

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

From  
Dr. B. Janardhan Reddy, IAS.,  
Commissioner & Director of  
Municipal Administration,  
Govt. of Telangana,  
HYDERABAD.

To  
All the Municipal Commissioner,  
in the State.  
The Director,  
State Audit Department, Hyd.  
The Domain Expert,  
Centre for Good Governance,  
Hyderabad.

**Lr.Roc.No.2705/2015/B1, dt.10.04.2015**

Sir,

Sub:- Municipal Councils – Accounts – Maintenance of Municipal  
Accounts – One day orientation to all accounting  
personnel– Reg.

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It is noticed with much displeasure that the standard accounting procedures are not being followed in many Urban Local Bodies, which is resulting in misappropriation of funds and also being adversely reported by the State Audit Department/ Accountant General.

In view of the above, to streamline the accounting practices and disseminate the importance of accounts, it is desired to conduct a review meeting with all the Accounts Officers/ Examiner of Accounts/ Sr. Accountants/ Jr. Accountants and any other personnel dealing with the accounts on 20.04.2015 at 11:00 AM in Conference Hall, 3<sup>rd</sup> Floor, O/o C&DMA, Hyderabad on the following agenda items:

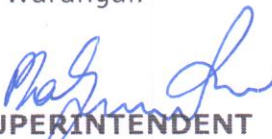
1. To review balances available under various accounts (001/002/003 & various Bank Accounts)
2. Accounting procedures.
3. DEABAS (Double Entry Accrual Based Accounting System) Status.
4. Annual Accounts status.
5. Audit Status.
6. Review on pending ESI/EPF/CC Charges.
7. Revenue improvement Action Plan.
8. Any other issues pertaining to Accounts.

In view of the above, all the Municipal Commissioners in the State are instructed to depute the concerned Accounts Officers/ Examiner of Accounts/ Sr. Accountants/ Jr. Accountants and any other personnel dealing with the accounts for the above meeting without fail. The concerned personnel attending the meeting shall come prepared on all the issues pertaining to the Municipality on Accounts and no exemptions shall be granted.

Yours faithfully,  
Sd/- B. Janardhan Reddy  
Commissioner & Director

Copy to the Regional Director-cum-Appellate Commissioners of  
Municipal Administration, Hyderabad and Warangal.

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**SUPERINTENDENT**