

OFFICE OF THE SECRETARY,
**ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY: HYDERABAD**

Rc.No.Z-VI/1100/2005

Dated:01.03.2005

C I R C U L A R

Sub:- APSWREI Society – General Section – Movable & Immovable property possessed, acquired and disposed – Annual statement for the year 2004- Called for from all employees of APSWREI Society as per CCA Rules-Reg.

* * *

It is to inform that the Society has adopted the latest Govt. A.P. Civil Services (CCA) Rules, 1991 and made applicable to the APSWREI Society employees of Service (Discipline & Appeal) Rules 1987 of A.P.S.W.R.E.I. Society under additional Agenda Item No.III in 16th B.G.

As per Sub-Rule (7) of Rule-9 of A.P. Civil Services (Conduct) Rules **“Every Government employee, other than a member of Andhra Pradesh Last Grade Service and a Record Assistant in the Andhra Pradesh General Subordinate Service, shall on first appointment to the Government service submit to Government a statement of all immovable property/properties irrespective of its value and movable property / properties whose value exceeds (Rupees Twenty thousand) owned, acquired, or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family”**, in the forms prescribed in **Annexure I and II** separately. The Sub Rule (1) & (2) of Rule-9 of Conduct Rules for the employees of APSWREI Society also indicates the above instructions.

In view of the above, all the employees working under the control of Principal should submit the details of movable and immovable property possessed / acquired and disposed of by them to the Head of the Institution i.e., Principal concerned by 15th January every year without fail for the maintenance by the Principal in the Personal files of the individuals. For the current financial year they should submit the details in prescribed formats immediately to the Principal concerned. In respect of Principals, they should submit the details in prescribed formats immediately to the Society Head Office and every year before the above prescribed date. The Principals concerned will be held personally responsible for any deviation in this regard. The Officers and staff working in Society Head Office are also instructed to submit the above details in the Society Head Office in the prescribed formats before the stipulated date.

Sd/- M.G. GOPAL
SECRETARY
for SECRETARY

To

All the Principals of APSWR Institutions including Project Institutions with instructions to serve the copy of the Circular to the Staff members working under his/her control for necessary action.

All the Officers and Staff members (except Class-IV employees & Record Asst.) working in Society Head Office.

ANNEXURE – I

[G.O.Ms.No.52, G.A. (Ser-C) Department, Dt:04.02.1981]

Statement of immovable property possessed, acquired and disposed of by Sri _____ or any other person on his behalf or by any Member of his Family during year ending _____

[Sub-rule (7) of Rule 9 of A.P.S.C. (Conduct) Rules, 1964]

Name of the Property	Situation of property (Survey/Municipal Number with extent)	Held in whose name	Date & mode of acquisition/disposal	Price paid/Obtained	Source of Payment	Whether information given or sanction obtained with reference no. and date.	Annual income from property.
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
House							
Flat							
Shop							
House Plot							
Agil.land [Dry or wet]							
Any other immovable Property							

Note:-Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

ANNEXURE – II

[G.O.Ms.No.52, G.A. (Ser-C) Department, Dt:04.02.1988]

Statement of movable property possessed, acquired and disposed of by
Sri _____ or any other person on his behalf or by any Member of
his Family during year ending _____

[Sub-rule (7) of Rule 9 of A.P.S.C. (Conduct) Rules, 1964]

Name of the Property	Held in whose name	Date and mode of acquisition/ disposal	Name & Address of person from whom acquired/to whom disposed of	Whether transaction done within the limits of jurisdiction	Price paid/ Obtained	Source of payment
[1]	[2]	[3]	[4]	[5]	[6]	[7]
Movables [Whose value exceed *[Rupees twenty thousand]						
Vehicles: Motor car / Motor cycle/Scooter / Any other vehicle.						
Electrical Goods: Air Conditioner / V.C.R/Television Refrigerator / Any other goods.						
Jewellery: Ornaments Vessels etc.,						
Investments & Cash: Bank deposits Debentures/Shares, Bank balance etc.,						
Furniture:						
Livestocks						
Any other Goods						

Note:- Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement

OFFICE OF THE SECRETARY
ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD

CIRCULAR

Rc.No.A1/HO/Ett/0129/2009

Dt: 22.12.2010

Sub: APSWREI Society – HO Estt Section – Movable and Immovable property possessed, acquired and disposed – Submission of Annual statements by Society Employees every year before the prescribed date – Conduct Rules on Private trade business and Investments – Certain Instructions – Issued – Reg.

Ref: 1. This Office Circular Rc.No.Z-V/1100/2005, dt 01.03.2005
2. This Office Memo Rc.No.Z1/HO/Estt/1100-B/2005, dt 29.01.2010
3. Rule 10 of APCS(Conduct) Rules, 1964

###

The attention of the all the Principals is invited to the reference 1st and 2nd cited, wherein instructions were issued that all the employees APSWREI Society should submit the details of Movable and Immovable property possessed/acquired and disposed of by them by 15th January every year in the prescribed formats Annexure-I and II(Copy enclosed). The staff working in the Institution should submit the statements to the Principals concerned and the Principals concerned should submit a detailed consolidated statement to the Head Office duly showing the status of employees working and statements submitted. The Principals should submit their statements to the Society Head Office without waiting for any further instructions every year. The Principals concerned will be held personally responsible for any deviation in this regard.

In this regard, it is also informed to the Principals that all the employees of Society are expected to adhere to the Rule 10 of APCS Conduct Rules 1964, with regard to Private trade, business and Investment invariably. The Extract of the Rule is as follows:

“Rule 10. Private trade, business and Investments:-(1) No Government employee shall engage directly or indirectly in any trade or business save in the course of his official duties.

(1-A) Every Government employee shall report to the Government if any member of his family engaged in a trade or business or owns or manages an Insurance Agency or Commission agency.

(2) No Government employee shall speculate in any investment.

(3) No Government employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

Therefore, all the Society employees should adhere to the above Conduct Rules scrupulously. The Principals should communicate these instructions to all the staff members in their Institutions and obtain proper acknowledgement.

Any deviation in this regard will be viewed seriously. The same will be applicable to the Officers and staff working in Zonal Offices and Society Head Office.

Sd/- K.DAMAYANTHI
SECRETARY

Encl: as above

To
All the Principals of APSWRE Institutions including KGBVs.
All the Zonal Officers.
All the Officers and staff working in Society Head Office.

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIALA
EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD

CIRCULAR

Cir.Rc.No.Accts/J/5084/2010

Dated: 28-06-2010

Sub: APSWREIS – Accounts – Maintenance of Accounts – Certain instructions reiterate – Issued – Reg.

- Ref:
1. Circular Rc.No.J/44208/2010, dated: 17.04.2010 of the Finance Officer, APSWREI Society, Hyderabad.
 2. Circular Rc.No.J/5084/2010, dated: 21.04.2010 of the Finance Officer, APSWREI Society, Hyderabad.
 3. Mail Message No.01/2010, dated: 28.04.2010 of the Finance Officer, APSWREI Society, Hyderabad.
 4. Cir.Memo.Rc.No.Accounts/J4/6344/TDS/2005, dated: 28.07.2005 of the Finance Officer of this office.

##

The attention of all the Principals / Head-Mistress of APSWRS/JC and KGBV Institutions in the State is drawn to the references cited above.

1. STOCK ENTRY CERTIFICATE " & " CERTIFICATION OF WORKS

In the reference 1st cited, all the Principals were informed that while making stock entry certification on the bills they are not mentioning the date on which the material was received by them on the decentralized / centralized bills. And it is noticed that, the Principals through H.K.C. have taken up certain works and they are releasing the payments to the parties concerned without completion of works.

In view of the above circumstances, the format of “**Stock Entry Certificate**” and “**Certification of works**” undertaken as per H.K.C. were communicated to all the Principals for implementing the same from the Financial Year 2010-11. Once again, a copy of Stock Entry and Certification of works undertaken are enclosed to this Circular for ready reference and also it is further informed that a certification of execution of works attended by House Keeping Committee (HKC) may be enclosed to the bill before releasing the payment.

The Convener Principals were already instructed to send the de-centralized item bills to the institutions along with Stock entry certification of the Convener Point and also instructed to the Principals should make stock entry certification of their institution in addition to the Stock entry made by the Convener Point without fail. The Principals concerned should preserve a copy of bill(s) with stock entry made at Convener Point and at School Point for cross verification by the Internal Audit Party.

And also instructed to endorse the work completion certificate issued by the House Keeping Committee members for the works done at Principal level before releasing the payment.

Whenever the Convener Principals / Principals are received the decentralized / centralized item bills from the Firms, in which items are already received, they must make required stock entries on the bills within (3) working days and return to the Head Office / Convener Principals immediately.

2. MONTHLY BUDGET REQUIREMENT

In the reference 2nd cited above, all the Principals were instructed not to submit monthly expenditure statements from April 2010 onwards and also instructed to submit monthly budget requirement statement in the revised format communicated vide this office mail dated:07.04.2010 and 09.06.2010 (instead of 15th balance statement).

3. POST MATRIC SCHOLARSHIPS

In the reference 3rd cited above, all the Principals were instructed to send the Post Matric Scholarships amount to the Society Head Office, if any received from the departments concerned within two days without fail. And also instructed to update the OFMS from time to time without fail. While releasing monthly budget to the institutions, the Society Head Office will be considered on the balances available in OFMS in their Institution.

4. BANK RECONCILIATION

Further, all the Principals are hereby instructed to prepare the bank reconciliation statements every month and should maintain separate file for this purpose from the Financial Year 2010-11 onwards without fail.

5. DECENTRALIZED BILLS

It is noticed that while submitting the de-centralized item bills by the Convener Principals, the Convener Principals are not furnishing the required

information properly / in-complete information in the Check-slip communicated by this office and also not furnishing the Technical Committee Certification report properly.

In view of the above, the revised Check-slip and format of Technical Committee Certification are enclosed to this Circular to full-fill the all columns to clear the payments as early as possible.

The Convener Principals / Principals are hereby instructed to obtain the printed bills from the approved suppliers with running serial nos. along with TIN / APGST / VAT nos. / labour department wherever required and copy of registration of such firm made with respective departments may be enclosed.

While furnishing the bills related to de-centralized items to the Head Office, the Convener Principals should also furnish the following documents to the bills.

- a. A copy of firms latest sales tax returns furnished by the supplier
- b. A copy of firms latest Income Tax clearance certificate
- c. A Xerox copy of note file duly attested by the Convener Principal
- d. A copy of Proceedings duly attested by the Convener Principal
- e. Original Technical Committee certification Report
- f. Bills in duplicate (one copy should be submitted in original)
- g. Advanced Stamped receipt
- h. Non drawl certificate
- i. A Copy of consolidate indents placed by the Principal (duly attested by the Convener Principal)

6. INCOME TAX & TDS

In the reference 4th cited above, all the Principals of APSWR Institutions were instructed that deduct the Income tax from the salaries of employees, Firms, Contractors and filing returns. On observation, it is noticed that most of the Principals are not deducting the TDS amounts from the Firms, Contractors whose amount exceeds Rs.20,000/- in a financial year as per the % rate fixed by the Income Tax Department on the item. After deducting the TDS from the Contractors, Firms the same should be deposited in any Nationalized Bank within (3) days in the prescribed challan. Further, instructions were issued to obtain PAN Card from the Income tax Department whose salaries

more than Rs.1.00 lakh per annum for filing the returns to the Income Tax Department in the month of February every year. On observation, it is noticed that the Principals were not following the same. As the Principal is the Drawing & Disbursing Officer at the Institution level is held responsible for any these types of issues arising by the concerned Departments.

The above instructions should be followed scrupulously; failing which necessary disciplinary action will be initiated against the individuals.

Encl: As above

**Sd/- K DAMAYANTHI,
SECRETARY.**

for SECRETARY

To

All the Principals of APSWR/JC Institutions in the State.
All the Head-mistress of APSWR KGBV Schools in the State.
All the Convener Principals in the State
Copy to the Zonal Officers in the State.
Copy to all Head Office Staff.

STOCK ENTRY CERTIFICATE

THIS IS TO CERTIFY THAT THE MATERIALS RECEIVED ACCORDING TO THE SAMPLES APPROVED BY THE D.P.C. ARE RECEIVED IN GOOD CONDITION ON _____ AND ENTERED IN _____ REGISTER AT PAGE NO(s)._____ OF THE FINANCIAL YEAR _____.

Signature of the In-charge

Signature of the Principal

CERTIFICATION OF WORKS UNDERTAKEN AS PER THE HKC APPROVAL

THIS IS TO CERTIFY THAT THE FOLLOWING WORK(S) ARE COMPLETED AS PER THE HOUSE KEEPING COMMITTEE RESOLUTION (S) DATED _____ & RECOMMENDED FOR RELEASE OF PAYMENT OF Rs. _____ (RUPEES _____ ONLY)

Signature (s) of the Committee members

- 1.
- 2.

Signature of the Principal

DISTRICT :

DATED :

TECHNICAL COMMITTEE VERIFICATION CERTIFICATE

The following members has been attended for Technical Committee meeting convened on _____ at _____ for verification of material supplied by the supplier as per the orders of the Joint Collector / Chairman, District Purchase Committee _____ District vide Proceedings Rc. No. _____ dated: _____ .

On verification, this is to certify that the material supplied by the Supplier has been found _____ with the specifications and samples approved by the District Purchase Committee on _____ and as per orders issued vide Proceedings Rc. No. _____ dated: _____ .

SIGNATURE OF THE TECHNICAL COMMITTEE MEMBERS

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIALA
EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD
D S S Bhavan, Masab Tank, Hyderabad – 500 028

C I R C U L A R

Cir.Rc.No.Accts/J/5084/2010

Dated: 03 -09-2010

Sub: APSWREIS – Accounts – FGS- Maintenance of Accounts – Certain instructions – Issued – Reg.

##

The attention of all the Principals / Headmistresses of APSWR / KGBV Institutions in the State is drawn to the subject cited.

The Society will release the salaries, diet charges including catering charges, cosmetic, washing, hair cutting and maintenance charges of the Institution **before 5th of every month** (subject to the release of funds by the Government). The gross salary amount of the Institution will be taken from OFMS pay rolls. **The Principals must update Pay particulars in OFMS on last working day of the month without fail, to enable this office to release the salaries on 1st working day of the month. Salaries will not be released to such institutions who do not update their pay details each month.**

Further, it is to inform that any supplementary bills / claims other than the above, the Principals should submit the request letters **on or before 12th of every month** to Head Office i.e. Pay related bills and other than pay related bills (i.e., Leave salary, Earned Leave Encashment. Surrender Leave, Dearness Allowance arrears (DA) Pay fixation arrears.)

In respect of other than pay bills like T.T.A., Student Uniform Stitching charges, Affiliation Fees (Intermediate), Examinations fees, students photographic charges (for examination purpose), School building & land development charges, any such work to be taken at the Institution level for items more than Rs.5,000/-.

The Principals should submit the Hard copy duly supported with relevant documents i.e. work completion certificate, a copy of HKC approval, sanction proceedings, extract copy of service register wherever applicable and non-drawl certificate for releasing the funds to make payments.

The Additional budget proposal submitted through mail(s) will not be considered at any cost.

All the Principals should necessarily follow the above stated instructions scrupulously.

Sd/- K DAMAYANTHI,

SECRETARY.

Sd/- x x x
for SECRETARY.

To

All the Principal of APSWRS/JC / Head-Mistresses of KGBV Schools in the State

All the Zonal Officers in the State

Copy to the all the staff members in the Head Office for information

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD

CIRCULAR

Rc.No.J/44408/2010.

Dated: 24 -09-2010

Sub: APSWREIS – Accounts J Section – Maintenance of Registers in APSWR Institutions – Certain instructions reiterated – Issued – Reg.

Ref: Cir.Rc.No.G/1208/2006, dated: 25.05.2006 of the Secretary, APSWREI Society, Hyderabad.

##

The attention of all the Zonal Officers / Principals / Head Mistresses (KGBV) of APSWR Institutions in the State is drawn to the subject cited.

In the reference cited, the Society had issued certain instructions to all the APSWR Principals in the State in respect of maintenance of Registers in their institutions are as follows:

1. Double entry cash book.
2. Register of cheque / demand draft received
3. Register of cheques issued
4. PA cash book
5. Ledgers registers
6. Register of service books & Increment watch register
7. Office stationery stock and issue register
8. Register of TA bills.
9. Employee Recovery Register
 - a. Advances.
 - b. GIS
 - c. APGLI
 - d. PT
 - e. Water charges
 - f. Electricity charges.
10. Miscellaneous Receipt register.
11. Postage Register.
12. Register of trunk calls
13. Register of staff quarters
14. Pay bill register with all deductions
15. Register of revenue yielding
16. Register of condemnation of articles
17. Register of electrical goods

18. register of fixed deposits
19. Stock and issue register of notebooks, student stationery and text books.
20. Stock and issue register of student amenities trunk boxes, plates & glass, bedding material, uniform etc.
21. Stock and issue register of PT dress, PT shoes and socks.
22. Register of cosmetic charges.
23. Stock and issue register of medicines.
24. Stock and issue register of games material.
25. Mess attendance register.
26. Provisions stock and issue register including perishables.
27. Budget Control Register
28. Stock Register of lab consumables and non-consumables (subject wise)
29. Acquaintance Register
30. Register of Audit Objections
31. Register of furniture (School and Office)
32. Register of general stock register.
33. Register of monthly and annual accounts
34. Register of tappal (inward and outward)

It has come to the notice of the undersigned that some of the **Principals are not maintaining Registers relating to financial transactions** like Cashbook, Ledger, Cheque Issue Register etc. **The Society has not issued any specific instructions dispensing the existing system.**

The Society has issued instructions to all the Principals to implement the OFMS system (which is a computer based accounting system) **in addition to the existing practice i.e. maintenance of the registers.** It is reiterated that along with the data to be captured in OFMS, all other manual registers cited in above should be necessarily maintained by all Institutions.

In view of the above, all the Zonal Officers / Principals / Head Mistresses (KGBV) of APSWR Institutions are hereby once again instructed to follow the instructions issued vide this Office Cir.G/1208/2006, dated: 25.05.2006 scrupulously.

**Sd/- K DAMAYANTHI,
SECRETARY.**

for SECRETARY

To

All the Zonal Officers / Principals / H.Ms of APSWR Institutions including KGBV Institutions.

Copy to all Head Office Staff.

Important

OFFICE OF THE SECRETARY
ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY

Memo No:Accts-J/Receipts/15323/2010

Dated:09-11-2010

CIRCULAR MEMO

Sub:- APSWREIS – **Miscellaneous Income** (Income from sale of old news papers, gunny bags, oil tins, text books, admission applications, collection of fine amounts), interest amounts on Fixed Deposits & monthly recoveries/deductions – Send the amounts to the Society Head Office - Certain Instructions – Issued - Reg.

- Ref:-1. Society Circular Memo No:Accts/III/1027/1998, dt:20-3-99.
2. Society Circular MemoNo:Accounts-J/2/1446/2006, dt:20-11-06
3. Society Circular Rc.No:G2/5115/2001, dated:14-02-2001.

* * *

The attention of the Principals of all APSWR Institutions and Zonal Officers are drawn to the subject cited above. Presently the receipts that are accruing to the institution due to Sale of Gunny bags, oil tins, news papers etc, interest on fixed deposits and deductions / recoveries made from the salary of staff on account of advance / loans / court attachments on various items. Such a system is herewith dispensed w.e.f. 08-11-2010.

Hence, the Principals of all APSWR Institutions including KGBV Schools and Zonal Officers are instructed to send the following receipts amounts to the Society Head Office once in a month through a Demand Draft drawn in favor of the Secretary, APSWREI Society, Hyderabad along with a statement showing particulars of each income / deduction / recovery :

- 1) Festival Advance and Educational Advance amounts recovered from the salary of employees.
- 2) Monthly Quarter rent, water and maintenance charges collected from the employees.
- 3) Interest amounts received on Security Deposits / Fixed Deposits.

- 4) Fine amounts collected from the students.
- 5) Amounts received on sale of empty gunny bags, empty oil tins, old news papers, old text books / used note books, 5th class or any other admission applications, food wastage, fire wood & gross in campus and other un-serviceable articles.

Further,

- The amounts received from the **SSC Board, Intermediate Board and other organizations** for a particular works should kept in the institutions and the Principals should submit proper acknowledgements & U.C's to the respective departments immediately after completion of the work entrusted by the departments concerned.
- The yearly **Employees Relief Fund (E.R.F)** contribution amount should submit to the Society Head Office once in a year in the month of January in a separate Demand Draft.
- The **G.S.L.I** recovery amount should submit to the concerned Zonal Officers of APSWREIS.

Encl: Proforma.

Sd/-
SECRETARY

To
The Principals of all APSWR Institutions / KGBV Schools.
The Zonal Officers of APSWREI Society.

Copy to all the Officers / Staff of Society Head Office.
Copy to the Auditors of Society.
Copy to S.F

OFFICE OF THE SECRETARY
ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

D.S.S.Bhavan Complex, Masab Tank, Hyderabad-28

Cir.No:Accts-1/2988/Budget 2011-12

Dated:07-03-2011

CIRCULAR

Sub:- APSWREIS – Maintenance of Accounts – Opening of New Savings Bank Account for Salaries head w.e.f. 01-04-2011 – Certain Instructions – Issued – Reg.

* * *

The attention of the Drawing and Disbursing Officers / Principals of APSWR Institutions and Zonal Officers is drawn to the subject cited. They are instructed to open New Savings Bank Account for the expenditures related to the Salaries head w.e.f. 01-04-2011. They are instructed to maintain separate Cash Book for the said salaries Bank A/c and book the following expenditure related to the Salaries Head in that account only.

1. Salaries of all employees including contract & part-time.
2. Supplementary Salaries.
3. Leave Salary
4. E.L. Encashments.
5. Incremental / promotion / PRC arrear claims.
6. Subsistence allowance.
7. Other allowances related to Pay & Allowances.
8. Recoveries and deductions related to Pay & Allowances.

The Principals and Zonal Officers are instructed to utilize the present S.B A/c for Plan-312 OGIA related expenditure i.e. diet, cosmetics, amenities, water, electricity, telephone, examination fee etc..

The Principals and Zonal Officers should not divert the funds from one head of account to another head of account.

The Asst Secretary (Finance) of this office is directed to release the funds to the APSWR Institutions and Zonal Officers for Salaries and other maintenance expenditure to the respective Bank Accounts only.

The Principals and Zonal Officers should take immediate action in the matter and submit Salaries S.B A/c number along with RTGS number newly

opened for Salaries head to the Society Head Office for release of funds w.e.f. 01-04-2011.

(THIS HAS THE APPROVAL OF THE SECRETARY)

for SECRETARY

To

All the Principals of APSWR Institutions (except KGBV Schools)

All the Zonal Officers of APSWREIS.

The Assistant Secretary, Finance(General), APSWREIS.

The Superintendent, Accounts-II (FGS), APSWREIS.

Copy to all the Officers and Staff in Society H.O.

Copy to the Branch Managers concerned through the Principals of APSWR Institutions and Zonal Officers concerned.

PROCEEDINGS OF THE CHAIRMAN
ANDHRA PRADESH SOCIALWELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

PRESENT: SRI PITHANI SATYANARAYANA

Pro.Rc.No:Accounts-1/3554/2011

Dated:28-3-2011

Sub:- APSWREIS – Finance Wing – Review on maintenance of Accounts of APSWR Institutions - Principals are authorized to sign Cheques value upto Rs.2,000/- only with his / her single signature - **Vice-Principals are authorized to counter sign the cheques value more than Rs.2,000/-** with effect from **01-04-2011** - Orders – Issued.

Read:- 1. Society's Standing Order No:26/96, dated:25-09-1996.
2. Circular Rc.No:G2/20536/02, dated:09-07-2002.
3. Circular Rc.No:G/1208/2006, dated:25-05-2006.
4. Circular Rc.No:G1/26064/2005, dated:01-09-2006

##

ORDER:

The attention of the Principals of APSWR Institutions is drawn to the subject cited. In the reference 1st read above the system of obtaining counter signature of the District Collector's for the Bank Cheques value more than Rs.10,000/- of APSWR Institutions was withdrawn and the Principals were permitted to incur the recurring expenditure without any limit provided and non-recurring expenditure upto Rs.10,000/-. Later the limit on non-recurring expenditure was also relaxed.

Further, the Society has issued various orders from time to time relating to Administration, Academic and Finance duly appointing Vice-Principal as Member / Convener / Chairman in some School level Committees and duties & responsibilities of Vice-Principal ship was fixed in assisting the Principals.

The APSWREI Society conducted a review on maintenance of Accounts in APSWR Institutions with reference to financial instructions issued by the Society in the reference 1st read cited. It is hereby decided to dispense with the system of authorizing the Principals on issuing Cheques with single signature. The following orders are issued for implementation with effect from **01-04-2011** for better financial management and to maintain more transparency in the financial transactions of APSWR Institutions:

1. **The Principals of APSWR Institutions are hereby authorized to sign Cheques value up to Rs.2,000/- (Rupees two thousand only) with his / her single signature.**
2. **The Cheques value more than Rs.2,000/- (Rupees two thousand only) should be jointly signed by the Principal along with the Vice-Principal of the concerned APSWR Institution.**

Further,

- a) The above orders are applicable for all the transactions in the APSWR Institutions, irrespective of nature of expenditure and for all the Bank Accounts of APSWR Institutions.
- b) The Principals of all APSWR Institutions should obtain “Specimen Signatures” of the Vice-Principal of their institution and send the same to the Banks concerned.
- c) The Principals and Vice-Principals of APSWR Institutions are equally responsible for issue of Cheques value more than Rs.2,000/- signed by them.
- d) The Vice-Principal should also sign in the Cheque Issue Register before counter signing the Cheques and verification of bills and sanction orders concerned.

(THIS HAS THE APPROVAL OF THE CHAIRMAN, APSWREIS, HYD.)

Sd/-
SECRETARY

for SECRETARY

To
All the Principals of APSWR Institutions in the State.
All the Vice-Principals of APSWR Institutions in the State.
All the Zonal Officers of APSWREIS, A.P.
Copy to the Managers of concerned Banks through the Principals of APSWR Institutions concerned.
Copy to the Assistant Secretary(FAC), Audit Wing of the Society.
Copy to all Officers & Staff in Society Head Office for information.
Copy to the Statutory Auditors of APSWREI Society for information.

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY: HYDERABAD

C I R C U L A R

Rc.No.J/15052/CPRS/2011.

Dated: 19 04.2011

Sub: APSWREIS – FGS – Implementation of Central Pay Roll System (CPRS)
– Certain instructions issued – Reg.

- Ref: 1. This Office Cir.Rc.No.J/15052/2010, dated: 9.11.2011 of the
Finance Officer, APSWREIS
2. This Office Cir.Rc.No.J/5052/2010, dated:18.12.2010 of the
Finance Officer.
1. This Office Memo Rc.No.Accts-2/736/Part-time/2011, dated:
22.3.2011.

##

With references to the above, in the reference 1st cited, all the Principals of APSWR Institutions in the State were instructed to take action to open personal saving bank account by the Staff working in their institutions in the nearest branch of State Bank of Hyderabad (SBH) / State Bank of India (SBI) positively to enter the details in Central Pay Roll System.

In the reference 2nd cited, instructions were issued for implementation of the Central Pay Roll System.

Keeping in view the implementation of CPRS, it is decided to release the Institution salaries from the month of April, 2011 through CPRS only. Once the amount is credited into the School Account by the Society, the Principals are instructed to take the following action for making payment of salaries :

1. Update all the entries in CPRS for the month of April, 2011 including the attendance, pay details of all the employees and generating of Pay slip.
2. Take a print out of Bank Statement report generated through CPRS only and check up the total (net) amount payable.
3. Principal to prepare a cheque endorsed in favour of “yourself”.
4. Present the above cheque along with the bank statement report generated through CPRS to the bank, immediately for crediting the salaries to the individual accounts.
5. Only NET salary is payable to the individuals.

6. In respect of deductions, there are two deductions viz., deductions and recoveries. Deduction mean the amounts which are payable to Society Head Office (they are GIS, HRA, CMRF, FA, EA, SFA, Water charges, Electricity charges, CUG Recoveries, Society recoveries, Flag day recoveries (in the month of Nov.), ERF (in the month of Jan. salary). Recovery mean GIS (Deputation), APGLI, LIC's, PPF, GPF (Deduction), GPF Loan (Deputation), MCA(Deputation), EPF, HBA, Bank loan (personnel), PT, IT, Marriage Advance (Deputation), Court attachments, Postal RD.
7. In respect of out-sourcing employees, amounts due to the outsourcing Agency should be given only in the form of account payee cheque only.
8. In respect of Part Time and Contract teachers amounts may be credited in their bank account only.
9. No Cash Payments will be made by the Principal.
10. All details of salaries including deductions and recoveries should be reflected in the cash book.
11. The pay bill may be generated on the last day of month to enable payment of salaries promptly.
12. Bank charges may be met from petty cash.

FINANCE OFFICER

To

All the Principals of APSWR Institutions in the State.

All the Zonal Officers in the State.

IMPORTANT

URGENT

OFFICE OF THE SECRETARY
ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD
D.S.S.Bhavan Complex, Masab Tank, Hyderabad-28

Rc.No:Accts-1/Income Tax/2009-10

Dated: 6-5-2011

M E M O

Sub:- APSWREIS – INCOME TAX – Certain clarifications on mentioning PAN & TAN numbers while filing I.T. returns - Reg.

- Ref:-
1. This Office Lr.No:Accts-1/I.T/2009-10 FY, dated:10-2-2011.
 2. Letter dated:21-02-2011 of M/s.N.G.Rao & Associates.
 3. Letter dated:21-02-2011 o M/s.Ramnatham & Rao.

* * *

In the references cited, the Auditors of the Society have furnished certain clarifications on PAN and TAN numbers utilized by the APSWR Institutions and Zonal Offices.

Therefore, the Principals of all APSWR Institutions and Zonal Officers are directed to follow the following instructions without fail.

- The APSWR Institutions and Zonal Offices should obtain separate **TAN** number for their institutions. They should not utilize the TAN number of the Society Head Office.
- The APSWR Institutions and Zonal Offices should utilize the Society Head Office **PAN** number along with TAN number of their institution while filing quarterly returns. Copy of Society PAN number is herewith enclosed.
- The APSWR Institutions and Zonal Offices should not obtain separate PAN number for their institutions. If they are already having separate PAN number, they should surrender the PAN to the Income Tax Department immediately to avoid duplication.

Sd/-
for SECRETARY

To
The Principals of all APSWR Institutions in the State. (Regular & KGBV)
The Zonal Officers of APSWREI Society.

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

C I R C U L A R

Rc No.J/42038/2011

Dated: 28th July, 2011.

Sub : APSWREIS – FGS – J - Accts – Passing of Traveling Allowance bills by the Zonal Officers, Principals and H. Ms during the conducting the Special Audit by the Head Office Staff – Certain lapses noticed - Certain Instructions issued on the claims of Traveling Allowance – Regarding

##

The attention of all the Zonal Officers / Principals / Head Mistresses of APSWR Institutions including KGBV institutions in the State is drawn to the subject cited above.

While sanctioning the Traveling Allowance bills submitted by the Principals and staff, the Drawing & Disbursing Officer (DDO) / Principal of the concerned Institutions are not following the guidelines and instructions issued by this office from time to time and APTA Rules

In view of the above circumstances, the Zonal Officers / Drawing Disbursement Officer (DDO) / Principals / Head Mistresses are hereby instructed to follow the guidelines given below also while sanctioning the Traveling Allowance bills.

1. Teaching and Non-teaching Staff including Class IV employees are accompanying the Zonal Officers / Principals / H. Ms. wherever he / she is attending on the official work. **The requirement of Assistant to accompany with them should be justified.**
2. In this regard, it is hereby informed that the Zonal Officer & Convenor Principals only are permitted to utilize the services of one non-teaching staff / one class IV employee on the day of tenders opening / finalization of tenders / Technical Committee meeting / Video Conference, **if required.**
3. Some of the Zonal Officers / Principals / H.Ms are allowing full Dearness Allowance (DA) to their Staff, **even though they are not eligible to draw the full D.A.** Hence, the concerned authorities should check carefully as per APTA Rules and release as per their eligibility.

4. The Principals minimize the expenditure on Traveling Allowances (TA) of Staff and Dearness Allowance (DA) strictly as per APTA Rules also keeping in view the budget eligibility.
5. The Zonal Officers / Principals / Headmistresses are unnecessarily deputing the Staff for submitting the unimportant information to the competent authority. Wherever possible, the competent authority should send the information through Courier / Speed post, avoiding unnecessary expenditure on TA & DA.
6. People who are attending to official work within Head Quarters are not eligible for TA & DA. (No TA is admissible for the journey within a radius of 8 KMs).
7. The Staff who are entrusted with the audit work by the Principal / Z.O / H.M should ensure that the work be completed on time at a stretch. The staff are not permitted to draw T.A / D.A. for the next time. If it becomes absolutely necessary, necessary permission should be obtained from the Finance Officer.
8. Principals while attending technical committee meetings should obtain attendance certificate from the Convener Principals concerned for claiming TA., if necessary. The Zonal Officers are requested to not pass any TA bills without attendance certificate or supporting document.
9. The rates of daily allowance admissible are given below i.e. the period of absence from the Headquarters for the purpose of regulating D.A., shall be as indicated below irrespective of mode of travel as per APTA Rules.

For every 24 hours of absence from head quarters one daily allowance is admissible

- a) Absence of 12 hours and more – Daily allowance
- b) Absence of 6 hours and more – ½ D.A.
- c) Absence of less than 6 hours – **No Daily Allowance admissible**

They should follow the rules and regulations (Copy enclosed) laid down in the G.O.Ms.No.129 Finance (T.A) Dept. dated 17.04.2010 and they should follow the instructions issued by the Society from time to time in claiming D.A. to the Staff.

The above instructions should be followed scrupulously. Any deviations are noted hereafter the expenditure incurred unnecessarily will be recovered from the concerned individuals. The Principals are instructed to communicate these instructions to all the staff members working under their control.

**Sd/- G SHIV KUMAR REDDY,
for SECRETARY.**

To

All the Zonal Officers / Principals / Head Mistresses of APSWR Institutions
Copy to all the Head Office staff for information

IMPORTANT

ANDHRA PRADESH SOCIAL WELFARE RESIDENETIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

CIRCULAR MEMO

Rc.No.FGS-J/3300/DCB/2012

Dated: 12 .04.2012.

Sub: APSWREIS – FGS - Certain lapses noticed on decentralized files maintained by the Convener Principals in the State - Certain instructions issued – Reg.

- Ref :
1. This Office Cir. Memo Rc No.16854/Amen/2000, dated 21.06.2000.
 2. This Office Cir. Rc. No.Amenities/5934/2003, dated 19.05.2003.
 3. This Office procs. Rc No.J/16566/2007-1, dated 11.04.2008.
 4. This Office Cir. Rc No.J/16566/2007-2, dated 11.04.2008.

##

The attention of all the Convener Principals and Principals of APSWR Institutions in the State are drawn to the subject and references cited above.

It is noticed that most of the Convener Principals while processing the Decentralized files, are not following the rules and procedures prescribed by the Government / Society Head Office. And also different procedures are adopted in different districts leading to ambiguity while processing the claims. Hence, in view of this the following instructions are reiterated with the instructions to all Convener Principals to follow the same in letter and spirit

Instructions to be followed while processing District Purchase Committee (DPC) files

1. The Convener Principal should convene DPC under the Chairmanship of the Joint Collector only and **not** the Additional Joint Collector, as powers are **not** delegated to Additional Joint Collector's to chair DPC meetings.(the same may be brought to the notice of the Joint Collector).
2. The Convener Principals should collect the requirement particulars of the decentralized items from the Institutions in the District before end of April every year or prior to issue of tender notification.

3. The Convener Principals should convene a meeting with the Principals of District to discuss about the requirements of decentralized items **and also check all the registers of decentralized items of the schools and counter sign the balances.**
4. All Zonal Officer should also attend the meeting convened by District Convenor should also counter sign in the stock registers duly certifying the balances.
5. The requirement particulars should be mentioned in the note file in the following proforma.

SI No.	Name of the Institution	Name of the item (requirements of all items of stocks)		
				Plate & Glasses with katora

6. In case of Stationary and Laboratory items a detailed statement should be prepared in the prescribed format and **mention in the note file and placed at Current file page No.____ (separate sheet(s) should be used)**

SI No.	Name of the item (with specification)	Name of the Institutions		
				Institution

7. Circulate the Decentralized files through the Zonal Officers concerned before issue of tender notification in the news paper(s). (as the Zonal Officer are also the member of DPC as per Proceedings of Secretary vide Rc. No.J/16566/2007-1, dated 11.04.2008)
8. No. of tender schedules sold item-wise should be recorded in the note file.
9. No. of tenderers who have submitted the applications are to be noted in the note file with their full details.
10. The Convener Principal should inform to the Chairman, DPC about the details of the members of DPC for finalization of tenders.
11. On the day of opening of the tenders, the details of Committee members who have attended are to be recorded in the note file and their dated signatures.

12. After opening of tenders should be obtained the details of the rates offered / quoted by the firms are to be recorded in the note file along with details of Firms’.

13. All DPC members who are attend on the day of tender(s) opening should sign on the tender schedule(s) submitted by the firms.

Name of the Item : _____

Sl No.	Name of the firm	EMD Amount paid with DD No. & Date	Firm TIN No. & Firm Registration certificate	Latest Commercial tax returns submitted or not	Latest IT returns submitted or not	Remarks

14. The Convener Principals should mention the MRP / local market and last year approved rates in the comparative statement as well as neighboring district rates (if finalized for the current year) in the note file, item-wise.

Name of the Item

Sl. No.	Name of the item (with specification)	Last year approved rate	MRP / Local market rates	Neighboring Dist. rates	Rate quoted by the firm	
					Firm-1	Firm-2

15. For finalization of stationary items, the orders may be issued based on the item-wise lowest rate quoted by the tenderer **instead of based on total unit rate quoted by the firms.**

16. **MRP rates list should be obtained** from the tenderers / firms and the MRP rates should be recorded in the note file.

17. After finalization of tenders with the approval of the DPC members, the Convener Principals should enter into an agreement with the approved tenderers with in a week on the bond paper duly obtaining the Security Deposit i.e. 10% on the total value of supplies.

18. After entering in to agreement the Convener Principals should issue the purchase order(s) duly mentioning the requirement particulars. These details are also to be recorded in the note file.

19. The Purchase order(s) to be issued by the Convener Principals must cover all the terms and conditions mentioned in the tenders schedule forms i.e. including place of materials to be delivered, date of materials to be supplied and % of penalty clause etc.,

20. The Convener Principal should record the date on which the supplies / materials are received by them from the supplier.
21. Date of technical committee meeting convened should also be mentioned in the note file.
22. The details of members of Technical Committee along with their dated signature should be recorded in the note file.
23. During the Technical Committee meeting, any items / materials rejected by Technical Committee Members should be recorded as minutes of the meeting (MOM) and same should be brought into the note file duly mentioning the reasons for rejection.
24. The Convener Principal must inform in writing to the firm / supplier about the details of items rejected by Technical Committee and instructions for replacement of the same duly mentioning stipulated period before which it has to be replaced and the replaced items should also be verified in the Technical Committee and such details to be recorded in note file.
25. After obtaining clearance of the Technical Committee, the materials should be dispatched to the institution within a week.
26. Immediately, after approval of the Technical Committee meeting the stock should be brought into the stock register and necessary certificates should be appended on the bills.
27. Every purchase bill shall be in printed form and contain APGST / TIN No, Bill No. along with date. **(written bill nos. not admitted)**
28. Latest Commercial tax (turn over tax) returns are to be submitted.
29. Latest Income tax returns is to be furnished.
30. Firm registration certificate should be enclosed to the bills
31. Stock entry certificate should be made in proper way.(model of stock entry certificate already communicated to the Principals concerned vide Rc. No.Accts/44208/2010, dated 17.04.2010.
32. PAN number, in case of Proprietor of the firm who have supplied to be enclosed.
33. Convener Principal & Principals should put dated signatures.
34. A original Technical Committee verification certificate to be enclosed.

35. All the Principals are hereby instructed to maintain the office files as per the District Office Manual (DOM) in the Institution without any deviation.

All the Convener Principals and Principals of APSWR Institutions are hereby instructed to follow these procedures while purchasing the items scrupulously and submit relevant certificates to the bills along with **Stock Entry Certificates** for passing them

**Sd/- T CHIRANJEEVULU,
SECRETARY.**

for SECRETARY

To

All the Convener Principals of APSWR Institutions in the State
All the Zonal Officers of the APSWREI Society in the State
All the Principals of APSWR Institutions in the State
Copy to all the Officers and Staff in the Head Office

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

MEMO

Rc.No.FGS-J/3300/DCB/2012.

Dated: 06.06.2012

Sub: APSWREIS – FGS - Certain lapses noticed on decentralized files maintained by the Convener Principals in the State - Certain instructions issued – Certain information – Called for - Reg.

Ref: This Office Cir. Memo Rc. No. Even, dated: 12.04.2012 of the Secretary, APSWREIS, Hyderabad.

##

With reference to the above, certain instructions were issued to all the Principals of APSWR Institutions in the State to follow the procedures while purchasing the decentralized items and also instructed that convene a meeting with the Principals of the district to discuss about the requirements of decentralized items and also check up all the registers of decentralized of the schools and counter sign the balances available. The Zonal Officers were also instructed to attend the meeting convened by the District Conveners should also countersign in the Stock registers duly certifying the balances.

Therefore, the Zonal Officers and the Convener Principals are directed to furnish a feed back on the above said issue institution wise i.e. maintenance of the records, maintenance of Stock registers on or before **15.06.2012** without fail.

for **SECRETARY.**

To

All the Zonal Officers of APSWR Institutions in the State
All the Convener Principals of APSWR Institutions in the State.

CHECK SLIP FOR DECENTRALIZED ITEMS FOR THE YEAR 2012-13

S No	Description	
1	District Purchase Committee chaired by the	Joint Collector / Addl. Joint Collector
2	Date of tender notice issued	
3	Last date of sale of applications	
4	Date of tenders opened	
5	Date of tenders finalized	
6	Date of purchase order issued to the tenderer	
7	No. of days permitted for completion of supplies (i.e. from the date of issue of proceedings received by the tenderer)	
8	Actual date of supplies to be completed	
9	Date of materials kept ready by supplier for Inspection at Convener Point.	
10	Date of Technical Committee meeting convened by the Convener Principal	
11	Date of materials dispatched to the concerned Institution.	
12	Date of bills submitted by the Supplier to the Convener Principal	
13	Date of bills forwarded to Head Office by the Convener Principal.	
14	Whether requirement particulars school-wise brought into the note file.	Yes / No
15	Whether file routed through Zonal Officer concerned	Yes / No
16	Whether local market rates brought to the notice of the DPC	Yes / No
17	Whether neighboring district rates brought to the notice of the DPC	Yes / No
18	Whether firms quoted rates brought in to the note file.	Yes / No
19	Whether latest Commercial Tax returns enclosed to this bills	Yes / No
20	Whether latest Income tax returns enclosed to this bills	Yes / No
21	Whether Firm registration certificate enclosed to this bills	Yes / No
22	Whether TAN / VAT No. mentioned on the bills	Yes / No

23	Whether double stock entry certificate certified by the bills through Convener Principal and Principal.	Yes / No
24	Whether original technical committee certificate enclosed to this bills	Yes / No
25	Whether mechanized bill nos. printed on the bills	Yes / No
26	Advance stamped receipt enclosed	Yes / No
27	Non-drawl certificate enclosed	Yes / No

IMPORTANT

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

CIRCULAR MEMO

Cir. Memo. Rc No.J/4931/2012.

Dated : 20th July, 2012.

Sub: APSWREIS – FGS – J – Maintenance of the Provisions stock Issue Register and Daily Menu Issue Register – Certain instructions – Reg.

Ref: Circular Instructions of the Secretary in Rc. No.G1/7639/2007, dated 08.09.2009.

##

The attention of all the Principals of APSWR Institution in the State is invited to the subject cited, wherein instructions were issued from time to time to maintain registers properly. Most of the Institutions are not maintaining provisions stock issue registers and daily menu issue register in prescribed manner, which is highly irregular. Therefore, the Society decided to supply the printed Provisions stock Issue Register and Daily Menu Issue Register to all the Institutions in the State to follow the uniform procedure.

In this regard, the following instructions are issued for effective maintenance of the registers in the institutions.

1. The Hostel Caretaker should maintain these registers under the supervision of the Principal and ensure the proper maintenance.
2. The Caretaker should issue the provisions in the presence of the Mess Committee Leaders and any two teachers and also obtain the signatures at the time of issue on daily menu issue register along with Catering Contractor.
3. If the Caretaker has failed to take the signature from the above members, he will be held responsible for the same.
4. The said registers have to be maintained on daily basis in the prescribed format with effect from the date of receipt of the books, duly, carrying forward the balances from the existing register.
5. Proper index has to be maintained as prescribed by Society Head Office.

6. This register has to be produced during the Inspection of higher authorities, **failing which matter will be viewed seriously and liable for disciplinary action.**
7. The entries once should **not** be struck-out and ensure no over writings, if any corrections are required, it should be corrected and attested by the Principal by **RED ink, duly showing the correct and corrected amount i.e., figures, if entered wrongly per any reason should not be strut down but instead should be rounded up and above it the correct figure should be entered under the attestation in full by the concerned person, for illustration see the following example:**
 - (a) ~~1890~~ kgs >>>> wrong way
 - (b) **1890** kgs >>>> correct way
8. The Zonal Officers of the concerned zone are instructed to verify both the registers and append their signatures in the registers at least once in three months without fail.

All the Principals are directed to follow the circular instructions already issued from time to time and in the reference cited duly observing the above instructions while maintaining the registers supplied by the Head Office. The above said register shall be collected from the Zonal Officers concerned.

The receipt of the circular instructions should be acknowledged immediately.

for SECRETARY.

To

All the Principals of the APSWR Institutions in the State.

All the Zonal Officers in the State

Copy to the all Officers and Superintendents in this office for information.

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

CIRCULAR

Rc.No.J/44208/2012.

Dated:17-08-2012.

Sub: APSWRES – J Section – Sanction of E Ls to the employees working in their Institutions and Principals – Certain instructions – Reg.

##

All the Principals of APSWR Institutions in the State are invited to the subject cited.

Wherever a sanction of Earned Leave & Half Pay leave are to be made by the competent authority in respect of any employee under their control, the Principals / Zonal Officers should necessarily verify the credit and debits details in the Service Register's before according sanction. And also while sending the proposals for release of amounts for Surrender Leave encasement and Half Pay Leave, all such proposals should be necessarily accompanied by Xerox copy of their Service Register's, a copy of Last Pay Certificate (LPC) and bill in duplicate of the employees for whom sanctions are made. **In the absence of Xerox copy of S.R, LPC, budget releases will not be made.**

Further, it is to inform that any deviation in crediting and debiting of the E Ls and HPLs in the Service Register of the individuals in the school / zonal offices, **the sanctioning authority will be held responsible for the lapse and necessary action will be proposed against such lapses.**

Sd/-G. Shiv Kumar Reddy,

FINANCE OFFICE

To

All the Principals of APSWR Institutions in the State.

All Zonal Officers in the State.

Copy to the all Staff in the Head Office

IMPORTANT

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD

Rc.NoJ/2389/GEN/2013

Dated: 11th March, 2013.

C I R C U L A R M E M O

Sub:- APSWREIS – Accounts-J Section – Communication of revised monthly expenditure formats – Certain instructions – Issued – Reg.

Ref : This Office Circular Rc No.J/5084//2010, dated 25.7.2011.

##

With reference to the above, all Principals of APSWR Institutions in the State were directed to furnish the information regarding release of budget for each and every month in the prescribed formats.

It is noticed that during course of audit for the year 2010-11 the auditors have informed that some of the Institutions are not maintaining Ledger (s) at Institution level, and the same was found in certain Institutions during the Audit by the Head Office staff while auditing the Institutions. And the DDO / Principals concerned are **not remitting** the professional tax, GIS, GPF and income tax amount which were deducted from the employees from their salaries to the Government **within (5) working days from the date of payment of salaries** and some times it is delayed for 2 to 3 months, which is against the Government norms.

In view of the above circumstances, the Society has decided to revise the formats and the revised formats are enclosed to this Circular Memo with the following instructions.

1. **Annexure- A** – for Salary statement should reach this office **within 10 days from the date of receipt of salaries from the Head Office every month after payment of all remittances / deductions to the concerned.**

All deductions / remittances should be cleared within (5) working days from the date of payment of salaries.

2. **Annexure – B** - Statement for diet and other expenditures should reach this office **within 10 days from the date of receipt of budget**

from the Head Office every month duly clearing all pending payments.

The balances available at Institution treated as excess funds and the same will be deducted from future releases.

In view of the above, all the Principals of APSWR Institutions in the State are hereby instructed to submit the information within time in the prescribed formats duly updating the pay bills and submitting attendance through SAMS without fail.

Failing which budget will not be released to the Institutions at any cost. **The Drawing & Disbursing Officer / Principals are held responsible for delay of payments if any noticed.**

The information should send in shape of hard copies only. Not to send any mails.

for **SECRETARY.**

Encl : as above

To

All the Zonal Officers of APSWREIS in the State.
All the Principals of APSWR Institutions in the State,
Copy to all Account staff in Head Office.

IMPORTANT

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY

CIRCULAR MEMO

Rc.No.Accts-II/4239/UCs/2015.

Dated:03 -06-2015

Sub: APSWREIS – Accts – II – Furnishing of the Utilization certificates quarterly
- Regarding.

##

All the Principals and Zonal Officers of APSWR institutions in the State are hereby requested to furnish the utilization certificates regularly for every quarter in the prescribed formats (**Annexure - A & B**) appended to this Circular, pertaining to the funds released to the institutions under 311 i.e. salaries and 312 i.e. general maintenance including diet, cosmetic and other charges.

The above information shall be submitted in full shape of Hard copies to the Zonal Officers concerned by the Principals before 9th of the month following the end of each quarter i.e. 9th July, 9th October, 9th January and 9th April positively.

The Zonal Officers are requested to see that the utilization certificates are furnished to the State Society Head Office before 11th of succeeding months without fail.

Encl : Annexure - A & B

Sd/- x x x

FINANCE OFFICER.

To

All the Principals of APSWR institutions in the State.
All the Zonal Offices in the State.

ANNEXURE – A

OFFICE OF THE PRINCIPAL

APSWRS/JC _____

INSTITUTION CODE : _____

UTILIZATION CERTIFICATE

SALARIES FUNDS UNDER 311 HEAD

This is to certify that an amount of Rs. _____ (Rupees _____
_____ only) (Rs. + + = Rs.) is received
from the O/o Secretary, Andhra Pradesh Social Welfare Residential Educational
Society towards salaries for the months of _____
on _____. It is certified that the amount is
utilized for the purpose for which it was released.

SIGNATURE OF THE DDO / PRINCIPAL

APSWRS/JC :

DISTRICT :

ANNEXURE - B

OFFICE OF THE PRINCIPAL

APSWRS/JC _____

INSTITUTION CODE : _____

UTILIZATION CERTIFICATE

GENERAL FUNDS UNDER 312 HEAD

This is to certify that an amount of Rs. _____ (Rupees _____
_____ only) (Rs. + + = Rs.) is received
from the O/o Secretary, Andhra Pradesh Social Welfare Residential Educational
Society towards diet and other institution maintenance including student cosmetic
charges for the months of _____ on
_____.

It is certified that the amount is utilized for the purpose for which it was
released.

SIGNATURE OF THE DDO / PRINCIPAL

APSWRS/JC :

DISTRICT :

**ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD**

MEMO

Rc.No.Accts-II/6492/Flag/2014

Dated: 10.12.2014.

Sub : APSWREIS – Accts – II – Observance of 5th December as Armed Forces Flag Day – Certain Instructions issued – Regarding.

Ref : Govt. Memo. Rc No.23299/Ser.I/2/2014, DATED 21.11.2014 of Home (Services –I) Department,

##

In the reference cited, the Principal Secretary to Government has informed that the all the Departments of Secretariat, Heads of departments, District Collectors, all Commissioners of Police, and Superintendents of Police have invited and orders issued in G.O. Ms. No.299 Home (Gen-C) Department, dated:18.12.2007 for deduction of Rs.20/- and Rs.50/- from the salaries of the Non-Gazetted employees and Gazetted Officers respectively every year from their salary of December payable in January towards contribution for Flag Day Fund .

In this regard, all the Departments of Secretariat, Heads of Departments etc., are requested to take personal interest for collection of Flag Day Fund which is for an extremely worthy and nationalistic cause and ensure that healthy collections shall be made on this occasion and remit the contribution made from the salaries of the respective employees only through online payment to the Flag Day Fund account of the Director, Sainik Welfare Department, Andhra Pradesh, Hyderabad through Demand Draft.

In view of the above, all the Drawing & Disbursing Officers / Principals are hereby directed to recover the contribution of Flag Day from the employees' salaries for the month of December payable in the month of January every year at the following rates:

Sl. No.	Pay scale range	Contribution of Flag Day recoverable	Cadres
1.	Rs.6,700 – 20,110 to Rs.13,660 – 38,570	Rs.20/-	All Class – IV employees, Rec. Asst., PCE., JACTs, Sr. Assts, all special teachers, PET, PD Gr. II, Librarians including SN / HS., & etc.,
2.	Rs.14860 – onwards	Rs.50/-	Asst. Secy., Dy. Secy., TGTs, PGTs, PD Gr.I, JLs, Principals and Superintendents, & etc.,

The DDOs / Principals of APSWR Institutions in the State are hereby instructed to remit the deducted amount into the following account:

Name of the Account Holder : Director, Sainik Welfare,
Government of A.P.(AFFD)
Name of the Bank : State Bank of India(SBI)
Name of the Branch & Codre : Yellareddyguda & 3257
Current Account Number : 33881128795
IFSC Code : SBIN0003257
MICR Number : 500002057

The entire process should be completed along with the other remittances under intimation to the Director, Department of Sainik Welfare, 2nd Floor, Block 10, Gruhakalpa, M J Road, Nampally, Hyderabad – 500 004.

Sd/- M LAKSHMI DEVI,
for SECRETARY.

To

All the DDOs / Principals of APSWR Institutions in the State.

All Zonal Officers in the State.

The DDO / Finance Officer of this office with a similar request.

The Sri K Kaleswara Rao, Senior Asst. of this office with a request to update the HRMS payroll accordingly.

Copy to the Director, Department of Sainik Welfare, 2nd Floor, Block 10, Gruhakalpa, M J Road, Nampally, Hyderabad – 500 004

IMPORTANT

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY : HYDERABAD

Rc.No.Accts-II/2389/GEN/2013

Dated: 16th December, 2014.

C I R C U L A R M E M O

Sub:- APSWREIS – Accounts-J Section – Non-submission of revised monthly expenditure formats – Revised format communicated –Reg.

- Ref :
1. This Office Circular Rc No.J/5084//2010, dated 25.7.2011.
 2. This office Circular Memo Rc No.J/2389/2013, dated 11.03.2013
 3. This Office Circular Memo. Rc No. J/2389/2013, dated 19.11.2013
 4. Instructions of the Vice-Chairman, APSWREIS & Principal Secretary to Govt., SWD, dated 06.12.2014

##

In the references 2nd & 3rd cited, Annexures A & B were communicated with instructions to furnish the expenditure details within 10 days from the date of receipt of the funds from the Society every month. It is to inform that most of the Principals are not furnishing Annexures within stipulated time as prescribed by the Society.

In the reference 4th cited, the Vice-Chairman, APSWREIS & Principal Secretary to Govt., SWD has issued instructions to obtain the budget requirement particulars from the DDOs / Principals concerned every month from now onwards.

In view of the above, Annexures : A & B are revised duly incorporating the budget requirement column and enclosed with this circular memo.

In view of the above circumstances, all the DDOs / Principals of APSWR Institutions in the State are once again instructed to submit the information in revised formats within the stipulated time **apart from generating the pay bills in HRMS on or before 22nd every month without fail. Every month budget will be released subject to receipt of the annexures only.**

The above information should be sent in the shape of hard copies only.

Encl : as above.

Sd/- M LAKSHMI DEVI,
for **SECRETARY.**

To

All the DDOs / Principals of APSWR Institutions in the State,
All the Zonal Officers of APSWREIS in the State.

ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY

CIRCULAR MEMO

Rc No.Accts-II/3463/C.Memo/2014.

Dated:19th September, 2015.

Sub : APSWREIS – Accounts – II – Non-submission of Annexure A & B every month and certain lapses noticed – Certain revised instructions issued - Reg.

Ref: 1. This Office Cir.Memo Rc.No.J/2389/Gen/2013, dated:11th March, 2013.
2. This Office Mail Message No.02/2014, dated:3.9.2014 of the Finance Officer.
3. This Office Cir. Memo Rc.No.J/2389/Gen/2013, dated:17th September, 2014.

##

Attention of the Drawing & Disbursing Officers / Principals of APSWR Institutions is invited to the references cited and it is informed that on verification of the Annexure A & B furnished by the Principals concerned, the following lapses are noticed:

- 1 Income tax quarterly returns i.e. 24 Q & 26Q payment details are not furnished.
- 2 The details of challan nos. and dates not mentioned in the respective column of professional tax, GSLI., Income tax and others .
- 3 Remittances / deductions are not cleared within 5 working days from the date of receipt of the Budget.

In the reference 3rd cited, this office has informed that the budget will be released only soon after receipt of the annexures, but still some of the DDOs / Principals are not furnishing the annexures in time.

Therefore, all the DDOs / Principals are hereby directed to submit the Annexures A & B in full shape of Hard copies to the Zonal Offices within (7) days from date of receipt salaries or general budget and the Zonal Officers shall send the consolidated information to this office within (3) days after consolidation.

Sd/- x x x
FINANCE OFFICER.

To

All the DDOs / Principals of APSWR Institutions in the State
All the Zonal Officers concerned