GOVERNMENT OF TELANGANA

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD

Cir.Memo.No.: Audit/3252/2018

Date: 26-05-2018

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

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The Principals of all the Govt Polytechnics in the state are
requested to update and furnish accounts of Government A/c, Non
Government A/c, IRG A/c, SBTET A/c and Hostel accounts, records and
expenditure of schemes (State & Central, SC/ST) on or before
31/5/2018.

The details may be send in the annexure appended to the memo
under named cover to Smt. L. Vijaya Sarada, Assistant Director (NT),
O/oCTE, Hyderabad and soft copy Mail to ad.dtetelangana@gmail.com.

The receipt of the memo shall be acknowledged.

Sd/- Navin Mittal
COMMISSIONER

To,
The Principals of all Govt Polytechnics
in Telangana State.

Copy to Regional Joint Director (TE), Hyderabad.
Copy to Secretary, SBTET, Hyderabad.

// f.b.o //
Check List of Accounts Maintained by the Institution


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

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description of Account ( eg Scholarship s) A/C</th>
<th>Name of the Bank/ Branch</th>
<th>Nature of Account SB/ Current</th>
<th>Account No</th>
<th>Bank Balance as per Book, ( enclose latest Statement)</th>
<th>Details of Cash Book</th>
<th>Variations if any, reasons for variation ( separate details may be submitted)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Nature of Scholarship SC/ST/BC/EBE/Minority</th>
<th>RTF/MTF</th>
<th>No. of Scholarship Holders</th>
<th>Undisbursed amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sd/- Navin Mittal
COMMISSIONER.

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