

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION & EX -
OFFICIO PROJECT DIRECTOR, RMSA, IBRAHIMPATNAM, AMARAVATHI,
ANDHRA PRADESH**

Present:: K Sandhya Rani, IPoS.,

Rc.No.1523/RMSA-AP/2015

Dated:18.11.2015

Sub: RMSA- Amaravathi – Internal Audit to the RMSA accounts since the inception of the scheme in the state – Orders – Issued – Reg.

Ref: Manual for Financial Management & Procurement of RMSA issued by Govt., MHRD, New Delhi.

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All the District Educational officers in the state are invited to the reference cited as per para 6 of the Manual for financial Management & procurement for RMSA, the internal audit of schools is conducted on a percentage basis. Hence, the Commissioner of school Education and Ex-Officio, Project Director RMSA, Amaravathi is here by ordered to conduct the internal Audit of Accounts of RMSA at District and school level from the inception of the introduction of the RMSA Scheme up to 15-16.

Accordingly the Accounts officers who are incharge of the Districts concerned are hereby directed to conduct internal audit random-wise @ 20 schools in each district the following district are allotted to the Accounts Officers.

S.No	Name of the Accounts Officers	Allotted Districts
1.	Sri. A. R.K.Sarma , Accounts Officer, Kakinada	1.Srikakulam 2. Vizianagaram 3. Visakhapatnam
2.	Smt.G.S.Tara Devi, Accounts Officer Vizianagaram	1.East Godavari 2. West Godavari 3. Krishna
3.	Sri. A.Dharama Rao, Accounts Officer, Srikakulam	1.Guntur 2. Prakasam 3. Nellore
4.	Sri. K. Murali, Accounts Officer, Guntur	1.Chittoor 2. Kadapa
5.	J. Venkateswara Kumar, Accounts Officer, Krishna	1. Ananthapur 2. Kurnool

The Accounts Officers are here by directed to audit the following records and complete the internal audit on or before 20-12-2016 with the co-ordination of Superintendent concerned and submit their reports by 21-12-2016 without fail.

1. Cash book with voucher wise with the entries of the pass book.
2. Pass book with up to date entries.
3. Stock Registers
4. Attendance Register with reference to payroll
5. Ledgers
6. Advance Registers
7. Expenditure Statement with reference to the bank reconciliation statement
8. Civil works & M.Book with relevant material.
9. SMDCs resolutions.
10. TDs Statement /Recoveries/Challans/returns etc.,
11. Other relevant documents (Mou in between contractors and DEO etc.,)
12. Furniture Register.

They also directed to observe the following items in the schools concerned, they are eligible for T.A &D.A as per rules.

1. Bank interest accrued
2. Date of remittance of interest & Unspent balances
3. ICT Computer lab,
4. Generator positions/Condition,
5. Cash in Bank and Cash in Hand,
6. Maintenance of Toilets, whether the payment made to the agency or if any.

This should be treated as most urgent.

Yours faithfully,
K Sandhya Rani
Commissioner of School Education & Ex-Officio
Project Director, RMSA, Ibrahimpatnam,
Amaravathi

TO

The District Educational Officers of all District with a request to communicate these orders to all Head Masters of all schools and direct to keep ready to show the records to the internal audit party as and when they come.
Copy to the Accounts Officers of concerned District through the District Educational Officers

//True Copy Attested//


DIRECTOR, RMSA (FAC)


21/11/19