

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER  
PRAKASAM DISTRICT,ONGOLE**

**Present:- Dr.A.Rajeshwar Rao**

Rc.No.2805/A1/RMSA/2013.

Dt. 12-07-2013.

Sub:- RMSA – Utilisation of RMSA funds under various activities – Communications of Guidelines issued by the Commissioner & Director of School Education and Ex-Officio, Project Director, RMSA,AP.,Hyderabad – Regarding.

Ref:-Procs.Rc.No.71/RMSA/2013,Dt.25-03-2013 of the Commissioner & Director of School Education and Ex-Officio, Project Director, RMSA, AP.,Hyderabad.

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It is brought to the notice of the under signed that the Headmasters of Secondary Schools who were retired from service/going to be retired are approaching this office for issue of No-Dues Certificate for RMSA funds released by the Commissioner & Director of School Education and Ex-Officio, Project Director, RMSA, AP.,Hyderabad.

The Headmasters who were approaching for No-due certificate are not submitting the bills properly and it causes much inconvenience to the administration and unnecessary delay.

**Guidelines**

1. Utilisation Certificate should be submitted in duplicate duly counter signed by the Deputy Educational Officer concerned (specimen of U.C. now enclosed)
2. All original bills should be enclosed.
3. Two U.Cs should be given to the Office duly signed by the Headmasters and next senior and it should be counter signed by the Dy.E.O concerned.
4. One set of original bills and one set of Xerox bills duly attested by the Head Master should be enclosed.
5. Letter from the next senior who has taken the charge from the retired Headmaster should be enclosed stating that all the registers, Cash book, Cheque book e.t.c., relating to RMSA funds is handed over.
6. A copy of superannuation orders should be enclosed.
7. Xerox copy of Bank pass book where RMSA funds were maintained should be enclosed.
8. Xerox copy of cash book upto last entry tallying the Bank balance with register should be enclosed.
9. All vouchers should be paid and cancelled by the Headmaster concerned who has drawn the funds.
10. Diversion of funds from recurring (Grant-in-Aid General) to Non-recurring (Grants for creation of capital assets) and vice-verse is not permissible.
11. Every grant shall be utilized before the financial year only.
12. The other guidelines issued by the C&DSE,AP.,Hyderabad is the reference cited enclosed.
13. The funds should be utilized for the funds released items only.
14. Providing drinking water cans not permissible.
15. The guidelines issued by the Commissioner & Director of School Education and Ex-Officio, Project Director, RMSA,AP.,Hyderabad should be followed strictly. Any deviation in this will be viewed seriously and the HM concerned will be liable for the same.

16. Diversion of funds from one head to another head, Utilizing the amounts from one permissible to non permissible item is strictly prohibited.
17. Under any circumstances bills will not be admitted in violation of RMSA guidelines.
18. If any discrepancies in using the grants were found by the Audit committee during the course of audit such amounts will be recovered from the Head Master concerned.
19. Every Deputy Educational Officer in the District should monitor the utilization of RMSA funds regularly whether the released funds were used properly or not.
20. All the Head Masters where RMSA Grants were covered are hereby instructed to pay proper attention in submitting the UCs along with original and duplicate bills to the District Project Officer(RMSA) regularly failure will lead to non-receipt of further grants to the school.
21. The Head masters who were going to be retired on attaining the age of superannuation should be more cautious and they should handover the complete charge of the RMSA grants released to the next in charge. If not no due certificate from this office will not be issued under any circumstances. All the vouchers should be submitted separately, head wise with two copies of UC and one set of Xerox copies duly attested.
22. Interest Amounts shall not be utilized.  
The receipt of the proceedings should be acknowledged forth with.

Encl:- 1. Specimen U.C

2. C&DSE, Ex-officio, Project Director,RMSA,AP., Hyderabad guidelines  
Procs.Rc.No.71/RMSA.2013 Dt.25-03-13.

**Sd/-A.Rajeshwar Rao**  
District Educational Officer  
Prakasam District, Ongole

To

All the HMs of Secondary schools in the District.

All the Deputy Educational Officer in the District.

Copy forwarded to the Chief Executive Officer,Zilla praja parishad,Ongole Prakasam District for favour of information.

Copy submitted to the Commissioner & Director of School Education and Ex-Officio, Project Director, RMSA, AP.,Hyderabad for kind information

Copy submitted to the State Project Director,RVM(SSA)AP.,Hyderabad for favour of kind information

Copy submitted to the Collector & District Magistrate, Prakasam District for favour of kind information.

Copy submitted to the Regional Joint Director of School Education,Guntur for favour of kind information.

Copy to the AD-I table O/o DEO,Ongole,Prakasam District

Copy to the APC,RMSA, Ongole ,Prakasam District table.

// True copy attested //

Assistant Director  
O/o District Educational Officer  
Prakasam District, Ongole