

**DIRECTORATE OF AUDIT  
GOVERNMENT OF N.C.T. OF DELHI  
4<sup>TH</sup> LEVEL, C-WING, DELHI SECTT,  
I.P. ESTATE, NEW DELHI-110002**

**Sub: - Audit report of the office of Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052.**

Audit on the accounts of Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052. for the financial years 2022-23 and 2023-24 has been conducted by the Compliance Audit Party - Delhi Jal Board comprising of Sh. Inder Mohan, Sr.AO/IAO and Sh. Anil Kumar, AO from 12.09.2024 to 23.09.2024 in seven (07) working days. The accounts were reviewed purely on test check basis.

**AIMS AND OBJECTIVES**

This is a water project division and is responsible for preparing and executing infrastructural projects for DJB such as construction of underground water reservoirs, WTPs, laying of water lines. At present, 01 No. EE(Civil), 02 Nos. AE(Civil), 01 No. JE(Civil), 02 Nos. Draftsman, 01 No. AAO and other ministerial staff is working.

**HOO/DDO's/AAO/CASHIERS**

The following officers/officials have served as Head of Office (HOO)/Drawing & Disbursing Officer (DDO)/Assistant Accounts Officer/Cashier during the period 2022-23 & 2023-24.

| S. No. | Name of the Head of Office                  | From - To                |
|--------|---------------------------------------------|--------------------------|
| 1      | Sh. V.D. Gautam, Executive Enginner (Civil) | April, 2022 to till date |

| S. No. | Name of the AAO | From - To               |
|--------|-----------------|-------------------------|
| 1      | Sh. Tejbir      | June, 2022 to till date |

| S. No. | Name of the Cashier | From - To |
|--------|---------------------|-----------|
|        | NIL                 |           |

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Details of Audit memos, Recovery, Audit Para in respect of the office of Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052.

| Memo No. | Detail                                                                                                                                                         | Recovery        | Recovered On Spot | Balance         | PARA/TAN/ Settled |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|-----------------|-------------------|
| 1.       | Requisition Memos                                                                                                                                              | --              | --                | --              | PARA-17           |
| 2.       | Extra payments of Rs.14.11 lakhs in RA Bills along with non-deduction of compensation for delay of work for Rs.47.15 lakhs.                                    | --              | --                | --              | PARA-1            |
| 3.       | Reconciliation of Balances in the Bank Accounts for the Financial Years 2022-23 & 2023-24.                                                                     | --              | --                | --              | PARA-2            |
| 4.       | Obtaining of utilization certificates/ expenditure statements amounting to Rs.21.28 crores in respect of Road Restoration Charges (RRC) from various agencies. | --              | --                | --              | PARA-3            |
| 5.       | Short levy of statutory deductions amounting to Rs.7.47 lakhs                                                                                                  | 746624/-        | --                | 746624/-        | PARA-4            |
| 6.       | Non-imposition of compensation amounting to Rs.9.73 crores for delay of works                                                                                  | --              | --                | --              | PARA-5            |
| 7.       | Non maintenance of Contractor's Ledger                                                                                                                         | --              | --                | --              | TAN-01            |
| 8.       | Non maintenance of Bill Register                                                                                                                               | --              | --                | --              | TAN-02            |
| 9.       | Non-utilization of budgets to the tune of Rs.13.62 crores                                                                                                      | --              | --                | --              | PARA-6            |
| 10.      | Expenditure on advertisements worth Rs.14.73 lakhs.                                                                                                            | --              | --                | --              | PARA-7            |
| 11.      | Improper reimbursement of Electricity Security Charges of Rs.43,621/-.                                                                                         | 43621/-         | --                | 43621/-         | PARA-8            |
| 12.      | Improper execution of extra items for Rs.1.71 crores.                                                                                                          | --              | --                | --              | PARA-9            |
| 13.      | Discrepancies in respect of Deposit Works                                                                                                                      | --              | --                | --              | PARA-10           |
| 14.      | Excess payment of Non-Productivity Linked Bonus for Rs.3116/-                                                                                                  | 3116/-          | --                | 3116/-          | PARA-11           |
| 15.      | Non - Maintenance of Cash Book.                                                                                                                                | --              | --                | --              | PARA-12           |
| 16.      | Improper maintenance of Pay Bill Registers/ECRs.                                                                                                               | --              | --                | --              | TAN-03            |
| 17.      | Discrepancies in maintenance of Service Books.                                                                                                                 | --              | --                | --              | TAN-04            |
| 18.      | Slow progress of works - Abnormal delay in execution/completion of work                                                                                        | --              | --                | --              | PARA-13           |
| 19.      | Discrepancies in the work order No.01 (2021-22)                                                                                                                | --              | --                | --              | PARA-14           |
| 20.      | Excess payment of Rs.2.05 lakhs due to incorrect calculations in RA Bill                                                                                       | 204403/-        | --                | 204403/-        | PARA-15           |
| 21.      | Discrepancies in maintenance of Stock Registers                                                                                                                | --              | --                | --              | PARA-16           |
|          | <b>TOTAL</b>                                                                                                                                                   | <b>997764/-</b> | <b>--</b>         | <b>997764/-</b> |                   |

Total Memos issued = 21  
Memo settled = 00  
Audit Para = 17  
TAN = 04

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**BUDGET ALLOCATION AND EXPENDITURE FOR THE YEAR 2022-23 AND 2023-24**

| Year    | Capital (Rs. in Lakhs) |             |         | Revenue (Rs. in Lakhs) |             |         |
|---------|------------------------|-------------|---------|------------------------|-------------|---------|
|         | Budget allotted        | Expenditure | Balance | Budget allotted        | Expenditure | Balance |
| 2022-23 | 1527.43                | 1037.58     | 489.85  | 430.61                 | 374.34      | 56.27   |
| 2023-24 | 2027.08                | 1235.39     | 791.70  | 426.14                 | 401.38      | 24.76   |

**VACANCY STATEMENT**

| Group        | Sanctioned Posts | Filled Posts | Vacant Posts |
|--------------|------------------|--------------|--------------|
| A            | 01               | 01           | Nil          |
| B            | 13               | 07           | 06           |
| C            | 14               | 04           | 10           |
| <b>TOTAL</b> | <b>28</b>        | <b>12</b>    | <b>16</b>    |

**STATUTORY AUDIT**

The statutory audit of the office of **Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052** has been conducted by AG (Audit), Delhi up to the financial year 2013-14.

**MAINTENANCE OF RECORDS**

The maintenance of records of the office of **Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052** for the period 2022-23 & 2023-24 was found satisfactory subject to observations made in Current Audit Report.

**OLD AUDIT REPORT**

This was the first audit of the Division by the Directorate of Audit, Govt. of NCT of Delhi.

**CURRENT AUDIT REPORT (2022 - 2024)**

During the course of current audit, 21 audit observation memos including 01 requisition memo highlighting various shortcomings/recoveries to the tune of Rs.9,97,764/- were issued. No Record Memo was settled on the spot. Therefore, all the 21 (twenty-one) observation memos including 01 (one) Requisition Memo have been converted into 17 Paras and 04 TAN which are incorporated in Current Audit Report.

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**DETAILS OF CURRENT RECOVERY (AUDIT PERIOD 2022-2024)**

| Memo No.     | Total Recoveries (in Rs.) | Amount Recovered | Balance (in Rs.)  | Para. No. |
|--------------|---------------------------|------------------|-------------------|-----------|
| 05           | 7,46,624/-                | -----            | 7,46,624/-        | 04        |
| 11           | 43,621/-                  | -----            | 43,621/-          | 08        |
| 14           | 3,116/-                   | -----            | 3,116/-           | 11        |
| 20           | 2,04,403/-                | -----            | 2,04,403/-        | 15        |
| <b>Total</b> | <b>9,97,764/-</b>         | <b>-----</b>     | <b>9,97,764/-</b> |           |

The internal audit report has been prepared on the basis of information furnished and made available by the office of **Executive Engineer (Water) C-III (Now Executive Engineer [Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052**. The Directorate of Audit, GNCT of Delhi disclaims any responsibility for any misinformation and of non-information on the part of auditee.

  
(INDER MOHAN)  
Inspecting Audit Officer  
Compliance Audit Party - DJB

# **PART – I**

## **OLD AUDIT REPORT**

**NIL**

# **PART – II**

## **CURRENT AUDIT REPORT**

### **(2022-2024)**



## **CURRENT AUDIT REPORT** **(2022-23 and 2023-24)**

**Para No. 01:** Extra payments of Rs.14.11 lakhs in RA Bills along with non-deduction of compensation for delay of work for Rs.47.15 lakhs.

**(Ref. Observation Memo No. 02 dated: 13.09.2024)**

**Name of work:** Providing water supply in left out portion of u/a Colonies - Sangam Vihar Colony (Reg. no. 603), D Block (433), E-Block (1221), F-2 Block, Hamdard near Batra Hospital, M. B. Road (156), F1 block (1336) and G-Block (868) of Sangam Vihar - Assembly Constituency-49.  
**Agency:** M/s New Construction Co.  
**Work order no. 2 (22-23)** dated. 18.01.2021  
**Completion Period:** 8 months  
**Quoted rates:** 21% below  
**Date of start as per Work Order:** 24.01.2022  
**Date of completion as per Work Order:** 23.09.2022  
**Actual date of start:** 29.01.2022  
**Status of work:** Work in progress  
**Amount put to tender:** Rs.5,96,78,220/-  
**Contractual amount:** Rs.4,71,45,794/-

During test check of the work order no. 02 dated 18.01.2021, audit observed a significant discrepancy between the amount claimed by the Contractor in their Running Account (RA) bills and the actual payment made by the Division. An analysis of the bills revealed that:

- (a) In Ist RA bill, the Contractor had claimed Rs.1,24,23,236.29 whereas the Division had made the payment totalling to Rs.1,37,51,651.00 resulting in an excess payment of Rs.13,28,414.71.
- (b) In 2<sup>nd</sup> RA bill, the Contractor had claimed Rs.1,05,80,472.59 whereas the Division had made the payment of Rs.1,06,63,219.78 resulting in an excess payment of Rs.82,747.19.
- (c) Therefore, the total excess payment for Rs.14,11,161.90 (a+b) was found made to the Contractor in this work.

Further, it has also been observed that the Contractor failed to complete the work within the stipulated completion period i.e. 23.09.2022 as per the contract agreement. No penalties have been deducted up to 02 running accounts (RA) bills paid to the Contractor for the delay of the project. As per contract terms and conditions (10.3.1), compensation for delays of works shall be @ 1.5% of the contract price for each month of delay to be computed on per day basis subject to the condition that penalty shall not exceed 10% of the contract price. As on 31.03.2024, there is a delay of 555 days (from 24.09.2022 to 31.03.2024 - almost 18 months), therefore penalty amount has been worked out to Rs.1,27,29,364.38 however restricted to Rs.47,14,579.40 (10% of the contract price).

In response to the observation memo dated 13.09.2024, the Division has replied that the bills have been checked again and found that there is a typing mistake in the bill forms only as submitted by the agency and corrected by the accounts. Payments were released to the Contractor as per CMB. Therefore, no excess payment was made to the Contractor. Regarding non-imposing of penalty, the Division has replied that after taken up of the work by the agency, sewer division is also executing sewer work in this area. Due to space constraints in same lanes wherein water and sewer work cannot be executed at the same time.

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However, the Competent Authority has transferred the work to the maintenance Division i.e. EE (M) 49 for onward completion.

Since, the Division has not produced the corrected bill of the Contractor as per CMB detail and no specific EOT documents has been produced to the audit to justify the delay of the project, reply submitted by the Division is incomplete and therefore not tenable.

The Division may therefore take necessary steps to produce the specific reply after correcting the discrepancies in the Contractor's bill. Besides this, approved EOT justifying the delay in the project may also be provided to audit, failing which, compensation for delay of work of Rs.47.15 lakhs may be deducted from the Contractor's bill.

**Para No. 02: Reconciliation of Balances in the Bank Accounts for the Financial Years 2022-23 & 2023-24.**  
(Ref. Observation Memo No. 03 dated: 17.09.2024)

**(A) Financial Year 2022-23**

During scrutiny of records provided by the office of EE (W) C-III, (Now EE[Project]-V), Delhi Jal Board, it has been observed that following Bank Accounts exists in the Book of Accounts of the Division, details of which are as under:

| Bank Balances as on 31-03-2023       |                     |                        |
|--------------------------------------|---------------------|------------------------|
|                                      | Debit (in Rs.)      | Credit (in Rs.)        |
| 1 CBI-1115                           |                     | 46,853.00              |
| 2 Corporation Bank - 026401601000537 | 14,74,332.79        |                        |
| 3 Corporation Bank - 4116            |                     | 11,22,85,190.00        |
| 4 Corporation Bank - 4131            |                     | 2,42,45,474.00         |
| 5 Corporation Bank - CA 134          | 12,87,141.50        |                        |
| 6 S.B.I. A/c. No. - 40465911574      | 835.00              |                        |
| 7 S.B.I. A/c. No. - 41437543901      |                     | 17,83,558.00           |
| 8 SBI HOLDING A/c 41010338872        | 174.00              |                        |
| 9 Syndicate Bank-60011-R.Jhansi      |                     | 47,20,846.00           |
| 10 Syndicate Bank 57                 | 96,872.00           |                        |
| 11 Syndicate Bank A/c 12261          | 35,33,900.00        |                        |
| <b>TOTAL</b>                         | <b>63,93,255.29</b> | <b>14,30,81,921.00</b> |

The Division has requested to provide the following information/clarification:

1. Copy of Bank statements in r/o of all the above mentioned Ledgers.
2. Reconciliation Statements in r/o of Ledgers as mentioned above with Bank Statement.
3. Reasons for Credit Balance of Rs.14,30,81,921/- in r/o Ledgers mentioned above and details thereof.
4. Confirmation and detail of closed A/c either at Unit Level or at Head Quarter level and status of Fund transfer to Delhi Jal Board(HQ) Bank Account/ Related concerned Bank A/c.
5. Purpose of maintaining each Bank Accounts.

**(B) Financial Year 2023-24**

During scrutiny of records provided by the office of EE (W) C-III, (Now EE[Project]-V), Delhi Jal Board, it has been observed that following Bank Accounts exists in the Book of Accounts of the Division, details of which are as under:



| Particulars                    | Opening (Rs.)  | Debit (Rs.)            | Credit (Rs.)           | Debit Closing (Rs.) | Credit Closing (Rs.) |
|--------------------------------|----------------|------------------------|------------------------|---------------------|----------------------|
| Bank Balances as on 31-03-2024 |                |                        |                        |                     |                      |
| <b>SCHEDULE BANK</b>           |                |                        |                        |                     |                      |
| SBI A/C NO. 3083               |                | 22,649.00              | 1,22,599.00            |                     | 99,950.00            |
| SBI A/C No. 3901               | 0.00 CR        | 19,74,38,952.00        | 19,40,97,848.00        | 33,41,104.00        |                      |
| <b>SCHEDULED BANK</b>          | <b>0.00 CR</b> | <b>19,74,61,601.00</b> | <b>19,42,20,447.00</b> | <b>33,41,104.00</b> | <b>99,950.00</b>     |
| <b>TOTAL</b>                   |                |                        |                        |                     |                      |

It has been observed that all the Ledgers mentioned above are having zero opening Balance. Further, Closing Balances of Banks in the financial Year 2022-23 has not been carried forwarded in the financial year 2023-24.

The Division has requested to provide the following information/clarification:

1. Reasons for not carry forward of closing balances from the Financial Year 2022-23 to the Financial Year 2023-24.
2. Copy of Bank statements in r/o of all the above mentioned Ledgers.
3. Reconciliation Statements in r/o of Ledgers as mentioned above with Bank Statement.
4. Confirmation and detail of closed A/c either at Unit Level or at Head Quarter level and status of Fund transfer to Delhi Jal Board(HQ)Bank Account/Related concerned Bank A/c.
5. Purpose of maintaining each Bank Accounts.

No reply has been submitted by the Division in response to the observation memo dated 17.09.2024.

Moreover, since, new bank accounts are opened by the Board in the financial year 2023-24, previous years bank accounts, opened and shown in the Bank Account Ledgers up to the financial year 2022-23, becomes **"non-operative"**.

The Division may therefore look into the matter and take necessary action under intimation to the audit.

**Para No. 03: Obtaining of utilization certificates/expenditure statements amounting to Rs.21.28 crores in respect of Road Restoration Charges (RRC) from various agencies.**  
(Ref. Observation Memo No. 04 dated: 17.09.2024)

Scrutiny of the contract agreement registers reveals that the Division has executed/undertaken following works in different areas of its jurisdiction and paid road cutting and its restoration in the jurisdiction of SDMC, PWD, I&FC, etc. A detail of payment made to various agencies is given below:

| Name of the work                                                                                                                         | Work Order No. and Date       | Amount paid for road restoration | Paid to                       |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|-------------------------------|
| P/L/J of 1300 mm dia feeder main emanating from Palla MBR for Holambi Kalan UGR to replace existing water mains up to Alipur Guest House | 07 - 2018-19 dated 07.03.2019 | 1,14,68,723                      | EE CD-VI, I&FC Deptt., GNCTD. |
|                                                                                                                                          |                               | 4,47,41,408                      | EE, M-313, PWD                |
| P/L/J 900/600 mm dia MS/DI Feeder main and various sizes of Distribution mains for Bijwasan and Rajokari UGT/BPS.                        | 09 - 2018-19 dated 31.10.2018 | 3,88,73,300                      | EE M 141, PWD                 |
|                                                                                                                                          |                               | 1,07,28,198                      | Commissioner, SDMC            |
|                                                                                                                                          |                               | 5,35,49,952                      | Commissioner, SDMC            |
|                                                                                                                                          |                               | 4,07,70,458                      | Commissioner, SDMC            |
|                                                                                                                                          |                               | 89,78,960                        | Commissioner, SDMC            |
|                                                                                                                                          |                               | 24,78,600                        | EE(SWR-II), PWD               |
|                                                                                                                                          |                               | 7,22,750                         | Indian Oil Corporation Ltd.   |
|                                                                                                                                          |                               | 4,36,000                         | BPCL                          |
| <b>TOTAL</b>                                                                                                                             |                               | <b>21,27,48,349</b>              |                               |



Vide observation memo dated 17.09.2024, the Division was requested to provide the Utilization Certification/Expenditure Statement received from the above mentioned agencies to ascertain whether road restoration work had actually been carried out and expenditure incurred on the purpose for which the fund was released. However, no such document was made available to audit.

Necessary steps may therefore be taken to obtain the utilization certificates / expenditure statements to whom RR charges were paid by the Division under intimation to the audit.

**Para No. 04: Short levy of statutory deductions amounting to Rs.7.47 lakhs  
(Ref. Observation Memo No. 05 dated: 17.09.2024)**

As per section 194C of Income Tax Act, any person responsible for paying any sum to any resident (hereinafter in this section referred to as the contractor for carrying out any work including supply of labour for carrying out any work) in pursuance of a contract between the contractor and a specified person shall, at the time of credit of such sum to the account of the contractor or at the time of payment thereof in cash or by issue of a cheque or draft or by any other mode, whichever is earlier, deduct an amount equal to—

- (i) One percent where the payment is being made or credit is being given to an individual or a Hindu undivided family;
- (ii) Two per cent where the payment is being made of credit is being given to a person other than Hindu undivided family.

It is also clarified herein that if any amount representing GST in an invoice is indicated separately, then TDS will be levied on value excluding such GST.

Further, order No. 17(10)/BOCW/PG/Lab./05/207 dated 16.08.2005 & Section 3 of the Building and Other Construction Workers' Welfare Cess Act, 1996 provides for the levy of cess at a rate of one per cent of the total cost of construction incurred by an employer engaged in any construction work. The cess is to be collected by the local authority or the State Government and paid to the Building and Other Construction Workers Welfare Board constituted under the Act. Section 2(d) "The Building and Other Construction Work" means the constructions, alteration, repairs, maintenance or demolition, streets, roads etc.

During scrutiny of records of office of Executive Engineer (W) C-III, (Now EE[Project]-V), Delhi Jal Board, it was observed that the Division had deducted TDS and Building Cess from the Contractor's bill in contravention of the provisions contained in the aforesaid Acts. The details are enclosed in **Annexure - I**.

It is evident from the data that the Division had made short deduction of taxes of Rs.7,46,624/- (TDS – 4,90,060/- + Building Cess – 2,56,564/-) while releasing the payments in the audit period i.e. in the financial years 2022-23 and 2023-24 to the Contractors engaged for various works. It seems that undue favour was given to Contractor's due to short deduction of above taxes.

In response to the Observation Memo No.05 dated 17.09.2024, the Division vide No. DJB/EE(Project)W-V/2024/728 dated 19.09.2024 has replied that it is not true that this

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Division had made short deduction of taxes while releasing the payment to the Contractor. The deduction of taxes has been made as per order issued by Delhi Jal Board vide order No.DJB/Jt. Dir (F&A)-I/GST/2018-19/529 to 533 dated 05.11.2018. All the awarded works as mentioned in Annexure-I are included taxes. The case has been rechecked and found in order.

Since, the tax has not been deducted as per Income Tax Act and as per BOCWWC Act, 1996, Head of Office may therefore take necessary steps to recover the due taxes amounting to Rs.7,46,624/- after due verification of facts and figures under intimation to audit. Other similar case, if any, may also be reviewed on these lines under intimation to audit.

**Para No. 05: Non-imposition of compensation amounting to Rs.9.73 crores for delay of works  
(Ref. Observation Memo No. 06 dated: 17.09.2024)**

As per clause 10.3.1 of the contract agreement of the works as per annexure enclosed, executed in the Division, the compensation for delays in completion of works shall be 1.5% of contract price for each month of delay to be computed on per day basis. Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the contract price or the contract price of the item or group of items of works for which a separate period of completion is given.

Audit scrutiny of running bills revealed that the Division has not been deducting compensation for delays in respect of four works @ 1.5% of the contract price for each month delay subject to maximum of 10 percent of the total contract price, after the scheduled date of completion as per each work order. Total compensation for delays has therefore been worked out as Rs.9,72,68,778/- and details are enclosed in **Annexure-II**.

In all these works, delay in execution has already exceeded from three (03) months to forty-two (42) months i.e. the works are still in progress, therefore, warranting a delayed compensation of 1.5% / 10% on the contract price.

In response to the observation memo dated 17.09.2024, the Division has replied that some works could not be completed within stipulated time period on account of delay in receiving road cutting permissions from the road owning agencies, road cutting restrictions by NGT on account of severe air pollution in Delhi, G-20 summit etc. The occurred delay in the ongoing works is not attributed on the part of Contractor. As per policy of Delhi Jal Board if the delay is not on the part of the Contractor, no amount shall be withhold/ deducted on account of EOT. Copy of the circular dated 21.07.2018 on this subject matter has also been enclosed with the reply.

Circular dated 21.07.2018 reveals that the road cutting permissions should be obtained before issue of the work order and the cases where EOT to complete the work is required shall be put up to the competent authority immediately by EE so that EOT is granted before the expiry of the completion date. No document was attached with the reply which exhibits that the EOT was granted before the expiry of the completion date.

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The Division may therefore submit the reasons for non-obtaining the necessary permissions in three work orders mentioned in Annexure-II before the issue of work order and also provide the copies of letters vide which the EOT was granted by the competent authority before the expiry of the completion date.

**Para No. 06: Non-utilization of budgets to the tune of Rs.13.62 crores  
(Ref. Observation Memo No. 09 dated: 18.09.2024)**

As per provisions contained under section 48 and 49 of the CPWD Manual, 2014, every Department while finalizing the annual action plan should keep in mind that the budget provision should be scrupulously prepared and there should not be over allocation leading to unnecessary large savings. Similarly, the funds allocated should be utilized fully under the budget heads for providing for facilities/services included in the annual action plan. The targets fixed for execution of work in financial year should be fully achieved.

In response to requisition memo No. 01(D) dated 12.09.2024, the Division has provided information relating to total budget and actual expenditure during the period 2022-23 and 2023-24 under the head "Revenue" and "Capital" which reveals the following:

| Year               | Budget allocated (Capital) | Expenditure (Capital) | Excess (+) / Savings (-) | % of Excess/ Savings |
|--------------------|----------------------------|-----------------------|--------------------------|----------------------|
| 2022-23            | 1527.43 lakhs              | 1037.58 lakhs         | 489.85 lakhs             | (-) 32.1             |
| 2023-24            | 2027.08 lakhs              | 1235.39 lakhs         | 791.69 lakhs             | (-) 39.1             |
| <b>TOTAL (A)</b>   | <b>3554.51 lakhs</b>       | <b>2272.97 lakhs</b>  | <b>1281.54 lakhs</b>     | <b>(-) 36.1</b>      |
| Year               | Budget allocated (Revenue) | Expenditure (Revenue) | Excess (+) / Savings (-) | % of Excess/ Savings |
| 2022-23            | 430.61 lakhs               | 374.34 lakhs          | 56.27 lakhs              | (-) 13.1             |
| 2023-24            | 426.14 lakhs               | 401.38 lakhs          | 24.76 lakhs              | (-) 5.8              |
| <b>TOTAL (B)</b>   | <b>856.75 lakhs</b>        | <b>775.72 lakhs</b>   | <b>81.03 lakhs</b>       | <b>(-) 9.5</b>       |
| <b>TOTAL (A+B)</b> | <b>4411.26 lakhs</b>       | <b>3048.69 lakhs</b>  | <b>1362.57 lakhs</b>     | <b>(-) 30.9</b>      |

From the above table, it is gathered that out of the total allocation of **Rs.44.11 crores**, an amount of **Rs.30.49 crores** was incurred for execution of works and for other expenditures under various heads and there were savings worth **Rs.13.62 crores**. The overall percentage of savings was **30.9%**.

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

Budget and Expenditure statement of the audit period showed savings to the extent of **5.8% to 39.1%** in the Revenue and Capital outlay which were not surrendered will in time. Saving is the indication of either non-implementation/non-execution of various schemes/works or over-estimation of expenditure. Thus the division needs to frame the budget proposal in a more realistic manner so as to utilize the allocated funds fruitfully. Therefore, due to improper planning, the division could not spend the budget which defeat the very purpose for which the amount was allotted.



The Division therefore did not realize that they will not be in a position to extract the funds available with them during the financial years 2022-23 and 2023-24. Had they anticipated the same, the funds could have been surrendered well in time so that the same could have been utilized by some other Division / Project of DJB in the GNCTD.

In response to the observation memo dated 18.09.2024, the Division has replied that the expected bills were not submitted in FY 2022-23 and in FY 2023-24 by the vendors/ Contractors and the same were carry forwarded in the next FY 2023-24 and in FY 2024-25. However, the observation of audit has been noted for further compliance.

Since, the Division needs to frame the budget proposal in a more realistic manner so as to utilize the allocated funds fruitfully, the matter may be looked into by the authorities of the Division for careful framing and utilization of budget in future under intimation to the audit.

**Para No. 07: Expenditure on advertisements worth Rs.14.73 lakhs.  
(Ref. Observation Memo No. 10 dated: 18.09.2024)**

**a. Avoidable Expenditure of Rs.14.73 lakhs for publication of NIT in News Papers**

As per instructions in Section 4.12 of CPWD Manual, 2019 (introduced in February 2019) and CPWD Manual 2022 (introduced in July, 2022) under the heading "Publicity of Tenders", "all tenders of any amount shall be invited through e-tendering system. Notices for all the works, respective of their value, shall be published on the website www.tenderwizard.com.cpwd or as instructed from time to time. Once published on the website, the tender notices will also become available on www.eprocure.gov.in through system link. In exceptional cases, if press publicity is required to be given apart from website publicity, written permission shall be obtained from next higher authority".

During the scrutiny of records relating to press publicity of NIT in News Papers of the Division, it was observed that division authority has incurred an amount of Rs.14,73,197/- on publicity of NIT in News Papers, which was in contravention of the CPWD instructions.

**b. Loss of Rs.2.21 lakhs on account of not availing 15% rebate on advertisement**

As per the information provided by the office of Office of EE (W) C-III (Now EE[Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052, it has been observed that the Division has incurred Rs.14,73,197/- on Advertisements for publication of tender notices/NITs (Notice Inviting Tender). The department has made the payment directly to the concerned Advertisement Agency/Media House.

Newspaper publication/Media Houses provides 15% discount/rebate to Government department on DAVP rates for publication of Advertisement, however, no rebate/discount was found provided to Delhi Jal Board on the Advertisements by Media House/ Advertisement Agency.

As per letter No.F.44(3)/2015-16/DIP/Advt./2015-16/14-18 dated 28.10.2015 addressed to HODs of all Departments, Autonomous Bodies, Boards, Corporations of Govt. of

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NCT of Delhi, it was mentioned that the Directorate of Information and Publicity, Govt. of NCT of Delhi has registered a Society titled "Shabdarth". Since, 12.08.2015, the "Shabdarth" started releasing day-to-day tenders/notices published by various departments/autonomous bodies of GNCTD.

Shabdarth receives 15% rebate on Advertisements in Print media, however, the Division, instead of publishing the advertisements through Shabdarth, publish the same directly through the Advertisement agencies and therefore not availing 15% discount/rebate. The details are as under:

| S. No. | Name of Advertisement Agency/ Media House | Amount Paid       | Amount of rebate not given by the Agency/Media House (15%) |
|--------|-------------------------------------------|-------------------|------------------------------------------------------------|
|        | <b>Year 2022-23</b>                       |                   |                                                            |
| 1      | M/s. Hindustan Media Ventures Ltd.        | 64310.00          | 9647.00                                                    |
| 2      | M/s. CMYK Printech Ltd.                   | 120015.00         | 18002.00                                                   |
| 3      | M/s. CMYK Printech Ltd.                   | 120015.00         | 18002.00                                                   |
| 4      | M/s. THG Publishing Pvt. Ltd.             | 275121.00         | 41268.00                                                   |
| 5      | M/s. Amar Ujala Ltd.                      | 62412.00          | 9362.00                                                    |
| 6      | M/s. The Times Group                      | 10504.00          | 1576.00                                                    |
| 7      | M/s. The Times Group                      | 411768.00         | 61765.00                                                   |
| 8      | M/s. HT Media Ltd.                        | 320292.00         | 48044.00                                                   |
| 9      | M/s. Dainik Jagran                        | 88760.00          | 13314.00                                                   |
|        | <b>TOTAL</b>                              | <b>1473197.00</b> | <b>220980.00</b>                                           |

In response to the observation memo dated 18.09.2024, the Division has replied that the Section 17.1 of CPWD Work Manual stipulates that wide publicity should be given to the Notice Inviting Tenders and tenders must be invited in the most open and public manner possible through website and advertisement in leading newspapers. In DJB, PRO invites all the Tenders/Public Notices etc. in various newspapers on behalf of the concerned Divisions. The letter has been sent to PRO for their reply regarding not inviting the tenders through M/s. Shabdarth.

Since, the Division has not followed the instructions contained in CPWD Manuals, 2019/2022 and the clarification for not inviting the tenders through M/s. Shabdarth is under process, the reply is not tenable.

The Division may therefore look into the matter and take necessary action in consultation with the PR Section, DJB(HQ) under intimation to the audit.

**Para No. 08: Improper reimbursement of Electricity Security Charges of Rs.43,621/-.**

**(Ref. Observation Memo No. 11 dated: 18.09.2024)**

During scrutiny of the Contract Agreement No. 7 (2018-19), it has been revealed that the Security Deposit amounting to Rs.43,621/- towards electricity connection which was sanctioned by the TPDDL for the Project of **"P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House"**, has been reimbursed to the Contractor vide C.V. No. 336 dated 30.03.2022 contrary to the contractual terms and conditions (clause no. 3.15 page No. 70 of Contract Agreement). The contract agreement stipulates that all electricity charges are to be borne by the Contractor till completion of the project work. The Contractor shall arrange on his own, the electricity/power connection of required capacity for carrying out the



works only and also pay all the charges toward security installation, consumption of electricity/power till the completion date.

Vide observation memo dated 18.09.2024, reasons for reimbursement of electricity security charges for Rs.43,621/- to the Contractor was called for, however, no reply was furnished to audit.

The Division may therefore recover the electricity security charges for Rs.43,621/- reimbursed to the Contractor after due verification of facts and figures under intimation to audit. Other similar cases, if any, may also be reviewed on the similar observations under intimation to the audit.

**Para No. 09: Improper execution of extra items for Rs.1.71 crores.  
(Ref. Observation Memo No. 12 dated: 18.09.2024)**

During scrutiny of the contract agreement no. 7 (2018-19), it has been revealed:

1. That the Extra Items valued at **Rs.1,70,82,408/-** were executed in the project titled **"Replacement of 1000 mm Dia PSC rising main with 1000 mm Dia MS line and coated pipe from Bawana WTP to Karala OHT,"** of the other Division under i.e. Executive Engineer (Project) W-III, Delhi Jal Board on the work which was foreclosed due to FMC (Final Measurement Certificate) and due to non-completion of the original work by the Contractor. No approval of the competent authority prior to execute these extra items in the foreclosed project mentioned in this para has been found in the records produced to audit. Even no measurement book for extra items has been provided to audit.

In response to this point in observation memo dated 18.09.2024, the Division has replied that the extra items were executed after approval of the competent authority.

Since, no approval of the competent authority prior to execution of these extra items in the foreclosed project has been provided to audit along with the copy of FMC, the reply is not tenable.

2. That further, the expenditure for these extra items valued at **Rs.1,70,82,408/-** of the above foreclosed project has been charged to the other project titled **"P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House"** by the office of EE(W) C-III, (Now EE[Project]-V), Delhi Jal Board from the savings made in this project. Therefore, the Division has diverted the funds earmarked for a particular project to other project. Whether prior approval has been obtained for diversion of funds has not been ascertained from the records.

In response to this point in observation memo dated 18.09.2024, the Division has replied that the scope of work of P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House had revised by the competent authority and transferred the work to EE(Project) W-V division to complete the foreclosed work from the savings.

No specific reply on diversion of funds has been furnished on this point along with the clarification whether the extra items of Rs.1.71 crores have been executed after transfer of work on 20.05.2022, has not been ascertained from the reply. Since, the work is still under process and no completion of project is recorded in any of the document, hence the reply is not tenable.

3. That the Contract Agreement No. 7(2018-19) revealed that the project - **P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House** is still not completed and the work is still in progress. The Division has also given the provisional extension of time [EOT] to the Contractor vide office letter No.DJB/EE(Project)/W-V/2024/560-565 dated 02.09.2024 allowing the Contractor to complete the project up to 31.12.2024. Since the project has not been completed yet then how the savings were explored in the project, has not been ascertained/no documents were provided to the audit.

In response to this point in observation memo dated 18.09.2024, the Division has replied that the work of P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House has been completed on 12.03.2022. The final completion of this work shall be recorded after completion of revised scope which is executing under EE (Project) W-V division.

Since, no specific reply on the exploration of savings prior to completion of the complete project has been furnished, the reply on this point is not tenable.

4. Since the approval for the original project of **P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House** has been accorded by the Secretary, DJB vide office letter no. F.1/DJB/SECRETARY/2018/(141<sup>st</sup>)/320 dated 04.09.2018 and resolution no. 642 item no. Est. 192 for Rs.47,35,74,423/- and accordingly, **administrative approval** was granted for the estimates of the above stated project only. Necessary approval from Secretary, DJB prior to transfer of funds has not been found in the records produced to audit.

In response to this point in observation memo dated 18.09.2024, the Division has replied that the work of P/L/J 1300 mm Dia feeder main emanating from Palla MBR to Holambi Kalan UGR to replace existing water main up to Alipur Guest House had revised by the competent authority and transferred the foreclosed work from the savings.

Since, no approval from the competent authority of DJB prior to transfer of funds has been produced to audit, the reply is not tenable.

HOO to provide the FMC, record of foreclosed project (1100 MM), prior administrative approval of extra items worth Rs.1.71 crores executed in the foreclosed work and relevant approvals of the competent authority to charge the same in the other project (1300 MM) of the Division on the basis of savings from on-going project which is still not completed.

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**Para No. 10: Discrepancies in respect of Deposit Works**  
**(Ref. Observation Memo No. 13 dated: 18.09.2024)**

Scrutiny of the records for the financial years 2022-23 to 2023-24 reveals the Division has not maintained proper records in respect of unsettled Deposit Works shown in the Trial Balance. Total receipt was shown as Rs.15,37,02,753/- (Credit side) and expenditure as Rs.74,15,87,766/- (Debit side) in the Trial Balance for the financial year 2022-23.

In addition to above, neither the balances of each Deposit Works have been carry forwarded in the Trial Balance of the Division for the Financial Year 2023-24 nor any details have been provided to audit whether these accounts have been settled or not.

The details of Deposit Works are under:

**Financial Year 2022-23**

| S. No. | Particulars of Heads shown in the Trial Balance | Debit (in Rs.)      | Credit (in Rs.)     |
|--------|-------------------------------------------------|---------------------|---------------------|
| 1      | Deposit for deposit work-MCD                    | --                  | 11,63,00,000        |
| 2      | Deposit for deposit work                        | --                  | 3,74,02,753         |
| 3      | Deposit WIP-AMRUT Scheme                        | 60,19,64,184        |                     |
| 4      | Deposit WIP-Britannia Chowk                     | 12,35,941           |                     |
| 5      | Deposit WIP-MCD                                 | 12,13,76,316        |                     |
| 6      | Deposit WIP - MES                               | 1,66,77,900         |                     |
| 7      | Deposit WIP-Project wise                        | 3,33,425            |                     |
|        | <b>TOTAL</b>                                    | <b>74,15,87,766</b> | <b>15,37,02,753</b> |

Vide observation memo dated 18.09.2024, reasons for booking of excess expenditure of Rs.58,78,85,013/- (Rs.74,15,87,766 – Rs.15,37,02,753) in the books of accounts along with the requisite complete records for final settlement of Deposit Works was called for however, no reply/records has been furnished to audit.

The Division may therefore look into the matter and provide the complete details for adjustment of deposit works along with the reconciliation statement with the concerned departments under intimation to audit.

**Para No. 11: Excess payment of Non-Productivity Linked Bonus for**  
**Rs.3116/-**  
**(Ref. Observation Memo No. 14 dated: 18.09.2024)**

Vide office order No.10 dated 21.10.2022 and order No.08 dated 10.11.2023, Office of Assistant Commissioner (LW) and Office of the Dy. Director (L.W.), Delhi Jal Board, Varunalaya "B" Building, Karol Bagh, New Delhi-110005 has issued directions to release Non-Productivity Linked Bonus [PLB] (Ad hoc Bonus) for the accounting year 2021-22 and 2022-23 respectively to all the eligible employees in Group "C" and all non-gazetted employees working in Group "B" and including employees of those categories who have drawing higher pay scale under ACP/MACP Scheme but holding lower post without any eligibility wage ceiling and who are not covered by any Productivity Linked Bonus Scheme including employees working on deputations, employees transferred from DDA. Payments of

Non-PLB were made on the condition that the payment will be equal to one-month salary as on 31<sup>st</sup> March, 2022 and 31<sup>st</sup> March, 2023 subject to maximum of Rs.7000/-. To calculate Non-PLB (Ad-hoc Bonus) for one day, the average emoluments in a year will be divided by 30.4 which will be multiplied by number of days of bonus granted. An illustration was also made which clarifies that taking the calculation of ceiling of monthly emoluments of Rs.7000/- where actual average emoluments exceeds out to  $\text{Rs.}7000 \times 30 / 30.4 = \text{Rs.}6908/-$ .

During test check of records for the financial years 2022-23 and 2023-24, it has been observed that the Division had paid Non-Productivity Linked Bonus (ex-Gratia) to its staff considering the amount of Rs.7000/- instead of Rs.6908/- in contravention of the office order No.10 dated 21.10.2022 and order No.08 dated 10.11.2023 issued by the Headquarter, Delhi Jal Board. The details of payments are enclosed in **Annexure-III**.

In response to the observation memo dated 18.09.2024, the Division has replied that the excess payment of ex-gratia for Rs.3116/- paid to the employees of DJB has been taken up for examination and when the recovery is established, the same will be deducted from the salaries of the employees and accordingly audit may be informed.

Since, the order No.10 dated 21.10.2022 and order No.08 dated 10.11.2023 are very much clear to pay Rs.6908/- instead of Rs.7000/- on account of Non-Productivity Linked Bonus [PLB] (Ad hoc Bonus) for the accounting years 2021-22 and 2022-23, necessary steps may be taken to recover Rs.3,116/- from the officers/officials after due verification of facts and figures under intimation to audit. Other similar cases, if any, may also be reviewed on the same lines.

**Para No. 12: Non - Maintenance of Cash Book.**

**(Ref. Observation Memo No. 15 dated: 19.09.2024)**

Rule 13 of Receipt & Payment rules provides that all the Govt. Officers who are required to (a) receive Government dues and handle cash or (b) perform the functions of drawing and disbursing officers (with or without cheque drawing powers), or both: —

- (i) *Every such officer (referred to in this rule as the Head of the Office) should maintain a cash book in Form G.A.R.3.*
- (ii) *All monetary transactions should be entered in the cash book as soon as they occur and attested by the Head of the Office in token of check.*

However, scrutiny of the record reveals that Cash Book has not been maintained by the DDO of the Office of EE (W) C-III (Now EE[Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052 during the audit period as required under Receipt and Payment Rules although cash transactions are being done in the Division in the form of receipts on account of RTI Fees and annual charges for medical reimbursement. One Register has been produced to audit wherein no entries were found entered on the Receipt Side (one side) and on the Payment side (other side), challans for deposits of receipts were found pasted instead of making proper entries of payment/deposits as required under Receipt and Payment Rules.

Therefore, in the absence of Cash Book, actual receipts and deposits of cash during the audit period could not be ascertained. Non-maintenance of cash book is a lapse on the part of DDO of the Division and chances of embezzlement of funds cannot be ruled out.



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Head of Office may therefore take necessary action to maintain the Cash Book as per Receipt and Payment Rules under intimation to the audit.

**Para No. 13: Slow progress of works - Abnormal delay in execution/ completion of work**  
**(Ref. Observation Memo No. 18 dated: 20.09.2024)**

As per Section 29 of CPWD Manual, 2014, the work shall be proceeded with all due diligence on the part of the contractor throughout the stipulated period of the contract (time being deemed to be the essence of the contract). The time allowed for carrying out the work as entered in the contract shall be strictly observed by the Contractor and shall be reckoned from the .....th day (as mentioned in the NIT) after the date on which the letter of acceptance is given to the Contractor. If an extension of time has been granted by the competent authority for genuine hindrances, he should re-schedule the milestones appropriately for the work. The tender accepting authority shall review the progress of work each month with all the concerned disciplines including the Contractor. In all cases, a copy of the letter granting extension of time will be endorsed to the concerned Audit/Accounts Officer.

During scrutiny of the latest monthly progress report of work provided by the office of EE (W) C-III (Now EE[Project]-V), Delhi Jal Board for the financial years 2022-23 and 2023-24, it was noticed that below mentioned works were to be completed in 365 to 731 days but were not accomplished even after delay up to 1287 days. These works were to be completed from November, 2020 to December, 2023, however, not finished within the stipulated period of time. Therefore, the benefits of works could not be availed by the people. Details of slow progress and non-completion of works are given below:

| S. No. | Contract Agreement No. | Name of Contracts / tender in force                                                                                                                          | Value of contract / tender (Rs. in lakhs) | Name of Agency/ firm           | Date of commencement of work as per work order | Stipulated date of completion as per work order | Actual date of completion | Physical progress of work if not completed | Total payment made against the work (Rs. in lakhs.) | Delayed (in Days) [up to 31.03.24] |
|--------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|------------------------------------------------|-------------------------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------------|------------------------------------|
| 01     | 02 (2022-23)           | Replacement of 1100 mm dia PSC Rohini water main and 1000 mm dia RWS water main emanating from Haiderpur WW-II with 1100/800/700 dia MS lined & coated pipes | 3369.94                                   | M/s. Jainco Buildcon Pvt. Ltd. | 15.12.22                                       | 14.12.23                                        | Work in progress          | 70%                                        | 1780.56                                             | 108 days                           |
| 02     | 07 (2018-19)           | P/L/J of 1300 mm dia feeder main emanating from Palla MBR for Holambi Kalan UGR to replace existing water mains up to Alipur Guest                           | 4582.95                                   | M/s. Jainco Buildcon Pvt. Ltd. | 22.03.19                                       | 21.09.20                                        | Work in progress          | 99.5%                                      | 4360.25                                             | 1287 days                          |

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|    |                 |                                                                                                                                                          |         |                                         |          |          |                      |     |         |           |
|----|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------|----------|----------|----------------------|-----|---------|-----------|
|    |                 | House                                                                                                                                                    |         |                                         |          |          |                      |     |         |           |
| 03 | 08<br>(2018-19) | P/L/J<br>900/600<br>mm dia<br>MS/DI<br>Feeder<br>main and<br>various<br>sizes of<br>Distribution<br>mains for<br>Bijwasan<br>and<br>Rajokari<br>UGT/BPS. | 3359.59 | M/s.<br>Jainco<br>Buildcon<br>Pvt. Ltd. | 15.11.18 | 14.11.20 | Work in<br>pro-gress | 98% | 2403.65 | 1233 days |

It is evident from the above data that though, the stipulated date of completion of these works has been exhausted, these are not completed as of date.

Though, the Division has submitted the remarks against each work, however, no records/documents justifying the remarks has been found attached with the information produced to audit, due to which, the reasons submitted by the unit could not be verified.

Audit is of the view that authorities of the Division should take all necessary proactive decisions and direct the agencies for completion of work as soon as possible so that the benefits of works may be given to public.

The Division may look into the matter and take necessary action for immediate completion delayed works along with imposing of penalty clause for delay as mentioned in the contract agreement under intimation to audit.

**Para No. 14: Discrepancies in the work order No.01 (2021-22)**  
(Ref. Observation Memo No. 19 dated: 20.09.2024)

Vide agreement No. 01 in the year 2021-22, the Division has executed the following work, the details of which are elaborated as under:

|    |                                         |                                                                                                                                                                                                                                                                          |
|----|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Work Order No. & Date                   | 01 (2021-22) dated 24.12.2021                                                                                                                                                                                                                                            |
| 2  | Name of the work                        | Providing water supply in left out portion of u/a colonies A-Block (6), B-Block (649), B-1 Block (706), B-Block Y-Area (1566), A-Block (921), L-1 <sup>st</sup> Block (390) and L-1 <sup>st</sup> A-Block (492) of Sangam Vihar under Deoli Assembly Constituency AC-47. |
| 3  | Name of the Contractor                  | M/s. Mahender Construction Co.                                                                                                                                                                                                                                           |
| 4  | Amount put to Tender                    | Rs.4,32,32,959/-                                                                                                                                                                                                                                                         |
| 5  | Total cost of work                      | Rs.3,40,63,248/-                                                                                                                                                                                                                                                         |
| 6  | Contractor enhancement                  | 21.21% below                                                                                                                                                                                                                                                             |
| 7  | Completion period                       | 08 months                                                                                                                                                                                                                                                                |
| 8  | Date of start of work as per work order | 30.12.2021                                                                                                                                                                                                                                                               |
| 9  | Date of completion as per work order    | 29.08.2022                                                                                                                                                                                                                                                               |
| 10 | Date of start (actual)                  | 28.01.2022                                                                                                                                                                                                                                                               |
| 11 | Date of completion (actual)             | 26.08.2022                                                                                                                                                                                                                                                               |



i. **Non-recording of Completion Certificates as per CPWD Manual.**

As per section 30.4 of CPWD Works Manual, 2014:-

(a) The Chief Project Manager/Project Manager/Superintending Engineer shall record the following certificate:-

*"I have inspected the work of ..... contract value of which is Rs. .... vide Agreement No. .... today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications, and has been completed satisfactorily. There are no noticeable defects except for the following: ....."*

(b) The above certificate is required to be recorded within a period of 3 months from the date of completion of the work.

(c) In the case of works whose contract value is less than the contract amount – Rs.100 lakhs and above for Building works, for Electrical works – Contract Amount – Rs.40 lakhs and above, for Water supply/Sanitary works – Contract Amount – Rs.40 lakhs and above, for Road/runway works – Contract Amount – Rs.100 lakhs and above, the Executive Engineer have to record similar certificate as the case may be.

(d) The defects so pointed out if any should be rectified by the contractor, or by the Department at his cost expeditiously, action for which should be taken in terms of the contract.

(e) An attested copy of the completion certificate will be attached with the office copy of the Final bill of the contractor and it shall remain on the record of the Division. The Executive Engineer shall not make final payment till this certificate is recorded and attached to the office copy of the bill. This certificate, however, will in no way reduce the responsibility of the Executive Engineer and the Divisional Accountant for due check of the work and the bill as required by the rules and code of practice of the Department.

During scrutiny of file for approval of completion report, it was noticed that the work was 100% completed, however the completion certificate, as required under the provisions of CPWD Manual, has not been found attached with the 5<sup>th</sup> and final running account bill produced to audit. Record also reveals that the final payments were made on 31.03.2024.

The Division may look into the matter and take necessary action as per CPWD Manual under intimation to audit.

ii. **Non-approval of deviation in quantities worth Rs.71.88 lakhs**

Section 24.1.1. of CPWD Works Manual, 2014 stipulates that Deviation means deviation in quantities of items i.e. where there is an increase or decrease in the quantities of items of work in the agreement.

Scrutiny of the completion statement for this work reveals that as per schedule of quantities, 52 items were required to be executed. Out of that, 19 items were not executed, 19 items were executed less than the estimated quantities and quantities of 14 items were executed over and above the estimated quantities. Accordingly, against the amount put to tender, items amounting to Rs.45,59,367,69 were executed less than the estimated quantities whereas items amounting to Rs.26,28,309.48 were executed over and above the estimated quantities. No approval of these savings/excess in quantities amounting to Rs.71,87,677.17 [Rs.45,59,367,69 + Rs.26,28,309.48] were found obtained from the competent authority as

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per delegation of financial powers in the completion report. Under such circumstances, the correctness and genuineness of execution of these deviated items could not be verified in audit. Therefore, execution of work for the total value of Rs.71,87,677.17 without obtaining the requisite approval from the competent authority is not in order.

The Division may therefore look into the matter and obtain the requisite approval for execution of deviated items amounting to Rs.71.88 lakhs after due verification of facts and figures under intimation to the audit.

**iii. Increase in scope of work without approval from the competent authority**

Scrutiny of the files pertaining to approval for extra items, it has been observed that the Division has taken the approval on 13.07.2022 for extra two items i.e. construction of masonry chamber (60x60x75) cm for Rs.1,77,134.00 and for P/L factory made chambered edge cement concrete pavar block for Rs.7,18,323.75 totaling to Rs.7,05,531.16 after deduction of contractor's enhancement of 21.21%. However, as per completion statement signed by AEE (Project) W-V on 27.02.2023, the Division has executed these two items on an expenditure of Rs.1,85,990.70 [construction of masonry chamber (60x60x75) cm] and of Rs.10,34,729.28, [P/L factory made chambered edge cement concrete pavar block] totaling to Rs.9,61,805.27 after deduction of contractor's enhancement of 21.21%. Therefore, no approval has been taken for Rs.2,56,274.11 [Rs.9,61,805.27 - Rs.7,05,531.16] and work has been executed and payment was released to the vendor.

The Division may therefore obtain the necessary approval for Rs.2.57 lakhs which was incurred due to increase in the scope of work after due verification of facts and figures under intimation to the audit.

**Para No. 15: Excess payment of Rs.2.05 lakhs due to incorrect calculations in RA Bill  
(Ref. Observation Memo No.20 dated: 20.09.2024)**

During scrutiny of the CMB No. 05 (2022-23) [18<sup>th</sup> RA Bill] in respect of work - P/L/J of 1300 mm dia feeder main emanating from Palla MBR for Holambi Kalan UGR to replace existing water mains up to Alipur Guest House of work order No. 07 (2018-19) awarded to the Contractor - M/s Jainco Buildcon Private Limited, it was observed that the Division has taken an amount of Rs.41,27,02,813.18 as gross bill amount **up to** 18<sup>th</sup> RA Bill including 33.93% above and also adding Rs.18,30,193/- of 18<sup>th</sup> RA bill amount whereas the actual amount is Rs.41,29,07,216.38 including 33.93% above and adding Rs.18,30,193/- of the 18<sup>th</sup> RA bill amount resulting in excess payment of Rs.2,04,403.20 [Rs.41,29,07,216.38 - Rs.41,27,02,813.18] to the Contractor. The details are worked out as under:

|                                                                                |                    |
|--------------------------------------------------------------------------------|--------------------|
| Gross work done up to 17 <sup>th</sup> RA Bill                                 | Rs.30,69,34,244.29 |
| Add - 33.93% above                                                             | Rs.10,41,42,789.09 |
| Total                                                                          | Rs.41,10,77,033.38 |
| Add - Amount of 18 <sup>th</sup> RA Bill including enhancement of 33.93% above | Rs.18,30,183.00    |
| Gross work done up to 18 <sup>th</sup> RA Bill worked out by the Audit         | Rs.41,29,07,216.38 |



|                                                                                |                       |
|--------------------------------------------------------------------------------|-----------------------|
| Amount taken by the Division as Gross work done up to 18 <sup>th</sup> RA Bill | Rs.41,27,02,813.18    |
| <b>Less amount taken by the Division</b>                                       | <b>Rs.2,04,403.20</b> |

The Division may therefore recover the excess payment of Rs.2,04,403.20 made to the Contractor or adjust this amount in future running account bills after due verification of facts and figures under intimation to the audit. Other similar cases, if any, may also be reviewed on these lines under intimation to audit.

**Para No. 16: Discrepancies in maintenance of Stock Registers  
(Ref. Observation Memo No. 21 dated: 20.09.2024)**

During the test check of stock registers maintained at the office of EE (W) C-III (Now EE[Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052, following discrepancies have been noticed:

**1. Non-maintenance of Register for Fixed Assets**

Rule 211(i) of the GFRs, 2017 states that the Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. The form of the stock accounts mentioned above shall be determined with reference to the nature of the goods and materials, the frequency of the transactions and the special requirements of the concerned Ministries/ Departments.

Rule 211(ii) (a) of the GFRs, 2017 further elaborates that separate accounts shall be kept for fixed assets such as plant, machinery, equipments, furniture, fixtures etc. in the form GFR-22.

However, it has been observed that the Division has not been maintaining Register for Fixed Assets in the desired format as per GFRs, 2017.

**2. Physical verification of fixed assets and consumables**

As per rule 213(1) of GFRs, 2017, fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

As per rule 213(2) of GFRs, 2017, a physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

On scrutiny of consumable stock register, it has been observed that physical verification has not been conducted by the Division during the period of audit.

*h.*



The Division may therefore take necessary steps to maintain the non-consumable stock registers as mentioned above and conduct physical verification of stores under intimation to audit.

**Para No. 17: Non-production of records/information**

During the period of conducting the audit, following records/information has not been provided to audit. The same may be produced before the next audit for scrutiny.

- a. Copy of Bank statements in r/o of Bank Ledgers shown in the records for the financial year 2022-23 and 2023-24.
- b. Reconciliation Statements in r/o of Bank Ledgers as mentioned in the records for the financial year 2022-23 and 2023-24.
- c. Confirmation and detail of closed A/c either at Unit Level or at Head Quarter level and status of Fund transfer to Delhi Jal Board(HQ) Bank Account/Related concerned Bank A/c in respect of financial years 2022-23 and 2023-24.
- d. Purpose of maintaining each Bank Accounts up the financial year 2022-23 and in the financial year 2023-24.
- e. Reasons for Credit Balance of Rs.14,30,81,921/- in r/o Ledgers for the FY 2022-23 mentioned in this report.
- f. Reasons for **not** carry forward of closing balances in bank accounts from the Financial Year 2022-23 to the Financial Year 2023-24.
- g. GAR 6 (TR 5) Receipt Books and its stock register.
- h. Children Education Allowance Register along with file.
- i. LTC/Leave encashment on LTC Register along with file.
- j. Advertisement files.
- k. Files pertaining to outsourcing of staff.
- l. Property Register.
- m. Dead Stock Register/Condemnation Files/Registers.
- n. Newspaper and Magazine Register.
- o. T&P Register.
- p. PG and EMD Register.
- q. Valuable Register.

  
**(INDER MOHAN)**  
**Inspecting Audit Officer**  
**Compliance Audit Party - DJB**



## ANNEXURE - I

| S. No. | Name of the work                                                                                                                                             | Name of the agency and agreement no.          | Payment Voucher No. & Date(No. of RA Bill) | Gross amount of Bill | Taxable Amount | TDS to be deducted @ 2% / 10% | TDS deducted by the Division | Short Deduction of tax | Building Cess to be deducted @ 1% | Building Cess Deducted | Short Deduction of Building Cess | Total Amount to be recovered (a+d) |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|----------------------|----------------|-------------------------------|------------------------------|------------------------|-----------------------------------|------------------------|----------------------------------|------------------------------------|
| 1      | 2                                                                                                                                                            | 3                                             | 4                                          | 5                    | 6              | 7                             | 8                            | 9                      | 10                                | 11                     | 12                               | 13                                 |
| 1      | P/L/J of 1300 mm dia feeder main emanating from Palla MBR for Holambi Kalan UGR to replace existing water mains up to Alipur                                 | M/s. Jainco Buildcon Pvt. Ltd. - 07 (2018-19) | 24 dated 06.05.2022 (15th RA Bill)         | 1048709              | 1048709        | 20974                         | 16675                        | 4299                   | 10487                             | 8337                   | 2150                             | 6449                               |
| 2      | Guest House                                                                                                                                                  | -do-                                          | 04 dated 08.12.2022 (16th RA Bill)         | 2691824              | 2691824        | 53836                         | 48068                        | 5768                   | 26918                             | 24034                  | 2884                             | 8652                               |
| 3      | -do-                                                                                                                                                         | -do-                                          | 04 dated 08.12.2022 (17th RA Bill)         | 848226               | 848226         | 16965                         | 14377                        | 2588                   | 8482                              | 7189                   | 1293                             | 3881                               |
| 4      | -do-                                                                                                                                                         | -do-                                          | 18th RA Bill                               | 1830183              | 1830183        | 36604                         | 31020                        | 5584                   | 18302                             | 15510                  | 2792                             | 8376                               |
| 5      | -do-                                                                                                                                                         | -do-                                          | 19th RA Bill                               | 740387               | 740387         | 14808                         | 12549                        | 2259                   | 7404                              | 6274                   | 1130                             | 3389                               |
| 6      | -do-                                                                                                                                                         | -do-                                          | 20th RA Bill                               | 1720784              | 1720784        | 34416                         | 29166                        | 5250                   | 17208                             | 14583                  | 2625                             | 7875                               |
| 7      | -do-                                                                                                                                                         | -do-                                          | 21st RA Bill                               | 2753254              | 2753254        | 55065                         | 46665                        | 8400                   | 27533                             | 23333                  | 4200                             | 12600                              |
| 8      | -do-                                                                                                                                                         | -do-                                          | 22nd RA Bill                               | 15931293             | 15931293       | 318626                        | 291654                       | 26972                  | 159313                            | 145827                 | 13486                            | 40458                              |
| 9      | -do-                                                                                                                                                         | -do-                                          | 23rd RA Bill                               | 2176229              | 2176229        | 43525                         | 38861                        | 4664                   | 21762                             | 19431                  | 2331                             | 6995                               |
| 10     | -do-                                                                                                                                                         | -do-                                          | 24th RA Bill                               | 2598971              | 2598971        | 51979                         | 46410                        | 5569                   | 25990                             | 23205                  | 2785                             | 8354                               |
| 11     | -do-                                                                                                                                                         | -do-                                          | 25th RA Bill                               | 712952               | 712952         | 14259                         | 12731                        | 1528                   | 7130                              | 6366                   | 764                              | 2292                               |
| 12     | P/L/J 900/600 mm dia MS/DI Feeder main and various sizes of Distribution mains for Biwasan and Rajokari UGT/BPS.                                             | M/s. Jainco Buildcon Pvt. Ltd. - 08 (2018-19) | 17th RA Bill                               | 6310                 | 6310           | 126                           | 113                          | 13                     | 63                                | 56                     | 7                                | 20                                 |
| 13     | -do-                                                                                                                                                         | -do-                                          | 18th RA Bill                               | 556105               | 556105         | 11122                         | 9931                         | 1191                   | 5561                              | 4965                   | 596                              | 1787                               |
| 14     | -do-                                                                                                                                                         | -do-                                          | 19th RA Bill                               | 258306               | 258306         | 5166                          | 4613                         | 553                    | 2583                              | 2306                   | 277                              | 830                                |
| 15     | -do-                                                                                                                                                         | -do-                                          | 20th RA Bill                               | 1682992              | 1682992        | 33660                         | 30055                        | 3605                   | 16830                             | 15027                  | 1803                             | 5408                               |
| 16     | -do-                                                                                                                                                         | -do-                                          | 21st RA Bill                               | 3362384              | 3362384        | 67248                         | 60045                        | 7203                   | 33624                             | 30023                  | 3601                             | 10804                              |
| 17     | Replacement of 1100 mm dia PSC Rohini water main and 1000 mm dia RWS water main emanating from Haiderpur WW-II with 1100/800/700 dia MS lined & coated pipes | M/s. Jainco Buildcon Pvt. Ltd. - 02 (2022-23) | 1st RA Bill                                | 32112122             | 32112122       | 642242                        | 573431                       | 68811                  | 321121                            | 286715                 | 34406                            | 103217                             |

|    |                                                                                                                                                                                                                                                                                  |                                                       |                                         |           |           |         |         |        |         |         |        |        |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------|-----------|-----------|---------|---------|--------|---------|---------|--------|--------|
| 18 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 2nd RA Bill<br>(1st part<br>payment)    | 27900000  | 27900000  | 558000  | 498214  | 59786  | 279000  | 249107  | 29893  | 89679  |
| 19 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 2nd RA Bill<br>(2nd part<br>payment)    | 3761693   | 3761693   | 75234   | 67173   | 8061   | 37617   | 33587   | 4030   | 12091  |
| 20 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 3rd RA Bill                             | 25806366  | 25806366  | 516127  | 460828  | 55299  | 258064  | 230414  | 27650  | 82949  |
| 21 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 4th RA Bill                             | 31434000  | 31434000  | 628880  | 561321  | 67359  | 314340  | 280661  | 33679  | 101038 |
| 22 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 4th RA Bill<br>(part<br>payment)        | 2670728   | 2670728   | 53415   | 47692   | 5723   | 26707   | 23846   | 2861   | 8584   |
| 23 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 5th RA Bill                             | 27890388  | 27890388  | 557808  | 498043  | 59765  | 278904  | 249021  | 29883  | 89648  |
| 24 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 6th RA Bill                             | 4407813   | 4407813   | 88156   | 78711   | 9445   | 44078   | 39355   | 4723   | 14168  |
| 25 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 7th RA Bill                             | 2139723   | 2139723   | 42794   | 38209   | 4585   | 21397   | 19105   | 2292   | 6877   |
| 26 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 8th RA Bill                             | 4662457   | 4662457   | 93249   | 83258   | 9991   | 46625   | 41629   | 4996   | 14987  |
| 27 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 9th RA Bill                             | 14245370  | 14245370  | 284907  | 254382  | 30525  | 142454  | 127191  | 15263  | 45788  |
| 28 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 10th RA Bill                            | 1025876   | 1025876   | 20518   | 18319   | 2199   | 10259   | 9160    | 1099   | 3298   |
| 29 | Providing Water supply in left out<br>portion of u/a colonies Sangam Vihar<br>Colony (Reg. No. 603), D-Block (433),<br>E-Block (122), F-2 Block, Hamdard,<br>near Batra Hospital, MB Road (1256), F<br>1 Block (1336) and G-Block (868) of<br>Sangam Vihar Assembly Constituency | M/s. New<br>Construction<br>Company - 02<br>(2021-22) | 04 dated<br>08.12.2022<br>(1st RA Bill) | 10863804  | 10863804  | 108638  | 96998   | 11640  | 108638  | 96998   | 11640  | 23280  |
| 30 | -do-                                                                                                                                                                                                                                                                             | -do-                                                  | 2nd RA Bill                             | 10663220  | 10663220  | 106632  | 95207   | 11425  | 106632  | 95207   | 11425  | 22850  |
|    |                                                                                                                                                                                                                                                                                  |                                                       | TOTAL                                   | 238502469 | 238502469 | 4554779 | 4064719 | 490060 | 2385026 | 2128462 | 256564 | 746624 |

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## ANNEXURE - II

| Name of the work                                                                                                                                                                                                                                                    | Name of the company            | Work Order No. with date      | Total Cost (in Rs.) | Stipulated Date of Completion [SDOC] as per Work Order | Delay in completed months from SDOC up to March, 2024 | Compensation for delays @ 15%/per month for the period mentioned in col.06 (in Rs.) | Maximum Compensation for delays to be withheld as per CA provisions (10% of Contract Price as per Col. 4) (in Rs.) | Compensation withheld for delays up to the last Running Account Bills presented in the Division (in Rs.) | Short levy of Compensation for Delays (in Rs.) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|---------------------|--------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1                                                                                                                                                                                                                                                                   | 2                              | 3                             | 4                   | 5                                                      | 6                                                     | 7                                                                                   | 8                                                                                                                  | 9                                                                                                        | 10                                             |
| P/L/J of 1300 mm dia feeder main emanating from Palla MBR for Holambi Kalan UGR to replace existing water mains up to Alipur Guest House                                                                                                                            | M/s. Jainco Buildcon Pvt. Ltd. | 07 - 2018-19 dated 07.03.2019 | 458294882           | 20.09.2020                                             | 42 months                                             | 288725776                                                                           | 45829488                                                                                                           | 0                                                                                                        | 45829488                                       |
| P/L/J 900/600 mm dia MS/DI Feeder main and various sizes of Distribution mains for Bijwasan and Rajokari UGT/BPS                                                                                                                                                    | M/s. Jainco Buildcon Pvt. Ltd. | 08 - 2018-19 dated 31.10.2018 | 315599821           | 14.11.2020                                             | 40 months                                             | 189359893                                                                           | 31559982                                                                                                           | 0                                                                                                        | 31559982                                       |
| Replacement of 1100 mm dia PSC Rohini water main and 1000 mm dia RWS water main emanating from Haiderpur WW-II with 1100/800/700 dia MS lined & coated pipes                                                                                                        | M/s. Jainco Buildcon Pvt. Ltd. | 02 - 2022-23 dated 29.07.2022 | 336993985           | 14.12.2023                                             | 03 months                                             | 15164729                                                                            | 33699399                                                                                                           | 0                                                                                                        | 15164729                                       |
| Providing Water supply in left out portion of u/a colonies Sangam Vihar Colony (Reg. No. 603), D-Block (433), E-Block (1221), F-2 Block, Hamdard, near Batra Hospital, MB Road (1256), F-1 Block (1336) and G-Block (868) of Sangam Vihar Assembly Constituency-49. | M/s. New Construction Company  | 02 - 2021-22 dated 18.01.2022 | 47145794            | 23.09.2022                                             | 18 months                                             | 12729364                                                                            | 4714579                                                                                                            | 0                                                                                                        | 4714579                                        |
|                                                                                                                                                                                                                                                                     |                                |                               | TOTAL               |                                                        |                                                       |                                                                                     | 97268778                                                                                                           |                                                                                                          |                                                |

## ANNEXURE - III

| S. No. | Employee Code | Name of the Employee and Designation | Amount paid (in Rs.) | Amount admissible (in Rs.) | Extra Payment of Bonus (in Rs.) |
|--------|---------------|--------------------------------------|----------------------|----------------------------|---------------------------------|
| 1      | 20016438      | Pravesh Kumar, ASO                   | 14000                | 13816                      | 184                             |
| 2      | 20019384      | Predeep Kumar, JE(Civil)             | 14000                | 13816                      | 184                             |
| 3      | 20019663      | Mujahid Islam, JE(Civil)             | 7000                 | 6908                       | 92                              |
| 4      | 20009577      | Rekha Gupta, Draftsman Gr.III        | 7000                 | 6908                       | 92                              |
| 5      | 20009391      | Naresh Kumar Gola, Security Guard    | 7000                 | 6908                       | 92                              |
| 6      | 20020134      | Saklani, PCAMR                       | 7000                 | 6908                       | 92                              |
| 7      | 20018943      | Manish, Field Assistant              | 11852                | 11696                      | 156                             |
| 8      | 20015084      | Pramod, Field Assistant              | 7000                 | 6908                       | 92                              |
| 9      | 40016461      | Lilu, Field Assistant                | 7000                 | 6908                       | 92                              |
| 10     | 20016391      | Tejbir, AAO                          | 14000                | 13816                      | 184                             |
| 11     | 20005083      | Kiran, ASO                           | 14000                | 13816                      | 184                             |
| 12     | 20009127      | Manjeet Kaur Rajora, ASO             | 14000                | 13816                      | 184                             |
| 13     | 20010862      | Neeta Gupta, Draftsman, Gr-I         | 7000                 | 6908                       | 92                              |
| 14     | 20007404      | Shiv Raj Sharma, Draftsman, Gr-III   | 14000                | 13816                      | 184                             |
| 15     | 20019610      | Ashish Kothiyal, JE(Civil)           | 4083                 | 4029                       | 54                              |
| 16     | 20015523      | Gopal Krishan, Pump Driver           | 7000                 | 6908                       | 92                              |
| 17     | 20018407      | Akash, Safai Karamchari, Bulk        | 12918                | 12749                      | 169                             |
| 18     | 20015915      | Bindu Sharma, Sr. Assistant          | 14000                | 13816                      | 184                             |
| 19     | 20005329      | Nisha Chopra, ASO                    | 12250                | 12089                      | 161                             |
| 20     | 20009487      | Manjeet Kaur, ASO                    | 7000                 | 6908                       | 92                              |
| 21     | 20018985      | Sachin, Sr. Assistant                | 7000                 | 6908                       | 92                              |
| 22     | 20009543      | Krishan Kumar, DM-III                | 7000                 | 6908                       | 92                              |
| 23     | 20007763      | Tirath Raj, Field Assistant          | 7000                 | 6908                       | 92                              |
| 24     | 20007764      | Ram Het, Field Assistant             | 7000                 | 6908                       | 92                              |
| 25     | 20007765      | Om Veer Singh, Field Assistant       | 7000                 | 6908                       | 92                              |
|        |               | <b>TOTAL</b>                         | <b>237103</b>        | <b>233987</b>              | <b>3116</b>                     |



# **PART - III**

## **TEST AUDIT NOTES**

### **(2022- 2024)**

## **TEST AUDIT NOTES** **(2022-23 and 2023-24)**

### **TAN No. 01: Non maintenance of Contractor's Ledger** **(Ref. Observation Memo No. 07 dated: 17.09.2024)**

Para 10.2 of CPWD Works Manual stipulates that the accounts relating to contracts should be kept in CPWD form 43 as Contractor's Ledger and separate folio or set of folios should be reserved for all the transactions with each Contractor and it should be written up and maintained up to date. It further stipulates that Divisional Accountant is responsible for correctness of entries in the Ledger.

Test check of the records for the period 2022-23 to 2023-24 revealed that the Contractor's Ledger was not maintained in the Division. It could, therefore, not be verified in the audit as to whether all the transactions viz. advance payments and secured advances were made in terms of provisions of the codes/manual/contracts. Besides liabilities, if any, of the Contractor and abstract of transactions relating to works could not be ascertained.

Divisional Accountant has been advised to maintain the Contractor's Ledger in the Division for monitoring the payments of advances and secured advances made to the Contractor as per CPWD Work Manual and compliance shown to the audit party.

### **TAN No. 02: Non maintenance of Bill Register** **(Ref. Observation Memo No. 08 dated: 17.09.2024)**

As per Section 10.1 (1) of CPWD Manual, 2014, the payments made in Divisional Offices are made on receipt of the bills from the various Sub-Divisions. A consolidated record of all the bills received from Sub-Divisions in respect of works/supplies should be maintained in one register known as Register of Bills in the Divisional Office in the form given at Appendix-12

Further as per Section 10.1 (2) of CPWD Manual, 2014, the bills should be entered in the register strictly in order of receipt i.e. the bills received first should be entered before the bills received afterwards. The payment of the bills should also be made strictly in order of their receipt. In no case a bill received afterwards should be given priority over the bills that have been received before, except under the written orders of the Divisional Officer.

Further as per Section 10.1 (3) of CPWD Manual, 2014, the Divisional Accountant should ensure that the register is properly maintained and kept up-to-date in the Accounts Branch. The register should be submitted to the Executive Engineer every week for his perusal and he will record in the register cases in which these instructions have not been followed.

During examination of the records, it was noticed that the Division has not maintaining the Bill Register which is violation of Section 10.1 of CPWD Manual, 2014.

In the absence of the same, it is not clear as to how the settlement of payment records were ensured.

The Division may therefore take necessary steps to maintain the Bill Register as per CPWD Manual and compliance be shown to next audit.

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**TAN No. 03: Improper maintenance of Pay Bill Registers/ECRs.**  
**(Ref. Observation Memo No. 16 dated: 19.09.2024)**

During test check of Pay Bill Registers/ECRs for the period from 2022-23 and 2023-24, the following shortcomings have been noticed:

1. The mandatory page counting certificate is not recorded in the PBRs/ECRs on the first page which is also required to be countersigned by the DDO concerned.
2. Monthly entries in PBRs/ECRs have not been verified and signed by the D.D.O. for its correctness.
3. Bill Numbers are not mentioned in PBRs/ECRs against each entries, without bill number, identification of Bill cannot be ascertained.
4. GAR-18, Abstract of Pay bill was not prepared.
5. No Column for GPF Advance/Withdrawal were found in PBR/ECR.
6. No proper columns for payment of Arrears, Leave Travel Concession, Leave Encashment, Children Education Allowance was found in PBR/ECR.
7. Gross total of all relevant columns has not been carried out in the PBRs/ECRs for income tax purposes.
8. Cuttings/over-writings on most of the pages of PBRs/ECRs are not initiated by the HOO/DDO after correction.
9. Past 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.

Actually, columns in the ECR are not matched with Pay Bill Register[PBR] (GAR-17). Bill No., other detail of GPF, Aadhar No., NPS Accounts, Abstract of bill are not found in ECR maintained in the Division of Delhi Jal Board. Other details like columns for details of Employee, detail of Arrear, if any, GPF advance/GPF withdrawn and other related information are missing. DDO's signature column was not found in ECR.

The Division may therefore take necessary steps to remove the above mentioned discrepancies in maintenance of Pay Bill Registers/ECRs under intimation to the audit.

**TAN No. 04: Discrepancies in maintenance of Service Books.**  
**(Ref. Observation Memo No. 17 dated: 19.09.2024)**

During test check of Service Books provided by the Office of EE (W) C-III (Now EE[Project]-V), Delhi Jal Board, OHT, Ashok Vihar, Delhi-110052, following deficiencies are observed:

- (i) **Entry of Aadhar Number** was not made in most of the Service Books as per the instructions circulated by Pr. Secretary (Finance), 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 should be issued to him/her in the prescribed form (Form 24). However, the services of Government Servant were verified in any case.
- (iii) **'Home Town' declaration** under LTC scheme is to be kept in the Service Book. However, entry for home town declaration was not found in most of the Service Books.

(iv) **GPF Account Number** is to be entered on the right hand top of page 01 by means of a rubber stamp as soon as the official is admitted to GPF. This number was not found mentioned in some of the Service Books.

(v) **Practical guidelines on the maintenance of Service Book** - Instructions/guidelines contained on the inner cover pages of the printed Service Book should be followed. In addition, name of the employee was to be written both in English and in Hindi on the outer cover. Reference to the original documents verified to be made for (i) Date of Birth (ii) Educational Qualification (iii) Technical Qualifications and (iv) Caste Certificate for SC/ST/OBCs. These guidelines were not followed in most of the Service Books.

(vi) **Annual Verification of Service** - Verification of Services will be completed annually along with pay slip for the month of April every year and certificate of verification will be recorded in the Service Book after ensuring correctness of the entries. This was not done in most of the Service Books.

(vii) **In 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. This certificate was not found recorded in most of the Service Books.

(viii) **Leave-Account** - It was observed that the leave account of none of the employees was maintained in prescribed Form-2 under Rule-15 of CCS (Leave) Rules, 1972. In many Service Books, cuttings, over-writings & use of fluid was seen over various entries of the Leave account. Entries should be clear and orders in respect of Special Leave should be pasted in the Service Books.

(ix) **Photograph** - Vide GID below SR 197, a photograph of the Government servant is to be affixed on the right hand corner of the Service Book. However, in several cases, the photographs were not affixed or was very old.

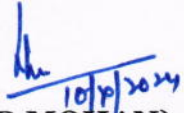
(x) **First page of the Service Book**, having details of the employee, should be filled up properly and completely. However, it was observed that impression of Finger Prints, Caste, identification marks etc. was not found in most of the Service Books.

(xi) Orders of pay fixation on promotion and up-gradation were not found written or pasted in the Service Books.

(xii) Entries of verification of Character and Antecedents of the employees, were not found in the Service Books.

(xiii) Documents in r/o declaration of nominees in gratuity & pension were not found attached in the Service Books.

The Division may therefore take necessary steps to remove the above mentioned discrepancies in maintenance of Service Books under intimation to the audit.

  
(INDER MOHAN)  
Inspecting Audit Officer  
Compliance Audit Party - DJB