

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER &
DISTRICT PROJECT COORDINATOR, RMSA, SPSR NELLORE DISTRICT**
Present:- Sri K. Samuyelu, M.A., B.Ed.,

Rc.No.3110/D1/RMSA/2018

Dt:04-06-2018

Sub:- RMSA – Audit -2017-18 – School Level audit for 2017-18 – Certain instructions issued - Regarding.

- Ref :-
1. Procds. Rc.No. 485/RMSA/2018, dated.16.05.2018 of the Commissioner of School Education & Ex-Officio Project Director, RMSA, Andhra Pradesh, Amaravathi.
 2. Email dated.01.06.2018, received from M/s C.V.S. Bala Chandra Rao & Co, Chartered Accountant, Hyderabad.

In pursuance of the orders issued in the reference 1st cited, the Commissioner of School Education & Ex-Officio Project Director, RMSA, Andhra Pradesh, Amaravathi, it is informed to all the Principals/ Headmasters of Secondary schools in the District that, the RMSA Audit for 2017-18 is scheduled from 18.06.2018 to 20.06.2018. The proformas are appended to this proceedings.



Hence all the Principals/ Headmasters of Secondary Schools in the District are requested to attend the Audit as per following schedule along with the following records without fail along with 3sets of UCs.

1. Printed Bank Statements/ Pass Books for the period concerned up to 31.03.2018
2. Sanction Letters/ Proceedings
3. Copies of Quotation called for if any
4. Bank entry register & 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 s Resolutions
9. Other related documents/ files (Audit)
10. Unspent balances remitted, if any (Bank pay in slips or any other related letters)

If not attended for the Audit, defaulters names will be intimated to the Commissioner of School Education & Ex-Officio Project Director, RMSA, Andhra Pradesh, Amaravathi. No exemptions will be entertained.

| S.No | Division | Audit dates | Venue |
|------|------------------|-------------|----------------------------|
| 1 | Kavali Division | 18.06.2018 | ZPBHS, Kavali |
| 2 | Gudur Division | 19.06.2018 | ZPBHS, Gudur |
| 3 | Nellore Division | 20.06.2018 | ZPBHS, Dargamitta, Nellore |

//Attested//


Assistant Director,
O/o District Educational Officer,
SPSR Nellore District

4/6/18

Sd/- K. Samuyelu
District Educational Officer &
District Project Coordinator, RMSA
SPSR Nellore District

To

All the Principals/ Headmasters of secondary schools in the District.

All the Deputy Educational Officers in the District.

Copy Submitted to the Commissioner of School Education and Ex-Officio Project Director, RMSA, AP, Amaravathi for favour of kind information.

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