

**DIRECTORATE OF AUDIT
GOVERNMENT OF N.C.T OF DELHI
4TH LEVEL, C-WING, DELHI SACHIVALAYA: NEW DELHI**

Audit Report of Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054 for the period 2022-23 and 2023-24.

INTRODUCTION

The Compliance Audit Report of **Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054 for the period 2022-23 and 2023-24** was conducted by the field Audit Party comprising of Sh. Arbind Kumar, Inspecting Audit Officer and Sh. Vinay Arora, AAO. The audit conducted during 08 working days between 25.09.2024 to 08.10.2024 (Excluding one day Casual Leave on 04.10.2024).

AIMS & OBJECTIVES: -

The Aims and objectives of Division - Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi – to treat the water and provide safe potable water to the citizen of NCT of Delhi under its command area, treatment/purifications of raw water source (River Yamuna & Upper Ganga Canal), evaluate and examine Raw Water, determine the treatment process, round the clock quality monitoring, Plant Status monitoring. There are laboratories working 24 x 7 in the Water Treatment Plants (WTPs) as under to monitor water quality starting from intake of raw water to various stages and up to the consumer's end.

HOO/DDO/Accountant/Cashier

The following officers/officials have been served as HOO/DDO/Accountant during 2022 -2023 and 2023-2024: -

Head of the Office (Smt./Shri/Ms.)

S. No.	Name of the Officer	Designation	Period	
			From	To
1.	Sh. Arun Kumar Sharma	Chief Water Analyst	01.04.2022	31.03.2024

List of D.D.O (Smt./Shri/Ms.)

S. No.	Name of the Officer	Designation	Period	
			From	To
1.	Sh. Arun Kumar Sharma	Chief Water Analyst	01.04.2022	31.03.2024

List of Accountant

S. No.	Name of the Officer	Designation	Period	
			From	To

(1/2)

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2.	Sh. Gulshan Virmani	AAO	June 2023	March 2024
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Budget & Expenditure of the Department for the period: 2022– 23 & 2023-24**Revenue**

(Rupees in Lakh)

Year	Budget	Expenditure	Balance Amt.
2022-23	3366.78 lakhs	3137.02 lakhs	229.76 lakhs
2023-24	3031.24 lakhs	2747.20 lakhs	284.04 lakhs

Capital

(Rupees in Lakh)

Year	Budget	Expenditure	Balance Amt.
2022-23	743.03 lakhs	213.08 lakhs	529.95 lakhs
2023-24	3200.29 lakhs	400.03 lakhs	2800.26 lakhs

Vacancy Statement: As on 31.03.2024

S. No.	Name of the post	No. of Sanctioned posts	Filled	Vacant
1	Group – 'A'	04	04	0
2	Group – 'B'	120	79	41
3	Group – 'C'	56	15	41
Total		180	98	82

Statutory Audit:-

The Statutory audit of **Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054** has been conducted by AG (Audit) Delhi up to 2018-19.

Maintenance of Records:-

The maintenance of record of **Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054** for the period 2022-23 and 2023-24 was found satisfactory subject to the observations made in the Current Audit Report.

Old Audit Reports & Recoveries:-

S.No.	Period	Details of outstanding paras	Outstanding Para
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		Opening balance	Paras settled	Para Settled Nos.	Numbers
No old Para outstanding for settlement as Directorate of Audit, GNCT Delhi conducted as this is 1st Audit of Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054.					

Current Audit Report :

During the course of current audit, **16** Observation Memos including record memo were issued for the period 2022-23 and 2023-24. **No memo** has been settled on the spot. Out of **16** remaining observation Audit Memos, **13** Audit Memos have been converted in to **13 paras** (Observation Memo No. 12 merged with 14) and **02** into TANs.

Details of Current Recovery:-

S. No.	Memo No.	Details of Recoveries [Amount in Rupees]			Incorporated in Para No.
		Raised	Recovered/regularized on Spot	Balance	
1.	06	27692	0	27692	04
2.	08	35896	0	35896	06
3.	15	11887	0	11887	12
Total		75475	0	75475	

Internal Audit report for the period 2022-23 and 2023-24 has been prepared on the basis of information furnished and made available by **Office of Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054.** The Directorate of Audit, GNCT of Delhi disclaims any responsibility for any misinformation and / non-information on the part of auditee.


A.A.O.


INSPECTING AUDIT OFFICER
Compliance Audit – Delhi Jal Board

PART-I

OLD AUDIT REPORT

NIL

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PART-II

CURRENT AUDIT

REPORT

(2022-23 and 2023-24)

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DIRECTORATE OF AUDIT GOVERNMENT OF N.C.T OF DELHI,
4TH LEVEL, C-WING, DELHI SACHIVALAYA : NEW DELHI

PARA 01 :- Supporting documents/vouchers beyond the date of completion of work.

(Ref. Audit Memo No. 3 Dated: 27.09.2024)

The work regarding Refurbishment, repair and servicing of existing alum dosing system at CHD (W & S) -1 was awarded to M/s Perfect Engineering Corporation vide Work Order No.49 dt. 31.03.2023 at the tendered cost of Rs.23,89,079/-. The schedule/actual date of commencement of work was 31.03.2023 & 01.04.2023 and stipulated/actual date of completion was 30.06.2023 & 28.06.2023.

As per Terms & Condition, the firm has to submit the purchase vouchers duly stamped/signed by the proprietor/partner as the case may be for items/equipment with all relevant papers of the material used for execution of work at the time of submitting the bill. Scrutiny of the vouchers submitted by the firm M/s Perfect Engineering Corporation revealed that documentary evidence in support of procurement proof of Item SS Pipes (16 Kg.) and SS Patti (13.70 KG) submitted by the Contractor vide Invoice No. MPM/23-24/0235 dated 10.07.2023 and Items uPVC Union, Elbow, Tee Pipe, PVC pipe, PVC solvent, Teflon Tape etc. vide Invoice No. GTC/23-24/1583 dated 07.07.2023 is **beyond the date of completion of work** as the work has already been completed on 28.06.2023. Further, no stock entry was made/shown in the Invoice/Bill of items supplied by the firm during the execution of work. Certificate has been recorded by Asst. Chemist and CWA (W & S) -1 putting signature without mentioning the date of supply - "Materials received as per Work Order No. 49 dated 31.03.2023 and vouchers defaced from original voucher" which is irregular. A reliable assurance could not draw on actual utilization of these items. It indicates the lack of proper monitoring during the execution of work.

Comments on the above lapses called by the Division but no reply received during audit.

Therefore, the Division should look into matter and provide necessary justification regarding submission of vouchers beyond the date of completion of works and steps to rectify the other above discrepancies under intimation to audit.

PARA 02 :- Expenditure on advertisements worth Rs.33.05 lakhs.

(Ref. Audit Memo No. 4 Dated: 30.09.2024)

(a) Avoidable Expenditure of Rs.33.05 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 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

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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 ledger relating to press publicity of NIT in News Papers provided to audit, it has been observed that Office of the Chief Water Analyst, (W&S)-I has incurred an amount of **Rs. 33,05,202 /-** on publicity of NIT in News Papers during the Financial Year 2022-23 which was in contravention of the CPWD instructions.

The Division may look into the matter and take necessary action as per CPWD Manual, 2019 under intimation to audit.

(b) Loss of Rs. 4,95,780/- due to not availing 15% Rebate on Advertisement.

During the scrutiny of records relating to expenditure incurred on Advertisement by Office of the Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi, it has been noticed that Releasing Orders of various advertisements in r/o tender/notices etc. to the tune of **Rs. 33,05,202 /-** are issued directly to the Media/News Papers agencies instead of Shabdarth (An advertisement agency of Government of NCT of Delhi) and payment has also been released to the concerned media agencies/Newspaper Agencies directly by the unit.

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 but no rebate/discount is provided to Delhi Jal Board on Advertisement by the Media House/Advertisement Agency.

'Shabdarth' receive 15% rebate on Advertisement of Print media, however, the division has not published the Advertisement through Shabdarth and published the Advertisement directly through the Advertisement Agencies and not availing 15% discount/rebate. Details of expenditure on Advertisement for the year 2022-23 and 2023-24 are as under:-

F.Y. 2022-23		
S. No.	Name of the Advertisement Agency	Gross Amount (In ₹)
1.	M/s Bennett Coleman & Co. Ltd.	1244262
2.	M/s Amar Ujala Publications Ltd.	929264
3.	M/s Dainik Bhaskar	497147
4.	M/s Hindustan Media Ventures Ltd	552999
5.	M/s Punjab Kesari	81530
	Total	33,05,202
Loss for an amounting to Rs. 33,05,202 x 15% = Rs 4,95,780		

F.Y. 2023-24		
S. No.	Name of the Advertisement Agency	Gross Amount (In ₹)
- NIL -		

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Since, the advertising agencies offer discount of 15% for any advertisement through M/s. Shabdarth. The Division may look into the matter and take necessary action under intimation to audit.

PARA 03 :- Non-utilization of funds to the tune of Rs.3844.01 lakh

(Ref. Audit Memo No. 5 Dated: 30.09.2024)

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 facilities/services included in the annual action plan. The targets fixed for execution of work in the financial year should be fully achieved.

A test check of the records relating to total budget and actual expenditure during the period 2022-23 and 2023-24 under the head "Revenue" and "Capital" revealed the following:

Year	Budget Allocated (Capital)	Expenditure (Capital)	Excess (+) / Savings (-)	% of Excess/ Savings
2022-23	743.03 lakhs	213.08 lakhs	529.95 lakhs	(-) 71.20
2023-24	3200.29 lakhs	400.03 lakhs	2800.26 lakhs	(-) 87.50
TOTAL(A)	3943.32 lakhs	613.11 lakhs	3330.21 lakhs	(-) 84.45
Year	Budget allocated (Revenue)	Expenditure (Revenue)	Excess (+) / Savings (-)	% of Excess/ Savings
2022-23	3366.78 lakhs	3137.02 lakhs	229.76 lakhs	(-) 06.82
2023-24	3031.24 lakhs	2747.20 lakhs	284.04 lakhs	(-) 09.37
TOTAL(B)	6398.02 lakhs	5884.22 lakhs	513.80 lakhs	(-) 08.03
Total A+B	10341.34 lakhs	6497.33 lakhs	3844.01 lakhs	(-) 37.17 %

From the above table, it is gathered that out of the total allocation of Rs.10341.34 lakh, an amount of Rs.6497.33 lakh was incurred for execution of works and for other expenditures under various heads and there were savings worth Rs.3844.01 lakh. The overall percentage of savings was 37.17%.

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.

The Budget and Expenditure statement of the audit period showed huge savings to the extent of 71.20% to 87.50% in the 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.

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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.

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

PARA 04: Excess payment of Non-Productivity Linked Bonus for Rs.27,692/-.
(Ref. Audit Memo No.06 dated: 30.09.2024)

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 31st March, 2022 and 31st 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 Rs.7000x30/30.4=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 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 are as under:

Payment Date and Bonus period	Total No. of officials paid to Bonus @ Rs. 7000/-	Excess amount paid.	Total Amount of Recovery should be made	Details of Employee whom excess Bonus Paid
25.10.2022 /2021-2022	141	12,972/-	12,972/-	Attached as Annexure "A"
15.11.2023/ 2022-2023	160	14,720	14,720/-	Attached as "Annexure "B"
		Total	27,692/-	

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Since 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.

Therefore, necessary steps may be taken to recover Rs.27,692/- from the 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 05:- Non- Maintenance of Cash Book and Delay in Deposition of Govt. money in Government Bank Account.

(Ref. Audit Memo No. 7 Dated: 01.10.2024)

(A) Non- Maintenance of Cash Book.

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
- (iii) The cash book should be closed regularly and completely checked. The Head of the Office should verify the totaling of the cash book or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct.
- (iv) 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. In regard to any discrepancy noticed therein, the instructions contained in Section V of Chapter 2 of the General Financial Rules, 1963 should be followed. In case the verification of cash balance is not possible on the last working day of a month on account of disbursement of, monthly salary and allowances, it may be done on the first working day of the next month before making any transactions on that day.
- (v) Entries made in the cash book regarding remittance of receipts to the accredited bank for credit into Government Account should be attested by the Head of Office after verifying them with reference to the bank's receipt recorded on the pay-in-slips or challans. When the credit appears in the receipt scroll from the bank, the actual date of realization of the cheque or draft should be indicated by cheque drawing D.D.O.s against the original entry in the cash book so as to keep track of outstanding items.

During Scrutiny of record, it reveals that Cash Book has not been maintained by the DDO of **Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054**, during the audit period. However, It is evident from the ledger, challan register and Receipt reconciliation Statement that Division had collected money on

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account of Water Testing Charges, Electricity charges, Medical subscription and other fees in the form of Cash/DD/Cheque. **Receipt Reconciliation Statement for the year 2022-2023 shows that Division had deposited total 37 challan for Rs.34,64,296.24/- and for the year 2023-2024 an amount of Rs. 53,71,783.79 deposited through 38 Challan** but Cash Book has not been maintained as per rule.

Every Entry was required to be entered in the Cash Book and these entries were to be signed by DDO. Balances should be attested by the DDO/HOO at the end of each month.

HOO/DDO may take necessary action to maintain the Cash Book as per Rule 13 of Receipt & Payment Rule under intimation to audit.

(b) Delay in Deposition of Govt money in Government Bank Account.

Under Treasury Rule 7(1), all moneys as defined in articles 266, 267 and 284 of the Constitution, received by or tendered to Government servants in their official capacity shall, without undue delay be paid in full into the treasury or into the Bank and shall be included in the Government Account.

During the scrutiny of challan it is noticed that Division had collected money and issue receipt day to day on account of water testing charges, medical subscription and other receipt in the form of cash/cheque/DD but amount was deposited in Government Account after interval of 14 to 27 days.

Some details are as under :

Cash receipt No.	Date	Challan No	Date of challan	Amount (in Rs.)	Delay
CBF No. 171 to 186	20.02.2023 to 17.03.2023	35	17.03.2023	3,11,690	27 days
CBF No. 160 to 168	30.01.2023 to 13.02.2023	31	17.03.2023	3,11,690	14 days
CBF No. 135 to 140	13.12.2022 to 22.12.2022	27	27.12.2022	17,534	14 days
CBF No. 135 to 140	06.02.2024 to 23.02.2024	34	23.02.2024	21,965/-	17 days
CBF No. 126 to 133	08.11.2023 to 29.11.2023	26	29.11.2023	39,230	21 days

Above details shows that Division takes 14 to 27 days in making challan for deposition of Govt. money in Bank Account.

Therefore HOO/DDO should take necessary action to deposit the Govt. Money without undue delay in DJB receipt Bank Account.

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PARA 06: Short recovery of Water Charges amounting to ₹ 35896/-.

(Ref. Audit Memo No.08 dated: 01.10.2024)

As per clause 31 of contract agreement, the Contractor shall make his own arrangements for water required for the works and nothing extra will be paid for the same. The contractor shall submit necessary proof if the water is arranged by him. The water shall be tested from DJB laboratory before commencement of work and thereafter once in every 3 months till the completion of the work. The cost of testing shall be borne by the contractor. If Employer water is available, it shall be supplied to contractor for construction and drinking purposes and recovery @ 1% of the Gross Amount of Contract Price shall be made.

During the test check of the records provided to audit it has been observed that no records were found showing Contractor is making his own arrangements for water required for the works, not submitted necessary proof. The Division had not recovered @ 1% of the Gross Amount of Contract Price from the contractor as required under the provisions of the Contract. Details of short recovery of water charges are as under:

S. No.	Work Order No. & Date	Name of the Contractor/Firm	Tendered Amount (In ₹)	Gross Amount (In ₹)	Water Charges @ 1% to be deducted (In ₹)	Water charges deducted (In ₹)	Short recovery of water charges (In ₹)
1	28 dt. 25.10.22	M/s Perfect Engineering Corp.	2480300	2480300	24803	23527	1276
2.	05 dt. 25.05.22	M/s Akko Industrial Service	986776	986776	9868	8811	1057
3.	31 dt. 14.12.22	M/s Metito Pollution Control India Pvt. Ltd.	1958800	1958800	19588	16600	2988
4.	40 dt. 21.01.23	M/s Perfect Engineering Corp.	2486352	2486352	24864	21071	3793
5.	35 dt. 15.12.22	M/s Plaxonic Technologies PLtd	2454400	2454400	24544	20800	3744
6.	06 dt. 25.05.22	M/s Akko Industrial Service	744061	783921	7839	6644	1195
7.	27 dt. 26.10.22	M/s Perfect Engineering Corp.	2483000	2483000	24830	21171	3659
8.	37 dt. 21.12.22	M/s Perfect Engineering Corp.	2483850	2483850	24839	21050	3789
8.	10 dt. 10.06.22	M/s Perfect Engineering Corp.	4036928	4036928	40369	36044	4325
9.	09 dt. 10.06.22	M/s Perfect Engineering Corp.	2367999	2367999	23680	21143	2537
10.	36 dt. 15.12.22	M/s Plaxonic Technologies PLtd.	2454400	2454400	24544	20800	3744
11	48 dt. 20.03.23	M/s Akko Industrial Service	2483806	2483806	24838	21049	3789
Total			27460532	27460532	274606	238710	35896

Necessary steps may be taken to recover the Water Charges amounting to Rs. 35896/- after due verifications of facts and figures mentioned above under intimation to audit. Other similar cases, if any, may also be reviewed at their own level.

PARA 07 :- Shortcomings in preparation of Estimates.

(Ref. Audit Memo No. 09 Dated: 03.10.2024)

As per CVC guidelines for improvement in the procurement of system, the estimated rate is a vital element in establishing the reasonableness of prices and it is important that the same is worked out in a realistic and objective manner on the basis of prevailing market rated, last purchase prices, economic indices for the raw material/labour, other input costs, Indian Electrical and Electronics Manufacturers Association (IEEMA) formula, wherever applicable and assessment based on intrinsic value etc.

During the test check of audit, it has been observed that the procedure for award of works in the division entailed that Contractors who were regularly performing the works in DJB, were informed/contacted about the work to be done. The Contractor then sent their representative/engineer to inspect the work and based on the Engineer's inspection, contractors submitted estimates for the execution of work. Based on the lowest quotation, Division prepares its own estimates and then floats the tender. Rates have been checked by DM and justified based on the lowest offer collected from market. This method for preparation of estimates was adopted throughout the audit period. Audit observed that adopting above method for the preparation of Estimates is irregular, unfair devoid the office of competitive price, gives undue advantages to a few contractors and creates their monopoly. Details of few cases are as under :-

S. No.	Work Order No. & date	Nature of Work	Vendor Name	Estimated Cost (In Rs.)	Justified Cost (In Rs.)	Tendered Cost (In Rs.)
1.	40 dt. 21.01.23	S/I/T/C of EOH with complete set of toner batteries etc. at 40 MGD WTP Wazirabad	M/s Perfect Engineering Corp.	2495096	2495096	2486352
2.	10 dt. 10.06.22	S/I/T/C of 02 Chlorinator of 40 Kg/Hr capacity at Ist 40 MGD WTP Wazirabad	M/s Perfect Engineering Corp.	4739840	4739840	4036928
3.	09 dt. 10.06.22	S/I/T/C of EOH with complete set of batteries, platform and FRP Shed etc. at Ist 40 MGD WTP Wazirabad	M/s Perfect Engineering Corp.	2371040	2371040	2367999
4.	01 dt. 19.05.23	S/I/T/C of Lab Stations for newly build bacteriological section	M/s AGOA Enviro Solution	4649790	4649790	4646250

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S. No.	Work Order No. & date	Nature of Work	Vendor Name	Estimated Cost (In Rs.)	Justified Cost (In Rs.)	Tendered Cost (In Rs.)
		at Wazirabad				

The department had not followed the prescribed instructions given in the CPWD Manual while preparing the detailed estimates which should invariably contains the basis on which the rates have been provided i.e. reference of the schedule of rates or market rates which should seems to be as realistic.

The Division may look into the matter and take necessary action to make an estimate at reasonable price as per CPWD Manual under intimation to audit.

PARA 08 :- Non-adjustment of Medical Advance amounting to Rs. 25,49,059/-.
(Ref. Audit Memo No. 10 Dated: 03.10.2024)

With reference of OM No. S. 14025/19/2015-MS/ dated 27/05/2015 in which it is laid down that submission of medical claims of medical expenses of a particular spell of illness should ordinarily be preferred within six months from the completion of treatment.

During the scrutiny of Medical Advance register provided by the Division, it has been observed that the division had sanctioned the medical advance to Sh. Ram Bahudar, Field Asst. for the treatment during the financial year 2022-2023 but the same has not been adjusted as on date due to non-submission of adjustment bill. Details of advance are as under:

Sl. No.	Name of Employee whom Advance payment made.	Date of Advance payment made	Amount	Delay up to 30.09.2024
1.	Sh. Ram Bahadur, Field Asst.	02.08.2022	2,38,295/-	26 Months
2.	Sh. Ram Bahadur, Field Asst.	24.08.2022	16,18,040/-	25 Months
3.	Sh. Ram Bahadur, Field Asst.	25.11.2022	6,92,724/-	22 Months
		Total	25,49,059/-	

No initiative has been made by the division for adjustment of medical advance pending 22 to 26 months. Such delays in adjustments of advances indicate lack of effective control and monitoring and deficient financial management. Hence, inordinate delay in adjustment of the advances drawn on medical involved the possibility of deferring the refund of government funds lying for prolonged periods with the employee.

HOO/DDO should take necessary action to settle the medical advance under intimation to audit.

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PARA 09 :- Splitting up of purchases & procurement of works .
(Ref. Audit Memo No. 11 Dated: 03.10.2024)

As per Rule 137 of GFR 2017, for purpose of approval and sanctions, a group of works which forms one project, shall be considered as one work. The necessity for obtaining approval or sanction of higher authority to a project which consists of such a group of work should not be avoided because of the fact that the cost of each particular work in the project is within the powers of such approval or sanction of a lower authority. This provision, however, shall not apply in case of works of similar nature which are independent of each other.

Further as per Rule 157 of GFR 2017 "A demand for goods and services should not be divided into small quantities to make piecemeal purchase/ procurement 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.

On scrutiny of Contract Agreement Register, Work order Register and Tender Register it is observed that same nature of work procure by splitting instead of making a consolidated agreement. During scrutiny of it is observed that various supply orders/work orders issued on same date or with in the interval of 15 days for same nature of work by splitting supply order of the purchases of the work in several packages instead of awarding and inviting tender for a single. The details of same nature of work in different occasion is as under:-

2022-2023

S. No.	S.O. No. & date	Name of Vendor	Name. of Work/ Purchase item	Amount (Rs)
1	12/ dated 17.06.2022	M/s AKKO Industrial Service.	Procurement of Spares of Metito Make Chlorinator with Chlorine Cylinder and PAC connecting Accessories.	24,34,925/-
2	13/ dated 01/07/2022	M/s AKKO Industrial Service.	Procurement of Spares of Metito Make Chlorinator with Chlorine Cylinder and PAC connecting Accessories.	24,49,019/-
3	15/ 26.10.2023	M/s. Ideatec Automotion Pvt Ltd.	S/I/T/C of the Filter Bed Real Time Mointoring for loss of Head (LOH) and rate of flow (ROF).	49,31,220/-
4	19/ 26.11.2023	M/s. Ideatec Automotion Pvt Ltd.	S/I/T/C of the Filter Bed Real Time Mointoring for loss of Head (LOH) and rate of flow (ROF).	41,57,140/-
5	26/ 05.01.2024	M/s. Ideatec Automotion Pvt Ltd.	S/I/T/C of the Filter Bed Real Time Mointoring for loss of Head (LOH) and rate of flow (ROF).	48,89,920.00
6	16/ 23.10.2023	M/s Icon Instruments Company	S/I/T/C of Turbidity Measurement and Assessment of Filter Performance based on Turbidity .	48,78.120.00
7	17/ 06.11.2023	M/s Icon Instruments	S/I/T/C of Turbidity Measurement and Assessment of Filter Performance based	48,78.120.00

S. No.	S.O. No. & date	Name of Vendor	Name. of Work/ Purchase item	Amount (Rs)
		Company	on Turbidity .	
8	25/04.01.2024	M/s Icon Instruments Company	S/I/T/C of Turbidity Measurement and Assessment of Filter Performance based on Turbidity .	40,65,100.00

From the above data it is revealed that work, service /purchase of the same nature were executed by treating them differently and separate work and separate tender and workorder was issued. In most of cases, it was observed that this was done on the same date, which was against the provision of GFR.

It is pertinent mention here that by calling for one tender for these works, the division could have obtained competitive rates. Split up, of the provisions of GFR need justification. Other Similar cases of splitting of the works may also be scrutinized.

The Executive engineers look into the matter for calling one tender for procurement of same nature of goods. Violation of GFR 2017 provision Rule 137 also be regularised from competent authority under intimation to audit.

PARA 10 :- (a) Procurement of Goods without using GEM Portal and Engagement of 87 Science Graduates on contractual basis through M/s. ICSIL involving total expenses of Rs.140 lakhs.

(Ref. Audit Memo No. 12 Dated: 03.10.2024 & 14 Dated: 07.10.2024)

(a) Procurement of Goods without using GEM Portal.

As per rule 149 of the General Financial Rules, 2017, the procurement of goods and services by Ministries / Departments will be made mandatory for goods and services available on GeM.

During the test check of CA Register and tender file records for the financial year 2022-2024, It has been observed that division had made expenditure of Rs. 2,03,19,583/- on purchases of chemicals, Spectrophotometer, Bacteriological Culture Media, Chlorine Safety items water purification System, Jar Tester, Visi Cooler and Purchase of Safety Cabinet, without using GEM Portal.

No record of non-availability of the procurement/purchase of goods on GeM has been made available on record. The details of payments are as under:

S. No.	S.O No. & date	Name of Vendor	Name. of Suppl y item.	Amount (Rs)
1	39/ 17.01.2023	M/s. Beyond	Purchase of Powder Sachet for Chlorine Determination in water and waste water.	19,15,200/-

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S. No.	S.O No. & date	Name of Vendor	Name. of Suppl y item.	Amount (Rs)
2	32/15.12.2022	Mazelinov Sloutions	Purchase of UV-Vis Spectrophotometer .	46,37,400/-
3	07/27.05.2022	M/s. CHEMCO	Supply of Bacteriological Culture Media	17,99,128/-
4	33/15.12.2022	M/s. K L Enterprises	Supply of Chlorine safety items	14,58,775/-
5	43/13.02.2023	M/s. Octa Labs Technologies Pvt. Ltd	Procurement of Ultra Pure Water Purification System.	17,09,820/-
6	44/13.02.2023	M/s. Icon Instruments Company	Purchase of 07 JAR Tester Appratus.	18,17,200/-
7	04/08.06.2023	M/s. Beyond	Purchase of Visi Cooler.	37,17,000/-
8	14/05.10.2023	M/s. Icon Instrument Company	Purchase of Bio Safety Cabinet Class-II Type A2 with Cupboard, Fume Canopy, Sonicator and Spot Extractor.	32,65,060/-
			Total	2,03,19,583/-

The above said data reveals that the Chief Water Analyst, (W&S)-I has released Rs.2.03 Crores to different vendor as mention in above during the the F.Y. 2022-23 & 2023-2024 without following the codal formalities as mentioned above in the GFRs, 2017.

Had the efforts be made for Procurement of goods through GeM, the Division could have saved some expenditure by more competitive rates of above procured goods. Division should take necessary action to procure the goods/works through GeM.

(b) Engagement of 87 Science Graduates on contractual basis through M/s. ICSIL involving total expenses of Rs.140 lakhs.

As per rule 149 of the General Financial Rules, 2017, the procurement of goods and services by Ministries / Departments will be made mandatory for goods and services available on GeM.

During the test check of records pertaining to expenditure incurred on Engagement of of 87 Science Graduates through M/s. ICSIL on outsourced basis, it has been observed that during the audit period, the Department has issued Job Order No. 06 dated 13.07.2023 to M/s ICSIL, New Delhi without using Gem Portal. The total expenditure of Rs.1,40,34,889/- incurred on account of Engagement of of 87 Science Graduates through M/s. ICSIL, New Delhi in contravention of the rule 149 of the GFRs, 2017. The details of Payments made to M/s ICSIL during 2023-2024 are as under:

S. No.	Month	CB No./Date	Amount sanctioned	Service Charges @ 10%
1	Aug, 2023	0923/18.09.2023	470663.00	32428.00
2	Sept,2023	1007/04.10.2023	2420758.00	172627.00
3	Oct, 2023	1121/01.11.2023	2332103.00	166251.00

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4	Nov, 2023	1359/30.11.2023	2253319.00	160497.00
5	Dec, 2023	1564/02.01.2024	2192221.00	156127.00
6	Jan, 2024	1706/01.02.2024	2182250.00	155576.00
7	Feb., 2024	1915/04.03.2024	2183575.00	155684.00
	TOTAL		14034889.00	999190.00

The above data reveals that while releasing the payment of Rs.1,40,34,889/- to M/s. ICSIL, New Delhi, an amount of Rs.9,99,190/- has been paid during 2023-24 as Service Charges calculated @ 10% on wages. Had the efforts be made for hiring of manpower on outsourced basis through GeM as per rule 149 of the GFRs, 2017, the department could have saved some expenditure on payment of service charges which is 3.85% to 7 % as per OM No.F.6/1/2023-PPD dated 06.01.2023 Government of India Ministry of Finance Department of Expenditure Procurement Policy Division. on GeM for such kind of outsourced manpower related services.

Further, It is submitted that GFR 2017 has been introduced and Finance Department vide its office memorandum dated 26.04.2017, 24.08.2017 and dated 25.10.2017 has already advised all departments to procure all common use Goods and Services from Government e-Marketplace (GeM) in accordance with the provision laid down in Rule 149 of GFRs, 2017.

Reason, regarding hiring of Science graduate workers without using GeM Portal called by the Division but no reply submitted during the audit.

Therefore, the Division should take necessary action to hiring of manpower by using GeM Portal under intimation to audit.

PARA 11 :- Bank Reconciliation Statement for the Financial Year 2022-23 & 2023-24.

(Ref. Audit Memo No. 13 Dated: 07.10.2024)

(A) Financial Year 2022-23.

During the Scrutiny of Book of Accounts provided by **Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054**, it has been observed that following Bank Ledgers/Cheque Ledger are exists in the Book of Accounts of the Division, detail as under:-

Table – “A”

Particulars	Debit Closing (Rs.)	Credit Closing (Rs.)
Allahabad Bank EMD A/c No. 50448339804	24,67,110.00	0.00
Bank of India 711311	0.00	3,97,28,808.00
Corp Bank -026401601000564	3,69,498.02	0.00
Corp Bank - CA182	103639.65	
Corp Bank - 4116	0.00	44,30,71,070.00
PNB-3088 Civil lines	0.00	1,08,12,525.00
PNB-5151 Civil lines	0.00	2,45,06,368.00

SBI A/C NO. (41437543672)	33,26,882.00	0.00
Syndicate Bank-90231010000729/74	84115.79	0.00
Syndicate Bank A/C 12261	54,66.010.00	0.00
TOTAL	1,18,17,255.46	51,81,18,771.00

It was requested to provide the following information: -

1. Copy of Bank statement in r/o of above Ledgers.
2. Reconciliation Statements in r/o of Ledgers as mentioned above with Bank Statement.
3. Reason for huge Credit Balance of Rs. **51,81,18,771.00** in r/o Ledgers mentioned above and detailed thereof.
4. Confirmation of Balances in Bank/Cheque A/c (Rs. **1,18,17,255.46 (Dr.) & Rs. 51,81,18,771.00 (Cr))**.
5. 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.
6. Purpose of maintaining each Bank Accounts.

The Division has not submitted reply regarding huge credit balances in Bank Accounts and no confirmation details have been provided regarding closing of Bank Accounts during audit

Therefore, the department should take necessary action to reconcile the above said bank Ledger A/cs and necessary entries may also be incorporate in the concerned Leder account in order tally with the concerned Bank Statement. If adjustments have been incorporated at DJB(HQ) then necessary account may be updated/completed in the Division Ledger Account to match with the Bank Statements. If any cheque issue entry is old more than three months, then necessary reverse/Transfer Entry may be made in the Books of Accounts to reconcile Bank statements for the Financial Year 2022-23.

(B) Financial Year 2023-24

During the Scrutiny of Book of Accounts provided by **Chief Water Analyst, (W&S)-I, Wazirabad Water Works, Delhi-110054**, it has been observed that following Bank Ledgers/Cheque Ledger exist in the Book of Accounts of the Division, detail as under: -

Table – “B”

Particulars	Opening (Rs.)	Debit (Rs.)	Credit (Rs.)	Debit Closing (Rs.)	Credit Closing (Rs.)
Bank/Cheque-in-Transit Balance as on 31-03-2024					
SCHDULE BANK					
ALLAHABAD BANK	0.00	25,61,101.00	52,500.00	25,08,601.00	0.00
EMD A/C					
50448339804					

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SBI A/C NO. 3672	0.00	40,11,41,549.45	40,36,84,829.45	26,33,401.00	0.00
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It has been observed that all Ledgers mentioned above having zero opening Balance and Closing Balance of Bank and Cheque Ledgers for financial Year 2022-23 have not been carried forwarded to financial year Financial Year 2023-24. Therefore, it is requested that you provide following information to audit.

1. Reason for non-carry forward of closing balances (As per Table- A above) of Financial Year 2022-23 to Financial Year 2023-24 (Table –B)
2. Copy of Bank statement in r/o of above 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.

The Division has not commented on confirmation of balance and non-carry forwarding of balances from the Financial Year 2022-23 to 2023-24.

The Department/Division may look into the matter and necessary action for the smooth functioning and better budget control/Expenditure etc. and carry forwarded all the balances of previous F.Y. 2022-23 to 2023-24. Reconcile all the above said bank Ledger A/cs concerned with the Division and necessary entries may also be incorporate in the concerned Ledger account in order tally with the concerned Bank Statement. If adjustments have been incorporated at DJB(HQ) then necessary account may be updated/completed in the Division Ledger Account to match with the Bank Statements. If any cheque issue entry is old more than three months, then necessary reverse/Transfer Entry may be made in the Books of Accounts to reconcile Bank statements for the Financial Year 2023-24.

PARA 12 :- Recovery of over payment of Leave Salary amounting to Rs.11887/- on account of payment made to Smt. Parul Agarwal, Lab. Technician, for availing CCL for the next 365 days.

(Ref. Audit Memo No. 15 Dated: 08.10.2024)

As per Min. of Personnel, PG & Pensions, DOPT's Office Memorandum No. 11020/01/ 2017-Estt. (L) dated 30/08/2019, Child Care Leave (CCL) may be granted at 100% of leave salary for the first 365 days and 80% of leave salary for the next 365 days.

During Test Check of Leave Record and Pay Bill Register of the CWA (W&S)-I, it has been observed that the DDO of the CWA (W&S)-I had paid 100% leave

(N)

Salary to Mrs. Parul Agarwal, Lab Technician during Child Care Leave granted for the next 365 days. Details of overpayment are as under:

CCL period availed for next 365 days	No. of days	Basic pay	Actual pay due after considering 80% Leave Salary for CCL period (Rs.)	Pay drawn for leave Period. (Rs.)	Overpayment made (Rs.)
25/11/2023 to 09/12/2023	15	35900/-	24843/-	31054/-	6,211/-
24/06/2024 to 06/07/2024	13	37000/-	22703/-	28379/-	5,676/-
TOTAL	28	72900/-	47546/-	59433/-	11,887/-

Reasons for 100% leave salary paid for availing next 365 days CCL called by the Division. No reply/comments submitted to audit regarding 100% leave salary paid for availing next 365 days CCL. Therefore, HOO/DDO should necessary action to recover the Rs.11,887/- on account of over payment of Leave Salary from Mrs. Parul Agarwal, Lab Technician after due verification of facts and figures under intimation to the audit. All other similar cases may also be reviewed on the similar lines and recovery, if any, may be made after due verification under intimation to audit.

PARA 13 :- Non- maintenance/production of records/information.

(Ref. Record Memos dated: 25.09.2024)

The following records/information for the period 2022-23 and 2023-24 has not been shown /provided to audit:

1. Stock Register (Consumable & Non-consumable)
2. Property Register.
3. Cash Book/Imprest Register.
4. MAS Register/T&P Register/Dismantle Register
5. Dead Stock Register/Condemnation files.

The above records/information may be shown to next audit

INSPECTING AUDIT OFFICER
Compliance Audit – Delhi Jal Board

**DIRECTORATE OF AUDIT GOVERNMENT OF N.C.T OF DELHI,
4TH LEVEL, C-WING, DELHI SACHIVALAYA : NEW DELHI**

TAN 01: Improper maintenance of Pay Bill Registers/ECRs.

(Ref. Audit Memo No.01 dated: 27.09.2024)

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 entry, 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. Numerous cutting and overwriting were noticed in the ECRs which were not attested by the competent authority.
8. Past information of employees who have been transferred into the unit (required to be entered from LPC) were not found **recorded in the ECR**.
9. Gross total of all relevant columns has not been carried out in the ECRs which is required to calculate the Income Tax.

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.

Head of Office may therefore take necessary steps to remove the discrepancies under intimation to the audit.

TAN 02: Non maintenance of Bill Register.

(Ref. Audit Memo No.02 dated: 27.09.2024)

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

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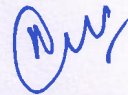
made strictly in order of their receipt. In no case a bill received afterwards should be given priority over the bills that have been received before, except under the written orders of the Divisional Officer.

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.

Head of Office may therefore take necessary steps to remove the discrepancies under intimation to the audit.



INSPECTING AUDIT OFFICER
Compliance Audit – Delhi Jal Board