Annexure 'B'

Agenda for the 23rd Quarterly Review Meeting to be held on 4th and 5th November, 2009

A.

S. No.	Items
1.	Action taken report on the decision of the last meeting held in August, 2009 at New Delhi.
2.	**Financial performance for the year 2009-10 till 30th September, 2009 of the SSA, NPEGEL and KGBV. (Providing details of releases along with the copy of sanction orders, utilization and Closing Balance) as per Annexure – A.**
3.	**Provision of State share in State Budget for 2009-10 along with documentary proof for the same. Cumulative (yearwise) position of State share release, for SSA, NPEGEL and KGBV separately as per Annexure – B.**
4.	**Status of submission of Audit and Annual Report of 2008-09 and Submission of Annual Report and Utilization Certificates for 2006-07, 2007-08 and for the previous years (if not submitted).**
5.	Status of Internal Audit and expenditure incurred, year wise.
6.	Progress of compliance of outstanding audit objections (SSA, NPEGEL, KGBV and DPEP) of CA audit.
7.	Status on roll out of Financial Manual, Position of staff at SPO, DPO and sub district level, training of account staff, roll out of VEC/SMC/SEC Manual etc.
8.	Status on monthly Bank Reconciliation at SPO, District level and below Districts in respect of each Bank Account and status of e-transfer of funds to SSA Implementing Agencies.
9.	Year wise position of expenditure on elementary education from 1999-2000 to 2008-2009 excluding State share ear-marked for SSA.
10.	Status on appointment of CA for audit for the year 2008-09 and also provision of audit of VECs receiving more than Rs. 1 lakh per year.
11.	Action taken by the States in response to Government of India's Comments on IPAI reports 2006-07 & 2007-08.
12.	Status on submission of MMR.
13.	Status on Uploading of information on SSA web portal of MHRD.
14.	Any other item with the permission of chair.

States/UTs should email (ssafinance@gmail.com, richa.s@nic.in and richa.s@sb.nic.in) the following formats by 20th October, 2009 duly filled as on 30th September, 2009 and also bring a copy for the meeting:-

B.

1. Quarterly fund flow and cash forecast statement (Annexure VIII of Manual on Financial Management and Procurement for SSA).
2. Quarterly progress statement, New PMIS (Annexure IX) for SSA.
3. Details of Funds released to the districts (Annexure XI).
4. District wise expenditure statement (Annexure XII).
5. FMRs I, II & III for the half year ended 30th September, 2009.

(i) Ensure that all offices responsible for financial management and procurement at State, district, and sub-district levels have copies of the FMP Manual, and abstracts of the same in vernacular re-issued to all VECs to ensure awareness and compliance of financial norms;

(ii) Status on the provision of Accountant at Block level.

(iii) Ensure that orientation and additional in-service training for sub-district accounts officers, ideally trained jointly with community members (as per SSA Implementation Framework);

(iv) Ensure that only those expenditures for which utilization certifications have been received from the implementing entity (VEC, BRC, DIET, etc.) will be certified by external auditors and supporting vouchers remain available with them.

(v) No. of VECs receiving more than Rs. 1 lakh per year and number of such VECs covered in the statutory audit;

(vi) Ensure that all schools / VECs post financial information on school display boards disclosing funds received and spent on a timely, updated basis;

D. Procurement

(vii) Ensure that the standard tender documents of State governments as laid down in Para 110.5 of the FM&P Manual are invariably used for the procurement;

(viii) Ensure that the State level procurement organizations are following the procedures laid down in Chapter IX of the FM&P Manual.

(ix) Ensure that where appropriate, the concept of "total cost of ownership (TCO, which includes purchase costs, operating cost, maintenance cost, and remaining value) is followed for the procurement of computers rather than simple purchase cost.