir/Madam,

Sub: - MEPMA – Accounts – Conducting of External Audit – Furnish information to M/s. S.Bhalotia Associates, Hyderabad. CA Firm for the financial year 2016-17 - Reg.

Ref: - Lr.Roc.No.115/External Audit/MEPMA/2015/F1, Dt: 29-12-2017 of M/s. S.Bhalotia Associates, Hyderabad, Chartered Accountants Firm. Hyderabad.

I invite your attention to the reference cited.(Copy Enclosed) . I am to inform that M/s. S.Bhalotia Associates, Hyderabad. Chartered Accountant Firm has fianasized Audited Firm to condut external audit for the FY.2016-2017. In the reference cited, they have submitted the tentative check list, Annexures and check list on all the schemes being implemented in all DPMS level to conduct external Audit for the FY- 2016-2017.

Therefore the Project Directors of MEPMA and Municipal Commissioners & Project Directors (District Head Quarter Municipal Commissioners) are requested to update all registers maintained at DPMs level and arrange all the concerned records/documents/files to the above Audit party to conduct External Audit for financial year of 2016-17 and furnish required information in the prescribed proforma (Checklist along with Annexures enclosed) duly producing the relevant required documents / letters to them. There shall not be any delay in furnishing the information to them as it is a time bound schedule. The annexures and check list in reference cited has already been mailed to you on 10-1-2018 to get ready the information in the matter.

Encl:- As above.

Yours faithfully


Additional Mission Director
MEPMA Telangana

Copy to :

M/s. S.Bhalotia Associates, Hyderabad, Chartered Accountants Firm,
Hyderabad for information and necessary action.

MEPMA EXTERNAL AUDIT

CHECKLIST OF DOCUMENTS FOR THE F.Y 2016-17

MD.,MEPMA, Telangana , Hyderabad work order Lr. Roc. No.115/External Audit/MEPMA/2015/F1, dated: 29.12.2017.

As per the work order letter dated, it is requested to furnish following information for conducting Audit.

1. Name, Designation, Mobile. No, Mail. Id of the Head & Staff of DPMU duly signed by PD/A.O/A.A.O/Sr. Asst (**Annexure - I**).
2. Copy of action taken on Previous Audit Report`s remarks i.e., F.Y 2015-16 along with present status report (**Annexure - II**).
3. Month wise Bank Reconciliation Statements duly signed by the PD of DPMS.
4. Details of bank accounts opened / operated/ closed by the DPMS (with signed by PD/AO) along with month wise bank statements for the F.Y. 2016-17 with stamp and sign of concerned bank authority (**Annexure - III**).
5. Details of scheme and component wise funds transferred to the newly formed district /DPMS (**Annexure - IV**).
6. Information on utilization of funds released under various components of NULM and other all schemes being implemented at DPMS.
7. Scheme wise, Component wise, Utilization Certificates submitted to MD, MEPMA.
8. Month wise no. of DBT transactions for the F.Y 2016-17 done under VLR, SMID, PMMY and Interest subvention of NULM scheme & amount (**Annexure - V**).
9. All registers i.e., A& OE register, Advances register, Fixed Assets register and TDS Challan register, Salaries register, Cash Book register maintained for each schemes and Components, Registers , Cheque Issue register, T.A. register /stock register along with connected vouchers and sanction orders/proceedings.
10. Whether any funds kept in the form of FDR/TDR if so furnish details
11. Other Information relating to External Audit for the F.Y 2016-17 as per **Annexure - VI**

ANNEXURE - I

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: - Particulars of sanctioned strength.

* * *

I) The sanctioned cadre strength of the office since last audit date may be furnished in the proforma given below:

.Sl .N o.	Name of the Person	Name of the Post	No. of Posts Sanctione d	Whether Permanent / Temporary	No. of Vacant posts (date from which vacant)	Mobile. No	Mail Id

- i. The period up to which the temporary posts were last continued may be stated and relevant orders may be made available to audit.
- ii. It may be stated whether personnel have been engaged on Contract basis. If so, the vacancies against were engaged may be stated and relevant Agreements, files may be produced to audit.
- iii. Efforts made by the Department to fill the vacancies may be stated and relevant files produced to audit.

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - II

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: -Replies to Previous Audit Report Observations – called for.

* * *

The replies to the observations of previous Audit Reports may be furnished in the following Proforma –

Year of the Report	Para No.	Gist of the Para	Action taken by the Department	Remarks of the Auditor

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - III

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: -Provide the details of Bank Accounts being maintained

S No.	Name of the bank & location	Account No.	Name of the scheme & Component	Whether state / centrally sponsored scheme	Amount Sanctioned	Whether permission from the Govt./Governing Body for opening of account was obtained or not
1	2	3	4	5	6	7

Reasons for non-obtaining of permission from Govt. if any	UCs given to an extent of (Rs.)	Reasons for non utilization of funds	Actual amount at balance in the account as on date (31.03.17)	Remarks
8	9	10	11	12

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - IV

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: -Details of funds transferred to the newly formed DPMS

S No.	Name of the DPM	Account No.	Name of the scheme and component	Total funds to be transferred to newly formed DPMS	Funds transferred to newly formed DPMS	balance funds to be transferred to newly formed DPM	Reasons for non- transferring the funds to newly formed DPMS.	Reasons for non utilization of funds

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - V

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: - Details of DBT transactions for the F.Y 2016-17

S No.	Month	Schemes & Components under DBT	No. of Transactions	Amount	Remarks

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - VI

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: - Other Information relating to External Audit for the F.Y 2016-17

S. No	Particulars	Yes/No	Remarks	Signature of concerned Person
1.	Records called for a. Log Books for the Vehicles b. Register of Lapsed Deposits c. Loans & Advances paid to officials			
2.	Whether any cases of Suspension, Dismissal, and any Disciplinary action taken against the employees and court cases (if yes, furnish details as per Annexure - VII)			
3.	Whether there are any cases of losses, thefts, misappropriation and embezzlement of cash/stores			
4.	Whether the list of unserviceable articles maintained (if yes, furnish details as per Annexure - VIII)			

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - VII

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lt.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: - Information on the cases of Suspension, Dismissal, and any Disciplinary action taken against the employees and list of court cases for F.Y. 2016-17.

Sl.No.	Name of the Employee & Designation	Nature of the irregularity.	Disciplinary action initiated/taken	Details of Disposals	Amount involved

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)

ANNEXURE - VIII

To
The Project Director,
Mission for Elimination of Poverty in Municipal Areas (MEPMA),
Telangana, Hyderabad.

Sir,

Ref Letter No: - Lr.Roc.No.115/External Audit/MEPMA/2015/FI, Dated-29.12.2017

Sub: - Details of the list of unserviceable articles for the F.Y 2016-17

Sl. No.	Name of the article	Date of purchase	Cost of the article (Rs)	Date from which unserviceable article lying idle	Action taken for the disposal	Remarks

Signature
(AO/Sr Assit.)

Signature
(PD)

Signature
(Auditor)