

**State Project Office,  
Rajiv Vidya Mission (SSA),  
Andhra Pradesh, Hyderabad.**

**Cir. Memo. No.SSA/FC/A.IV/4944/2011, Dt: -09-2011.**

**Sub:-** RVM-Review of accounts in the DPOs and Sub-District Units Meeting with the FAOs, EEs, MEOs and MIS Co-ordinators at district level by the State Accounts Team – Tour Programme Communicated.

**Ref:-** 1) This Office Cir. No.766/A4/SSA/2013,dt.31-5-2013 (Entrusting Duties and Responsibilities of Mandal MIS Co-ordinators)  
2) This Office Memo. No.SSA/FC/A.IV/4944/2011, dt.28-08-13

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Consequent on review of accounts with the functionaries of F&A Wings of the DPOs, Hyderabad and Ranga Reddy districts, it is found that inspite of imparting training on maintenance of books of accounts, BRS and Audit and issuance of clear instructions and repeated reminders to streamline the accounts, unspent balances are still lying with the sub-district units, huge amounts of advances are still pending with the sub-district units. Some of the MIS Co-ordinators reported that the MEOs and HMs are not co-operating with them in discharging the duties entrusted to them vide Circular 1<sup>st</sup> cited.

In view of the above, it is decided to depute the State Accounts Teams to the District Project Offices to review the matters such as SMC-wise unspent balances, pendency of advances, progress of statutory audit, adaption of DPOs to new Tally System, retrieval and utilization of unspent balances, CPSMS data etc. The teams will also review performance of the Mandal level MIS Co-ordinators and recommend their continuation or termination based on their performance.

In view of the above, all the Project Officers are informed that there will be a review meeting on the dates indicated against each, in the annexure appended herewith, at the District Project Officer and the FAO, EE, System



Analyst, MEOs and the Mandal level MIS Co-ordinators of the respective districts have to attend the said review meeting.

Hence, the Project Officers are directed to instruct the FAOs to make the following material ready for review by the State Accounts Teams before hand and see that the review is fruitful. A preliminary notes on the above items alongwith the following data, is to be prepared for review at district level with the seal and signature of the Project Officer and the Finance and Accounts Officer concerned.

- a) Statements of MRC-wise, SMC wise unspent balances;
- b) Bank Statements alongwith Xerox copies of Bank Pass Books of all sub-district units alongwith review notes;
- c) Performance report in respect of each of the MIS Co-ordinators (or Data Entry Operator wherever the post of MIS Co-ordinator is vacant) as per the job-chart;
- d) Statement of sub-district unit wise unspent balances retrieved and released from out of the retrieved funds to the SMCs;
- e) Statement of unspent balances available with the sub-district units;
- f) Statement of uniform grants (including stitching charges) released and paid to the supplier of uniform cloth and tailors;
- g) Work wise progress reports in respect of Civil Works pending and progressing;
- h) Up to date Cash Books (including those of 2012-13) of all MRCs in the district concerned alongwith vouchers;
- i) Statements of school wise grants released and returned (RTGS);

The Project Officers are requested to make logistic arrangements for the visiting State Accounts Team and see that the review is fruitful and result-oriented.

  
State Project Director.

To  
All the Project Officers of RVM (SSA).  
The Finance and Accounts Officers of all the DPOs with a request to co-ordinate the functionaries concerned and keep the material ready.

RK 10/9/13  
10/9/13

## ANNEXURE

### SCHEDULE FOR THE ACCOUNTS REVIEW MEETINGS

#### TO BE CONDUCTED AT DPOs OF RVM IN A.P.

16-09-2013 .....	Hyderabad & RR Districts	
17-09-2013 .....	Medak @ Sanga Reddy	
18-09-2013 .....	Nalgonda	
19-09-2013 .....	Mahabubnagar	<b>Members of the State Accounts Team for all Districts:-</b>
20-09-2013 .....	Karimnagar	
21-09-2013 .....	Khammam	
23-09-2013 .....	Warangal	1. Smt. M. Vasundhara, State Finance Controller
24-09-2013 .....	Nizamabad	2. Sri G. Vijayshanker, AAO
25-09-2013 .....	Adilabad	3. Sri M.Rajasekhara Rao, AAO, APKGBV Society
26-09-2013 .....	Srikakulam	4. Sri BNN Lakshmaji Rao, FAO, Hyd
27-09-2013 .....	Vizianagaram	5. Sri Mohd. Firoz, Accountant, SPO
28-09-2013 .....	Visakhapatnam	6. Sri Mohd. Javeed Khan, Acctt., SPO
30-09-2013 .....	East Godavari	
01-10-2013 .....	West Godavari	
03-10-2013 .....	Krishna	
04-10-2013 .....	Guntur	
05-10-2013 .....	Prakasam	
07-10-2013 .....	Nellore	
08-10-2013 .....	Kurnool	
09-10-2013 .....	Kadapa	
10-10-2013 .....	Anantapur	
11-10-2013 .....	Chittoor	

  
State Project Director.

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10/9/13

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