

**Agenda for the 26<sup>th</sup> Quarterly Review Meeting to be held on  
5<sup>th</sup> & 6<sup>th</sup> August, 2010**

S. No.	Items
1.	Action taken report on the decisions of the last meeting held in May, 2010 at Trivendur, Kerala
2.	<b>Financial performance for the year 2010-11 till 30<sup>th</sup> June, 2010 of the SSA, NPEGEL and KGBV. (Providing details of releases alongwith copy of sanction orders, utilization and Closing Balance) as per Annexure-A.</b>
3.	<b>Provision of State share in State Budget for 2010-11 along with documentary proof for the same. Cumulative (year-wise) position of State share release for SSA, NPEGEL and KGBV separately as per Annex 'B'.</b>
4.	<b>Status of submission of Audit and Annual Report of 2008-09 and Submission of Annual Report and Utilization Certificates for 2008-09 and for the previous years (if not submitted).</b>
5.	Statement of expenditure and releases under SSA, NPEGEL and KGBV since inception.
6.	Status of Internal Audit and expenditure incurred, year wise
7.	Progress of compliance of outstanding audit objections (SSA, NPEGEL & KGBV) of CA audit.
8.	Status on roll out of revised Financial Manual, Position of staff at SPO, DPO and sub district level, training of account staff, status of complaint handling mechanism and revision of VEC/SMC/SEC Manual etc.
9.	Status on monthly Bank Reconciliation at SPO, district level and below district level in respect of each Bank Account.
10.	Year wise position of expenditure incurred by States on elementary education from 2000-01 to 2008-09 excluding State share ear-marked for SSA.
11.	Status on appointment of CA Firms for audit of accounts of 2009-10 and provision of audit of accounts of VECs / SMCs receiving more than Rs. 1 lakh per year.
12.	Action taken by the States in response to GOI's Comments on IPAI reports 1 <sup>st</sup> phase and IInd phase.
13.	Status on submission of MMR with copy of MMR of June, 2010.
14.	Uploading of information on SSA web portal of MHRD.
15.	Any other item with the permission of chair.

States/UTs should email ([ssafinance@gmail.com](mailto:ssafinance@gmail.com), [neelamrao@nic.in](mailto:neelamrao@nic.in) and [disburse.edcil@gmail.com](mailto:disburse.edcil@gmail.com)) the following formats by 25<sup>th</sup> July, 2010 dully filled as on 30<sup>th</sup> June, 2010 and also bring a copy for the meeting.

1. Quarterly fund flow and cash forecast statement (Annexure VIII of Financial Management Manual).
2. Quarterly progress statement, New PMIS (Annexure IX).
3. Details of Funds released to the districts (Annexure XI).
4. District wise expenditure statement (Annexure XII).
5. Monthly Monitoring report of June, 2010.
6. Quarterly Statement on Settlement of Audit Objections.

7. Quarterly statement of clearance of old unsettled advances.
8. Copies of sanction orders for release of GOI share and State share since inception if not submitted earlier.
9. Details of refund of unspent balances alongwith interest for DPEP and SSA pre-project activities.
10. Details of advances lying unadjusted for more than the period prescribed in para 75.1 of FM&P (Unitwise).
11. Financial Performance (Annex 'A').
12. Details of year-wise release since inception for SSA, NPEGEL and KGBV (Annexure – B).
13. Format of status of submission Audit Report 2008-09 and 2009-10.
14. Format of status of submission Annual Report 2008-09 and 2009-10.
15. Format of mode of transfer of funds.
16. Format of system of web based monitoring of funds.
17. Format of status of Bank Reconciliation Statement.
18. Format of status of Internal Audit.
19. Format of status of Training of staff of Accounts and Internal Audit.
20. Format of status of Staffing Structure.
21. Format of status of rolling out revised VEC Manual.

### **Financial Management**

- (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;

### **Procurement**

- (vii) Ensure that the standard tender documents of State governments as laid down in Para 115.5 of the revised 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 revised 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.