

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE SECRETARY, APTWREIS (GURUKULAM), HYDERABAD

Cir.Memo No.F2/2021/2010-11

dt.29 -12 -2010.

Sub: Gurukulam –Accounts- Use of Online Financial Accounting system (FAS) for all the transactions at Head Office of Gurukulam & Institutions w.e.f 01-04-2010 – Instructions – Issued.

Ref: Resolution of the IXth Board of Governors Meeting Dt.07-09-2010.

All the Principals/OSDs are informed that to monitor the utilization of funds at the institution level a need was felt to utilize the software developed by National Informatics Centre (NIC) to ensure proper accounting of the funds meant for Tribal students.

Training programs and workshops on FAS were already completed and further training programs will be given in due course. User Manual can be downloaded from FAS website for ready reference, however this office will provide hard copy of user manual to all the institutions in due course.

All the Principals/OSDs are accordingly instructed that every expenditure relating to the Institutions as well as Head office shall be made only through the Online Financial Accounting System (FAS) w.e.f 01-04-2010. **Any expenditure outside FAS will be treated as unauthorised/ (Irregular).** Further, backlog data entry from 01-04-2010 till the date of implementation i.e, 01-01-2011 should be entered in to FAS by 15-02-2011.

All the Principals/OSDs are further instructed to strictly adhere to the instructions given below:

- 1) All the Manual records relating to accounts may be updated immediately to enter into FAS and must tally with the entries entered in the software.
- 2) For this financial year existing practice of maintenance of manual accounts will be continued along with entry in to FAS.
- 3) Opening balances of advances entries should be entered in to FAS while entering backlog data.

- 4) Separate bank accounts may be maintained scheme-wise to ensure proper accounting. For the transactions which were already completed viz., backlog entries w.e.f 01-04-2010 wherein all schemes were clubbed into a single account the Principals/OSDs are informed to clearly workout the amounts received by them for each scheme in the financial year 2010-11 and accordingly place the Opening balances as well as expenditure incurred to facilitate arriving at the accurate Closing balance through FAS for the next financial year 2011-12 and there will be no need for entering Opening Balances as on 01-04-2011.
- 5) It has also come to notice that some institutions are maintaining Cash in Hand apart from the Cash being maintained at Banks which is not permitted by this software and hence all the Principals/OSDs are requested to ensure that all the Cash on hand as on date (01-01-2011) is transferred to the Bank accounts only and all payments effected through cheques. For the Cash transactions which have already taken place w.e.f 01-04-2010 a provision will be made in the software to facilitate entering such transactions. **This provision shall be disabled w.e.f 01-04-2011.**
- 6) Any amount needed to meet Emergent expenditure/Contingent expenditure at the institution level may be drawn as an advance and adjusted with supporting bills/vouchers. **Money in no case shall be drawn in cash as direct expenditure and handled.**
- 7) All transactions in the institutions shall henceforth be done through Cheques/DDs only.
- 8) Amounts available with the institutions as on 01-01-2011 in all the bank accounts in all the schemes shall be invariably entered into FAS. Any amounts found not entered into FAS at a later date will be dealt with severe action
- 9) All the accounts at the institution level shall be Savings Accounts only as suggested by the Internal Auditors.
- 10) Deductions and Recoveries such as Quarter maintenance fees, festival advances etc., shall be remitted back to Gurukulam Head office.

11) All the test data entered so far by the institutions will be deleted by NIC authorities on 31-12-2010. All the Principals/OSDs are informed that any data entered after 01-01-2011 will be authenticated data and will be reflected in the website. Hence, utmost attention may be paid while entering data leaving no scope for any errors.

Internal Auditors & OSDs of the Head Office of Gurukulam already acquainted with FAS will be monitoring the usage of the software as and when they visit the institutions apart from being monitored at State level by the Secretary Gurukulam on a daily basis.

All the Principals/OSDs are hereby instructed to scrupulously adhere to the above instructions failing which they will be held personally responsible as the Drawing & Disbursing Officer.

Sd/-

SECRETARY

//Attested//

Dy.Secretary(Accounts)

To,

All the Principals/OSDs of Residential Schools & Colleges of Gurukulam Institutions.

The Internal Auditors & OSDs of Gurukulam Head Office.

Copy submitted to the Special Chief Secretary(TW) for kind information.

Copy submitted to the Commissioner, Tribal Welfare for kind information.

Copy to the State Informatics Officer, APSU-NIC Hyd for information.

Copy to the Project Officers, ITDA for information.

Copy to Joint Secretary/Dy.Secretary(Admn)/Dy.Secretary(Acad)/ Asst. Secretaries, for information.

Copy to the DD/DTWOs in the State for information.

Copy to Sri.T.Hanumantha Rao, Sr.Tech.Director, NIC- APSU, Hyd.

Copy to Sri.T.Sreedhar Sharma Sr.Systems Analyst, NIC-APSU Hyd.

