

**DIRECTORATE OF AUDIT  
GOVERNMENT OF NCT OF DELHI  
4<sup>th</sup> FLOOR, DELHI SECTT.  
I.P.ESTATE, NEW DELHI**

**Sub.: Compliance Audit Report on accounts of Executive Engineer (NE-II), Delhi Jal Board, R-Pocket, OHT, Dilshad Garden, Delhi-95 for the period 01-04-2022 to 31-03-2024.**

**INTRODUCTION**

The accounts of Executive Engineer (NE-II), Delhi Jal Board, R-Pocket, OHT, Dilshad Garden, Delhi-95 for the period 01-04-2022 to 31-03-2024 was audited by Audit Party consisting of Smt. Savita Jain. Sr. A.O./IAO and Sh. Anil Kumar Grover. A.O. w.e.f 20-08-2024 to 02-09-2024. The audit was conducted on purely test check basis.

**AIMS AND OBJECTIVES OF THE UNIT**

The Executive Engineer (NE-II). Dilshad Garden. Delhi is a division of Delhi Jal Board. GNCTD. The main function of the division is to maintain water supply and sewerage system in three assembly constituencies i.e. Ghonda AC-66. Mustafabad AC-69 and Karawal Nagar AC-70. The division carries out replacement, repair and maintenance of water/sewer lines. water supply for emergency purpose and collection of water charges for area under their jurisdiction. The work are being executed with consultation of RWA, MLA ad higher officers as per CPWD/DJB manual. The division also maintains the water supply through its hired water tankers in the unauthorized colonies covered under jurisdiction of the division. The division is headed by Executive Engineer who is assisted by Assistant Engineers and Junior Engineers.

**LIST OF HEAD OF OFFICE/DDO/CASHIER DURING THE AUDIT PERIOD 2022-24.**

**HOD/DDO**

| S.NO. | Name & Designation   | Period                   |
|-------|----------------------|--------------------------|
| 1.    | Sh. V.K. Chauhan, EE | 01/04/2022 to 15/12/2023 |
| 2.    | Sh. R.K. Jain. EE    | 16/12/2023 to 31/07/2024 |
| 3.    | Sh. Rajesh Kumar, EE | 01/08/2024 to till date  |

**Cashier**

| S.NO. | Name & Designation | Period |
|-------|--------------------|--------|
| NIL   |                    |        |



**BUDGET ALLOTMENT AND EXPENDITURE**

The details of Allotment of budget and Expenditure incurred for the financial years 2022-2024 are as under:-

(Amount in Lakh)

| Year      | CAPITAL          |             |         | REVENUE          |             |         |
|-----------|------------------|-------------|---------|------------------|-------------|---------|
|           | Budget Allocated | Expenditure | Balance | Budget Allocated | Expenditure | Balance |
| 2022-2023 | 5202.97          | 3418.03     | 1784.94 | 2339.09          | 2329.36     | 9.73    |
| 2023-2024 | 5017.24          | 2138.39     | 2878.85 | 3093.79          | 2746.57     | 347.22  |

**VACANCY POSITION**

| Sl No. | Post/Group | Post sanctioned | Post Filled | Vacant |
|--------|------------|-----------------|-------------|--------|
| 01     | Group A    | 01              | 01          | 00     |
| 02     | Group B    | 07              | 06          | 01     |
| 03     | Group C    | 415             | 204         | 211    |
|        | Total      | 423             | 211         | 212    |

**Statutory Audit**

Statutory audit of Executive Engineer (NE-II), Delhi Jal Board, R-Pocket, OHT, Dilshad Garden, Delhi-95 has been conducted up to 2022-23 by AGCR(Delhi) .

**Maintenance of Record :-**

The maintenance of record Executive Engineer (NE-II), Delhi Jal Board, R Pocket, OHT, Dilshad Garden, Delhi-95 for the period 01-04-2022 to 31-03-2024 was found satisfactory subject to observations made in Current audit report and in test audit note.



**PART-I A**

**OLD AUDIT REPORT**

The audit of the **Executive Engineer (NE-II), Delhi Jal Board, R Pocket, OHT, Dilshad Garden, Delhi-95** has been conducted First time.



**PART-II**

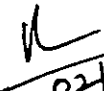
**CURRENT AUDIT REPORT**

During the course of audit, 16 preliminary audit memos including 01 Record Memos i.e. 01 to 01(M) were issued. The Division has not submitted the replies of Memos. Out of 16 memos., 01 record memos has been fully settled and balance 15 memos have been converted into 12 PARAS and 03 TANS and incorporated in current audit report as part-II.

During the course of current audit, recovery of Rs. 37,772/- has been pointed out as per details below:-

| Memo. No.    | Subject                                                               | Total Recoveries (in Rs.) | Amount Recovered (in Rs.) | Balance (in Rs.) | Para No. |
|--------------|-----------------------------------------------------------------------|---------------------------|---------------------------|------------------|----------|
| 04           | Excess Bonus/Ex-gratia Payment for Rs. 14536/- to officials of DJB    | 37352/-                   | 0                         | 37352/-          | Para- 07 |
| 14           | Recovery of Rs. 420 - on account of short deduction of License Fees . | 420/-                     | 0                         | 420/-            | Para -11 |
| <b>TOTAL</b> |                                                                       | <b>37,772/-</b>           | <b>0</b>                  | <b>37772/-</b>   |          |

Accounts Officer

  
02/09/24  
Inspecting Audit Officer

# PART 1

**PART -II**  
**CURRENT AUDIT REPORT**  
**( 2022-24)**

**Audit Para - 01**

(Memo No.11 dated :30/08/2024)

**Sub:- Blockage of funds amounting to Rs. 58.75 lakhs On account of unutilized domestic water meters.**

Rule 144 (Fundamental Principles of public buying of GFR 2017 states that every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

Further Rule 144 (iv) states that care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs. The functions of NE-II division of DJB is to maintain and provide water supply and sewerage system in three assembly constituencies (AC-66, AC-69 and AC-70 ). Further, the division installs new water connections at the residences of individuals in various notified colonies under jurisdiction of these three constituencies. For this purpose, DJB procures domestic water meters for installation.

During the test of record for the year 2022-23 and 2023-24, it has been noted that the division purchased water meters through GeM portal as detailed below:

| S. No. | Name of firm          | Work order No. and date   | Quantity purchased | Rate per unit (in Rs.) | Total Amount (in Rs.) |
|--------|-----------------------|---------------------------|--------------------|------------------------|-----------------------|
| 1      | M/s Venus Enterprises | W. O. 15 dated 07/05/2022 | 1700               | 1700                   | 28,90,000-            |
| 2.     | M/s Venus Enterprises | W. O. 16 dated 07/05/2022 | 1800               | 1700                   | 30,60,000-            |
| 3.     | M/s Venus Enterprises | W. O. 98 dated 08/08/2022 | 1300               | 1700                   | 22,10,000-            |
| 4.     | M/s Venus Enterprises | W. O. 99 dated 08/08/2022 | 1300               | 1700                   | 22,10,000-            |
|        |                       | <b>TOTAL</b>              | <b>6100</b>        |                        |                       |

On review of stock register, it was observed that out of 6100 number of water meters, only 2644 number of water meters were issued for various works till October 2023 and remaining 3456 number of water meters are still lying with the DJB till date i.e. 30.08.2024. Thus, purchasing of excess water meter than the required number leads to blockage of funds amounting to Rs. 58.75 lakhs ( Rs.1700 x 3456 number of meter ).

The excess purchase of water meters during the year 2022-23 is in contravention to above GFR, 2017. The Executive Engineer look into the matter and take necessary action.



**Subject :- Reg. Splitting of similar nature of works .**

Section 9.3 of CPWD manual, 2019, stipulates that maintenance works should usually be carried out in Comprehensive maintenance mode. In this mode, all the maintenance works pertaining to Civil, Electrical (excluding standalone operational works and specialized works) & horticulture works are carried out through a single agency by inviting composite tenders. The normal works of up-gradation, special repairs, addition and alteration of civil, E&M services and horticulture should also be clubbed in the composite tenders and executed under a single contract.

As per Rule 157 of GFR 2017 "A demand for goods should not be divided into small quantities to make piecemeal purchase to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand". Splitting of demand deprives the organizations from achieving the best competitive prices leveraging economies of scale. It is also a violation of para 149(VIII) of GFR2017.

On scrutiny of Contract Agreement Register, Work order Register and Tender Register, it is observed that various work orders issued on same date for same nature of work by splitting the work in several packages instead of awarding and inviting tender for a single.

The details of work awarded for same nature of work on different occasions during the year 2022-2023 & 2023-24. Some example of same nature of work splitting in awarding tender is as under :-

| Sl. No | Work Order No. & date | Nature of Work                                                                                                                         | Agency/Firm Name       | Amount in (Rs.) |
|--------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|
| 1      | 15 dated 07.05.2022   | Supply of domestic water meter for installation of new water connection in the notified colony Ph IX in Shiv Vihar in Mustafabad AC-69 | M/s Veenus Enterprises | 2890000-        |
| 2      | 16 dated 07.05.2022   | Supply of domestic water meter for installation of new water connection in the notified colony Ph X in Shiv Vihar in Mustafabad AC-69  | M/s Veenus Enterprises | 3060000-        |
| 3      | 33 dated 16/06/2022   | Annual repair/maintenance of sewerage system in Ward No. 58E and 59E under Mustafabad AC-69                                            | M/s Sachin Const. Co.  | 799900-         |
| 4      | 34 dated 16/06/2022   | Annual repair/maintenance of sewerage system in Ward No. 56E and 57E under Mustafabad AC-69                                            | M/s Sachin Const. Co.  | 796839-         |
| 5      | 53 dated 30/06/2022   | Annual repair/maintenance of water supply network in Ward No. 56E and 57E under Mustafabad AC-69                                       | M/s Sachin Const. Co.  | 820266-         |

|     |                      |                                                                                                                                   |                           |          |
|-----|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------|
| 6   | 54 dated 30/06/2022  | Annual repair/maintenance of water supply network in Ward No. 58E and 59E under Mustafabad AC-69                                  | M/s Sachin Const. Co.     | 820266-  |
| 7.  | 106 dated 23/08/2022 | Providing and laying inter connection for new network in Sonia Vihar to Ist Pusta under Karawal Nagar AC-70                       | M/s Shiv Singh Const. Co. | 3411689- |
| 8.  | 108 dated 26/08/2022 | Providing and laying inter connection for new network in Sonia Vihar to IInd Pusta under Karawal Nagar AC-70                      | M/s S.R. Engg.            | 3967777- |
| 9.  | 109 dated 26/08/2022 | Providing and laying inter connection for new network in Sonia Vihar to Prachin Shiv Mandir under Karawal Nagar AC-70             | M/s S.R. Engg.            | 3886187- |
| 10  | 110 dated 26/08/2022 | Providing and laying inter connection for new network in Sonia Vihar from Prachin Mandir to IIIrd Pusta under Karawal Nagar AC-70 | M/s Shiv Singh Const. Co. | 4270899- |
| 11  | 94 dated 04/08/2022  | Raising/repairing of sewer manholes and making outfall of ward no. 57E, Karawal Nagar east under Mustafabad, AC-69 connections    | M/s Vivek Const. Co.      | 554957-  |
| 12  | 95 dated 04/08/2022  | Raising/repairing of sewer manholes and making outfall of ward no. 56E, Karawal Nagar east under Mustafabad, AC-69 connections    | M/s Vivek Const. Co.      | 579932-  |
| 13. | 92 dated 28/11/2023  | Annual repair and maintenance of sewer line in Ward No.229 in Ghonda, AC-66                                                       | M/s Rishab Const. Co.     | 778768-  |
| 14. | 94 dated 28/11/2023  | Annual repair and maintenance of water line in Ward No.229 & 230 in Ghonda, AC-66                                                 | M/s Rishab Const. Co.     | 738035-  |
| 15  | 23 dated 29/05/2023  | Maintenance of sewer supply system in Nehru Vihar ward No. 244E in Mustafabad Constituency AC-69                                  | M/s Ayush Upadhyay        | 690587-  |
| 16  | 24 dated 29/05/2023  | Maintenance of sewer supply system in Nehru Vihar ward No. 243E in Mustafabad Constituency AC-69                                  | M/s Ayush Upadhyay        | 779983-  |
| 17  | 25 dated 29/05/2023  | Maintenance of sewer supply system in Nehru Vihar ward No. 245E in Brijpuri Constituency AC-69                                    | M/s Ayush Upadhyay        | 775857-  |



|    |                         |                                                                                                                                          |                    |          |
|----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|
| 18 | 134 dated<br>15/03/2024 | Augmentation of water supply by removing dead end and replacement of old damaged water line in Prasodi Mohalla in Ghonda AC-66           | M/s Singh Builders | 942359-  |
| 19 | 135 dated<br>15/03/2024 | Augmentation of water supply by replacement of old damaged water line in Kartar Nagar in Ghonda AC-66                                    | M/s Singh Builders | 982567-  |
| 20 | 136 dated<br>15/03/2024 | Augmentation of water supply by removing dead end and replacement of old damaged water line at Jankalyan Road Bhajanpura in Ghonda AC-66 | M/s Singh Builders | 1086209- |

From the above data, it is observed that the similar nature of works were awarded during the same time interval to the same contractor in most of the cases. A single tender could have been invited and awarded as the work was of same nature and for the same period, so that more competitive rates could have been received as per provision laid down in CPWD Manual, but the works were splitted into small work orders violating codal provisions.

This is a violation of above GFR rule 2017 and the Executive Engineer may take necessary steps in similar nature of works by clubbing the amount and single tender should be invited .



**Subject: Award of work abnormally below the estimated cost.**

Section 2.5 of CPWD manual stipulates that technical Sanction provides a guarantee that the proposals are technically sound and that the estimates are accurately prepared and are based on adequate data.

Test check of Work order register/records of the works awarded and executed by the division for the audit period revealed that majority of the work orders/tenders were awarded below the estimated cost. The details of a few works which were awarded below the estimated cost are as under:

(Amt. in Rs.)

| S.No | CA No. & dated       | Estimated cost/Amt. put to Tender | Tendered/ Awarded cost | % of Below estimated cost |
|------|----------------------|-----------------------------------|------------------------|---------------------------|
| 01   | 52 dated 30/06/2022  | 2382387-                          | 1732710-               | 27.27 %                   |
| 02.  | 56 dated 30/06/2022  | 1795319-                          | 1088143                | 39.39%                    |
| 03.  | 57 dated 30/06/2022  | 1795319-                          | 1088143                | 39.39%                    |
| 04   | 88 dated 28/07/2022  | 935479-                           | 550062-                | 41.20%                    |
| 05   | 117 dated 06/09/2022 | 2438735-                          | 1428855-               | 41.41%                    |
| 06   | 128 dated 23/09/2022 | 2121340-                          | 1336656-               | 36.99%                    |
| 07   | 167 dated 04/11/2022 | 3661714-                          | 2156750-               | 41.10%                    |
| 08   | 191 dated 12/01/2023 | 2164156-                          | 1267979-               | 41.41%                    |
| 09   | 227 dated 15/03/2023 | 1032712-                          | 545169-                | 47.21%                    |
| 10   | 13 dated 18/05/2023  | 1205660-                          | 605724-                | 49.76%                    |
| 11.  | 16 dated 18/05/2023  | 1879420-                          | 939823-                | 49.99%                    |
| 12.  | 73 dated 23/09/2023  | 444377-                           | 222233-                | 49.99%                    |
| 13.  | 80 dated 10/10/2023  | 1189491-                          | 569766-                | 52.10%                    |
| 14.  | 83 dated 10/10/2023  | 1161308-                          | 545931-                | 52.99%                    |

The above estimates of the works were prepared by the technical expert engineers of the division on the basis of prevailing Delhi Schedule of Rates. However, as per above, it was noticed that tenders were accepted much below than the estimated cost ranging from 27.27% to 52.99%. Moreover, in today scenarios, although the prices of every commodity are raising spirally yet the tenders were accepted much below the estimated cost.

Such type of unreasonable variations can be attributed to either wrong assessment of rates or sketchy estimates were prepared in casual manners. Furthermore, audit could not ensure how the contractor paid minimum wages to the labour engaged for the works. This indicates casual approach of the division while framing estimates.

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**Subject:- Reconciliation of balances in the bank accounts for the financial year 2022-23 and 2023-24**

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

During the scrutiny of Trial Balance provided by the division, it has been observed that the following bank accounts exists in the books of accounts of the division, details of which are as s under:-

| S.No | Cash and Bank in transit Balance          |                      |                      |
|------|-------------------------------------------|----------------------|----------------------|
|      |                                           | Debit (in Rs.)       | Credit (in Rs.)      |
| 1.   | <b>Cash in Transit</b>                    |                      |                      |
|      | Cash in transit ZRO -02                   | 278968.00            |                      |
|      | Cash in transit ZRO NE-II                 | 19159651.72          |                      |
| 2.   | <b>Bank Balance</b>                       |                      |                      |
|      | Cheque in Transit ZRO -1                  | 221699.00            |                      |
|      | Cheque in Transit ZRO -02                 |                      | 219455.00            |
|      | Cheque in Transit ZRO NE-II               | 998180.00            |                      |
| 3.   | Corporation Bank 121                      | 319200.73            |                      |
| 4.   | Corporation Bank 4115                     | 104496008.06         |                      |
| 5.   | Corporation Bank 4116                     |                      | 1169348297.00        |
| 6.   | Corporation Bank 4879                     | 61425881.38          |                      |
| 7    | Corporation Bank Acc No. 0264016010000522 | 624935515.00         |                      |
| 8    | SBI - 1401                                |                      | 23501417.00          |
| 9    | SBI-1402                                  |                      | 18949630.00          |
| 10   | SBI-1403                                  |                      | 25831487.00          |
| 11   | SBI Account No. 41419742896               | 3638690.00           |                      |
| 12   | Syndicate Bank 07                         | 516207.90.00         |                      |
| 13   | Syndicate Bank 12261                      | 13473990.00          |                      |
|      | <b>TOTAL</b>                              | <b>1151241914.94</b> | <b>1237850286.00</b> |



It was requested to provide the following information-clarification vide audit memo. No. 15 dated 02/09/2024 but the division has not provided any reply:

1. Purpose of maintaining each bank account
2. Copy of bank statement in r/o all bank account above mentioned Trial balance Ledger
3. Reconciliation statement in r/o ledgers mentioned above with bank statement
4. Reasons for credit balance of Rs. 123,78,50,286/- in r/o above ledgers and details thereof
5. Confirmation and details of closed accounts either, at unit level or at HQ level and status of funds transferred to DJB (HQ) bank account and related concerned bank account.

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

During the scrutiny of Trial Balance provided by the division, it has been observed that the following bank accounts exists in the books of accounts of the division, details of which are as under:-

| S.No. | Cash and Bank in transit Balance          |                 |
|-------|-------------------------------------------|-----------------|
|       | Debit (in Rs.)                            | Credit (in Rs.) |
| 1.    | <b>Cash in Hand</b>                       |                 |
|       | <b>Cash in Transit</b>                    | 452.00          |
|       | Cash in transit ZRO -02                   | 278968.00       |
|       | Cash in transit ZRO NE-II                 | 18943239.72     |
|       | Petty Cash                                | 216412.00       |
| 2.    | <b>Bank Balance</b>                       |                 |
|       | Cheque in Transit ZRO -01                 | 221699.00       |
|       | Cheque in Transit ZRO -02                 | 219455.00       |
|       | Cheque in Transit ZRO NE-II               | 998180.00       |
|       | Cheque in Transit                         | 216412.00       |
| 3.    | Corporation Bank 121                      | 319200.73.00    |
| 4.    | Corporation Bank 4115                     | 104496008.06    |
| 5.    | Corporation Bank 4116                     | 1169348297.00   |
| 6.    | Corporation Bank 4879                     | 61425881.38     |
| 7.    | Corporation Bank Acc No. 0264016010000522 | 4187945.15      |

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|    |                             |                                    |
|----|-----------------------------|------------------------------------|
| 8  | SBI - 1401                  | 23501417.00                        |
| 9  | SBI-1402                    | 18949630.00                        |
| 10 | SBI-1403                    | 25831487.00                        |
| 11 | SBI Account No. 41419742896 | 228379964.00                       |
| 12 | Syndicate Bank 07           | 516207.90-                         |
| 13 | Syndicate Bank 12261        | 13485490.00                        |
|    | <b>TOTAL</b>                | <b>1145553763.94 1466446662.00</b> |

It has been observed that all the ledgers mentioned above are having Zero balances. Further, Closing balance of Bank for financial year 2022-3 has not been carried forwarded in the FY 2023-24.

It is requested to provide the following information/clarification:

1. Purpose of maintaining each bank account
2. Copy of bank statement in r/o all bank account above mentioned Trial balance Ledger
3. Reconciliation statement in r/o ledgers mentioned above with bank statement
4. Reasons for not carrying forwarded of closing balance from the financial year 2022-23 to the FY 2023-24.
5. Confirmation and details of closed accounts either, at unit level or at HQ level and status of funds transferred to DJB (HQ) bank account and related concerned bank account.

The H.O.O. DDO of the division may look into the matter and take necessary action for reconciliation of bank cheque in transit balances with the Headquarter, Delhi Jal Board under intimation to audit.

Audit Para – 05

(Memo No.08 dated: 27/08/2024)

**Subject:- Status of closing balances in different bank accounts.**

As per Bank reconciliation statement for the year 2022-23, it has been observed that the following bank accounts were operative during 2022-23 but the same were inoperative w.e.f. 01/04/2023.

| S.No. | Name of the Bank    | Account Number  | Closing balance as on 31/03/2023 | Status        |
|-------|---------------------|-----------------|----------------------------------|---------------|
| 1     | Canara Bank         | 90231010000062  | 556271.90-                       | Non-Operative |
| 2     | Union Bank of India | 510101006069826 | 385434.73-                       | Non-Operative |
| 3     | Union Bank of India | 510101006105784 | 5211923.15-                      | Non-Operative |
|       |                     | TOTAL           | 6153629.78                       |               |

It has been revealed that there were Closing Balances lying in the above Bank accounts and these accounts are inoperative, at present.

The amount of Rs 61,53,629.78- may be deposited in the Govt./ Revenue Account of Delhi Jal Board under intimation to audit.



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Audit Para – 06

(Memo No. 16 dated: 02/09/2024)

**Sub : Long Terms/Short Terms Advance**

During the Scrutiny of Ledger/records provided, it has been observed that following Long Terms Advances/Short Terms Advances paid to Employees/Contractor are lying unsettled for the long period, detail are as under :-

| Particulars                    | Debit Balances (in Rs.) |
|--------------------------------|-------------------------|
| Advances to Employees          | 5128860-                |
| Advance to Contractor/Supplier | 50420-                  |
| Loans to Employees             | 450-                    |
| <b>Grand Total</b>             | <b>5179730-</b>         |

Since the Advances granted to employee or contractor are required to settled within stipulated time as per terms and conditions of Loan/Advance granted.

Details of advances paid to employees/contractor was not provided to audit. HOO may take necessary action for timely settle and above advances under intimation to audit.

Audit Para – 07

(Memo No.04 dated 21/08/2024)

**Sub : Excess Bonus/Ex-gratia Payment for Rs. 37352/- to officials of DJB.**

As per Office Order No.08 Dated 10-11-2023 of Delhi Jal Board, Bonus was payable as under:-

" The payment will be equal to one-month salary as on 31-03-2023 subject to maximum of Rs.7000 -(Rupees Seven Thousand only). The term salary included basic pay, special pay, DA. The quantum of Non-PLB (Adhoc Bonus) will be worked out on the basis of average emoluments calculations ceiling which is lower. To calculate Non-PLB (Adhoc Bonus) for one days, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will, thereafter, be multiplied by the number of days of bonus granted. To illustrate taking the calculation ceiling of month emolument of Rs.7000/- (where actual emoluments exceeds out to Rs.7000x30 30.4 =Rs.6907.89 (rounded off to Rs.6908 -)).

During the test check of records/information provided by Division for the period 2022-23 and 2023-24, it has been observed that Rs.7000/- as Bonus has been paid to eligible employee of Division instead of Rs.6908/- as illustrated above as prescribed limit. Hence, Total of Rs. 37352 - has been in excess of limit prescribed in the above said order, to employees as per **Annexure "A"**.

The H.O.O. may review the above irregularity and necessary steps should be taken to recover excess amount Rs. 37352/- from the officials as mentioned in the **Annexure "A"** after due verification of facts & figures under intimation to audit. Similar Cases may also be reviewed accordingly.

**Sub : Expenditure on advertisements worth Rs. 89.62 lakhs.**

**(A) Avoidable expenditure of Rs. 89.62 lakhs for publication of NIT in Newspapers**

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 Tender', "All tenders of any amount shall be invited through e-tendering system. Notices for all the works, irrespective of their value, shall be published on the website <http://etender.cpwd.gov.in> as instructed from time to time. Once published on the website, the tender notices will also become available on [www.eprocure.gov.in](http://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 Newspapers of the division for the year 2022-23 and 2023-24, it was observed that division authority has incurred an amount of Rs. 89.62 lakhs (detail is given below) on publicity of NIT in Newspapers which was in contravention of the CPWD instructions.

The above expenditure may be regularised from the competent authority under intimation to audit.

**(B) Loss of Rs. 13.44 lakhs on account of not availing 15% rebate on Advertisements**

Newspaper publication/media House provided 15% discount/rebate to the Government department agency i.e. 'Shabdarth' (An advertisement agency of Government of NCT of Delhi) at DAVP rates for publication of Advertisement.

During the scrutiny of records provided expenditure incurred on Advertisement by the Division, it has been observed that the payment of 89,62,032/- has been made to different advertising agencies without availing rebate of 15% on DAVP rates. The advertisements were published through PR Department of Delhi Jal Board and payment thereof made by the concerned division.

Details of Payments to the concerned media agencies/New Paper Agencies during the Financial Year 2022-2023 & 2023-24 :

**2022-2023**

| Name of Advertisement Agencies/Media House | Amount Paid in 2022-23) | Amount of Rebate of 15 % not availed by Division |
|--------------------------------------------|-------------------------|--------------------------------------------------|
| JagranPrakashan LTD.                       | 365679-                 | 54852-                                           |
| Front Row Media Pvt. Ltd.                  | 101430-                 | 15214-                                           |
| Punjab Kesari                              | 58152-                  | 8723-                                            |
|                                            | 233912-                 |                                                  |
| Amar Ujala Publications Ltd.               |                         | 35087-                                           |
| Bennett Coleman & Co. Ltd                  | 870509-                 | 130576-                                          |
| Hindustan Media Ventures Limited           | 214024-                 | 32104-                                           |
| Sahara India                               | 2538-                   | 381-                                             |
| The Indian Express Pvt. Ltd.               | 242549-                 | 36382-                                           |
| HT Media                                   | 1042663-                | 156399-                                          |
| Dainik Bhaskar                             | 524593-                 | 78689-                                           |
| The Statesman Ltd.                         | 8271-                   | 1241-                                            |
| <b>Total (A)</b>                           | <b>3664320--</b>        | <b>549647-</b>                                   |



**2023-2024**

| <b>Name of Advertisement Agencies/Media House</b> | <b>Amount Paid in 2023-24)</b> | <b>Amount of Rebate of 15 % not availed by Division</b> |
|---------------------------------------------------|--------------------------------|---------------------------------------------------------|
| JagranPrakashan LTD.                              | 788395-                        | 118259-                                                 |
| Front Row Media Pvt. Ltd.                         | 105840-                        | 15876-                                                  |
| Loksatya Media Pvt. Ltd.                          | 16505-                         | 2476-                                                   |
|                                                   | 199719-                        |                                                         |
| Amar Ujala Publications Ltd.                      |                                | 29958-                                                  |
| Bennett Coleman &Co.Ltd                           | 1832137-                       | 274821-                                                 |
| Hindustan Media Ventures Limited                  | 332172-                        | 49826-                                                  |
| Hamara Samaj                                      | 6271-                          | 941-                                                    |
| Daily Educator                                    | 3188-                          | 478-                                                    |
| HT Media                                          | 1875258-                       | 281289-                                                 |
| Sahara India                                      | 8359-                          | 1254-                                                   |
| Dainik Bhaskar                                    | 119478-                        | 17922-                                                  |
| Punjab Kesari                                     | 10390-                         | 1559-                                                   |
| <b>Total (B)</b>                                  | <b>5297712--</b>               | <b>794659-</b>                                          |

**GRAND TOTAL = (A) + (B) = 549647 - + 794659- = 1344306-**

Efforts may be made for availing rebate of 15% on DAVP rates on Advertisements published through PR Department of Delhi Jal Board in order to reduce the expenditure.



**Subject:- Non-Utilization of funds to the tune of Rs. 4433.44 lakhs.**

As per provisions of contained Under Section 4 & 49 of the CPWD manual, every department while finalizing annual action plan should keep in mind that the budget provisions 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 the facilities/services included in the annual action plan. The target fixed for execution of work in financial year should be fully achieved.

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

Further Surrender of savings stipulates that Departments shall surrender to Finance Ministry/deptt., by the dates prescribed by that Ministry/deptt. before the close of the financial year, all the anticipated savings noticed in the Grants or Appropriations controlled by them. The Finance Ministry shall communicate the acceptance of such surrenders as are accepted by it to the Accounts Officer, before the close of the year. The funds provided during the financial year and not utilized before the close of that financial year shall stand lapsed at the close of the financial year. However, it was observed that huge amount of funds i.e. from 19 % to 100% have been found remained unutilized as per details given below:-

| Sr. No. | Head of Account                                         | Budget Allocated(in Lakh) | Expenditure (in Lakh) | Savings (in lakhs) | % of Saving |
|---------|---------------------------------------------------------|---------------------------|-----------------------|--------------------|-------------|
|         | <b><u>2022-2023</u></b>                                 |                           |                       |                    |             |
| 1.      | Improvement of existing water works                     | 314.20                    | 52.99                 | 261.21             | 83%         |
| 2.      | Rainy wells and tubewells in urban areas                | 43.37                     | 0                     | 43.37              | 100%        |
| 3.      | Staff quarters and office accommodation                 | 44.60                     | 18.61                 | 25.99              | 58%         |
| 4.      | GIA for providing water supply in unauthorized colonies | 720.13                    | 504.80                | 215.33             | 30%         |
| 5.      | GIA for providing water through tankers                 | 490.70                    | 359.07                | 131.63             | 27%         |
| 6.      | Metering and leak management                            | 155.00                    | 0                     | 155.00             | 100%        |
| 7.      | Branch sewer                                            | 1206.52                   | 784.00                | 422.52             | 35%         |
| 8.      | IT infrastrecture                                       | 36.00                     | 7.78                  | 28.22              | 78%         |
| 9.      | Rain water harvesting                                   | 82.00                     | 46.43                 | 35.57              | 43%         |
| 10.     | Mukhyamantri sewer yojna                                | 65.00                     | 52.57                 | 12.43              | 19%         |
| 11.     | Trunk Sewer                                             | 208.48                    | 0                     | 208.48             | 100%        |
| 12.     | Rural water supply general                              | 50.33                     | 0                     | 50.33              | 100%        |
|         | <b>Total (A)</b>                                        | <b>3416.33</b>            | <b>1826.25</b>        | <b>1590.08</b>     |             |
|         | <b><u>2023-2024</u></b>                                 |                           |                       |                    |             |
| 1.      | Improvement of existing water works                     | 225.53                    | 109.00                | 116.53             | 52%         |
| 2.      | Rainy wells and tubewells in urban areas                | 93.33                     | 10.32                 | 83.01              | 89%         |

|     |                                                               |                |                |                |      |
|-----|---------------------------------------------------------------|----------------|----------------|----------------|------|
| 3.  | Staff quarters and office accommodation                       | 20.32          | 10.95          | 9.37           | 46%  |
| 4.  | GIA for providing water supply in unauthorized colonies       | 1215.70        | 285.47         | 930.23         | 77%  |
| 5.  | Replacement of old distribution and trunk transmission system | 927.36         | 413.15         | 514.21         | 55%  |
| 6.  | Metering and leak management                                  | 221.61         | 50.32          | 171.29         | 77%  |
| 7.  | Branch sewer                                                  | 1019.06        | 437.84         | 581.22         | 57%  |
| 8.  | IT infrastructure                                             | 23.76          | 8.28           | 15.48          | 65%  |
| 9.  | Rain water harvesting                                         | 37.21          | 24.08          | 13.13          | 35%  |
| 10. | S/F in UA colonies                                            | 236.99         | 25.99          | 211.00         | 89%  |
| 11. | Trunk Sewer                                                   | 91.01          | 37.12          | 53.89          | 60%  |
| 12. | Free water connections                                        | 105.00         | 0              | 105.00         | 100% |
| 13. | S/F in urban villages                                         | 15.00          | 0              | 15.00          | 100% |
| 14. | Laying of water main in regularized authorized colonies       | 9.00           | 0              | 9.00           | 100% |
|     | <b>Total (B)</b>                                              | <b>4255.88</b> | <b>1412.52</b> | <b>2843.36</b> |      |
|     | <b>GRAND TOTAL (A) + (B)</b>                                  | <b>7672.21</b> | <b>3238.77</b> | <b>4433.44</b> |      |

Out of total allocation of funds to the tune of Rs.19136.62 lakh, an expenditure of Rs.10126.61lakh has been made. The overall percentage of Saving were 47.08%.

The division also did not realize that they will not in a position to extract the funds available with them during the financial year 2022-23. Had they anticipated the same the fund could have been surrendered will in time so that the same could have been utilized by some other division/project of DJB on the GNCTD.

HOO may take timely action as per GFR and instructions issued in this regard.



**Sub:- Discrepancies in hiring of water tankers**

During the test check of records/bills, pertaining to hiring of water tankers during the audit period 2022-24, the following discrepancies have been noticed:

- (i) Selection procedure for hiring of water tanker is based on application received from individual alongwith documents of vehicles regarding fitness certificate, insurance, permit, pollution control certificate and driving license, the documents are being checked by the concerned JE of the division. Monthly estimate of each water tanker is being prepared by the division on the basis of type, capacity of vehicle/fuel rate. Thereafter, monthly work order is issued by the EE(T)-2 on the basis estimate submitted by the division and payment are being made to contractor on monthly basis after verification of actual deploying of vehicle in the prescribed area on the basis of GPS tracker on hired tankers by the division.

As this is a continuing process for hiring of water tankers, reasons for not inviting the tender process as per GFR 2017 may be elucidated to audit.

**(ii) Non-Deduction of TDS from Bills of Hiring of Water Tanker .**

As per Income Tax Act, Tax Deducted at Source rate for Section 194C in FY 2022-24 is as under with threshold limit:-

| <b>TDS Section List</b> | <b>Nature of Payment</b>                                              | <b>Threshold (in Rs. )</b> | <b>For Individual / HUF</b> | <b>For Others</b> |
|-------------------------|-----------------------------------------------------------------------|----------------------------|-----------------------------|-------------------|
| 194C                    | Payments made to contractors or sub-contractors one time              | 30,000-                    | 1%                          | 2%                |
| 194C                    | Payments made to contractors or sub-contractors on an aggregate basis | 1,00,000-                  | 1%                          | 2%                |

During the test check of records provided by the Division, it has been observed that TDS has not been deducted from the Contractor as per above Income Tax rules during the audit period and the PAN number of the following tanker suppliers has not been attached with the bills. Some instances are given below:-

| <b>S.N o.</b> | <b>C.V. No./ Dated</b> | <b>Name of Contractor</b> | <b>Vehicle No.</b> | <b>Billing Period</b> | <b>Amount Paid</b> | <b>TDS @ 1%</b> |
|---------------|------------------------|---------------------------|--------------------|-----------------------|--------------------|-----------------|
| 1             | Nil dated 25/02/2023   | M/s Latesh Sharma         | DL-1E-2622         | Oct. 2022             | 145492-            | 1455-           |

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|    |                         |                                  |                |               |               |               |
|----|-------------------------|----------------------------------|----------------|---------------|---------------|---------------|
| 2  | Nil dated<br>31/03/2023 | M/s Latesh<br>Sharma             | DL-1E-2622     | Dec. 2022     | 142623--      | 1426-         |
| 3  | Nil dated<br>27/07/2023 | M/s Latesh<br>Sharma             | DL-1E-2622     | March<br>2023 | 140865--      | 1409-         |
| 4  | Nil dated<br>26/07/2023 | M/s Mamta<br>Rani<br>Maheshwari  | DL-1L -V-3831  | April 2023    | 112366--      | 1124-         |
| 5  | Nil dated<br>29/12/2023 | M/s Mamta<br>Rani<br>Maheshwari  | DL-1L -V-3831  | May 2023      | 116940--      | 1169-         |
| 6  | Nil dated<br>31/03/2024 | M/s Mamta<br>Rani<br>Maheshwari  | DL-1L -V-3831  | Nov. 2023     | 104863--<br>- | 1049-         |
| 7  | Nil dated<br>31/03/2024 | M/s Akhil<br>Kumar<br>Maheshwari | DL-1L -AC-5007 | Oct. 2023     | 113574--      | 1136-         |
| 8  | Nil dated<br>26/07/2023 | M/s Akhil<br>Kumar<br>Maheshwari | DL-1L -AC-5007 | April. 2023   | 110798--      | 1108-         |
| 9  | Nil dated<br>29/12/2023 | M/s Shivani<br>Sharma            | DL-1M -A-3106  | July 2023     | 106243-       | 1062-         |
| 10 | Nil dated<br>31/03/2023 | M/s Shivani<br>Sharma            | DL-1M -A-3106  | Nov. 2023     | 91396-        | 914-          |
| 11 | Nil dated<br>29/12/2023 | M/s Shivani<br>Sharma            | DL-1M -A-3106  | Aug. 2023     | 103070--      | 1031-         |
| 12 | Nil dated<br>29/12/2023 | M/s Shivani<br>Sharma            | DL-1L -Y-0350  | July 2023     | 106418-       | 1064-         |
| 13 | Nil dated<br>29/12/2023 | M/s Shivani<br>Sharma            | DL-1L -Y-0350  | Aug. 2023     | 103248--      | 1032-         |
| 14 | Nil dated<br>31/03/2024 | M/s Shivani<br>Sharma            | DL-1L -Y-0350  | Oct. 2023     | 104637-       | 1046-         |
|    |                         |                                  |                | <b>TOTAL</b>  |               | <b>16025-</b> |

The Department is requested to recover the TDS amounting to Rs. 16,025/- from above contractors under intimation to Audit. Other similar cases may be reviewed at your own level.

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**Sub:- Recovery of Rs. 420/- on account of short deduction of License Fees .**

In pursuance of the Delhi Jal Board, Government of NCT of Delhi Office Order no. 83 dated 11/03/2024, the flat rate of License fee for the type-I (Qtr. No. 51) of Government Accommodation in Wazirabad has been revised to Rs.210/- w.e.f 01-07-2023. During the test check of Pay Bill register and information provided by the Division for the audit period , there is a short deduction of License fee to the tune of Rs. 420/- in respect of Sh. Sanjay Kumar, Field Asstt. as per details given below:-

| S. No. | Name & Design.                    | Period                | License fee Deducted | License fees To be deducted | Short Deducted amount | Month | Recovery    |
|--------|-----------------------------------|-----------------------|----------------------|-----------------------------|-----------------------|-------|-------------|
| 1      | Sh. Sanjay Kumar,<br>Field Asstt. | 07/2023 to<br>08/2024 | 180-                 | 210-                        | 30-                   | 14    | 420-        |
|        |                                   | <b>TOTAL</b>          |                      |                             |                       |       | <b>420-</b> |

The Licence fees @ 210/- per month may be deducted from Sept. 2024.

HOO may recover the amount of Rs. 420/- from the above official after due verification of facts and figures. Other such similar type of cases may be reviewed at HOO Level and recovery thereof under intimation to audit.



**Audit Para – 12****(Memo No.06 dated: 22/08/2024)****Subject: Purchases made outside GeM.**

As per Rule 149 of GFR 2017 and subsequent directions by Finance Department, GNCTD vide OM no. F.20.08.2017/866-873 dated 24/06/2017 read with OM dated 24/08/2017, the procurement of Goods and Services by Ministries or Department will be mandatory for goods or services available on GeM.

During test check of records/Vouchers provided by the Division, it has been observed that the purchases are being made outside GeM without any justification/Non-availability certificate on GeM available in records produced to Audit which is violation of govt. guidelines. Some instances are as follows:

| <b>S.No.</b> | <b>Invoice No. with date</b> | <b>Amount<br/>(in Rs.)</b> | <b>Items</b>             | <b>Name of Agency</b>                       |
|--------------|------------------------------|----------------------------|--------------------------|---------------------------------------------|
| 1.           | 2837 dated 09/11/2022        | 3840/-                     | stationery/General items | M/s Shree Balaji Enterprises                |
| 2.           | 147 dated 22/12/2022         | 4720/-                     | Chair                    | M/s Noor Enterprises                        |
| 3.           | 148 dated 22/12/2022         | 4956/-                     | Table                    | M/s Noor Enterprises                        |
| 4.           | 418 dated 16/01/2023         | 835/-                      | stationery/General items | M/s Mukesh Enterprises                      |
| 5.           | 044 dated 16/02/2023         | 5000/-                     | Stationery items         | M/s Lakshya Enterprises                     |
| 6.           | 047 dated 28/02/2023         | 1000/-                     | stationery/General items | M/s Lakshya Enterprises                     |
| 7.           | 124 dated 07/05/2023         | 900/-                      | Optical Mouse            | M/s Shri Shyam Computers & mobile repairing |
| 8.           | 138 dated 13/10/2023         | 4956/-                     | Chair Plastic            | M/s Jain Furniture House                    |
| 9.           | 386 dated 09/01/2024         | 985/-                      | stationery/General items | M/s Shree Balaji Enterprises                |
| 10           | 081 dated 02/02/2024         | 4980/-                     | stationery/General items | M/s Lakshya Enterprises                     |

The division should follow the existing rules/guidelines/GFR and above expenditures not made through GeM may be regularized from the Competent Authority. Other similar cases may also be reviewed.



**PART -III**  
**TEST AUDIT NOTE**

TAN – 01

(Memo No:02 dated: 21/08/2024)

**Subject :- Shortcomings in maintenance of Pay Bill Register/ECR.**

During the test check of the PBR/ECR maintained by the Division for the Audit period 2022-2024, following shortcomings have been noticed: -

1. Page counting certificate is not mentioned on the first page of the register .
2. Total of each column is also required to be entered on the last line of each page (at the bottom) which helps in calculation of Income Tax of the respective year but not done in PBR/ECR.
3. Each and every entry made in the PBR/ECR should be signed/attested by the DDO but no entry is found signed/attested.
4. Cutting/overwritings are found at many pages but not attested by the DDO in PBR/ECR.

Necessary steps may be taken to remove the above shortcomings and compliance shown to next audit.





TAN-02

(Audit Memo No: 04 dated: 05/07/2024)

Audit Memo No. 03

Dated: 21/08/2024

**Subject:- Shortcomings in maintenance of Service Books.**

During the test check of Service Books maintained by the Division, the following shortcomings have been observed:

**(1) Service Book to be shown to the official every year**

SR-202 stipulates that Service Book is required to be shown to the official every year and his signature obtained in token of his perusal. The Government servant will ensure that his services have duly been verified and certified as such, before affixing his signature. However, it has been observed that the Service Book was shown to none of the official as there was no signature of the official obtained in the Service Book.

**(2) Re-attestation of Bio-data:**

The particulars of each Govt. servant at the first page of Service Book should be re-attested after every five years and fresh photograph should be appended and attested after every ten years. But this has not been followed in any of the case.

**(3) Photograph not pasted/attested**

Photographs of Sh. Darshan Singh Rawat, Smt. Suman Devi, Beldar, Sh. SatyaBir Singh not pasted at the first page of Service Book which should be duly attested by the HOO. And Photographs pasted in the service books of Sh. Bhagwan Singh, D/M, Sh. Santosh Kumar, Beldar not attested by HOO.

**(4) Aadhar numbers not mentioned**

Aadhar numbers in respect of most of the service books are not mentioned at the first page of services book e.g. Sh. Abhishek Jain, JE, Sh. Mohd. Sharik, JE etc.

**(5)** Leave Accounts of sh. Bhagwan Singh, D/M is not prepared in the prescribed proforma as normal ruled register papers are attached for leave account and Entries for leave credited and leave taken are not done in the required columns of leave account of all the service books produced for test check. There were a number of Cuttings/Overwritings in many service books not attested by HOO.

**(6)** Service Verification entries have not been done in most of the Service Books.

**(7)** Pr. Mark of identification is not mentioned at the first page of service book of Sh. Santosh Kumar, Beldar.

Necessary steps may be taken to remove the above shortcomings and compliance shown to next audit.



TAN-03

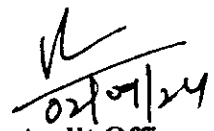
(Audit Memo No: 12 dated: 30/08/2024)

**Subject :- Shortcomings in maintenance of Cash Book.**

During the test check of the Cash Book maintained by the Division for the Audit period 2022-2024, following shortcomings have been noticed: -

1. As per Rule 13(ii) of Receipts & Payments Rules "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". The entries recorded in the Cash Book have not been signed/attested by HOO/DDO.
2. As per Rules 13(iv) of Receipts and Payments Rules "At the end of each month, Head of the Office should verify the cash balance in the cash book and record a signed and dated certificate to that effect "Certified that Cash amounting to Rs. -----(Rupees \_\_\_\_\_ only) has been physically verified and found correct as per the balance recorded in the Cash Book." The said certificate has not been recorded in the cash book at the close of the month.
3. The mandatory page counting certificate is not recorded in the Cash Books on the first page which is also required to be countersigned by the DDO concerned.

Necessary steps may be taken to remove the above shortcomings and compliance shown to next audit.

  
02/09/24  
Inspecting Audit Officer