

O/o the District Educational Officer,
Nellore dated 21-01-2012

All the Headmasters of Government / Zilla Praja Parishad High school in the district are requested to attend the Audit verification along with RMSA records as per the check list and formats (year wise) which is enclosed herewith as per schedule given below.

1.	KAVALI DIVISION	23-01-2012	CAM HS, MULAPET, NELLORE
2.	NELLORE DIVISION		
3.	GUDUR DIVISION	24-01-2012	ZPBHS, GUDUR

Sd/-Muvva Ramalingam
District Educational Officer
SPSR Nellore district

To

All the Headmasters of Govt/ZPP High Schools in the District

Copy to the Deputy Educational Officers in the district. They are requested to intimate the same to all the Headmasters of high schools in their jurisdictions with instructions to attend the audit verification compulsory.

CHECK LIST

RMSA Audit Zilla Parishad High School and Govt.High Schools

..... DIST.

1	Name of the school & mandal,		Submitted with Xero copies yes/No
2	Name of the HM and cell number		Yes/No
3	Receipts and Payments		
4	Bank statement/Pass book		Yes/No
5	Cash book		Yes/No
6	Bills & Vouchers		Yes/No
7	Utilization certificates		Yes/No
8	Resolution book		Yes/No
9	Incase of Civil works: Account Bills ,M.books, UC's, Proceedings		Yes/No

Three Parts

- 1) 01-04-2009 To 31-03-2010
- 2) 01-04-2010 To 31-03-2011
- 3) 01-04-2011 To 31-12-2011

Signature of the HM

RASHTRIYA MADHYAMIK SHIKSHA ABIYAN

NAME OF THE SCHOOL

DISTRICT

RECEIPTS AND PAYMENTS A/c FOR THE YEAR 2009-2010

RECEIPTS	Date	Amount	PAYMENTS	Date	Amount
	Proceeding No			Proceeding	
To Opening Balances			Pyaments towards Civil Works		
(a) Cash at Bank			By		
Name of the Bank & A/c No					
(b) Cash on Hand			By Electricity		
To Funds Recd School Grant					
(a)			By Water		
(b)					
To Funds Recd Civil Works			By Repairs & Maintenance		
(a)					
(b)					
To Interest			By Purchase of Liabrary Books		
(a)					
(b)			By Lab Equipment		
			Closing Balance		
			(a) Cash at Bank		
			Name of the Bank & A/c No		
			(b) Cash in Hand		
TOTAL			TOTAL		

Head Master

RASHTRIYA MADHYAMIK SHIKSHA ABIYAN

NAME OF THE SCHOOL

DISTRICT

RECEIPTS AND PAYMENTS A/c FOR THE YEAR 2010-2011

RECEIPTS	Date	Amount	PAYMENTS	Date	Amount
	Proceeding No			Proceeding	
To Opening Balances			Pyaments towards Civil Works		
(a) Cash at Bank			By		
Name of the Bank & A/c No					
(b) Cash on Hand			By Electricity		
To Funds Recd School Grant					
(a)			By Water		
(b)					
To Funds Recd Civil Works			By Repairs & Maintenance		
(a)					
(b)			By Purchase of Liabrary Books		
To Interest			By Lab Equipment		
(a)			By Other Expenditure		
(b)					
			Closing Balance		
			(a) Cash at Bank		
			Name of the Bank & A/c No		
			(b) Cash in Hand		
TOTAL			TOTAL		

Head Master

RASHTRIYA MADHYAMIK SHIKSHA ABIYAN

NAME OF THE SCHOOL

DISTRICT

RECEIPTS AND PAYMENTS A/c FOR THE YEAR 2011-2012

RECEIPTS	Date	Amount	PAYMENTS	Date	Amount
	Proceeding No			Proceeding	
To Opening Balances			Pyaments towards Civil Works		
(a) Cash at Bank			By		
Name of the Bank & A/c No			Mbook No		
			Mbook Page No		

(b) Cash on Hand			By Electricity		
To Funds Recd School Grant					
(a)					
(b)			By Water		
(c)					
To Funds Recd Civil Works					
(a)			By Repairs & Maintenance		
(b)					
(c)					
To Interest			By Purchase of Liabrary Books		
(a)					
(b)			By Lab Equipment		
To Loan from HM			By Other Expenditure		
			Closing Balance		
			(a) Cash at Bank		
			Name of the Bank & A/c No		
			(b) Cash in Hand		
TOTAL			TOTAL		

Head Master