

Minutes of the review meeting of Gurukulam held on 15.05.2012 in the Chambers of Secretary, Gurukulam with all Dy.Secretaries and Internal Auditors on out standing paras of internal audit reports

The Secretary, Gurukulam reviewed the work on 15.05.2012 of Internal Auditors reviewing out standing paras.The meeting was attended by all Dy.Secretaries and Internal Auditors

The Internal Auditors informed the meeting the various objections raised by them during the audit of institutions and sought for clarification and guidelines. Based on review the following points are recorded for taking necessary action

1. Administration Section

1. CRT Remuneration - limitation of 316 working days - excess payment of Rs.200/150 as the case may be.

The system was in vogue in the year 2003 only. At present, appointment of CRT's is not existence. Hence, the objection of excess payment of remuneration may be dropped.

2. Drawal of salary for posts in excess of sanctioned strength.

To continue to raise the objection and Admn wing will examine each case and decide on its merits. (Action by Admn)

3. Appointments of teachers without B.Ed qualification - drawal of increments.

it was stated by the D.S(Admn) that as the time limit for acquiring B.Ed qualification is three years, first two increments can be released and the 3rd one only from the date of acquiring B.Ed qualification. But, no authority was quoted by Admn section.Admn section will give necessary orders in this regard. (Action by Admn).

4. Sanction of funeral expenses to deceased contractual employees.

The orders extending the benefits of funeral Charges to deceased contractual employees were existing since a long time. This applies to students also. Hence, such objections may be dropped.

5. Non - regularisation of long spells of leave of staff.

Objections may be raised to bring them to the notice of Admn. Principals are responsible to refer such cases to Gurukulam H.O (Admn) and obtain necessary orders. (Action by Admn).

6. Payment of Mobile charges in excess of monetary limit of Rs.625/-.

There is no change in the existing Govt. Orders. Hence, the excess amount over and above Rs.625/- is to be recovered from concerned.

7. Payments made by the Principals over Telephonic instructions from Gurukulam.

Not permitted. Principals have to obtain post-facto written orders from Gurukulam.

2. Academic Section

1. Variation in attendance of student at hostel/ class/study hour.

It is observed that this is a common phenomenon in most of the institutions. Instructions were issued to institutions to strictly adhere to the attendance as per HIMS, TWSIS & HAS report.

(Action by Academic section)

2. Vocational courses- lab material not purchased -if purchased, material not required to a particular institution were made.

Instructions will be issued by Academic wing to co-ordinate the issue with the P.Os.

(Action by Academic Section)

3. EAMCET Expenditure.

It was opined by the Secretary that some unavoidable waste on diet, fees will be there, as all the students cannot be compelled to attend the exam. Hence, such objections need not be raised.

3. Accounts Section

1. Delegation powers Expenditure incurred by Principals in excess of their powers

The existing delegation of Powers requires revision in view of increase in cost of living index, which is under consideration by Accounts wing. Till then the auditors may raise objections which will be dealt in Accounts wing.

(Action by Accounts wing)

2. Non-conversion of Current Account into Saving Bank Account. Internal Auditors pointed out some Banks are not accepting the proposal from Principals. Banks require orders from Gurukulam.

Necessary instructions will be issued In this regard. .

(Action by Accounts wing)

3. Non remittance of unspent balances of diet.

Principals have to remit back these unspent balances.

4. Income generating sources, such as sale proceeds of empty gunny bags, Old newspapers etc. and interest from SB Account.

Non disposal of such items may be commented. If the income so generated is taken into Cash Book and utilised by the institutions, there is no objection.

5. Non-utilisation of funds.

If the funds are not required for immediate use or cannot be spent fully in that financial year, the unspent amount is to be surrendered to Gurukulam. Hence such cases of non-surrender may be commented.

6. Non receipt of PMS from DTWOs.

It was stated by the D.S (Admn) that due to online system of transfer of funds, the arrears of PMS amount can not be claimed now. In view of the situation, the earlier paras of non reimbursement by DTWOs may be dropped. From this year i.e, 2012-13 the previous system of reimbursement is introduced. Principals will be instructed to claim PMS amount in time from DTWOs. (Action by Accounts wing).

7. Payment of higher HRA to deputaionists.

It was decided that in order to offset the balance of HRA, i.e, 30%, deputationists in Gurukulam will be given as special incentives allowance orders will be issue in this regard. (Action by Admn wing).

8. Payment of HRA+Addl.HRA for agency area who are provided with quarters. As per rules the employees of agency area are eligible for rent free accommodation. In lieu of this they are eligible for HRA+Addl.HRA.

The objection raised by the Internal Auditors is that even though the employees are provided with quarters they are paid HRA+Addl.HRA.The contention of the employees is that some amount is being recovered from them by P.O's may be towards maintenance charges.

As a para is pending in A.G Audit report, a clarification is required from Govt.of A.P.Therefore such paras may remain.

9. T.A and D.A to contractual employees and counter signature of T.A bills of Principals.

T.A, D.A to contractual employees may be paid on par with regular employees of same cadre of Gurukulam Secretary, Gurukulam directed Admn Section to issue necessary instructions in this regards. The DTWOs are empowered to countersign TA bills of Principals.

(Action by Admn Section).

4. Planning Section

1. Payments of higher rates to GCC and transportation charges. It is observed that the principals not aware about the rate contract no information is available with theme.

As the P.Os enter in to a rates contract with GCC which is inclusive of transportation charges, the payment at higher rates and transportation charges separately is irregular.Hence,may be commented upon.

The P.Os are instructed to communicate copies of rate contract to principals as well as to Gurukulam so that the principals regulate the payment to GCC.

(Action by Planning Section).

2. Local purchase of diet articles.

Not permitted without the no stock certificate from GCC.

3. Issue of carpets, cloth and note books.

To be issued to all students every year as per G.O M.SNo:53 Social Welfare (Edn2) Dept., Dt: 25.03.2008.

4. Purchase by the P.Os - furniture, utensils, trunk boxes etc.

Instructions will be issued to all P.Os to follow the financial rules in procurement of these materials. (Action by Planning Section).

5. Non conducting of physical verification.

It is to be done by the Head of the Institution periodically or at least once in year, particularly at the close of the institutions for summer vacation and record the findings of physical verification in the registers and signed by him. Any deviation in this regards may be commented.

6. Advances pending with P.Os.

The matter is dealt at H.O level in Planning Section.

(Action by Planning Section).

Finally it is decided that as Internal Auditors they may raise objections on any subject and same brought to the notice of respective wings of Gurukulam for taking necessary action.

The internal Auditors requested for providing copies of various orders / instructions issued to the Institutions so that they can update their information. While accepting their request, they are advised to utilise the website of Gurukulam for this purpose.

Sd/-

Secretary

Assistant Secretary (Accts)

Copy to Joint Secretary,
Copy to all Dy.Secretaries,
Copy to Internal Audit Section,
Copy to all Internal Auditors,
Copy to Secretary Peshi,
Copy to Web Site.