

Govt. of Jammu & Kashmir OFFICE OF THE CHIEF EDUCATION OFFICER DODA

(Near Dak Bangalow Doda City, Doda) E-mail:- cco-doda@jk.gov.in

The Principal Govt. Hr. Sec. Schools
(all)
Zonal Education Officer(s)
(all)
Headmaster Govt. High Schools
(all)

No. CEO/D/SmS/Audit/2024-25/ 764-939

Dated: 35/04/2024

Subject:-

Audit of Accounts of Samagra Shiksha, J&K for the financial Year 2023-24.

Sir,

Apropos the subject captioned above, Internal Auditor Samagra Shiksha shall be visiting at ZEO/School level for conducting audit of account maintained under erstwhile SSA,RMSA & Samagra Shiksha for the year 2023-24 w.e.f 26.04.2024.

In view of the above, you directed to maintain the activity-wise Receipt & Payment Account under erstwhile SSA, RMSA & Samagra Shiksha with Bank Account Statement w.e.f 01.04.2023 to 31.03.2024 and email the same on auditorssadoda@gmail.com by or before 26.04.2024.

Moreover, you are directed to keep the relevant records & information complete in all respects to make it available for examination before the audit on scheduled date & time as per formats as given below.

A SSA:

	Opening Balance as on 01.04.2023	Funds received during the Year	Total	Exp./Payment during the Year	Balance as on 31.03.2024
RMSA:					
Component/Activity Name	Opening Balance as on 01.04.2023	Funds received during the Year	Total	Exp./Payment during the Year	Closing Balance as on 31.03.2024
SAMAGRA SHIKSHA:					
Component/Activity Name	Opening Balance as on 01.04.2023	Funds received during the Year	Total	Exp./Payment during the Year	Closing Balance as on 31.03.2024
	Component/Activity Name	Component/Activity Name Opening Balance as on 01.04.2023 SAMAGRA SHIKSHA: Opening Balance as	Component/Activity Name Opening Balance as on 01.04.2023 Funds received during the Year SAMAGRA SHIKSHA: Opening Balance as Funds received	Component/Activity Name Opening Balance as on 01.04.2023 Funds received during the Year SAMAGRA SHIKSHA: Opening Balance as Funds received Total	Component/Activity Name Opening Balance as on 01.04.2023 Funds received during the Year Total Exp./Payment during the Year SAMAGRA SHIKSHA: Opening Balance as Funds received Total Exp./Payment

List of Record Books to be maintained:

Sl.No.	Record Book/Register/Statements	Remarks
01	Cashbook	Mandatory
02	Ledger	Mandatory
03	Store/Stock Register	Mandatory
04	Component wise Statement of Income & Exp. as per format i.e (Sl.No./Activity Name/Op. Balance as on 01.04 (year)/ Funds Received/Total Availability/Exp./Closing Bal. as on 31.03(year)	Mandatory
05	Receipts (funds) File (must have documentary proof for each amount received/credited in the official bank account)	Mandatory
06	Expenditure/Red account/Voucher File (must have documentary proof for each amount debited to the official bank account)	Mandatory



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	07	Register/File for UDISE+ information giving previous year DCFs	Mandatory for schools		
1		and report cards signed by the SMC	mandatory for schools		
	08	SMC Meeting/Minutes-Register	Mandatory		
	09	File for School Development Action Plan (Year-wise proposals and	Mandatory		
		progress thereof, with reasons for languishing projects if any)	Manuatory		
	10	Civil-works/Construction Register	Mandatory if applicable		
	11				
		Any other relevant record file as applicable time to time	As applicable		

Chief\Eddcation

Copy to the:

- Project Director Samagra Shiksha, J&K for favour of information. 1.
- Director School Education, Jammu for favour of information. 2.
- 3. Principal Higher Sec. Schools _____ _(all) for inf. & n/a.
- Zonal Education Officers for information and n/a. 4.
- 5. Headmaster High Schools _ $_{\rm (all)}$ for inf. & n/a.
- Internal Auditor for information and n/a. 6.



OFFICE OF THE CHIEF EDUCATION OFFICER DODA

E-mail:-cco-doda@jk.gov.in

No.CEO/D/Sms/ 942-1107.

Dated: 35/04/2024

Subject:

Annual Audit-2023-24/Physical verification under Samagra Shiksha/PM SHRI.

DEPUTATION ORDER

In order to conduct Annual Audit (2023-24) as well as Physical verification of the stock/works ongoing under Samagra Shiksha & PM SHRI (J&K), the following officials are hereby deputed to visit the Zonal Education Offices as well as at School level w.e.f 26.04.2024.

S.NO.	NAME OF OFFICER/ OFFICIAL	DESIGNATION	PLACE OF POSTING
01	K D Shah	Auditor Samagra Shiksha	CEO Office Doda
02	Majid Anjum	Programmer	CEO Office Doda

The deputees shall intimate their visit schedule to the concerned Offices/Schools well in time with an intimation to the undersigned. The TA /DA under norms shall be paid to them by this office.

Copy to the:

- 1. Project Directorate Samagra Shiksha J&K, Jammu for favour of information.
- Director School Education Jammu for favour of information.
- Principal DIET Doda for information and n/a.
- 4. Zonal Education Officer.....(all) for information and n/a.
- 5. Principal HSS(all) for information and n/a.
- 6. Headmaster HS.....(all) for information and n/a.
- 7. Concerned officials for immediate compliance.
- 8. Office record file.