

PROCEEDINGS OF THE SECRETARY, A.P.R.E.I. SOCIETY (REGD.) HYDERABAD

Present: - Sri G. Gopal Reddy, M.A., M.Ed.,

Rc. No.Spl/KGBV/C3-2/1/2011-12

Dated:23-07-2012

Sub: - APREI Society (Regd.), Hyderabad – KGBVs – Guidelines/Procedure of financial norms for implementation of KGBVs for the year 2012-13 – Orders – Issued.

Ref: - Letter Rc.No.284\RVM (SSA)/KGBV/B10/10, dated 26-06-2012 of the Secretary, APKGBV Society, A.P., Hyderabad.

All the Special Officers of KGBVs in the state are hereby invited to the reference cited and to follow the Guidelines\procedure for implementation of KGBVs for the year 2012-13 issued therein on staff recruitment and estimated expenditure – Recurring costs item wise (200 children – 1 unit of KGBV) may be assessed through web site at WWW.apresidential.gov.in to take immediate action without any deviation.

This has got approval of the Secretary.

Receipt of these proceedings should be acknowledged.

**Sd/ G.Gopal Reddy
Secretary**

To

All the Special Officers, KGBVs (200) in the State.

All the Deputy Secretaries, AGO's of Regional Offices for information and n/a.

Copy to the Executive Engineer & Dy. Executive Engineer of this office for information.

Copy to the Asst. Accounts Officer of this office for information and n/a.

Copy to all the auditors of the KGBV Section.

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**Asst.Accounts officer
APREI Society(R), Hyd**

A.P.R.E.I. SOCIETY (REGD.), HYDERABAD

**ESTIMATED EXPENDITURE – RECURRING COST ITEM WISE (200 CHILDREN-I
UNIT OF KGBV) IN VIEW OF REVISED FINANCIAL NORMS BY GOVERNMENT OF
INDIA FROM APRIL, 2012 ONWARDS.**

SALARIES:

Sl.No.	Item of expenditure	Amount
01	Special Officer - 12 months	Proposed salary for Rs.25000/- (if retired person Rs.15000/- per month, if deputation as per actual)
02	CRTs (7 Numbers) - 10 months	Rs.9000/- per month
03	PET(1 Person) - 10 months	Rs.7000/- per month
04	ANM (1 Number) - 10 months	Rs.5500/-per month
05	Accountant (1 Number) - 12 months	Rs.6000/-per month
06	Attender (1 Person) - 10 months	Rs.4500/-per month
07	Sweeper cum Scavenger(1 Person) - 10 months	Rs.4500/-per month
08	Day Watchman(1 Person) -10 months	Rs.4500/-per month
09	Night Watchman(1 Person) - 10 months	Rs.4500/-per month
10	Cooks (2 Persons) - 10 months	Rs.4500/-per month
11	Kitchen Helpers(2 Persons) - 10 months	Rs.3000/-per month
12	Vocational/Art/Drawing/Painti ng Teacher (2)-10 months	Rs.4500/-per month

The above enhanced salaries are applicable to whose appointments made with District Selection Committee only and for whose appointments made with Special Officer the following rates are applicable:

1. Guest Teacher -- Rs.45/- (per period) but not exceeding Rs.4,500/- per month.
2. Others (All Categories --Rs.2,500/- per month.

The following head wise amounts are herewith sanctioned for the year 2012-13.
(in Rupees)

Sl.No.	Head of account	Amount sanctioned	Remarks
01	Maintenance per girl student per month @ Rs.750 X 200 X 10 months	15,00,000	
02	Uniform @ 400 X 200 (including stitching Rs.40)	80,000	Can be purchase as per actual strength
03	Stipend for girl student per month @ Rs.50 X 200 X 10 months	1,00,000	Can be purchase as per actual strength
04	Office Stationery including stationery for conducting Examinations, White Board with markers, all in one, test papers for 10 th students	15,000	
05	News Paper & Magazines	10,000	
06	Teaching Aids, Charts, Colours & Other TLM & Examination Stationery, Chalk pieces, Blackboard etc., C.Ds, Edcn.I CDs	5,000	
07	Note books to children	30,000	❖ See Note
08	Vocational Training Material	10,000	
09	Sanitary Napkins	10,000	
10	Water & Electricity (consumption)	50,000	
11	Water & Electricity (Material)	5,000	
12	Medical & Emergency	25,000	
13	Postage charges & Net charges	5,000	
14	TA bills	5,000	
15	Telephone including Mobile SIM card Rs.500/-p.m.	6,000	
16	Maintenance/Repairs to equipment/Furniture	10,000	
17	Toilets & Bathroom maintenance	5,000	
18	Miscellaneous	7,000	
19	Scouts & Guides	5,000	
20	School Functions	10,000	
21	Science Fairs and Other Competitions, T.A/Conveyance to participants	10,000	
22	Water Charges	6,000	
23	Conveyance/Transport of Material, Goods etc.	7,000	
24	Hostel Miscellaneous	7,000	
25	Games Material	5,000	
26	Utensils	3,000	

***Note:- Remarks Sl.No.7 (Note Books)**

- ❖ As per the existing Guidelines the Special Officers was permitted to purchase Note Books an amount of Rs.38,000/-. Now the Secretary, APKGBV Society, Andhra Pradesh, Hyderabad issued revised guidelines for the year 2012-13. As the revised guidelines the Note books has to purchase for an amount of Rs.30,000/- only. The Special Officers are here by directed not to purchase Note books for an amount of Rs.38,000/-. They are hereby directed to purchase for an amount of Rs.30,000/- only.

All the above amounts shown under each head of account is accorded as per guidelines issued by the State Project Director, SSA. Under any circumstances there is no additional amounts are sanctioned to any head of account. If any Special Officer is incurred any excess amount under any head of account will be viewed seriously and suitable disciplinary action will be initiated against him/her as per rules.

The Special Officers are directed to show utmost economy in spending the amounts and should follow strictly the financial rules by observing not to exceed the per capita expenditure.

The quantity and requirement of items are suggestive in nature; and required items / numbers may be procured duly keeping in view the budgetary ceilings.

The Special Officers are instructed to spend the amounts under the respective heads strictly as per norms by Guidelines without any deviation.

In respect of submission of bills on Salaries and Other Contingent bills certain Guidelines are prepared for communication to the Special Officers as shown below:-

I. Salaries:-

Regarding pay bills the Special Officer engaging the teaching and Non Teaching staff on hourly basis / Daily wages / contract / Out Sourcing. The Special Officer have to observe the workload of the teaching and non-teaching staff before engaging the staff. The sanctioned posts are not criteria at this stage. He should have proper official discipline. They have to submit the pay bills on or before 10th of every month. Other wise the Special Officers salary will be stopped.

II. T.A.Bills:

The Special Officers are deputing the staff 2 or 3 persons to one place for one day for various works ie., Bank work, Civil Supplies work, Obtain RO's. The Special Officer has to depute one person to look after all these works. He has to assess the work and to minimize the T.A. Bills, as the Government is not providing budget in funds.

III. Hostel:-

a) The Special Officer is the warden of the schools. He has to look after the Menu daily. The menu is placed at Flag –A. He has to sign on the Hostel record every day. He is responsible for the entire school.

b) Before submitting food bills the Special Officer has to take signatures of the food committee including cook.

c) The Special Officer has to submit the per-capita Statement along with hostel bill. Otherwise the bills cannot be admitted.

d) The Special Officers, House Masters, PET and Staff Nurse has to take food in the hostel along with students.

e) The Special Officer has to display the menu in the Hostel notice Board.

f) The House Master has to attend the hostel to take look after the discipline of the students.

g) The Special Officers has to submit the contingent bills to this office on or before 15th of every month.

h) The Hostel should be maintained clean and hygienic every day, the quality and the quantity of food should be served to the children every day.

iv) Contingencies:

- a) The Special Officers are making the Xerox of question papers, Contingent bills forms. Unit test papers, Marks statements etc., the monthly expenditure is more than Rs.1000/- to Rs.1500/-. The expenditure is to be minimized due to financial hardship.
- b) Some of the Special Officers are not submitting the Advance Stamped receipts for the credit bills which leads to delay in passing bills.
- c) Some of the Special Officers are not submitting the News Paper cuttings to the eggs bills which leads to delay in passing bills.
- d) Some of the Special Officers are not submitting the bills with in the time. They are submitting January 2011 Bills in March 2011, March 2011 bills in May 2011. Hence it is recommended to fix up a cut of dates for submission of bills twice in a month, Salary bills by 10th and contingent bill by 15th of every month.
- e) The Special Officers have to obtain quotations where purchases are exceed Rs1000/- and above.
- f) The Special Officers are submitting the quotations / estimations as cash bills. As these are not bills and cannot be admitted as cash bills.
- g) The Special Officers are not submitting Printed bills with TIN/ APGST number in some cases.
- h) The Special Officers should certify on telephone bills whether the calls were made on official purpose or private purpose.
- i) The Special Officers has to submit Water & Electricity Consumption charges bills with in the time along with demand notice issued by the Electricity Department.
- j) Medicines:-The Special Officer are purchasing the medicines monthly Rs.4000/- to 5000/- per month is not correct. The expenditure is to minimize up to Rs.1,000/-
- k) The Special Officers have to purchase two leading Telugu News Papers and one English News paper every month.
- l) Some of the Special Officers are making so many bills under one head of account like Food Charges. It is not correct. Please prepare a single bill under each head per whole month.

Further, it is submitted that the Special Officers have to submit the following information in the prescribed format detailed below every month along with bills.

Name of the KGBV :					
Name of the District :					
RECEIPTS AND EXPENDITURE STATEMENT					
RECEIPTS			EXPENDITURE		
S.N	Head of A/c	Amount	SN.	Head of A/c	Amount
1	Opening Balance		1	Advances	
	Cash on Hand		2	Adv. Charges	
	Cash at Bank		3	Art, Craft, Music	
2	Receipts from APREI Society		4	Bedding/ Uniform	
3	EMDs		5	Computer Expenditure	
4	Interest		6	Conveyance & Cartage	
5	Scholarships		7	Examination Fee	
6	N.G.C.		8	Exams. Stationery	
7	Sale of APRJC CET Forms		9	Food Charges	
8	Sale of CAT Forms		10	Furniture	
9	Sale of Tender Schedules		11	Games Equipment	
10	Sale of Gunny Bags		12	Misc & Maintenance.	
				Hot, Cold & Wethr	
11	Sale of old News Papers		13	Charges	
12	Sale of Old Text Books		14	Library Books	
13	Auction of trees etc.		15	Medicines	
				News Papers &	
14	Misc. Receipts		16	Periodicals	
15	RVM Grants		17	Office Stationery	
16	Grants from RMSA		18	Postage & Telegrams	
17	UD Pay		19	Rents, Rates & Taxes	
			20	Salaries	
			21	Scout Equipment	
			22	Teaching Aids	
			23	Telephone Charges	
			24	Note Books	
			25	Travel Expenses	
			26	Utensils	
			35	Water & Electricity (Con)	
			36	Water & Electricity (Mat)	
			37	Work Experience	
			38	Society Remittance	
			39	Refund of EMDs	
			40	N.G.C.	
			41	Other Expenditure (Specify)	
				Total Expenditure	
				Closing Balance	
				Cash on Hand	
				Cash at Bank	
	Grand Total			Grand Total	

DETAILS OF EXPENDITURE UNDER THE HEAD OF A/C SALARIES FOR THE MONTH OF -----	
Description	AMOUNT
Pay 7 Allowances	
Catering Charges	
T.A.Bills	
Remittance of GSLIS	
Remittance of LIC	
Remittance of Income Tax	
Remittance of Prof. Tax	
Remittance of Staff Bank Loans	
Remittance of Court Attachments	
Others if any (Specify)	
Total	

DETAILS OF REMITTANCES TO APREI SOCIETY FOR THE MONTH OF -----	
Description	AMOUNT
U.D.Pay	
Guest Fee	
Interest	
Sale proceeds of APRCS CET Forms	
Sale proceeds of Tender Schedules	
Sale proceeds of Gunny Bags	
Sale proceeds to Old News Papers	
Sale proceeds of Old Text Books	
Auction of trees etc.	
Others if any (Specify)	
Total	

This has got approval of the Secretary.

Receipt of these proceedings should be acknowledged.

**Sd/- G.Gopal Reddy
Secretary**

To

All the Special Officers of the 200 KGBV's in the state.

Copy to all Regional Deputy Secretaries & AGO's for information.

Copy to Executive Engineer and Deputy Executive Engineer of this office for information.

Copy to the Assistant Secretary (A) of this office for information.

Copy to all Auditors of the KGBV section.

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**Asst.Accounts officer
APREI Society(R), Hyd.**