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

COMMISIONER
SD/- A.VANI PRASAD

Before sending them to this office.

Further the principals are also requested to attest/certify the check list

The memo cited above.

Inspection of their accounts as per the dates mentioned against their colleges in
the attached check list and submit the same to this office at the time of audit
Office Superintendent (where Administrative officer are not available) to all up
Govt Polytechnics are requested to direct their concerned Administrative officer

In continuation to the office memo under reference cited the principals of

Ref: I Memo No. A1-2/Acounts / 2017 dt 08-05-17 of this office.

Sub:- Technical Education - Procedures in respect of financial aspects

Memo No. A1-2/Acounts / 2017

TELANGANA: HYDERABAD.
COMMISSIONER OF TECHNICAL EDUCATION
OFFICE OF THE
GOVERNMENT OF TELANGANA
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Vacant</th>
<th>Filed</th>
</tr>
</thead>
</table>

6. List of Office Staff working in the Institution (show Annexure)

5. In respect of College attends Hostel amount of mess dues to be collected from Hostel Boarders.

and reasons for non collection.

4. No. of Students who were not paid college fees year wise and Branch wise may be brought to the notice


2. Details of Cash less transactions maintained in the Institution.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Amount</th>
<th>Hostels</th>
</tr>
</thead>
</table>

the following format

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Hand in Cash</th>
<th>Statement</th>
<th>Bank in bank</th>
</tr>
</thead>
</table>

Account wise details to be submitted in following format

Check list of accounts maintained by the Institution