

GOVERNMENT OF TELANGANA  
OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA:: HYDERABAD.

Memo No. A1-2 /Accounts / 2017

Dated: 17 -05-2017

Sub:- Technical Education – Procedures in respect of financial aspects  
being followed – Certain information called for - Reg

Ref:- 1 Memo No. A1-2 /Accounts / 2017 dt 08-05-17 of this Office.

In continuation to the office memo under reference cited the principals of Govt polytechnics are requested to direct their concerned Administrative officer / Office Superintendent (where Administrative officer are not available) to fill up the attached check list and submit the same to this office at the time of Audit /Inspection of their accounts as per the dates mentioned against their colleges in the memo cited above .

Further the principles are also requested to attest/ Certify the check list before sending them to this office .

Sd/- A.VANI PRASAD  
COMMISSIONER

To  
The Principals of all Government Polytechnics in Telangana State.  
Copy to Regional Joint Director, Hyderabad  
Copy to Secretary, SBTET, Hyderabad

// F.B.O //

  
SUPERINTENDENT

**Check List of Accounts Maintained by the Institution**

Government, Non Government, PD Account, DDO Cash Book, Scholarships Account, Hostel Account, UD Pay, SBIET Account, SC/St Amenities Account, CDTP Account, IRG Account, Up gradation Account, Skill Development Centre Account, Modrobs Account, Infrastructure Development Account Etc

1. No. of Accounts maintained by the institution  
Account wise details to be submitted in following format

Sl.No.	Description of Account. (e.g. Scholarships) A/C	Name of the Bank / Branch	Nature of Account SB/Current	Account No.	Bank Balance as per Pass Book, (enclose latest Statement	Details of Cash Book.		Variation if any, reasons for variation (separate details may be submitted)	Remarks
						Cash in Hand	Cash in Bank		
1	2	3	4	5	6	7	8	9	10

2. In respect of Scholarships Account details of undisbursed scholarships to the students may be submitted in the following format

Sl.No.	Nature of Scholarship SC/St/Bc/EBC/Minority	No. of Scholarship Holders	Undisbursed amount.
1	2	3	4

2. Details of Cash less transaction maintained in the institution.
3. Details of Remittance of Tuition Fee to the Treasury for the year 2016-2017.
4. No. of students who were not paid college fee Year wise and Branch Wise may be brought to the notice and reasons for non collection.
5. In respect of College attached Hostel amount of mess dues to be collected from Hostel Boarders.
6. List of Office Staff working in the Institution (shown Annexure)

Sl.No.	Name of the post	Filled	Vacant	Name
1	2	3	4	5

7. List of theft / misappropriation if any & Action taken

//f.b.o//

Sd/- A.VANI PRASAD  
COMMISSIONER  
  
SUPERINTENDENT