# DIRECTORATE OF AUDIT GOVT. OF NCT DELHI DELHI SECRETARIAT, NEW DELHI – 110002



Sub:- Audit Report of Central Jail No. 15 (High Risk Jail), Mandoli, Delhi for the period 2017-2024.

### INTRODUCTION:-

The I.A.R on the accounts of Central Jail No. 15 (High Risk Jail), Mandoli, Delhi for the period 2017-2024 was conducted by the field Audit party No. XII comprising of Mrs. Monika Dhingra, IAO, Sh. Naveen Arora, AO and Ms. Ishrat Jahan, DEO. The Audit was conducted during the period from 05.06.2024 to 24.06.2024 (Extended for 02 days. Total working days 12).

### AIMS AND OBJECTIVES:-

1. The aim of establish of Central Jail No. 15, Mandoli is a High Risk Jail which means jail occupied with the prisoners of Gravest threat to the society because they were indulged in the most dangerous/rarest of the crimes, are imprisoned. Since the inmates are of most dangerous profile, their security and administration is made up as strong and secure. There are 119 inmates out of the total 248. The aim and objectives is to take care of the needs/welfare, health, rehabilitation, reformation of inmates/ prisoners till the completion of their conviction or imprisonment.

### Head of Office

SI. No.	Name	Designation	Period
1.	Sh. Tariq Salam	Supdt.	05/2017 to 09/2017
2.	Sh. K.S.Meena	Supdt.	09/2017 to 12/2017
3.	Sh. Vikas Goyal	Supdt.	12/2017 to 01/2018
4.	Sh. O.P. Bhatti	Supdt.	01/2018 to 05/2018
5.	Sh. Sanjeev Kumar Sharma	Supdt.	05/2018 to 03/2019
6.	Sh. S. Sunil	Supdt.	03/2019 to 12/2019
7.	Sh. Tariq Salam	Supdt.	01/2020 to 12/2020
8.	Sh. Sunil Kumar	Supdt.	12/2020 to 08/2021
9.	Sh. Devendra Kumar Uapdhyay	Supdt.	08/2021 to 12/2021
10.	Sh. Som Dutt Sharma	Supdt.	12/2021 to 05/2022
11.	Sh. Ashok Kumar	Supdt.	05/2022 to 12/2022
12.	Sh. Kapil Choudhary	Supdt.	12/2022 to 04/2023
13.	Sh. Ved Prakash	Supdt.	04/2023 to 05/2023

14.	Sh. Raj Kumar	Supdt.	05/2023 to 07/2023
15.	Sh. Devendra Kumar Uapdhyay	Supdt.	07/2023 to 10/2023
16.	Sh. Rajesh Choudhary	Supdt.	10/2023 to till date

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# Detail of D.D.O

SI. No.	Name	Designation	Period	
1.	Sh. Pradeep Bhardwaj	AAO	05/2017 to 08/2017	
2.	Sh. Subash Chander Nayyar	Dy. Suptd	08/2017 to 03/2018	
3.	Sh. Nupesh Raheja	AAO	03/2018 to 03/2019	
4.	Sh. Praveen Kumar Arya	Sh. Praveen Kumar Arya Dy. Supdt.		
5.	Sh. Arvind Kumar	Dy. Supdt.	03/2019 to 11/2019	
6.	Sh. Hans Raj Singh	Dy. Supdt.	11/2019 to 03/2020	
7.	Sh. Satish Kumar Saini	Section Officer	03/2020 to 05/2022	
8.	Sh. Vinay Kumar Singh	Dy. Supdt.	05/2022 07/2022	
9.	Sh. Sanjay Khanna	Section Officer	07/2022 to 01/2024	
10. Sh. Padam Parkash		Section Officer	02/2024 to 04/2024	

# **Detail of Cashier**

Sl. Name No.		<b>Designation</b> Period			
1.	Sh.Mukesh Kumar	Jr. Asstt.	05/2017 to 01/2022		
2.	Sh. Vikas	Warder-1674	.01/2022 to till date		

# Budget detail

	Establishme	nt		Contingenc	ies	
Year	Budget allotted	Expenditure made	Balance	Budget allotted	Expenditure made	Balance
2017-18	3629000	3628812	188	447000	445974	1026
2018-19	23000000	22161224	838776	3205000	2377321	827679
2019-20	30000000	28480164	1519836	4336000	3923115	412885
2020-21	45700000	45345421	354579	5946000	5416352	529648
2021-22	60000000	57287011	2712989	4665000	3465076	1199924
2022-23	60000000	59233363	766637	4380000	2960800	1419200
2023-24	64100000	57985104	6114896	4340000	3331820	1008180

# Statutory Audit:-

AGCR Audit has not been conducted upto 31.03.2024.



S.No	Name of the Sanctioned Post	Total no. of Sanctioned Post	No. of Sanctioned post filled (as on 30.04.2024)	No. of Sanctioned posts vacant (as on 30.04.2024)	Remarks
1.	Superintendent	01	00	01	-
2	Dy. Suptd - I	01	01	00	-
3	Dy. Suptd – II	02	01	01	-
4 Asst. Suptd.		12	05	07	Including 01 Asst. Suptd. who is under suspension
5	Head Warder	d Warder 15 10 05		Including 01 Head Warder who is under suspension	
6	Warder	61	52	09	Including 5 warders who are under suspension
7	Matron	02	00	02	-
8	Welfare officer	01	01	00	-
9	Head Clerk/ASO	01	00	01	Physically posted in CJ-15 (salary from Education Deptt.)
10	UDC	02	02	00	-
11	LDC	01	01	00	-
12	Counselor	01	00	01	
13.	Cook	01	00	01	
14.	Barber	01	00	01	
15.	Sweeper	02	00	02	
16.	Peon	01	00	01	
	Total	105	73	32	

Maintenance of Records:-

The maintenance of records of Central Jail No. 15 (High Risk Jail), Mandoli, Delhi for the period 2017-24 was found satisfactory subject of observations made in current audit report and in test audit note.

# Old Audit report

19/0

(A)

S. No.	Year	Total Para's	Para Settled	Para no. of settled para's	Partly settled	Outstanding Para's with para No.
				NIL		·

# (B) Details of Old Recovery:-

S.No. Year		Total old O/S Recovery	Amount Recovered		Balance Recovery against Paras (Amount in Rs. Para
		1.00,010,01	Para No.	Amount	wise)
			NII	L.	1

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# CURRENT AUDIT REPORT (2017-24):- PART-II

18/0

During the course of current audit 12 Observation Memo(s) & 09 Record Memo(s) were issued to the unit highlighting various irregularities with recovery of Rs. 64,567/-. 01 Audit memos has been Partly settled on the spot with recovery of Rs. 49813/- As per reply submitted by the Central Jail No. 15 (High Risk Jail), Mandoli, Delhi. All Audit Observation/Record Memos have been converted into 07 Para(s) alongwith recovery of Rs. 14,754/- and 06 TAN(s), which have been incorporated in the Current Audit Report as Part-II.

S. No.			Amount to be recovered(Rs.)	Remarks
1	Payment of wages of inmates in contravention to Delhi Prisoners Rule 2018			Para 01
2	06	Recovery of short deduction of UTGIES	Para 02	
3	08 Implementation of Rain Harvesting, Bio mass or solar plant provision		Para 03	
4	09	Recovery of TA	54,637/-	Para 04
5	10	Non-utilization of prisoners Welfare Fund (PWF)		
6	11	1 Non-Refund of Loan		Para 06
7	Record NON PRODUCTION OF RECORDS Memo		Para 07	

The Internal Audit Report has been prepared on the basis of information/records furnished and made available by Central Jail No. 15 (High Risk Jail), Mandoli, Delhi for the period 2017-24. The audit disclaims any responsibility for any misinformation and/or non-information on the part of Audit.

Signature of I.A.O

Designation: A.O

# PART-I Old Audit Report NEW UNIT



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PART-II
Current Audit Report
(2017-2024)

### **PART-II**



# Current Audit Report (2017-2024)

# Para No. 01 Payment of wages of inmates in contravention to Delhi Prisoners Rule 2018

(Ref. Audit Memo No. 04 dated 10.06.2024)

Rule 1081 of the Delhi Prisons Rule 2018 provides that the wages should be deposited in the Prisoner's Saving Bank Account on a fixed date every month and the Passbook shall be kept with Prisoner concerned. Further, Rule 1530 of the above mention Manual provides that the wages earned by the prisoner should be deposited in the Bank Account of the inmates.

On going through the records for the audit period 2017-2024 related to payment of wages to the inmates working at Day Lunger, Chakkar of Central Jail No. 15, Mandoli it has been noticed that wages of inmates are not being transferred to their respective Saving Bank Accounts and rather credited to Prisoner's Property Account No. 6513384832 being maintained by the Central Jail No. 15 at Indian Bank.

Such practice of the Jail Authorities & sub violation of the above referred rules, being not applied needs a clarification to the audit.

The compliance may be shown to the next audit.



# Para No. 02 Recovery of short deduction of UTGEIS



(Ref. Audit Memo No. 06 dated 13.06.2024)

On test check of the records of Central Jail No.15 (High Risk), Mandoli, it has been observed that the UTGEIS in r/o the following staff working in this office during the audit period 2017-24 not deducted as per prescribed rate. The detail is as under:-

S. No	Name of the Teacher	Desig.	Prescribed rate (Rs.)	Actually deducted (Rs.)	Difference (Rs.)	Period	No. of months	Due Amt (Rs.)
1.	Sh. Ram Pal	DS-II	60	30	30	03/18 to 08/18	6	180
2.	Sh. Kishan Singh	A.S.	60	30	30	03/18 to 02/19	12	360
3.	Sh. Prithvi Singh	-do-	60	30	30	03/18 to 11/21	45	1350
4.	Sh. Asha Ram Dass	-do-	60	30	30	03/18 to 09/20	19	570
5.	Sh. DharamVir Singh	-do-	60	30	30	03/19 to 11/20	21	630
6.	Sh. Vijay Kumar Dabas	-do-	60	30	30	03/19 to 07/19	5	150
7.	Sh. Anjani Kumar	DS-II	60	30	30	10/20 to 01/21	4	120
8.	Sh. Jagdish	AS	60	30	30	09/20 to 05/24	45	1350
9.	Sh. Raj BanshiMehto	-do-	60	30	30	01/21 to 05/24	41	1230
10.	Sh. Balram Singh	DS-II	60	30	30	03/21 to 05/22	15	450
11.	Sh. Chander Pal	A.S.	60	30	30	03/21 to 05/24	39	1170
12.	Sh. Rajiv Singh	-do-	60	30	30	03/21 to 07/22	17	510
13.	Sh. Rohit Mann	-do-	60	30	30	03/21 to 02/22	12	360

							Total	9930
15.	Sh. Hari Om Ahlawat	-do-	60	30	30	08/22 to 05/24	22	660
14.	Sh. Rakesh Kumar	-do-	60	30	30	06/21 to 09/23	28	840

The above said amount i.e. Rs.9,930/- may be recovered from the staff or recovered from the concerned officials after verification of facts & figures as soon as possible under intimation to the audit.



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# Para No. 03 Implementation of Rain Water Harvesting, Bio mass or Solar Plant provision

(Ref. Audit Memo No. 08 dated 13.06.2024)

- 1. As per Section 71 of the Delhi Prisons Act, 2000 (Delhi Act No.2 of 2002), Govt of NCT of Delhi under Chapter VI (Water Supply) Point no.432, the prison administration & the Govt. of NCT of Delhi shall endeavor to introduce rain water harvesting, bio mass or solar plant or any other methods in the prison to save or generate the water, electricity or alternate fuel.
- 2. The Water Tariffs of Delhi Jal Board, Govt. of NCT of Delhi, Water & Sewer (Tariff & Metering) Regulations 2012 according to Rule 50 of this regulation also emphasises that there should be provisions of scheme, applicable on Plots/Properties having areas of 500 Sq. Meter or More & having installed functional rain harvesting systems, shall be granted rebate 10% in the total bill amount with the condition that the said Government Office/Institution installs equipment for water harvesting System. Rebate is 15% if both the systems, i.e. RWH and Waste Water Recycling are set up and functional.

As per the above directions of Delhi Prisons Act 2002 & Delhi Jal Board regulations 2012, the compliance in respect of water & electricity methods adopted by the Central Jail No.15, Mandoli may be complied with necessary steps under intimation to the next audit.

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Para No. 04 Recovery amounting to Rs.4,824/-in respect of Transport Allowance given during absence from duty/leave for full calendar months.

(Ref. Audit Memo No. 09 dated 13.06.2024)

As per rules, Transport Allowance is not admissible to employees during absence from duty for a full calendar month due to leave/training/tour/vacation etc.

On Scrutiny of records of Central Jail No.15 (High Risk), Mandoli, delhi for the Period 2017-2024, it has been observed that the following employees had not attended the duty, as per the details given below. However, the transport allowance has been paid for the full calendar month for the same period by the school. The detail is given below:-

S. No.	Name of Employees &Designation	Reason for absence	Month for which recovery to be made	Amount of T.A. to be recovered (In Rs.)
Narender Bansal,     Warder		E.L-17-07-2022 TO 02-09-2022	August 2022	4824
			GRAND TOTAL	4824/-

The recovery of amounting to Rs 4,824/- /-may be recovered from the concerned officers after due verification of facts and figures and other similar cases may be reviewed and recovery, if any be made under intimation to the audit.

# Para No. 05 Non-utilization of Prisoners' Welfare Fund (PWF)



(Ref. Audit Memo No. 10 dated 19.06.2024)

Rule no. 1162 of the the Delhi prisons Rules 2018, stipulates that the sources of PWF mainly are

- a) Profit from CANTEEN
- B) DONATIONS from public & Corporates under Corporate Social responsibility
- C) Any other source approved by the Govt.

Test check of the records, /BANK STATEMENT pertaining to PWF, the following facts are noticed that

The Central Jail no.15 had been started in 2017. And till date, An amount of Rs.35,000/- had been transferred 04 TIMES from different jails like CJ-8,13 and some other source. And only two payments had been made till date of Rs, 31,763/- & Rs. 148/-

Rule No.1161 of the Delhi Prisons 2018 states that the PWF is meant for the welfare activities like educational, meditative, recreational, vocational, cultural & sports etc.

- 1. But since 10-2-2021 to till date, an amount of Rs.1,08,089/- had been lying idle/ unutilized WHICH SHOWS that no expenditure had been incurred for the welfare of the PRISONERS in the above period WHICH IS IRREGULAR.
- 2. It is also observed that no separate Cash Book, ledgers had been maintained for the PWF by the auditee unit.

The availability of the balance in the A/C shown that the prison authorities are not utilizing the funds for the objectives defined in the Manual and thus leading to the failure of the objective for which the said fund is created.

The Department is directed to comply with the directions of the Delhi Prisons Rules' Manual under intimation to the next audit.

(Ref. Audit Memo No. 11dated 19.06.2024)

As per the perusal of the record of CENTRAL JAIL NO. 15 (HIGH RISK), Mandoli, Delhi which reveals that a sum of Rs. 2 lacs Was obtained as LOAN from CENTAL JAIL 14, Mandoli, for the starting of CANTEEN/CANTEEEN ACCOUNT of the newly setup CJ-15. The former had given loan from its PWF.

But a perusal of the Bank Statement of CANTEEN ACCOUNT of CJ-15, shows that it has sufficient balance now to be able to return the above LOAN. But no effort had been made to return it.

The department is directed to refund the above LOAN under intimation to the next audit.

# Para No. 07 NON PRODUCTION OF RECORDS

(Record Memo 1 to 9 dated-05-6-2024)

- 1. Records of Vehicles
- 2. Stock Registers CONSUMABLE / NON CONSUMABLE of DDO OFFICE
  - & CANTEEN A/C
- 3. Spouse Information

(Monika Dhingra) Inspecting Audit Officer Audit Party No.XII

(2017-2024)

### TAN No. 01 Delay in deposit of cash

(Ref. Audit Memo No. 01 dated 07.06.2024)

As per Receipt and payment rule "The cash received by the Government Officer on account of revenue or receipt or dues of the government shall without undue delay, be paid in full with the Govt. account on the same day or next day for inclusion in Government accounts.

Test check of records revealed that in following cases as illustrated below the cash collected on account as "OFFICE RECIEPTS" through TR-V (GAR-6) had not been deposited under the rule. Rather they are deposited in the treasury/Bank after a very long time.

S.No.	TR-V	Date of RECEIPT	Amount Received (Rs)	Date of amount deposited in Bank	CHALLAN No.
1	14567	20.04.2023	100	23.05.2023	04
2	14570	20.09.2023	100	17.10.2023	05
3	14571	04.10.2023	100	17.10.2023	06
4	14572	19.11,2023	100	30.11,2023	07
5	14573	15.12.2023	100	19.03.2024	08

Reasons for above mentioned discrepancies may please be elucidated to audit and necessary steps should be taken for remove the above mentioned discrepancies under intimation to audit.

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# (Ref. Audit Memo No. 02 dated 07.06.2024)

While scrutiny of records revealed that on receipt of warrants of commitment on a sentences of imprisonment by a Session Judge U/s 383 of the criminal procedure code, the fine amount referred there in is being taken from the said accused after issuing him receipt and the same is being submitted with District and Session Judge. Tis Hazari Courts etc. In this connection, audit observations are as under.

- 1. NO monthly and quartly reconciliation has been dne with District & Session Judge, Tis Hazari Courts.
- 2. Some of the fines are pointed out to get them verified from the office of the Distt. And Session Judge.

Date/Convict No.	Name & parentage	Case particular	Court	Amount (in Rs.)
210/30.09.2021	Md. Azhar S/o Md. Taufique Khan	FIR NO.14/2015 PS.NIA	Ms. Parveen Singh, ASJ-03,PHC	58,000/-
07/25.03.2022	Mufti Abdus Sami Qasmi S/O Sh. Gulam Hussain	R.C. NO. 14/2015 PS.NIA	Ms. Parveen Singh, ASJ-03,PHC	50,000/-
215/04.09.2021	Sonu @ Zakir S/o Md. Naushad	FIR NO. 42/2017 PS Crime Branch	Ms. Mona tardi Kerketta, Ltd. CMM SHD/KKD	1,000/-
43/20.12.2022	Digvijay Saroha S/o Dharambir	FIR NO. 401/2014 PS Alipur	Sh. Shivaji Anand, ASJ04, Rohini Courts, Delhi	25,000/-

The above mentioned fine deposits may be got verified by the office of the concerned judges, under intimation to audit and reasons for above irregularities may be clarified to the audit.



# TAN No. 03 Discrepancies in maintenance of Cash book

(Ref. Audit Memo No. 03 dated 10.06.2024)

On scrutiny of cashbook of Central Jail 15, Mandoli, Delhi, for the period from 2017-2024 following shortcomings have been observed:

- 1. Non furnishing of fidelity bond by the Cashier: As per Rule 306, 306(3) of GFR-2017 EVERY Government Servant, whether Gazette or non Gazette, who is entrusted with the custody of cash or stores shall be required to furnish security/fidelity bond for an amount prescribed by the HOD depending upon the amount of Cash transactions involved. The security should be supported by a Bond executed by the Govt. servant in form 30/31. But it was found that no security/fidelity bond was furnished by the Cashier.
- During the Test Check of the Cash Book, it is also found the entries in the Cash Book are not made specifically during the period 2022-23/2023-24. The office receipts (as mentioned in the Audit Memo No. 01). Which were deposited late in the bank are entered in the same way in the Cash Book. The entries of the current and succeeding month are made on the same pages which is IRREGULAR.

Above discrepancies should be rectified and the compliance may be shown to the next audit.

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# (Ref. Audit Memo No. 05 dated 10.06.2024)

During the test check of reconciliation statement of Central Jail No. 15, Mandoli. It is noticed that savings made under various Heads were not being regularized as per provisions contained in General Financial Rules 2017.

### 1 Huge Savings under various Heads

As per Rule 62(2) of GFR 2017, savings as well as provisions that cannot be profitably utilized shall be surrendered to Government immediately they are foreseen without waiting till the end of the year. No. savings shall be held in reserve for possible future excesses.

Further Surrender of savings stipulates that Departments shall surrender to Finance Ministry, by the dates prescribed by that Ministry before the close of the financial year, ask the anticipated savings noticed in the Grants of Appropriations controlled by them. The Finance Ministry shall communicate the acceptance of such surrenders as are accepted by it to the Accounts Officer, before the close of the year. The fund provided during the financials year and not utilized before the close if that financial year shall stand lapsed at the close if the financial year. However, it was observed that huge amount of funds have been found remained unutilized as per details given below:-

Major Head	Head of Account	Budget	Expenditure	(+) EXCESS	%age of Savings (-)
2056 Rewards	00001990005	10000			100%
2056  Domestic TA Exp.	0000199011	25000	14032		44%
2056 Office Exp.	00001990013	500000	48821		90%
2056 Sup. & Material	00001990021	800000	559026		30%
March 2021-20	22				
2056 Rewards	00001990005	10000			100%
2056 Domestic TA Exp.	0000199011	30000	13850		54%

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2056	00001990013	500000	174937		65%
Office Exp.					
2056	00001990024	25000	25351	(+) 351	
P.O.L					
2056	00001990021	900000	699741		22%
Sup. &					
Material					
2022- 2023					
2056	00001990005	10000	7000		30%
Rewards					
2056	00001990006	2800000	2101579		25%
M.T.					
2056	0000199011	60000	8777		85%
Domestic TA					
Exp.					
2056	00001990013	100000	48713		51%
Office Exp.					
2056	00001990021	500000			100%
Sup. & Material					
2056	00001990024	10000			100%
P.O.L					

As per Rule 62(1) of GFR 2017, Department shall surrender the utilised funds before the close of financial year, all the anticipated savings noticed in the Grants or Appropriation controlled by them. However, in the mentioned cases, the same was not done.

Moreover, the expenditure of P.O.L had been exceeded in the year 2022-23 which is also QUESNABLE.

The deptt. is required to quick and vigilant in this part and the compliance may be shown to the next audit.

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(Ref. Audit Memo No. 07 dated 13.06.2024)

During the test check of the PBRs maintained by the Central Jail No.15 (High Risk), Mandoli, Delhi for the audit period 2017-18 to 2023-24 following irregularities have been noticed:

- 1. Non Maintenance of Separate PBR in respect of officials joining on or after 01.01.2004 (Under New Pension Scheme) as in terms of Para 10(m) of the Government of India, Ministry of Finance O.M.No.F.No.1(7)(2)/2003/TA/67-74 dated 04.02.2004 of New Pension Scheme, the DDOs should prepare a separate pay bill register in r/o Govt. Servants joining Govt. Service on or after 01.01.2004.
- 2. The mandatory page counting certificate is not recorded in the PBR's on the first page which is also required to be countersigned by the DDO concerned.
- 3. The mandatory information/details of employees required to be recorded on the upper left side of each page in the PBR not found completely filled in any of the PBR's. Apart from name & designation, other details like Pay (Basic + Grade pay)/ Pay level, details of loan/advances/refunds, installment No., Pan No., GPF/PRAN No. etc. were also not found completely filled.
- 4. Pat information of employees who have been transferred into the unit (required to be entered from LPC) were not found recorded in the PBR. This information is required for calculation of Income Tax, GPF contribution etc. Also information about the employees who have been transferred out of the unit has not been recorded in the PBR. Copy of LPC is also required to be appended with the respective page in the PBR.
- 5. Entry wise signature of the DDO has not been found in the PBR.
- 6. Gar-18, Abstract of Pay bill has not been prepared.
- 7. Total of each column is also required to be entered on the last line of each page (at the bottom) which helps in calculation of Income Tax of the respective year.
- 8. Aadhar No. of the employees not filled in the PBR.

Above discrepancies should be rectified and the compliance may be shown to the next audit.

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# TAN No. 06 Deficiency in maintenance of Service Books

(Ref. Audit Memo No. 12 dated 20.06.2024)

During the test check of Service Book provided by the school, the following deficiencies are observed: -

- (i) Entry of Aadhar Number has not been made in most Service Books as per instructions circulated by the Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi vide No.F.3(03)/2015/T-I/Pr. AO/2017-26 dated 10/09/2015.
- (ii) Verification and communication of qualifying service after 18 years of service or 5 years before retirement. As per Rule 32 of CCS (Pension) Rules, on completion of 18 years or 5 years before the date of retirement, whichever is earlier, verification of services of the Government servant concerned should be completed and a certificate of verification issued to him in the prescribed form (Form 24). However, the service has not been got verified in any case.
- (iii) 'Home Town' declaration under LTC scheme to be kept in the service book the declaration will be kept in the Service Book. Home Town declaration entry was not found in Service Book in many cases.
- (iv) Practical guidelines on the maintenance of Service Book instructions/ guidelines contained on the inner cover pages of the printed Service Book will be followed. in addition, some practical guidelines are below: -
- (v) Annual Verification of Services. -Verification of Services will be completed annually along with pay slip for the month of April every year and certificate of verification recorded in the Service Book after ensuring correctness of the entries.
- (vi) In the case of Transfer Certificate will be recorded for the period up to the date for which pay is drawn by the office, even if it is part of the month/ year. The new office should verify whether certificate has been recorded correctly and agrees with LPC.
- (vii) Verification for the remaining period before submitting pension papers to the pension sanctioning authority, verification will be completed for the remaining period of service up to retirement.
- (viii) Leave-Account in many Service Book Leave A/C has cutting and Overwriting in various entries. Entries should be Clear and Order in respect of Special leave, summer Vacation duty may be pasted in the Service Books. E.g. Leave a/c of Sh. Ravi Kumar, W-1805, Satender Kumar, W-2478, Johny Panchal, W-1568 is not completed and attested also.
- Photograph& BIO-DATA: Vide GID below SR 197, a recent photograph of the Government servant is to be affixed on the right hand corner of the Service Book. However, in several cases the photographs are not affixed or very old and not updated. Also, in the case of few officials like Sh. RajKumar Head Warder-1033, Kamal Warder-1503, Sandeep Kumar, W-1680, the BIO-DATA is not complete and not attested e.g. their photographs not attested, finger prints not taken and other details not attested.

Above discrepancies should be rectified and the compliance may be shown to the next audit.

(Monika Dhingra)
Inspecting Audit Officer

Audit Party No.XII