

**TOP PRIORITY**

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH :: VIJAYAWADA

Cir. Memo. No. FI/2203/2021

Dated: 22.09.2021

Sub: Technical Education – Establishment – Certain instructions on maintenance of office records of Government Polytechnics and attached hostels – Issued.

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It has brought to the notice of this office that, many complaints have been received on misappropriation of government funds in Government Polytechnics and attached hostels and irregularities in maintenance of office records of Government Polytechnics. The lapses/irregularities are noticed mainly because of improper maintenance of office and hostel records relating to cash books, cash transactions, daily fee collection records and Stock Registers and not updating the records relating to financial transactions. Such lapses/irregularities causing much inconvenience to office administration.

2. In view of the above circumstances, the Principals and Drawing & Disbursing Officers of all Government Polytechnics in the State are hereby instructed to thoroughly monitor and see that the office records and registers of Government Polytechnics and hostels are up-to-date. They are further instructed to scrutinize all the records in their institutions and take appropriate measures for rectifying the irregularities/lapses, if any found, at their level only. Simply forwarding the irregularities/lapses occurred to the higher authorities, without taking any rectifying measures at their end within the time limit, will be viewed seriously.

3. Further, they are instructed to submit a detailed report with specific remarks to the concerned Regional Joint Directors of Technical Education, if any lapses and irregularities are found, beyond their control to rectify the same.

4. The Regional Joint Directors of Technical Education, Kakinada and Tirupati are requested to supervise the Government Polytechnics and attached hostels under their jurisdiction in regular intervals, particularly in financial issues.

5. The receipt of this Memo shall be acknowledged.

Sd/- Dr. POLA BHASKAR  
COMMISSIONER

To  
All the Principals of Government Polytechnics in the State.  
Copy to the Regional Joint Directors of Technical Education,  
Kakinada and Tirupati.

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*P. Rajendra*  
SUPERINTENDENT  
23/9/2021