

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER & EX-OFFICIO DPC,
RMSA /APMS : CHITTOOR DISTRICT**

Present: Sri K.Pandurangaswamy, M.Sc., M.Ed., Phd.,

Rc.No.129172/B1/RMSA/2018

Dated:08.06.2018

Sub:- RMSA, Chittoor District – Appointment of M/S Sateesh & Srinivasu, Chartered Accounts, Hyderabad for auditing of the accounts of Rashtriya Madhyamik Shiksha Abhiyan (Centrally sponsored scheme) for Chittoor District at District Level, School Level and Girls Hostel for the year 2017-2018 – Fix up dates & venues for audit – Instructions –Issued-Regarding.

Ref:- 1) Proc.Rc.No.485/RMSA/2018 dated. 16.05.2018 of the Commissioner of School Education & Ex-Officio, Project Director, RMSA, A.P., Amaravathi.
2) E-mail dated 05-06-2018 from Sri Vijay Mittal, M/S Sateesh & Srinivasu, Chartered Accounts, Hyderabad

In pursuance of the instructions issued in the reference 1st and 2nd read above, all Deputy Educational Officers in the district are hereby informed that, M/S Sateesh & Srinivasu, Chartered Accounts, Hyderabad are coming for auditing of all Secondary Schools (ZP, Govt, AP Model Schools, KGBVs, Municipal, Social Welfare (BC, SC, ST) Tribal Schools, Ashram Schools, APREIS Schools..etc) and Girls Hostels to whom funds are released under RMSA for the year 2017-2018 in Chittoor District.

In this regard, M/S Sateesh & Srinivasu, Chartered Accounts, Hyderabad in the reference 2nd read above, has proposed the following dates for conduct of audit of accounts at Divisional Level.

S.N o.	Name of the Division	Proposed Dates for Audit	Venue
1	Tirupathi	20.06.2018	Sri Padmavathi Girls High School, Balaji Colony, Tirupathi
2	Puttur	21.06.2018	Dy.E.O's Office, Puttur
3	Madanapalli	22.06.2018	GRT High School, Madanapalli
4	Chittoor	23.06.2018	Municipal Primary School, Balaji colony, Chittoor.

Therefore, all the Deputy Educational Officers in the District are requested to issue the necessary instructions to all the Head Masters/Principals/Special Officers of the **Secondary Schools (Govt., ZPHS, KGBVs, Municipals, AP Model Schools, Social Welfare (BC, SC, ST) Ashram Schools, APREIS) & Girls Hostels in all Managements (Except Private Un Aided) to whom the funds are released under the RMSA to attend along with all relevant records** as noted below on the schedule date. And also communicate formats as communicated by the Director RMSA and Chartered Accountant.

- 1) Printed Bank Statements /Pass Books for the period concerned up to 31.03.2018
- 2) Sanction Letters/ proceedings
- 3) Copies of Quotations called for if any
- 4) Bank Entries Register and Stock Registers
- 5) Expenditure Details supported by vouchers, bills etc in original
- 6) Cash on hand/ Cash Book and other registers
- 7) Civil Works – Supporting material with M: Books
- 8) SMDC Resolutions
- 9) Other related Documents / files (Audit)
- 10) Unspent balances remitted, if any (Bank pay in slips or any other related letters)
- 11) Auditing Formats

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