

27

**DIRECTORATE OF AUDIT
GOVT. OF NCT OF DELHI
4th LEVEL, "C" WING, DELHI SECRETARIAT,
NEW DELHI – 110002**

Audit Report of EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi, for the period 2022-23 & 2023-24.

Audit on the accounts of **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi**, for the financial years 2022-23 & 2023-24 has been conducted by the Audit Party comprising of Sh. Kundan Singh Bisht, A.O. and Sh. Hari Ram, A.A.O. from 07.10.2024 to 18.10.2024 (08 working days). The accounts were reviewed purely on test check basis.

AIMS AND OBJECTIVES

The Aims & Objectives of **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi** is to maintain various E&M installations for proper water supply & sewage disposal.

H.O.D/H.O.O/DDO's/CASHIERS

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

S. No.	Head of the Department	Designation	Period
01	Sh. P.Krishnamurthy	CEO, DJB	01.04.2022 to 30.06.2023
02	Sh. A. Anbarasu	CEO, DJB	01.07.2023 to 31.03.2024

S.No.	Head of Office	Designation	Period
01	Sh. M.C. Gupta	Ex. Engg.	01.04.2022 to 28.02.2023
02	Sh. Anil Kumar	Ex. Engg.	01.03.2023 to 31.03.2024

S.No.	DDO	Designation	Period
01	Sh. M.C. Gupta	Ex. Engg.	01.04.2022 to 28.02.2023
02	Sh. Anil Kumar	Ex. Engg.	01.03.2023 to 31.03.2024

S.No.	Cashier	Designation	Period
01	Sh. Praveen Kumar	A.S.O.	01.04.2022 to 31.03.2024

BUDGET ALLOCATION AND EXPENDITURE FOR THE YEAR 2022-24

REVENUE

(Rs. In lakh)

143

S. No.	Year	Budget allotted	Expenditure	Balance	Savings
01.	2022-23	6980.00 ✓	6189.62 ✓	790.38 ✓	11.32%
02.	2023-24	7106.16 ✓	5973.50 ✓	1132.66 ✓	15.94%

CAPITAL

(Rs. In lakh)

S. No.	Year	Budget allotted	Expenditure	Balance	Savings
1.	2022-23	1329.80	705.62	624.18	46.94%
2.	2023-24	1477.23	693.76	783.47	53.04%

VACANCY STATEMENT

S. No.	Group	No. of posts sanctioned	No. of posts filled	No. of posts vacant
1	A	01	01	00
2	B	18	10	08
3	C	424	254	170

STATUTORY AUDIT

The statutory audit of **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi** has been conducted by AG (Audit), Delhi, up to the year 2019-20.

MAINTENANCE OF RECORDS

The maintenance of records of **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi**, for the period 2022-23 & 2023-24, was found satisfactory subject to observations made in Current Audit Report.

OLD AUDIT REPORT

The audit **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi**, has been done first time by Directorate of Audit, Govt. of NCT of Delhi. Hence, there is no outstanding old para.

CURRENT AUDIT REPORT (2022 - 2024)

During the course of current audit, 12 Audit Observation Memos and 01 Audit Record Memo, highlighting various shortcomings/irregularities were issued. All 13 Audit Memos, including 01 Record Memo, have been converted into 10 Paras and 03 TANS, which have been incorporated in Current Audit Report.

DETAILS OF CURRENT RECOVERY (AUDIT PERIOD 2022-2024)

Memo No.	Total Recovery (Rs.)	Amount Recovered (Rs.)	Balance (Rs.)	Para. No.
09	81117/-	Nil	81117/-	06
10	57224/-	Nil	57224/-	07
Total	138341/-		138341/-	

25

The Internal Audit Report has been prepared on the basis of information furnished and made available by **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi**, Directorate of Audit, GNCT of Delhi disclaims any responsibility for any misinformation and of non-information on the part of auditee.



AUDIT OFFICER
Compliance Audit Party (DJB)

PART – I

OLD AUDIT REPORT

N I L

PART – II

CURRENT AUDIT REPORT

(2022-23&2023-24)

CURRENT AUDIT REPORT**(2022-23 & 2023-24)****PARA NO. 01: - Non-Obtaining of Additional Performance Guarantee amounting to Rs.2,32,317/-.****(Ref: Audit Observation Memo No. 02, dated 08.10.2024)**

As per Circular No. DJB/CEO/2022/D-1338, dated 21/04/2022, "it was observed that, in many tenders, some of the non-serious bidders quote very less amount in the bidding. Further, after the award of the project, successful bidder is not able to execute any work/delays the work as the rate quoted by him are unworkable. In view of the above issue, it was decided that if L-1 is more than 25% below than the Justified Cost, the bid will be considered as a bid on unworkable rates. Vide the said Circular, it was further decided that, if unworkable rates are received, the L-1 bidder shall have to submit the difference between the 25% less amount of Justified Rates & his Quoted Rates as Additional Performance Guarantee to Delhi Jal Board and the contract would be executed only after obtaining the Additional Performance Guarantee."

On test check of records, provided by the Unit, it is observed that, following works were awarded more than 25% below the Departmental Justified Cost, but the Additional Performance Guarantee was not obtained from the concerned firms, as per the above cited Circular. Detail of above-mentioned works is as under: -

Sl. No.	Name of the Work	Justified Cost	Amt. 25% less than Justified Cost	L-1 Quoted Cost	Amount of Addl. P.G. to be obtained.
1.	S.I.T.C of 60 HP Horizontal Centrifugal Pump-Set & Allied Works at "C" Block, Seemapuri BPS (AC-63). Work Order No. 26 (2022-23)	Rs.16,61,109/-	Rs.12,45,832/-	Rs.11,93,920/-	Rs.51,912/-
2.	S.I.T.C of 60 HP Horizontal Centrifugal Pump-Set & Allied Works at "A" & "B" Pocket, Dilshad Garden (AC-63). Work Order No. 25 (2022-23)	Rs.16,45,850/-	Rs.12,34,388/-	Rs.11,79,920/-	Rs.54,468/-
3.	Procurement of LT Panel for 10 HP Submersible Pump for Tube Well under AE (E&M)-III. Work Order No. 21	Rs.4,98,609/-	Rs.3,73,957/-	Rs.3,18,600/-	Rs.55,357/-



	(2023-24)				
4.	Procurement of 15 HP Submersible Pump Set for various Tube Well under AE (E&M)-II. (AC-64). Work Order No. 20 (2023-24)	Rs.4,30,747/-	Rs.3,23,060/-	Rs.2,82,804/-	Rs.40,256/-
5.	Improvement of E&M Equipment & M S Structure against corrosion by painting under AE (II). Work Order No. 23 (2023-24)	Rs.3,87,274/-	Rs.2,90,456/-	Rs.2,83,100/-	Rs.7,356/-
6.	Improvement of Dewatering System & Allied Works at 18 MGD SPS Dilshad Garden. Work Order No. 25 (2023-24)	Rs.4,59,444/-	Rs.3,44,583/-	Rs.3,21,615/-	Rs.22,968/-
	TOTAL				Rs.2,32,317/-

An Audit Observation Memo (Memo No. 02) was issued to the Unit to give the reasons for not obtaining the Additional Performance Guarantee, as per the above mentioned Circular but no reply was furnished by the Division.

The division is, therefore, advised to given the reasons for not obtaining the Additional Performance Guarantee and also to obtain Additional Performance Guarantee in r/o all works/contracts which are in force as on date or the contractual obligations of which are still not completed, under intimation to the Audit.

PARA NO. 02: -Splitting of purchases/work to avoid approval of higher authority and other codal formalities according to GFR.

(Ref: Audit Observation Memo No. 03, dated 10.10.2024)

As per provision of Rule-157 of GFR-2017, "A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand".

As per provision of 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 from each other".

As per provision of Rule-144 of GFR-2017, "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 competition in public procurement".

On test check of Contract Agreement (C.A.) Registers for the audit period 2022-23 & 2023-24, it is found that the purchases/works have been divided into small quantities to avoid the completion of codal formalities/approval of the Competent Authority, as per provisions of GFR. Detail of some of the purchases/works, where purchase/works has been divided into small quantities is given as under: -

Financial Year 2022-23

S. No.	C.A. No & dated	Agency	Description of items/works	Amount (Rs.)
1.	41/06.01.2023	M/s Radhey Shyam	Deployment of staff for operation of minor maintenance at ABCDE Dilshad Colony	1,97,160/-
2.	42/01.20223	M/s R.K. Electrical	Deployment of staff for operation of minor maintenance at W-1 Rainy well	1,98,648/-
		Total		3,95,808/-

S. No.	C.A. No. & date	Agency	Description of items/works	Amount (Rs.)
1.	51/09.09.2022	M/s K.L. Enterprises	Repair/Renovation of innovative Technomies make soft starter No.3 at Usmanpur BPS AC-65	3,93,826/-
2.	59/12.01.2023	M/s K.L. Enterprises	Repair/Renovation of innovative Technomies make soft starter No.3 at Usmanpur BPS AC-65	3,66,946/-
		Total		7,60,772/-

S. No.	C.A. No. & date	Agency	Description of items/works	Amount (Rs.)
1.	60/19.09.2022	M/s Sarvottam Sales & Service	Repair/Renovation of of pump make WILO M&P of pump set No.3 Bhagirathi BPS AC-64	3,96,611/-
2.	62/19.09.2022	M/s Sarvottam Sales & Service	Repair/Renovation of of pump make WILO M&P of pump set No.3 Sonia Vihar BPS AC-70.	2,77,922/-
3.	64/22.09.2022	M/s Sarvottam Sales & Service	Repair/Renovation of of pump make WILO M&P of pump set No.1 G.T. Road Shahdra BPS AC-64.	3,31,199/-
4.	66/22.09.2022	M/s Sarvottam Sales & Service	Repair/Renovation of of pump make WILO M&P of pump set No.3 at 18 MGD SPS Dilshad Garden AC-63.	3,33,005/-
		Total		13,38,737/-

Signature

Financial Year 2023-24:

S. No.	C.A. No. & date	Agency	Description of items/works	Amount (Rs.)
1	06/04.05.2023	M/s R.K. Electrical	Deployment of staff for operation of minor maintenance at W-1 Rainy Well.	5,47,166/-
2.	06(A)/04.05.2023	M/s R.K. Electrical	Deployment of staff for operation of minor maintenance at W-II Rainy Well.	3,67,383/-
3.	07/04.05.2023	Multiflix Builder	Deployment of staff for operation of minor maintenance at W-I Rainy Well.	5,39,349/-
4.	14/16.05.2023	M/s R.K. Electrical	Deployment of staff for operation of minor maintenance at Khera Mandir Village SPS.	2,71,532/-
5.	15/16.05.2023	M/s Radhey Shyam	Deployment of staff for operation of minor maintenance at Khera Mandir Village SPS.	2,65,217/-
6.	16/16.05.2023	Multiflix Builder	Deployment of staff for operation of minor maintenance at Khera Mandir Village SPS.	2,65,217/-
		Total		19,90,647/-

An Audit Observation Memo (Memo No. 03) was issued to the Unit to give the reasons for splitting-up the work. In response, no reply was given by the Division.

It is, therefore, advised to the Division to give the reasons for the above noted anomaly. The Division is further advised for strict adherence/compliance of the provisions of the GFR in future and compliance be shown to the Audit.

PARA NO. 03: - Non-obtaining of Performance Security, amounting to Rs.28,913/-, from the contractor.

(Ref: Audit Observation Memo No. 04, dated 11.10.2024)

As per Rule 171 of General Financial Rules (GFR)- 2017, to ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance Security should be for an amount of five to ten per cent of the value of the contract as specified in the bid documents. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations on the supplier including the warranty obligations.

On test check of the record related to “**Procurement of Horizontal Centrifugal pump 5.9 MGD.Sonia Vihar BPS in AC-70,**” it was observed that, although point no. 15 of Terms & Conditions of the NIT No. 03 EE (E&M) M-2 (2022-23), dated 16.06.2022 contains the provision of obtaining Performance Security @ 3% of the total contract value up to the guarantee period, but neither the said condition was mentioned in the Work Order No. 28 (2022-23) dated 18.07.2022, given to the contractor, nor the Performance

18

Security was obtained from the concerned contractor. The total contract value of the said purchase was Rs.9,63,754/- and the Guarantee Period was 12 months from the date of supply. Thus, a Performance Guarantee of **Rs.28,913/-**, @ 3% of total contract value i.e. Rs.9,63,754/-, was to be obtained from the contractor.

An Audit Observation Memo (Memo No. 04) was issued to the Unit to give the reasons for not obtaining the Performance Guarantee, as per Terms & Conditions of the Contract/Contract Agreement but no reply was furnished by the Division.

It is, therefore, advised to give the reasons for not obtaining the Performance Guarantee obtain Performance Security, as per as per Terms & Conditions of the Contract/Contract Agreement and also to obtain the same in r/o all works/contracts which are in force as on date or the contractual obligations of which are still not completed, under intimation to the Audit.

PARA NO. 04: Non-adjustment of Medical Advance amounting to Rs.31,46,283/-

(Audit Observation Memo No.07, dated 14.10.2024)

Vide OM No. S. 14025/19/2015-MS/ dated 27/05/2015 it is laid down that, submission of 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 for the audit period 2022-23& 2023-24, provided by the Division, it has been observed that the Medical Advances, sanctioned by the Division, have not been adjusted even after lapses of more than six month. Detail of such Medical Advances is as under: -

F.Y. 2022-23

Sl. No.	Name of Employee/Beneficiary(Sh./Smt.)	Name of Hospital whom advance issued	Date of advance payment	Advance amount (Rs.)
1.	Kamal Kishore, P.D.(E&M)	BLK Max Hosp. Pusa Road	23.05.2022	4,95,898/-
2.	Kulbeero w/o Lt. Sh. Sodan Singh	Oncoplus Hospital	21.07.2022	7,40,520/-
3.	Sanjeev Kumar s/o Jai Pal Singh	Yashoda Hosp. Kaushambi	20.10.2022	2,90,291/-
4.	R.K. Grover	Max Hosp.Vaishali	23.02.2023	4,47,417/-
	Total			19,74,126/-



F. Y. 2023-24				
1.	Imla Devi	Metro Hospital and Cancer Institute	02.05.2023	4,42,882/-
2.	Suresh Pal Singh s/o Sh. Nanwa Singh	Sant Permanand Hospital	23.01.2024	1,76,301/-
3.	Parmal Singh S/o Ram Kishan	Yashoda Hosp. Nehru Nagar, Ghaziabad	06.02.2024	3,99,341/-
4.	Pawan Kumar s/o Sh. Jagdish Prasad	Sant Permanand Hospital	15.3.2024	1,53,633/-
	Total			11,72,157/-

It has been observed further that no initiative has been taken by the Division for adjustment of Medical Advance pending for more than 6 months. Such delays in adjustments of advances indicate lack of effective control/monitoring & deficient financial management. Hence, inordinate delay in adjustment of the advances drawn on medical involves the possibility of deferring the refund of government funds lying for prolonged periods with the employee.

An Audit Observation Memo (Memo No. 07) was issued to the Unit to give the reasons for not adjusting the above-mentioned amount of Medical Advances but no reply was furnished by the Division.

It is, therefore, an early action may be initiated to adjust the amount of above-mentioned Medical Advances, under intimation to the Audit.

PARA NO. 05: - Non-disposal of Unserviceable/Condemned Scrap Items.

(Audit Observation Memo No.08, dated 15.10.2024)

As per provision of Rule-217 of General Financial Rule, 2017: -

- (i) An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee of appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form-GFR-10

On scrutiny of Old Material Register for the audit period 2022-23 & 2023-24, it has been observed that various items are recorded in the register as damaged/unserviceable

and lying in the stock since long, but these items have not been disposed off/auctioned till date. The details of items declared damaged/unserviceable are given below: -

S.No.	Name of items	Balance Quantity
1.	CI/MS/GI Scrap	2434+1771=4205k.g.
2.	Aluminium Scrap (in k.g.)	18+29=47k.g.
3.	Copper/G.M./Brass Scrap (in k.g.)	18.5+32.5=51k.g.
4.	Old Charging Pump/Dewatering Pumpset	08Nos.
5.	Tube well pump set	01No.
6.	Old Pump	11Nos.

With the passage of time, the residual value of the items diminishes and also these items occupy space.

An Audit Observation Memo (Memo No. 08) was issued to the Unit to give the reasons for not disposing off the Unserviceable/Condemned Scrap Items, as per the provisions of the GFR. In response, no reply was submitted by the Division.

Therefore, an action for disposal of the above mentioned Unserviceable/Obsolete/Condemned Scrap Items may be initiated immediately, as per provisions of the GFR, under intimation to the Audit.

PARA NO. 06: - Non deduction TDS of GST amounting to Rs.81,117/-.

(Audit Observation Memo No.09, dated 15.10.2024)

As per Section 51(1) of the GST/CGST Act, 2017, If the total value of supply of taxable goods or services or both exceeds two lakh and fifty thousand rupees, then tax shall be deducted at prescribed rate. Hence the threshold limit is Rs.2,50,000/-. TDS is to be deducted at the rate of 2% on payments made to the supplier of taxable goods and/or services or both.

On scrutiny of bills provided by the Unit for the audit period 2022-23 & 2023-24, it has been observed that TDS (GST) has not been deducted on the payments made to the Suppliers.

Details are as under: -

S.No.	Name of supplier	W.O. & Date	Bill Amount (Rs.)	TDS(GST) as per rules (Rs.)	TDS(GST) (Rs.) by the Unit	Recovery Amount (Rs.)
1.	Multifix Buildcon	39/14.06.23	359566/-	7191/-	0	7191/-
2.	Soni Sales & Service	38/14.06.23	336570/-	6731/-	0	6731/-
3.	R.K. Electricals	06/01.05.23	367383/-	7348/-	0	7348/-
4.	Multifix buildcon	10/04.05.23	265217/-	5304/-	0	5304/-
5.	R.K. Electricals	09/11.05.23	271532/-	5431/-	0	5431/-
6.	M/s Radhey Shyam	11/11.05.23	265217/-	5304/-	0	5304/-
7.	Gupta	55/31.08.22	662532/-	13251/-	0	13251/-

	brothers					
8.	R.K. Electricals	105/20.10.22	553256/-	11065/-	0	11065/-
9.	R.K. Electricals	123/02.11.22	527659/-	10553/-	0	10553/-
10.	R.K. Electricals	107/20.10.22	446958/-	8939/-	0	8939/-
		Total		81117/-		81117/-

An Audit Observation Memo (Memo No. 09) was issued to the Unit to give the reasons for not deducting the TDS of GST from the bills of the vender (s) but no reply was furnished by the Division.

It is, therefore, advised to, either recover the above mentioned amount of TDS of GST from the concerned venders or to ensure that GST against the above mentioned bills has been deposited by the concerned vendors with the GST Department, under intimation to the Audit.

PARA NO.07: - Excess payment of Non-Productivity Linked Bonus for Rs.57,224/-.

(Audit Observation Memo No.10, dated 15.10.2024)

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, issued directions to release Non-Productivity Linked Bonus [PLB] (Adhoc 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", 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 & 2023-24, it has been observed that the Division had paid Non-Productivity Linked Bonus to its staff @ Rs.7000/- per employee, 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. Details are as under: -

Bill Code and Bonus period	Total Amount Paid as Bonus	Total Amount of Bonus as per rule	Total No. of official paid to Bonus @ Rs. 7000/-	Excess amount paid.	Total Amount of Recovery should be made
631,641,651 & 661/2022-2023	22,54,000/-	22,24,376/-	322	29,624/-	29,624/-
631,641,651 & 661/2023-2024	21,00,000/-	20,72,400/-	300	27,600/-	27,600/-
			Total	57,224/-	57,224/-

An Audit Observation Memo (Memo No. 10) was issued to the Unit to give the reasons for making overpayment of Non-Productivity Linked Bonus but no reply was furnished by the Division.

Head of Office may therefore take necessary action to recover Rs.57,224/-, as per list attached as **Annexure-A**, after due verification of facts and figures, under intimation to the Audit.

PARA NO. 08:- (A) Non- Maintenance of Cash Book for Financial Year 2022-23 & 2023-24.

(Ref: Audit Observation Memo No. 12, dated 16.10.2024)

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

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

However, during Scrutiny of record, it reveals that Cash Book has not been maintained by the DDO of the **EE (E&M) M-2, Delhi Jal Board, Dilshad Garden, Delhi**, during the audit period. It is evident from the Ledger of Other Expenses that Imprest A/c utilized for payment/purchase items by the Division, RTI fee and cash received from employees of DJB, for various purposes, have been deposited in Bank Account, but no Cash Book has been maintained by the Division as per rule. As per information provided by the Division, the amount of Imprest Money utilized & Other Receipt (Cash), during the financial year 2022-23 & 2023-24, is as under: -

Financial Year	Imprest Money Utilized	Other Receipts (Cash)
2022-23	Rs.28,33,850/-	Rs.37,62,066/-
2023-24	Rs.30,24,055 /-	Rs.8,24,520/-

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.

An Audit Observation Memo (Memo No. 12 {A}) was issued to the Unit to give the reasons for non-maintenance of Cash Book, but reply furnished by the Unit i.e. **Cash Book is not being maintained due to implementation of Tally/FMS**, which is not convincing/tenable.

13

Head of Office may, therefore, take necessary action to maintain the Cash Book as per Receipt and Payment Rules and show the compliance to the Audit.

(B) Non-Issuance of Receipt to the payer on account of receiving Govt. money.

As per clause (a) of sub-rule (1) of Rule 19 being observed, the Head of Office, where money is received on behalf of the Government, must give the payer a receipt duly signed by him after he has satisfied himself, before signing the receipt and initialing its counterfoil, that the amount has been properly entered in the cash book. If the circumstances so justify, he may at his discretion, authorize any other officer, subordinate to him, whether gazetted or non-gazetted, to sign such receipts for him.

On Scrutiny of record, it was noticed that, no receipt, as per rule, was issued to payer at the time of receiving cash/cheque, during the financial year 2022-23 & 2023-24.

An Audit Observation Memo (Memo No. 12 {B}) was issued to the Unit to give the reasons for Non-Issuance of Receipt to the payer on account of receiving Govt. money. In response, the Division informed that no TR-5 is being issued & Government receipts are being deposited vide challans. The reply furnished by the Division is not tenable.

Head of Office may, therefore, take necessary action to issue a proper receipt to the payer, as per Rules and show the compliance to the Audit.

PARA NO. 09:-Non-surrender of savings.

(Ref: Audit Observation Memo No. 13, dated 16.10.2024)

As per rule 62(1) of GFRs, 2017, Departments shall surrender all the anticipated savings noticed in the grants or appropriation controlled by them by the dates prescribed before the close of the financial 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.

Further rule 62(2) of the GFRs, 2017 states that the savings, as well as the provisions that cannot be profitably utilized, shall be surrendered to the Govt. immediately they are foreseen without waiting till the end of the year. No savings shall be held in reserve for possible future excesses.

On perusal of information provided by Department, it has been observed that the Department has not utilized the budget granted to its full extent thereby resulting in saving under Capital Head in the financial years 2022-23 & 2023-24. Even, the funds are not found surrendered to the Govt. in time before the close of the financial year. The details are as under:

Financial Year	Head	Budget Allotted (Rs. In Lakh)	Funds used (Rs. In Lakh)	Savings (Rs. In Lakh)	savings/ unutilised funds
2022-23	Revenue Expenditure	6980.00 ✓	6189.62 ✓	790.38 ✓	11.32% ✓
	Capital Expenditure	1329.80 ✓	705.62 ✓	624.18 ✓	46.94% ✓
2023-24	Revenue Expenditure	7106.16 ✓	5973.50 ✓	1132.66 ✓	15.94% ✓
	Capital Expenditure	1477.23 ✓	693.76 ✓	783.47 ✓	53.04% ✓

143

An Audit Observation Memo (Memo No. 13) was issued to the Unit to give the reasons for non-surrender of the savings, but no reply was furnished by the Unit.

The department may, therefore, take necessary steps to follow the rules/instructions issued for surrender of savings and show the compliance to the Audit.

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Para No. 05: Non-production of Records

The Unit was requested to provide records/information through various Audit Record Memos. Inspite that, following records/information was not provided to the Audit. The same may therefore be produced to next audit.

1. Copy of Bank statements in r/o all Bank Accounts.
2. Reconciliation Statements in r/o Ledgers with Bank Statement.
3. Confirmation and detail of closed Bank Accounts 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.
4. Purpose of maintaining each Bank Accounts.



PART – III

TEST AUDIT NOTES

(2022- 2023

&

2023-24)

TEST AUDIT NOTES

(2022-23 & 2023-24)

TAN No. 01: - Shortcomings in maintenance of Service Books

(Ref: Audit Observation Memo No. 08, dated: 25.09.2024)

During the test check of Service Books provided by the Division, the following deficiencies/shortcomings are observed: -

- (i) As per instructions circulated by the Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi, vide No.F.3(03)/2015/T-I/Pr. AO/2017-26 dated 10/09/2015, entry of Aadhar Number has not been made in Service Books.
- (ii) As per Rule 32 of CCS (Pension) Rules, on completion of 18 years or 5 years before the date of retirement, whichever is earlier, verification of services of the Government servant concerned should be completed and a certificate of verification be issued to him in the prescribed form (Form 24). However, it has been observed that the service has not been got verified in any case.
- (iii) Under LTC scheme, 'Hometown Declaration' is to be kept in the Service Book of the Govt. Servant. However, it has been seen that Hometown Declaration has not found in Service Book in many cases.
- (iv) GPF Account Number is to be entered on the right-hand top of page no. 01 of the Service Book, as soon as the official is admitted to GPF. However, it has been observed that GPF A/c number is not mentioned in any Service Book.
- (v) Instructions/ guidelines contained on the inner cover pages of the printed Service Book should be followed. In addition, name of the employee to be written, both in English and in Hindi, on the outer cover. Reference to the original documents verified to be made for (i) Date of Birth (ii) Educational Qualification, (iii) Technical Qualifications and (iv) Caste Certificate for SC/ST/OBCs.
- (vi) Verification of Services will be completed annually along with pay slip for the month of April every year and certificate of verification recorded in the Service Book after ensuring correctness of the entries.
- (vii) In case of transfer, a certificate will be recorded for the period up to the date for which pay is drawn by the office, even if it is part of the month/ year. The new office should verify whether certificate has been recorded correctly and agrees with LPC.
- (viii) Before submitting pension papers to the Pension Sanctioning Authority, verification will be completed for the remaining period of service up to date of retirement.
- (ix) Vide GID below SR 197, a photograph of the Government servant is to be affixed on the right-hand corner of the Service Book. However, in several cases the photographs are not affixed or are very old.
- (x) First page of Service Book, having details of the employee, should be filled up properly and completely. It is observed that many details are formed blank such as Fingerprint, Caste, identification marks etc.



- (xi) Order of pay fixation on promotion and up-gradation not found written or pasted in some of the Service Books.
- (xii) Entries of verification of character and the antecedents of the employees, not found in the Service Books.
- (xiii) Documents in r/o declaration of nominees in gratuity & pension are not found attached in the Service Books.
- (xiv) Leave records in Service Books were neither maintained in a proper manner nor found signed by the HOO.
- (xv) Forma-3 under Rule 54 (12) i.e., Details of Family has not been found in the Service Book in many cases.

Therefore, necessary steps may be taken by the Department to remove the above said shortcomings/deficiencies and compliance be shown to the next Audit.

TAN No.02: -Improper maintenance of Pay Bill Register/ECR.

(Ref: Audit Observation Memo No. 10, dated 26.09.2024)

During test-check of **PBR/ ECR** for the audit period **2022-23 & 2023-24**, the following discrepancies have been noticed: -

- a. The mandatory page counting certificate to be recorded on the first page of the PBR/ECR has not been recorded/signed by Head of Office.
- b. The mandatory information/details of the officials (which were required to be written on the upper part of each page) were also not found filled completely in many cases. Details like GPF Number, Address, D.O.B., details of loan/advances/refunds, detail of Govt. Accommodation, spouse information, Aadhar No., PAN No. etc., have not been recorded in the PBR/ECR.
- c. Cutting and overwriting noticed in the PBR/ECR and the same have not been attested by the Competent Authority.
- d. Past information of employees, who have been transferred into the unit, was not found recorded in the PBR/ECR (required to be entered from LPC). This information is required for calculation of Income Tax, GPF/NPS contribution etc.
- e. Signatures of competent authority were not found on entries.
- f. Grand total of each employee at the end of the year, required to assess the Income tax liability, was not found in the PBR/ECR.

Therefore, necessary steps may be taken by the Department to remove the above said shortcomings/deficiencies and compliance be shown to the next Audit.



TAN No.3:-Non-filling up of the vacant posts of Group-B & C employees**(Ref: Audit Observation Memo No. 11, dated: 26.09.2024)**

As per information provided by the Unit/Division, the following sanctioned posts are laying vacant as on date:-

Sl. No.	Group of post	No. of posts sanctioned	No. of posts filled	No. of posts vacant
01.	Group-B	25	22	03
02.	Group-C	247	107	140

Therefore, necessary steps may be taken by the Department to fill-up the mentioned vacant posts of Group-B & Group-C employees, under intimation to the Audit.

