

Minutes of the meeting held on 07.08.2019 with the Administrative Officer/Accounts Officers and Accountants of MEPMA at MEPMA Head Office, Guntur

Finance Manager, MEPMA has attended the meeting and reviewed the progress.

1. Finance Manager has informed that the External Audit work at DPMUs and Head Office of MEPMA for the FY 2018-19 has given to M/s N. G. Rao & Associates, Kakinada as they are clearly aware of the verification of accounts and arriving of correct balances from 2014-15 to 2017-18 and also informed that the External Audit for the FY 2018-19 will commence in all the DPMUs from 21.08.2019.
2. Further, the Finance Manager introduced Sri. Ramakrishna auditor from M/s N. G. Rao & Associates, Kakinada to all the AOs/ Accountants and requested the auditor to give awareness to all AOs/Accountants regarding keeping books of accounts ready for audit.
3. Sri. RamaKrishna Auditor has explained the following points to the AOs/Accountants.
 - a) Updation of cashbooks as on 31.03.2019 both active and inactive.
 - b) Pencil writings, Over writings, whiteners, erasing the figures is not allowed in the cash book. In such cases it is advised that instead of striking the figures pass reverse entry. Cash books must be signed by the AO and PD so as to certify the closing balances.
 - c) BRS must be clear with cheque no., date, amount and purpose and name of the component.
 - d) Payment Vouchers must be enclosed with proceedings, supporting documents, bills, photos, MoUs etc., must be available with accounts section. Paid and cancelled stamp must be available in all the vouchers. In case of purchases above Rs. 5000/- minimum 3 quotations are necessary. Invoice bills compulsory.
 - e) Update Advance register, General Ledger, Fixed Assets Register – with code and number indicating the number of tables, almairahs etc., purchased.
 - f) Vehicles being utilised by the Project Directors must be hired. For which driver badge, agreement (to be renewed every year), tax payment particulars, insurance details and log book etc., must be kept ready for audit.
 - g) Replies to previous year audit paras must be kept ready.
4. AOs/Accountants are instructed to send receipts, expenditure and balance statements along with BRS by 5th of every month without fail. Suresh Senior Accountant is kept in charge for collecting and updating the figures of all the districts.
5. In spite of repeated instructions by this office, TA bills are coming to Head Office without being verifies by AO , counter signed by Project Director and with covering letters.

| Sl. No. | Works | Points | Srikakulam | Vizianagaram | Visakhapatnam | East Godavari | West Godavari | Krishna | Guntur | Prakasam | Nellore | Chittoor | Kadapa | Kurnool | Anathapur |
|----------------------------|---|--------|------------|---------------|---------------|---------------|---------------|----------------|-----------|----------|----------------|-----------|---------|------------------|---------------------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | AWFP - Bills Submission as per Time lines | 15 | 12 | 12 | 0 | 12 | 12 | 13.5 | 12 | 12 | 13.5 | 12 | 13.5 | 12 | 12 |
| 2 | Note files run through e-office | 5 | 4 | 0 | 0 | 0 | 5 | 4.5 | 0 | 0 | 5 | 0.25 | 0 | 0.25 | 0.25 |
| 3 | Cash Book Updation | 10 | 10 | 10 | 0 | 10 | 0 | 0 | 8 | 7 | 10 | 10 | 0 | 8 | 10 |
| 4 | BRS | 5 | 4.5 | 5 | 0 | 5 | 0 | 0 | 3.5 | 3.5 | 5 | 5 | 0 | 4 | 5 |
| 5 | 12 TLF/SLF Audit (Visit 6 days in a month) with Geo Tagging | 24 | 0 | 24 | 0 | 0 | 0 | 15.8 | 0 | 19.92 | 18 | 6 | 0 | 6 | 0 |
| 6 | Advance Adjustments | 10 | 2.5 | 8.9 | 2.6 | 4.3 | 3.1 | 4.8 | 4.8 | 3.8 | 7 | 6.9 | 5.1 | 5.1 | 1.7 |
| 7 | TDS Payments and Quarterly Filing | 10 | 10 | 10 | 0 | 10 | 10 | 10 | 5 | 5 | 10 | 5 | 10 | 5 | 10 |
| 8 | Monthly Receipts and Payments preparation | 6 | 0 | 6 | 0 | 0 | 6 | 3 | 4.2 | 4.2 | 6 | 5.4 | 0 | 6 | 0 |
| 9 | UC's Submission | 15 | 0 | 15 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 13.5 | 0 |
| Total | | 100 | 43 | 90.9 | 0 | 57.3 | 36.1 | 51.6 | 37.5 | 55.42 | 74.5 | 50.55 | 43.6 | 59.85 | 38.95 |
| Grade | | | C | A | Absent | B | C | B | C | B | B | B | C | B | C |
| Name(A.O/Accounts Officer) | | | S A Ramudu | A. Somi Naidu | Pyidithalli | P. Sivaram | K. Satyavathi | S. Visalakshmi | K. Prasad | B. Raghu | G. Sree Ramulu | S. N. Ali | Subbiah | A. V Subramanyam | N. Lakshmi Narayana |

1. From the table it is evident that Vizianagaram is in A grade. East Godavari, Krishna, Prakasam, Nellore, Chittoor and Kurnool are in B grade. AOs of Visakhapatnam and West Godavari have not attended the meeting. Rest of the DPMUs are in C grade.
2. In this connection, it is once again informed that all the AOs/Accountants must be in A grade only. All the Project Directors are instructed to take necessary action to attain A grade.
3. AOs/Accountants must attend the monthly review meeting with required information so as to estimate their working capacities. Information submitted after review meeting cannot be taken into account once grading is fixed.
4. Instructions issued not to club the details of remunerations of HR employees with Non-HR employees while submitting to Head Office for payments. After transferring salaries/remunerations AOs are instructed to verify the accounts transferred statements.
5. Note files must be maintained separately. Note files of different components cannot be clubbed.
6. In view of ensuing external audit for the FY 2018-19, AOs must prepare subject wise pending advances and settle the advances before commencement of external audit without fail .
7. All the DPMUs must follow adopt the similar procedure in preparation of receipts, expenditure and balance statements and BRS.
8. Food expenses in MEPMA bazaars cannot be allowed. Original bills must be enclosed to the claims. Xerox bills cannot be entertained.
9. Submit Xerox bills duly enclosing the attachment – indicating number of copies, subject and signature of the concerned specialist/staff.
10. While submitting claims clear narration is must like- purpose, month, number of persons, names etc.,
11. Deduct TDS in food bills.
12. In case of training bills attendance, photo, limit the expenditure as per sub budget lines and total budget lines.
13. AOs/Accountants are instructed to follow the instructions issued in the meeting minutes of Project Directors held on 11.07.2019 and finalised by the Mission Director, with regard to submission of claims/TA bills etc. , from the date of issue of the minutes.

Signature valid

MISSION DIRECTOR

Digitally signed by Chinnu
Thataiah Pokala
Date: 2019.08.20 11:06:23 IST
Reason: Approved

