

O/o the Secretary,
APTWREIS (Gurukulam),
Hyderabad

CIRCULAR

Rc.No.17697/KGBV/2014

Dt.:20.02.2014

- Sub: Gurukulam - Hyderabad - KGBV - Joint Signatories with Principals of APTWRS Maintenance of Accounts, bills and procurement - Certain instructions - Issued - Reg.
- Ref: 1. Lr.Rc.No.1231/APKGBV/2013, Dt:30.08.2013 of the SPD & VC, RVM(SSA)/AP KGBV Society, AP, Hyderabad.
2. Circular Instructions of the SPD/VC, APKGBV Society Rc.No.553/APKGBV/ Budget/2013-14 dated 19.06.2013
3. 548/Budget/APKGBV/Training/2013-14, dated:20-06-2013.
4. This Office Procs.Rc.No.17697/KGBV/2014, dated 23-01-2014.
5. The Minutes of the Orientation Training Programme held on 11th & 12th February'2014, dated 15/02/2014.

The Principals of APTW Residential Schools are requested to download the above references from the Gurukulam web site (aptwgurukulam.gov.in) and instructed to change the Joint Signatories with Contract Spl. Officers (CSO) of KGBVs concerned. Further they are instructed to follow the Guidelines/ Instructions for maintenance of Accounts, Vouchers and Registers etc. future in scrupulously.

1. The Principals are instructed to visit the KGBV concerned at least once in a month and verify the cash book, stock register per capita statement etc. and also conduct review meeting with staff and note resolutions in minutes book.
2. Keep the updated registers and records of the previous period in safe custody for all audit/inspection purposes and also maintain assets, stock registers.
3. Implement the Gurukulam norms in respect of the Academic, Co-Curricular activities etc.
4. Make arrangements to install Internet Connection, Web Cameras with Head Phone and implementation of SAMS, HIMS etc.

5. The Principal are requested to keep an amount of Rs.10000/- with CSO of the (23) KGBVs (listed below) and Rs.5000/- with CSO of the rest of KGBVs as a permanent advance for petty expenses in the Institution. At the time of the visit of the Principal the said expenses shall be passed and issue a check to that extent amount for recoument and book the vouchers in Cash Book.

Sl. No.	District	Place of the KGBVs	Name of the Joint Signatory authorised			Distance in Kms
1	Vizianagaram	Mentada	Principal,	APTWRS(B)	P.Konavalasa	60
2	Guntur	Bollapally	Principal,	APTWRS(B)	Nagarjunasagar	90
3	Chittoor	Kalakada	Principal,	APTWRS(B)	Renigunta	90
4	Chittoor	Santhipuram	Principal,	APTWRS(B)	Renigunta	160
5	Chittoor	Mulkalacheruvu	Principal,	APTWRS(B)	Renigunta	160
6	Kadapa	S. Mydukur	Principal,	APTWRS(G)	Rayachoti	100
7	Ananthapur	Gorantla	Principal,	APTWRS(G)	Tanakallu	80
8	Ananthapur	Mudigubba	Principal,	APTWRS(G)	Tanakallu	80
9	Ananthapur	Nallamada	Principal,	APTWRS(G)	Tanakallu	70
10	Ananthapur	Talupula	Principal,	APTWRS(G)	Tanakallu	70
11	Kurnool	Gonagandla	Principal,	APTWRS(G)	Mahanandi	70
12	Kurnool	Tuggali	Principal,	APTWRS(G)	Mahanandi	120
13	Kurnool	Chippagiri	Principal,	APTWRS(G)	Mahanandi	120
14	Mahabubnagar	Bommaraspet	Principal,	APTWRS(B)	Balanagar	80
15	Ranga Reddy	Manchal	Principal,	APTWRS(B)	Kulkacherla	120
16	Ranga Reddy	Basheerabad	Principal,	APTWRS(B)	Kulkacherla	85
17	Medak	Narayankhed	Principal,	APTWRS(B)	Narsapoor	110
18	Adilabad	Dandepally	Principal,	APTWRS(B)	Utnoor	70
19	Adilabad	Khanapur	Principal,	APTWRS(B)	Utnoor	80
20	Adilabad	Kadam	Principal,	APTWRS(B)	Utnoor	70
21	Karimnagar	Husnabad	Principal,	APTWRS(G)	Yellareddypet	120
22	Nalgonda	Narayanapur	Principal,	APTWRS(B)	Miryalaguda	150
23	Nalgonda	Peddavura	Principal,	APTWRS(B)	Miryalaguda	70

The guidelines for the Contract Special Officers (CSO):

(i) SALARIES:

Monthly paybills should have following enclosures.

1. Paybill in Form-47 with name and designation of the employee duly making pass order for net amount.
2. Utilisation certificate, Receipts & Expenditure of previous month in prescribed proforma duly signed by the accountant, and the Contract Special Officer in the prescribed proforma.
3. Xerox copy of the previous month acquaintance
4. Posting, Joining Report should be enclosed, if any changes occurred.
5. The following certificate should be enclosed
“ Certified that apart from the normal checks, I have verified the claim after obtaining all the required details, cadre strength, arithmetical accuracy and found correct. The claim was not preferred and paid previously”. After deducting the UD pay amount of Rs.The net salary for this month is Rs.”
6. Per- capita,borders Statement of previous month for previous month.
7. UD Pay certificate
8. The UD Pay of the previous month is given below:

Sl. No.	Item	Released amount	Expenditure incurred	UD Pay
1	Salaries			
2	Diet			
3	Cosmetics			
4	Others			
Total				

(ii). ELECTRICITY,RENTS & STITCHING CHARGES:

1. Original demand (Bill), Non-drawl certificate should be enclosed for release of Electricity Consumption charges.
2. Original Bill in FORM-58, Rental agreement deed, Advance stamp receipt, Rent fixation order, Non-drawl certificate should be enclosed for release of amount.
3. Original printed bill with stock entry, advance stamp receipt, Non-drawl certificate should be enclosed for release of payment.

(iii) DIET & COSMETICS:

1. Monthly Diet & cosmetic shall be released on the basis of attendance reports of SAMS of KGBV concerned.
2. Class Room and Hostel Attendance and Attendance reflected in SAMS should be tallied.
3. Stores and stocks should be verified regularly and attested in the registers by the CSO.
4. Contract Special Officers shall verify physically the Assets available in the institution with reference to Assets registers and certify the same every Year on March 31st and taken counter signature of the principal concerned.
5. Purchases should be made only through GCC/ approved tenderer, no local purchases to be entertained.
6. Contributions towards donations and giving advertisements to press and media are strictly not permitted from the KGBV funds.
7. All sanctions, purchases, procurement etc should be the within the limits of the sanctioned amounts only towards contingencies.

(IV) GENERAL:

1. Every Institution should have only one Saving Bank account. All other current accounts should be closed immediately
2. Parent Teacher Association meetings should be held quarterly, the minutes of the meeting along with photo shall be furnished to the Head office through e-mail/ soft copy.
3. Diet. Contingent expenditure should not exceed the sanctioned amount, if any excess found the same may be recovered from the CSO concerned.
4. Salaries shall be paid only after receipt of the sanctioned amount from the Head Office.
5. TDS to be deducted mandatory @ 2% on the gross amount of the bill at source by the CSO concerned and remit into the IT Department.
6. The Prof.Tax should be remitted to the Govt. a/c within the three days from the date of disbursement.

7. Professional Tax rates to be followed for all employees -

Below Rs.15000- No Prof.tax.

Range from Rs.15001 to 20,000 - Rs 150 per month

Range from Rs.20001 & above - Rs 200 per month

This amount should be credited to Major head 0028- Other taxes on income and expenditure-107- Taxes on professions, trades, callings and employment 01- Receipts from PTCE.

8. TA bills of the CSOs shall be claimed with the counter signature of the concerned Principal.
9. No TA shall be paid to the Teaching and Non-Teaching staff.
10. Full particulars of expenditure with sub-voucher for individual items should be furnished in the statement enclosed to the bill. All sub-vouchers for payments exceeding Rs.1,000/- and above should be enclosed to the bills. Sub-vouchers not exceeding Rs.1,000/- should be cancelled and filed in the office copy and certificate to that effect should be furnished on the bill. **(SR - 18(e)TR - 16).**
11. Mobile Phone charges are restricted to Rs500/-per month. If exceeds the over and above amount shall be paid personally.

(v). AUDIT:

1. Since inception, all the following Records /Registers are to be kept under the safe custody of the Existing Contract Special Officer only. CSOs are responsible to take over the previous records from the SOs concerned. If any shortfall in records, give written complaint against former Special Officer immediately to the Principal intimation to the under signed.
 - a. Cash Book
 - b. General Ledger
 - c. Stock Register
 - d. Stock issue Register
 - e. Hostel & Class Room attendance Register
 - f. Asset Register
 - g. Per-capita Statement Register
 - h. Tender & Rental agreement Register
 - i. Serially numbered Cash Vouchers duly signed by the accountant, Sr. CRT & Special Officer
 - j. TA Bill Register
 - k. Paybill Register
 - l. EMD Register
 - m. Purchase of Medicine Register
 - n. Sick students Register etc.

2. All vouchers should contain supporting printed bills.
3. Physical verification of the stock shall be verified by the CSO periodically.
4. If any hand-loans noticed, the disciplinary action shall be initiated against the CSO.
5. The EMDs should be deposited as Fixed deposits in the concerned bank.
6. Quotations, Estimations and Pro-forma invoices shall not be accepted as bills. Tampered bills are not accepted.
7. Medicines shall be purchased on the prescription of the medical officers only. Irregular medical bills shall be recovered from the CSO concerned only.
8. All the entries should be reconciled with bank statement and prepare monthly and annual bank reconciliation statement.

Encl: As above

Sd/-
Secretary

Asst. Accounts Officer (KGBV)

To
The Liaison Principals of APTW Res. School concerned.
All the Special Officers of KGBVs in the State.
Copy to all the POs of ITDA / DTWOs of Non-ITDA areas.
Copy to the Gklm Cell incharges in the State.
Copy to the Gurukulam Website.