

"IMPORTANT"

O/o, the Secretary,
Gurukulam,
Hyderabad.

CIRCULAR

Cir.Memo No.2021/Accts/2010

Dt:25-05-2011

Sub: Gurukulam - Accounts - Discarding Manual books of Accounts maintenance and use of Online Financial Accounting system (FAS) developed by National Informatics Centre for all the transactions at Head Office of Gurukulam & Institutions w.e.f 01-06-2011 - Instructions - Issued.

Ref: 1) Resolution of the IXth Board of Governors Meeting Dt.07-09-2010.
2) Cir.Memo No.F2/2021/2010-11, dated 29-12-2010.

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All the Principals/OSDs are informed that training programs, workshops and refresher courses on FAS were already completed.

After reviewing the progress of implementation of FAS it was decided to discard the manual books of accounts at Head Office of Gurukulam & Institutions and to use books of accounts generated by the software w.e.f 01-04-2011. All the Principals/OSDs are accordingly instructed that any expenditure outside the Online Financial Accounting System (FAS) after 01st June, 2011 shall be deemed as Irregular Expenditure and severe action will be initiated against the Officer concerned. The Principal / OSD particularly will be held personally responsible for writing or issuing Cheques or Debit instructions to Banks for all the Schemes implemented by Gurukulam without generation of an unique voucher from the Online Financial Accounting System (FAS).

The Dy.Secretary (Accounts) is directed to communicate the above procedure to the Chartered Accountants / Auditors working in Gurukulam for specifying the deviation if any in the Audit Reports, further auditors are requested to verify the audit reports generated through FAS only.

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

- 1) All the Manual records relating to accounts shall be updated immediately to enter into FAS and must tally with the entries entered in the software. If

- necessary by engaging additional Data Entry Operator to complete all entries.
- 2) Opening balances of advances entries should be entered into FAS while entering backlog data.
 - 3) Separate bank accounts shall 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.
 - 4) 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 01-06-2011.
 - 5) 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.**
 - 6) All transactions in the institutions shall henceforth be done through Cheques/DDs only.
 - 7) 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 penal action.

- 8) All the accounts at the institution level shall be Savings Accounts only as suggested by the Internal Auditors, however there shall not be multiple accounts.
- 9) Deductions and Recoveries such as Quarter maintenance fees, festival advances etc., shall be remitted back to Gurukulam Head office.
- 10) Salaries will be released based on the online draft pay bill of institutions. If any institution fails to submit the pay bill through FAS, salaries shall not be released to those institutions.

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.

Further, all the Principals / OSDs of TW Residential Institutions are requested to utilize the helpline by mailing the queries if any for effective implementation of the FAS.

Helpline e.mail IDs: crm.gklm@yahoo.in & gklmhohyd@gmail.com

Sd/-
SECRETARY

//Attested//


Deputy Secretary (Accts) (FAC)

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.