

OFFICE OF THE SECRETARY, APTWREI SOCIETY (GURUKULAM), HYDERABAD.

CIRCULAR

Rc.No.Accts/F2/14334/2012-13

Date: 15.09.2012.

Sub: Gurukulam, Hyderabad - Release of funds through on-line system - Certain Instructions - Issued.

- Ref:- 1) Govt.Memo.No.351/81/DCM.I/2011-1, dt.30-11-2011 of Finance (DCM.I) Department
2) Govt.Memo.No.351/81/DCM.I/2012, dt.21-06-2012 of Finance (DCM.I) Department
3) Govt.Memo.No.351/81/DCM.II/2012, dt.04-08-2012 of Finance (DCM.I) Department, Govt.of A.P.

All the Principals/OSDs of Gurukulam institutions are informed that Government vide references cited have issued strict instructions to release the funds directly from the PD Account to the Account of beneficiary (Institution / any other third party). Hence hereafter all the amounts to Institutions will be sent through on-line system from the PD Account of GURUKULAM directly to Institutions / any third party.

Further as there is no provision to retain and deposit the U.D.Pay/ or Miscellaneous receipts received from the institutions at the Gurukulam Head Office, the balance amount available henceforth need not be returned to this office.

The Principals/OSDs shall maintain a receipts Register and record all the receipts received by them at the Institution level in the register. This receipts register shall be produced to Audit invariably.

The Principals/OSDs are well aware that all the receipts and payments of their respective Institution should be entered in FAS (Financial Accounting system) scrupulously. Hereafter, all releases will be based on the balance available as shown in the Funds position in all schemes, Funds position in all schemes (revised) and bank balance abstract report in FAS at Institution level and as per A3/B3 reports monitored by Head Office. The releases shall be made duly deducting the balance available as shown in the above reports. Knowingly or unknowingly if it is found that any credit entry is missed in FAS, severe disciplinary action will be taken against the Principal/OSD concerned for suppressing the information.

The Funds towards salaries / Diet, cosmetic, Pocket money charges etc., / other expenses to the Institutions will be released duly deducting the balance amount available in the Institution on that date as per FAS.

Therefore, all the Principals/OSDs of Gurukulam Institutions are once again directed to follow the above instructions, take immediate action for immediate rectification of Negative Balances shown in FAS and also update all the financial transactions in FAS, so that correct amounts will be released as and when required.

Sd/-
SECRETARY

To

All the Principals/OSDs of the above APTWR Schools and Colleges.

Copy to Deputy Secretary (Accounts) with instructions not to accept any DD received from Institutions towards return of unspent Balance amount available with them from -09-2012.

Copy to the Peshi of Secretary and Peshi of Joint Secretary, GURUKULAM

Copy to all the Deputy Secretaries of Gurukulam

Copy to Internal Auditors to observe the above instructions scrupulously

Copy to Sri T.H.Rao, Sr.Tech.Director, NIC APSU, Hyderabad for information.

Copy to Sri T.Sridhar Sharma, Sr.Systems Analyst, NIC, APSU, Hyderabad for information and necessary updation of web reports in FAS.

Copy to Sri Srinivas, Systems Administrator to pursue with institutions and update the transactions in FAS by 17-09-2012. He is also instructed to pursue with the Institutions regarding immediate rectification of Negative Balances in FAS

//f.b.o.//

Deputy Secretary(Accts)