**Proceedings of the District Educational Officer & Ex-Officio Project Coordinator, RMSA, West Godavari, Eluru.**

 Present: **Smt. R.S. GangaBhavani, M.Sc., B.Ed.**

 **Rc.No.149/RMSA /2017 Dt.22-06-2017**

**Sub:-** RMSA – Empanelled Chartered Accountants – Auditing of the Accounts of (RMSA) Rastriya Madhyamik Shiksha Abhiyan for the year 2016-17 by the Chartered Accountants at District Level – Submission of relevant records – Regarding.

**Ref:-** Proc.Rc.No.1096/B/RMSA-AP/2016 Dt.16-06-2017 of the Commissioner of School Education & Ex-Officio Project Director, RMSA, Ibrahimpatnam, A.P. Aamaravathi.

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 All the Deputy Educational Officers are invited to the subject read above and they are informed that the Commissioner and Director of School Education & Ex-Officio Project Director, RMSA has appointed M/s. Nalini & Murali Associates, Hyderabad as Chartered Accountant for Auditing of Accounts of all Secondary Schools to whom RMSA funds are released for the year 2016-17

 Therefore, they are requested to depute the Headmasters of Secondary Schools to the following venues on the date mentioned with the following relevant records.

1. Printed Bank Statements / Pass Books for the period concerned up to 31-03-2017.
2. Sanction letters / Proceedings.
3. Copies of Quotation called for if any.
4. Bank Entry 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. SMDCs Resolutions
9. Other related documents / files (Audit)
10. Unspent balance remitted, If any (Bank pay in slips or any other related letters)

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| --- | --- | --- | --- |
| **S. No.** | **Date** | **Venue** | **Whom to attend (Division /Mandal)** |
| 1. | **03-07-2017** | PSM Municipal Girls High School, Bhimavaram. | Bhimavaram Division and Achanta, Elamanchili, Penumantra, Poduru, Penugonda Mandals of Tanuku Division |
| 2. | **04-07-2017** | ZP High School, Tadepalligudem. | Tadepalligudem Division and Tanuku, Attili, Iragavaram, Peravali, Undrajavaram Mandals of Tanuku Division |
| 3. | **05-07-2017** | Govt. High School, Koyyalagudem. | Koyyalagudem Division |
| 4. | **06-07-2017** | Govt. Girls High School, Eluru. | Eluru Division |

**Sd/- R.S. Ganga Bhavani**

District Educational Officer &

 Ex-Officio Project Coordinator,

RMSA, West Godavari, Eluru.

To

All the Deputy Educational Officers in the District.

Copy to the M/s. Nalini & Murali Associates, Hyderabad for information.

Copy submitted to the Commissioner of School Education & Ex-Officio Project Director, RMSA, A.P. Ibrahimpatnam, Amaravathi.