

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

Office of the
Commissioner & Director of
Municipal Administration,
Telangana, Hyderabad.

CIRCULAR

Lr.No.003 /DEABAS/MAARC/TS/C&DMA/2015

Date:16-07-2015.

Sub:- Municipal Accounts - Finalisation of Accounts on Go-live basis –
Further instructions –Issued – Reg.

Ref:- 1.This office Memo. No. 121/DEABAS/2011-H2 dated.20-4-2015
2. This office Memo.No.003/DEABAS/MAARC/TS/C&DMA/2015,
dt.01-07-2015.

The attention of Commissioners of Municipalities and Municipal Corporations is invited to the references cited.

2. The ULBs who are still to submit 2013-14 Annual Accounts to the State Audit Dept. shall submit the Annual Accounts to State Audit Dept. immediately under intimation to this office otherwise serious disciplinary action will be initiated against them and further grants will not be released till they submit the Annual Accounts for the F.Y 2013-14.

3. The data entry for the year 2014-15 and 2015-16 is being made simultaneously in all ULBs. While it was proposed to finalise the annual account for the F.Y 2014-15 by 31-8-2015 and the data entry for the months of F.Y 2015-16 are proposed to be completed as directed below. This improvement is proposed as a measure to strengthen the financial management of the ULBs.

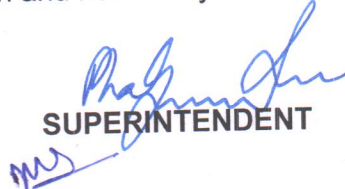
- (i) The ULBs should enter the transactions in the CGG software either on the same day or the following working day. This exercise shall be followed strictly w.e.f 01-08-2015. The login for these transactions will be closed after Transaction + 7 days.
- (ii) The Municipal Commissioners should take necessary steps to see that the Irsalnama, Chitta and Remittances are properly accounted for and reconciled without any discrepancies and verified personally at every weekend and furnish the report in the prescribed Proforma A enclosed herewith.
- (iii) The Municipal Commissioner should take necessary steps for verification of the Money value forms, Bank Reconciliation with Cash Book & Bank Book without fail.

Sd/-B.Janardhan Reddy
Commissioner & Director

To
All Municipal Commissioner in the State

Copy to RDMAs, Hyderabad & Warangal for information and necessary action

//t.c.f.b.o//


SUPERINTENDENT

PROFORMA - A

WEEKLY VERIFICATION REPORT FOR COLLECTIONS RECEIVED FROM DATE..... TO

[illegible]

Certified that the above collections have been verified and there is no misappropriation/Delay in remittance held during the week under report

Date:

..... Municipality