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

Sub: - Audit report of Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32 for the period 2020-21 and 2021-22.

Audit on the accounts of **Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32** for the financial years 2020-21 and 2021-22 has been conducted by the Audit Party No. II comprising of Sh. Inder Mohan, Sr.AO/IAO, Sh. Arbind Kumar, AO and Smt. Raj Rani Bhatnagar, ASO from 14.03.2023 to 06.04.2023 in ten (10) working days. The accounts were reviewed purely on test check basis.

AIMS AND OBJECTIVES

The Drugs Control Department of Delhi is a Regulatory Department under Health & Family Welfare Department, Govt. of NCT of Delhi. The main objective of Drugs Control Department, Govt. of NCT of Delhi is to ensure quality & availability of drugs, including homeopathic medicines, and cosmetics, being manufacture and distributed in the NCT of Delhi. It regulates manufacture of allopathic drugs, repacking of drugs, homoeopathic medicines and cosmetics. It also regulates retail and wholesale of drugs including homoeopathic medicines. The department also conducts inspections and raids with a view to detect offences specially movement and sale of spurious drugs/ cosmetics.

This department is enforcing the provisions of the Drugs & Cosmetics Act, 1940 and Rules made there under, along with other allied Acts, enacted by Government of India in the entire state of Delhi.

The Drugs Control Department performs various functions such as licensing for the manufacture of allopathic drugs, homoeopathic medicines, cosmetics and repacking of drugs, licensing for sale of drugs including homoeopathic medicines and sampling of drugs & cosmetics being manufactured and sold in Delhi to check their quality. In addition, the department also conducts inspections and raids with a view to detect offences under the Act specially movement and sale of spurious drugs/ cosmetics, investigations of cases of contraventions under the Act including launching of prosecutions against persons / firms found contravening the provisions of the Act.

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 2020-21 & 2021-22

S. No.	Head of the Department	Designation	Period
01	Sh. S.S. Dursawat, IAS	Drugs Controller	18/11/2019 to 04/06/2020
02	Sh. Udit Prakash Rai, IAS	Drugs Controller	05/06/2020 to 03/05/2021
03	Sh. Nikhil Kumar, IAS	Drugs Controller	03/05/2021 to 31/08/2021
04	Sh. B.S. Jaglan, IAS	Drugs Controller	12/10/2021 to 29/04/2022

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S. No.	Head of Office	Designation	Period
01	Sh. A.K. Nasa	Dy. Drugs Controller	01/11/2017 to 30/09/2022

S. No.	DDO	Designation	Period
01	Sh. Sanjeev Kumar	Asstt. Accounts Officer	13/01/2017 to 30/06/2020
02	Smt. Rinki Sethi	Asstt. Accounts Officer	01/07/2020 to till date

S. No.	Cashier	Designation	Period
01	Sh. Kuldeep	Junior Assistant	24/07/2018 to 26/03/2021
02	Smt. Anita Sain	Senior Assistant	27/03/2021 to 28/03/2022
03	Sh. Prakash Chand Meena	Junior Assistant	29/03/2022 to till date

BUDGET ALLOCATION AND EXPENDITURE FOR THE YEAR 2020-21 AND 2021-22

S. No.	Year	Budget allotted	Expenditure	Balance	Savings
1	2020-21	139700000	106549847	33150153	23.7%
2	2021-22	238800000	83897840	154902160	64.9%

VACANCY STATEMENT

S. No.	Group	No. of posts sanctioned	No. of posts filled	No. of posts vacant
1	A	12	09	03
2	B	68	28	40
3	C	65	36	29
	TOTAL	145	73	72

STATUTORY AUDIT

The statutory audit of Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32 has been conducted by AG (Audit), Delhi up to the financial year 2020-21.

MAINTENANCE OF RECORDS

The maintenance of records of Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32 for the period 2020-21 & 2021-22 was found satisfactory subject to observations made in Current Audit Report.

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OLD AUDIT REPORT

There were 15 outstanding audit paras with the outstanding recoveries of Rs.42,862/- in respect of Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32. Replies of one (01) audit para has been submitted by the Unit and therefore, this 01 (one) para has been settled. Remaining 14 (fourteen) paras along with recovery of Rs.42,862/- have been incorporated in Part-I Old Report of the Current Audit Report.

S. No.	Year	Total Para's + TAN	Total Recovery	Para Settled	Para no. of Settled Para's	Outstanding Para's with para No.	Balance Recovery
1	1979-82	02	Nil	Nil	--	02 (05 & 06)	Nil
2	2006-07	03	Nil	Nil	--	03 (22, 28 & 29)	Nil
3	2007-09	01	524/-	Nil	--	01 (05)	524/-
4	2009-11	04	7,101/-	Nil	--	04 (03, 04, 05 & 10)	7,101/-
5	2012-15	03	35,237/-	Nil	--	03 (04, 05 & 09)	35,237/-
6	2018-20	02	Nil	01	01	01 (02)	Nil
	TOTAL	15	42,862/-	01	--	14	42,862/-

CURRENT AUDIT REPORT (2020 - 2022)

During the course of current audit, 09 audit memos + 01 record memo highlighting various shortcomings/recoveries to the tune of Rs.13,179/- were issued. Record Memo was settled on the spot. Therefore, remaining 08 (eight) audit memos have been converted into 04 Paras and 04 TAN which are incorporated in Current Audit Report.

DETAILS OF CURRENT RECOVERY (AUDIT PERIOD 2020-2022)

Memo No.	Total Recoveries (in Rs.)	Amount Recovered	Balance (inRs.)	Para. No.
06	4,755/-	-----	4,755/-	01
07	8,424/-	-----	8,424/-	02
Total	13,179/-	-----	13,179/-	

The internal audit report has been prepared on the basis of information furnished and made available by Drugs Control Department, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-32. The Directorate of Audit, GNCT of Delhi disclaims any responsibility for any misinformation and of non-information on the part of auditee.

Inde
06/04/23

(INDER MOHAN)
Inspecting Audit Officer
Audit Party No. 02

PART – I

OLD AUDIT REPORT



List of Para (Order by Audited Year & Para)

View Detailed Audit Report

Department :Drug Control Department							
Sub department:Drug Control Department, F-17, Karkardooma, Shahdara, Delhi (2986/24)							
S No.	Start Year	End Year	Para No.	Sub Para	Subject	Status*	Outstanding Amount (in Rs.)
1	1979	1982	5		Conveyance allowance	O	0
2	1979	1982	6		Overpayment of House Rent Allowance	O	0
3	2006	2007	22		Infructuous expenditure on reagents (Chemical) and testing samples.	O	0
4	2006	2007	28		Infructuous expenditure on the Advertisement.	O	0
5	2006	2007	29		Stock Register / Physical verification of Stores.	O	0
6	2007	2009	5		Short recovery of License Fees	O	524
7	2009	2011	3		Installation air conditioners through PWD without the approval of Competent Authority	O	0
8	2009	2011	4		Irregular procurement of Chemicals	O	0
9	2009	2011	5		Non-availing of 5% discount offered by the firm at the time of repair and replacement	O	7101
10	2009	2011	10		Non-maintenance / production of records	O	0
11	2012	2015	4		Non imposition of Penalty	O	2500
12	2012	2015	5		Non condemnation of unserviceable stock	O	0
13	2012	2015	9		Recoveries	O	32737
14	2018	2020	1		Non adjustment advance contingent bills	O	0
15	2018	2020	2		Non condemnation of unserviceable stock	O	0

* NOTE:
'O'- Outstanding Paras.
'R'-Reply submitted by the Department/Units.
'C'- Comment by the Directorate of Audit on reply submitted.

Back

Total Recovery Rs. 42,862/-

Outstanding Paras = 15
 = 01 - (Para No. 01 [2018-20])
 Settled

Balance Outstanding = 14
 Recovery Outstanding = Rs. 42,862/-

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1976-77
PARA 1: UNSERVICEABLE STORE

Three cycles bearing No. 140359 Hind Brand, No 935423-Atlas Brand, are lying idle in store since 6/75. Efforts may be made to get them repaired or disposed off, if un-serviceable under the orders of competent authority. In case these are not disposed of early, their value will be a charge of time.

(Neehari Bala Motia)

1978-79
PARA 2 (old Para No 3): UNSERVICEABLE STORE

Two type writer bearing No. 32873 brought on book 11.9.68 and No 332556-K purchased on 28.2.67 had been lying idle in the office store since February, '79. Efforts may be made to get them repaired or disposed off, if un-serviceable under the orders of the competent authority.

(Neehari Bala Motia)

1979-82
PARA 4 (old Para No 6) - Purchase of stores beyond the financial powers delegated to Heads of Officers.

In accordance with the schedule of delegation of powers SI No.18 approved by Delhi Admin. vide their letter no.F.8/5/80-AC dt.20.8.80, Heads of offices are empowered to purchase stores up to Rest.500/- P.A. It is, however, came to notice during the course of inspection that medicines in excess of their limit were purchased and the same have not to far been got regularized with the sanction of the Head of Dept. The Details are as under:

1979-80	Rs.38,116.51	(Neehari Bala Motia)
1980-81	Rs 50,600.55	
1981-82	Rs.61,295.93	

It was pointed out during the discussions with the Dy. Drugs Controller that a suitable procedure may be evolved for obtaining a consolidated sanction of the HOD in respect of all purchases made in a month. Action taken to get the expenditure regularized in respect of past years and also to set Right the procedure as suggested. May please be advised to audit.

Para No. 01

PARA 7: CONVEYANCE ALLOWANCE

The field staff including Asstt. Drugs Controller and Drugs Inspectors are being allowed conveyance allowance under the provision of S.R.25 for performing field duties. Most of all staff was sanctioned and paid conveyance allowance @ Rest.1058/- per month during 1979-80, 80-81 and 81-82. Under the provision of SR 25 every such officer has to maintain a log book in the prescribed Performa and conveyance allowance is sanctioned on the basis of the Average distance travelled during 3 months (log book to be maintained for 3 months)

On scrutiny of some of the log books it was revealed that as Journeys were performed without the prior approval of Tour Programmes even routine inspection of the shops etc. the extent to which mileage shown in the log books was unnecessarily inflated to claim higher rate of allowance could not therefore be pin-pointed. For example Sh. Banarsi Lal, DI., performed journeys as under and in tour programme was made out or approved by the competent authority

Date	Place of visit	Purpose
06.05.80	Pinki Stores Ajmeri Gate	Routine inspection
17.05.80	Medi Links Palika Bazar	Regular inspection
24.05.80	Alleemic Chemicals, Asaf Ali Road	do
04.06.80	Chowdhury Agencies Lajpat Nagar	do
16.06.80	Sewak Medical Store INA Mohan Singh Market, N Delhi	do

b) In many a cases the distances shown in the log books for the same place by different Drugs inspectors even by the same officer differed. The following are a few examples of this type. Shri Banarsi Lal, DI in his log book for the period 1.4.80 to 30.6.80 indicated the distances as under for the same place.

S.No.	Place of visit	Purpose	Distance
1.	M/s. Bappal Medical Agencies Laxmi Nagar, New Delhi.	Enquiry regd. Cash memo.	22 km.
2.	-do-	-do-	20 km
3.	-do-	-do-	22 km
4.	Super Bazar, INA Colony Mkt., N.Delhi.	For Fresh licence	30 km
5.	Sewak Medical Store, INA Colony Market.	Routine inspection	28 km
6.	Dua Chemical Lahori Gate	Routine inspection	8 km
7.	Makhtiar Ahmed & Sons Lal Kuan, Delhi.	Enquiry	14 km

Sh.G.P.Saxena Log book for 01.02.1981 to 30.04.1981

Name of the firm not shown.

Name of the firm	Inspection	Distance
Laxmi Nagar		28 km
-do-	-do-	28 km
-do-	-do-	24 km
-do-	-do-	24 km

From the above it is seen that Sh. Banarsi Lal indicated a distance of 20 km on 17.9.79 and 22 km on 25.4.80 for the same place and duty. However, Sh.G.P.Saxena covered 28 km on 09.2.81 and 10.2.81 up to Laxmi Nagar and for the same place viz. Laxmi Nagar covered 24 km on 23.10.79 and 05.11.79 (name of firm visited not indicated). The circumstances under which the distance for the same place viz. Laxmi Nagar, INA Colony Market, Lahori Gate and Lal Kuan widely differed from person to person and even for the same person but on different dates needs consideration besides review of all the log books and re-calculation of the conveyance allowance wherever necessary after disallowing the excessive mileage indicated in the log books. All other cases may also be reviewed in light of the above observations. The Dy. Drugs Controller agrees to look into the audit observation and get the distance verified from PWD for the guidance of his officers.

c) In some of the cases the purpose of the journey was not mentioned, instead only the word official was inserted whereas for many other journeys by the same officers the purpose of journey i.e. inspection etc. was mentioned clearly. The following are a few examples: Sh.T.N.Bhan in his Log Book for the period 9/79 to 11/79 indicated the purpose as under

Date	Place of work	Purpose	Distance
17.09.79	ISBT and back	-do-	3 km
20.09.79	Old Sectt.	-do-	3 km
28.09.79	ISBT	-do-	2 km
27.09.79	Nirman Bhawan	-do-	20 km
11.10.79	Pusa and Back	-do-	20 km
23.10.79	Temple lane and Nirman Bhawan & Back	-do-	16 km
			22 km

Since the purpose of journey was not mentioned. The inclusion of such journey for working out the average distance for determination of the conveyance allowance needs to be justified. All other similar cases may also be reviewed and remedial measures taken.

PARA-6 (old Para No 8) Over payment of House Rent Allowance
 i) **Sh.G.P.Saxena, Asstt. Drugs Controller**

a) Sh. G.P.Saxena while working as Drug Inspector was drawing a salary of Rs.1200/- pm (basic pay) and HRA @ Rs.105/- pm 3/79 to 7/79. He was promoted as Asstt. Drug Controller w.e.f. from 21.7.79 and his pay was fixed as Rs.1250/- and the HRA was raised to Rs.180/-. The house rent receipt or the rental value certificate from the MCD etc. would not be shown to audit in support of this enhancement in the Rate or HRA paid to the official. As such Sh. Saxena was entitled to HRA at a flat rate of Rs.112.50/- p.m. was over paid @ Rs.67.50/- p.m.

b) On perusal of file No. 51(39)/77/IOC/Accounts was revealed that Sh. Saxena was allotted flat No.1888 at Gulabi Bagh Delhi. The flat remained under his possession from 15.01.80 to 30.11.80 as such he was not entitled to any HRA @ Rs.195/-p.m. w.e.f. 01.12.80. Here again neither any house rent receipt nor the rental value certificate from the MCD was produced to claim HRA on %age basis. Hence the payment of HRA from 12/80 @ Rs.195/- p.m. instead of Rs.112.50/- flat rate was irregular. During discussion the officer explained that he was living at House no E-276, Greater Kailash-II, N.Delhi which is in the name of his wife and that he was contributing towards House Tax. It may be pointed out that in absence of rental value certificate, the officer is entitled to HRA at flat rates i.e. Rs.112.50 only per month. As such the following amount is recoverable from him on account of over payment of HRA

1979-80	21.07.79 to 14.01.80	@67.50 p.m.	241.50
1980-81	12/80 to 2/81	@82.50	247.50
1981-82	03/81 to 06/81	@82.50	247.50
	/81 to 3/82	@90.00	810.00
		Total	1779.45

The above amount along with such amount as may be worked out for the period prior to 1979-80 and after 1981-82. If any found recoverable may be recovered after due verification and under intimation to audit.

ii) **Smt.H.M.Santwani**

Sh.H.M.Santwani Durga Inspector was drawing a pay of Rs.775/- p.m. in 03/79 and was paid HRA @ Rs.116.25/-. The basis on which she was paid HRA @ Rs.116.25/- instead of Rs.112.50/- was not shown to audit. As such she was overpaid @ Rs.3.75/- p.m. w.e.f. 3/79 to 31/79 i.e. Rs.18.75. Thereafter she was not paid HRA w.e.f. 01.8.79 to 20.7.80 and again she was paid HRA @ Rs.112.50 w.e.f. 21.7.80. On going through file No.50 (92)/DC/76/Insp (Pt. 47-50) it was revealed that she was residing with her husband who was working as Dy. Director in the Indian Institute up to 21.07.80 when he (husband) was transferred to Calcutta. Smt. Santwani vide her application dt 17.2.81 requested for payment of HRA w.e.f. 21.7.80 as she was incurring expenditure on House Rent. Accordingly she was sanctioned HRA @ Rs.112.50 P.M. vide order No. 36 dt.14.4.81. The arrears were also paid to her on grant of increment in 08/81 raising the pay to Rs.880/-. She was paid HRA @ Rs.132/- p.m. No house rent receipt was

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Para No. 5
 Para No. 2
 Para No. 02

shown to audit in support of payment of HRA @ 134/- p.m. hence she was paid HRA in excess of permissibility limits of Rs.112.50 p.m. by Rs.19.50 p.m. accordingly she was overpaid as under:

1979-80	3/79 to 7/79	@3.75	18.75
1981-82	8/81 to 2/82	@19.50	136.50
1982-83	3/83 to 5/82	@19.50	58.50
		Total	213.75

Thereafter she was preceded on long leave. Amount if any overpaid during the period to 1979-80 may also be worked out and the total amount of HRA over paid to the officer may be recovered after due verification and under intimation to audit.

iii) Further, it has been observed that in many cases house rent allowance has been sanctioned on the basis of the house tax receipts issued by the MCD of the concerned municipal authority at %age so far. In all such cases the rentable value certificate from the MCD may be called for and grant of HRA reviewed in the light of the instructions on the subject and result intimated to audit. The following are a few examples of this kind:

1. Sh.R.D.Garg Drug Inspector
2. Sh.G.R.Sharma -do-
3. Sh.G.C.Lal .. -do-

In certain other cases the house rent receipt or even the house tax receipt were not shown to audit on the basis of which HRA was sanctioned on percentage basis over and above the flat rate limits of Rs.112.50. Rental value certificate indicating clearly the area under occupation of the Govt. servant and the rental value thereof may please be obtained in each case. The following are the few names of such employees:

1. Sh.P.P.Sharma Drug Inspector
2. Sh.A.K.Jindall -do-
3. Sh.S.K.Aggarwal -do-

All such cases may be reviewed in light of the instructions on the subject and results intimated to audit and remedial measures be taken.

PARA-7 (old Para No 9) Sub: Contingencies

During the course of audit of the contingent vouchers following discrepancies were noticed:

- a) Contingent bill register has not been maintained properly in as much as the progressive to this under different heads of expenditure have not been worked out.
- b) Payees receipts in respect of payments of Rs.100/- and above has not been sent to the concerned PAO the following are a few instances:
(Nectan Bala Mehta)

CB/DCO/122/351 for Rs.1693.04 encashed on 31.03.80.

S.vr.No.	Party to whom paid	Amount
924	Mathew Dental supply co.	198.00
927	Crown Drug Stores	120.00
928	Madev Chem, Laboratory	439.25

- c) There is one post of watcher whose job is reported to be to visited the market and purchase small quantities of medicines from different sellers and deliver the same to the Drug

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Para-19

PARA-21 (old Para No 30) Sub:- Issue of Drug License/ renewal to (the Drugs Sellers/ Mfg. Firms- Irregularities therein.

On scrutiny of the file no.f.1234/Cos./DC/97 pertaining to M/s. Wonder Hygiene Products (P) Ltd.. it has been observed that the license was issued to the firm on the basis of certificate regarding ownership of the premises. The certificate was issued by MCD Councilor who is not authorized to issue the certificate. Only Deputy Commissioner of the concerned area/ MCD (C. Nandi-hala Netai) authorized to issue such certificate. The firm may be asked to produce the ownership certificate of the premises under the signatures of the competent authority or the action may be taken as deem fit under Drug & Cosmetic Act under intimation to audit.

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PARA-22 (old Para No 01) Sub: In fructuous expenditure on reagents (Chemical) and testing samples.

Section 23 of Drugs & Cosmetic Act, 1940 and rules made there under envisage that sample taken form a chemist or manufacturers for testing are forwarded to departmental laboratory for checking. Drug Control Department had fixed a target in Jan.2005 that minimum of 250 survey samples and 30 specimen samples per month will be collected by Drug Inspectors.

Para No. 03

During the course of audit scrutiny, it was found that in the year 2006-07, 2279 survey samples were collected, all the survey were passed through the testing at departmental laboratory. It clearly indicates that during 2006-07, no survey sample failed the test of the laboratory. In the previous years too there was no survey samples (as per details given below) failed the test of laboratory. This exercise indicates that testing of survey samples bring no result.

Period	Survey Samples Analyzed	No. of survey sample	
		passed	No. of sample failed.
2003-04	3792	3792	NIL
2004-05	2371	2371	NIL
2005-06	2355	2855	NIL
2006-07	2279	2279	NIL

It has also been noticed that news related to fake medicines & cosmetics, inferior quality of medicines are appeared in the print media and TV News Channels regularly. It is clearly published that fake and duplicate/ inferior medicines are sold in Delhi in Bulk. Whereas the departments sample testing shows that all the samples collected and tested by the department are of genuine & good quality.

It indicates that mechanism of collecting samples either not good or department collect only those samples which are of good quality and will never failed in testing. The samples collected by the department are generally from Bhagirath Place Market or its surrounding areas. The department should have made efforts to collect samples from stockiest, rural area, chemist, JJ Colony, Resettlement colony, unauthorized medical practitioners and from the Doctors own dispensary. In these areas generally fake medicines is sold as appeared in the print media. The position of specimen samples is also similar to survey samples. No specimen samples were failed in the testing during 2005-06 and previous years.

The higher authorities in M & FW department took in this matter and involve mechanisms for checking fake and adulterated medicines. There is need for efficient & quick surveillance and early testing of samples. The compliance may be elucidated to audit.

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Para-25

PARA-27 (old Para No 06)
Sub: Recollection of expenditure on purchase of samples.

Section 23(3) of the Drugs and Cosmetic Act 1940 provide that where the inspector takes a sample he shall divide it into 4 parts and effectively seal and suitably mark the same and permit such person to add his own seal and mark to all or any of the portions so sealed and marked.

Further section 23(4) of Drug and Cosmetic Act 1940 the inspector will leave one sample with the person dealer from whom it has been taken and three parts will be taken in custody of which one is sent to the Govt. Analyst for testing and report.

During the course of audit, it has been observed that where the drug is found of standard by the analyst two parts of the sample retained in the office are sent either to Aruna Asaf Ali Hospital or Babu jagjivan Ram Hospital, Jahangirpuri, Delhi for use. Though the department has paid its cost to the dealer when the sample is purchased. Thus at least 25% of the medicines purchased during the year are left with the dealer and even the cost of it is met by the Govt. The reasons as to why the sample kept with the dealer are not taken over by the Drug Department when it is declared of standard quality.

Department may look in this matter and issue necessary instructions to taking once such samples. This will help the public exchequers to regain the expenditure incurred by them on samples and poor people will also get some medicine free of cost. During 2006-07 department incurred Rs.1,92,780/- on purchase of samples.

The compliance may be shown to audit.

Para-26

PARA-28 (old Para No 07) Sub: Infructuous Expenditure on the Advertisement.

PARA No-4

On scrutiny of the file regarding advertisement of notices for the year 2006-07, the following observations are made:-

Para No. 04

1. The Department has requested Director, DIP, GNCT of Delhi vide letter dated 03.11.06 for publication of advertisement in city edition of 07 newspapers namely (1) Times of India. (2) Indian Express, (3) the Hindustan Times (English), (4) Nav Bharat times, (5) Dainik Jagaran, (6) Hindustan Times (Hindi) and (7) Rashtriya Sahara. The advertisement published on 09.11.06 or 10.11.06 is a public notice for renewal of licenses of manufactures of Drugs and Cosmetics. Wholesalers or retailers of Drugs, testing laboratories located within the NCT of Delhi whose licenses are due to expire on or before 31.12.06.

2. The department in its letter dated 03.11.06 has requested DIP to release the notice specifically in favour of M/s Sobhagya Advertising Service. This act is totally against the instructions of CVC.

3. The Public Notice published in all the 07 newspapers, but advertisement published in the Indian Express (10.11.06), the Times of India (09.11.06) and in Hindustan Times (9.11.06) have published the expiry date as 31.10.2006 in place of 31.12.2006. The department has not kept a proper watch on the advertisement. Had the department kept a proper watch then on the very next day, the department would have taken up the matter with DIP on priority basis and got the corrigendum published in above 03 newspapers. The department, however, informed that the

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have taken up this issue with both DIP & Advertising agency on telephone, but they failed to produce any evidence in support of their claim.

4. M/s Sobhagaya advertising service has submitted the bill for the advt vide letter dt.15.11.2006 amounting to Rest.72,277/- for releasing payment. The bill was received on 05.12.06 and the expenditure sanction was obtained on 08.01.07.

5. The agency informed the department vide letter dated 05.02.2007 that the date was wrongly published and a corrigendum was published on 28.11.06 in one newspaper.

6. It is clear that the date was wrongly published in 03 newspapers; the corrigendum should also have been published in all of them without which the readers of those 2 newspapers were not aware about the rectifications of the mistake. The department has not taken any action to get the corrigendum published in the other 2 newspapers. As per GFR, it is clearly stipulated that every officer incurring or authoring expenditure from public funds shall be guided by high standards of financial propriety and every public officer shall exercise the same vigilance in respect of expenditure incurred from public exchequer.

7. The cost of advertisement in the Times of India and The Hindustan Times amounts to Rs.22569.60 and 21592.80 plus service tax respectively, which is more than half of the whole expenditure on this Public Notice whereas the cost of publication in the Indian Express is Rs.1208.40 only.

8. The expenditure incurred on the publication of Public Notice 02 newspapers served no purpose except that the agency got payment. Thus it is wastage of Govt. money. The cost of advertisement may be recovered from the agency.

9. Further the stand of the DIP as informed by them vide letter dated 06.03.07 that publishing corrigendum in one newspaper is sufficient is wrong and cannot be justified.

The compliance may be elucidated to audit.

Para-27

PARA-29 (Para 8/2006-07)
Sub: Stock Registers/ Physical Verification of Stores

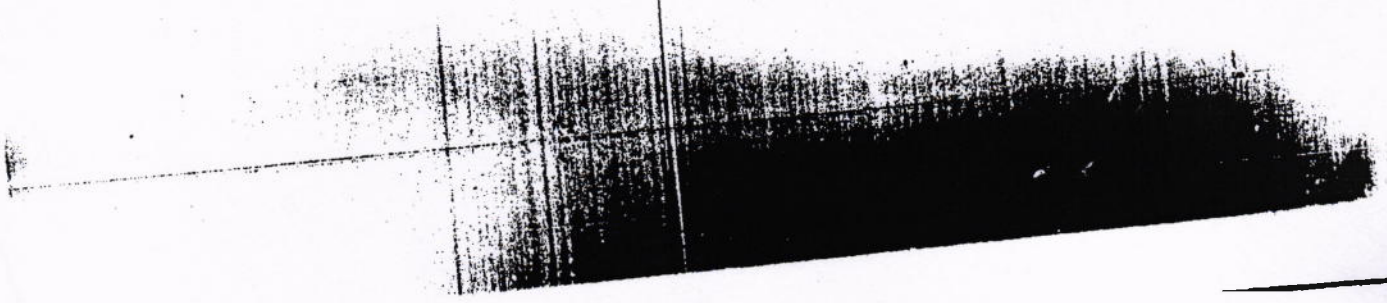
PARA No 5

During the course of audit of stock registers of Non-consumable and Consumable items of stores, the following irregularities have been observed:

Para No. 05

1. Non-consumable items

There were 38 nos. of revolving chairs (Steel) in stock out of which 37 nos. was issued to different sections. 4 nos. were declared condemned by the Condemnation Board on 17.11./04 and written off from the stock. As such the balance of stock is 34 nos. But it has been shown as nil. In the case of shelf closed (steel) 11 nos. declared condemned out of 19nos. and the balance has not been shown in the Stock Register. The stock of table steel sun mica was 10 nos. out of which 09 nos. were declared condemned on 17.11.04. But the stock balance has not shown. Same is the case of typewriters (English) Remington with no stock balance shown after declaring 02 nos. condemned out of 04 numbers of stock.



39/C 39.1
247 (22)

The stock balance of items like Table lamp (steel), Tray (steel) and plastic Kettle (Electric), computer, computer table etc. has not shown in the stock register. In some cases stock balance has been shown as nil when these were issued to different sections and not declared condemned. Thus stock register has not properly maintained.

2. Physical verification of stocks.

It has been observed that no physical verification of stores has been conducted during the year 2006-07. The stock register reveals that Physical verification has been conducted in the year 2003 as per certificate recorded in the stock register.

According to Rule 192 of GFR 2005, Physical Verification shall be conducted annually and certificate be recorded in the Stock Register of Stores. The reason for not conducting the verification may be explained to audit.

Scanned by
Nagendra Bida Motu

PARA No. 05/07
 Subject: Short Recovery of License Fees.

37/c
 31/c
 45 (21)

PARA NO 11

As per Directorate of Estates Order no 18011/1/ 2006-POL.III dt.20.09.07 the license fee in respect of General Pool Accommodations has been revised w.e.f. 01.07 2007 and also endorsed by the Dy. Secretary (PWD-1) PWD & Housing, Govt. of NCT of Delhi vide order no.F 4(1)/Misc./PWD & H/A /A-II/342 dated 19.02.08.

Para No. 06

During the course of scrutiny of records, it has been observed that recovery on account of license fees has made short in respect of following officials/ officers by the amount detailed below:-

3843 464/-

S.No.	Name of the Officer/ Official	License Fee Recovered	License fee Recoverable	License fee to be Recovered (difference)
3	Sh. Ram Gopal Yadav, UDC	143	144	7/07 to 2/09=1X20 = 20
4	Smt. Promila Mathur, UDC	183	185	7/07 to 2/08= 2X8= 16 3/08 to 02/09=2X12=24

Total outstanding Rs. 524/-

PAPA No. 07/ Sub: Recollection of expenditure on purchase of samples.

Section 23(3) of the Drugs and Cosmetic Act 1940 provide that where the inspector takes a sample he shall divide it into 4 parts and effectively seal and suitably mark the same and permit such persons to add his own seal and mark to all or any of the portions so sealed marked.

Further section 23(4) of Drug and Cosmetic Act 1940 stipulates that the inspector will leave one sample with the person/dealer from whom it has been taken and three parts will be taken in custody of which one is sent to the Govt. Analyst for testing and report.

During the course of audit of records of collection/ payment of purchase of samples, it has been observed that where the drug is found of standard by the analyst two parts of the sample retained in the office are sent to either Aruna Asaf Ali Hospital or Babu Jagjiwan Ram Hospital, Jahangir Puri, Delhi for use. The department has paid the cost of the samples purchased from the dealer. Though the department is making payment for the full samples, one part is lying with the dealer. Thus 25% of the medicines purchased during the period are left with the dealer. The reasons as to why the sample kept with the dealer are not taken over by the Drug Department when it is declared of standard quality.

The department has incurred Rs. 52, 818/- because of purchase of medicine/ samples during current Financial Year, whereas in 2006-07 department has incurred Rs. 1, 92,780/- for the same cause. The department may look in this matter seriously and issue necessary instructions to taking over such samples left with the dealer. This will help the public exchangers to regain the expenditure incurred by them on samples and poor people will set some medicine free of cost.

PARA No. 08/ Sub: Unattended Complaints

During the course of audit of Complaint Register for the period 2007-09, it has been observed that a large number of complaints are pending for action at the Inspector/ ADC level as no action has been reported shown in the Complaint Register.

It is noticed that as many as 48 nos. out of 84 complaints received during 2007-08 and 76 nos. of complaints out of 92 numbers received during 2008-09 are pending for action

Settle

Neelam B. G. Noh

department to reconcile the revenue either directly deposited in the Bank or collected through Jeevan.

Month	Revenue collected as per the Departmental Record	Revenue as per the Reconciliation statement of PAO	Difference [+excess / - short as compared to PAOs reconciliation]
4/10	Rs.860,280/-	Rs.891,644/-	[-] Rs.31,364/-
5/10	Rs.663,960/-	Rs.790,510/-	[-] Rs.126,550/-
12/10	Rs.666,330/-	Rs.360,080/-	[+] Rs.306,250/-
1/11	Rs.541,940/-	Rs.451,140/-	[+] Rs.90,800/-

In response to the audit memo, no reply has been furnished by the department. In this regard necessary corrective action on the subject may be taken at the earliest.

Apart from the reconciliation of receipts with the PAO, the audit is of the opinion that the department is required to evolve an internal mechanism to ensure the collection of requisite fees by Jeevan from the licensee / manufacturers etc as per the codal provisions on one side and accuracy of deposit of the revenue in the Govt. Account by compiling the statements of collection by Jeevan with the statement of services provided by the department in a month and reconcile the differences if any. Action taken on the subject may be intimated to audit.

[Ref Audit Memo No.10/22-6-11]

Para 34
 Subject: Installation air conditioners through PWD without the approval of Competent Authority

The department vide sanction order dated 12-5-10 has accorded Administrative approval and Expenditure sanction for Rs.12,14,850/- of the HOD for providing the 22 numbers split AC of 2 TR capacity to be executed through PWD. As per S.No.8(b) of the Delegation of Financial Powers of HOD/HOO issued by the Finance Department, Govt. of Delhi, HOD has not been delegated the powers to purchase the air conditioners. In view of above necessary expost facto sanction may be obtained from the competent authority under intimation to audit to regularize the expenditure incurred by the department.

[Audit Memo no.5&7/ 16-6-11]

Para 4
Para 35
 Subject: Irregular procurement of Chemicals

During the test check of record pertaining to the purchase of chemicals for the audit period the following short comings have been noticed

[1] **Purchases without Administrative Approval:** The Chemicals required for the laboratory testing of the samples of drugs were purchased directly by the Govt. analyst of the Testing laboratory, Lawrence road and after the stock entry the bills for forwarded to the caretaking branch for administrative approval and Expenditure sanction. A few instances where the chemicals were directly purchased are given below:

28/c (7) 29/c 36 19

S.No	Name of the firm	Date of Invoice	Date of Stock Entry	Amount of Purchase [Rs.]	Date the Govt. Analyst forwarded the bill	Date of A/A & E/S by HOD
1.	Arun Chemical & Scientific Inds	29-9-10	30-9-10	26,657	-do-	13-10-10
2.	-do-	4-10-10	-	17,187	27-10-10	13-12-10
3.	Equipment & Chemicals Corp	1-12-10	25-1-11	45,054	25-1-11	31-1-11
4.	-do-	4-2-11	4-2-11	17,611	4-2-11	28-3-11
5.	Arun Chemicals & Scientific Indus	25-1-10	25-1-10	52,500	--	25-3-10

For the aforesaid purchases it has been observed that the sanction orders were issued showing that these were purchased for urgent basis. The same is not tenable since as per the stock register of the chemicals, the same were not utilized on urgent basis. In this regard, the audit has observed the contravention of the following provisions of rules and Govt. circulars issued. Reasons for the same may be intimated to audit.

1. As per the provisions of Rule 22 of GFR, no authority can incur any expenditure or enter into any liability involving expenditure unless the same has been sanctioned by a competent authority. Further as per the Finance [Accounts] Department, Govt. of Delhi circular No.F.22/1/2001-AC/98 dated 10-4-02 it has been communicated to all the HODs that no authority should commit any financial obligation without a specific, written and prior approval [including expenditure sanction] from the competent authority. Reasons for purchase of chemicals without any prior administrative approval may be intimated to audit.
2. No certificate with regard to the provisions of Rule 145 of GFR regarding the quality, specification and reasonableness of price has been recorded. Reasons for the same may be intimated to audit.
3. The department has not followed the purchase procedure as required under the provisions of Rule 146 for purchase of goods costing above 15000/-. Reasons for the same may be intimated to audit.

[2] Purchases without following codal provisions: The department during 2009-10 had procured chemicals worth Rs.4,95,618/- after obtaining limited tenders. But as required under the provisions of Rule 160 of the GFR, the department had not drawn the specifications of quality, eligibility of bidder, special terms of effecting performance i.e. Guarantee / penalty clause etc, the department had not obtained the bid / performance security to ensure the performance as required under the provisions of Rule 157 & 158 of the GFR the department and also has not verified the sales tax number of the firms as per the Finance department circular. Reasons for the same may be intimated to audit at the earliest

25/11
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(18)

~~PARA No 9~~

~~Para 5~~ ~~Para 36~~

Para No. 09

[Ref Audit Memo no.3/15-6-11]

(6)

Sub: Non-availing of 5% discount offered by the firm at the time of repair and replacement of Mettler Balance.

The department is having an AMC for the period 1-5-09 to 30-04-10 for the 3 Mettler Balances and three Mettler Printers of the Testing Laboratory with M/s Mettler Toledo India Private Ltd. Due to the damage of its parts Balance PCB-2 and PCB with E prom EDFs the firm submitted an estimate of Rs.1,42,027/- +VAT on 17-9-09. The department vide letter dated 29-1-10 has sought the proprietary certificate and performance security as per the provisions of Rule 154 & 158 of GFR. In response the firm vide letter dated 17-2-10 has intimated that they cannot give the proprietary certificate and offered a 5% discount on the total amount without tax. The department vide letter dated 11-8-10 has assigned the repair and replacement job to the firm and vide sanction dated 28-3-11 has released the cost of Rs.1,42,027/- + VAT without deducting the discount offered by the firm.

In this regard, the audit has observed the following shortcomings:

1. Reasons for not preferring the limited tender enquiry as per Rule 151 of the GFR when the work is not of proprietary nature and there is no urgency of work as there was considerable delay from the date of estimate to assignment of job may be intimated to audit.
2. Reasons for not availing the discount of 5% offered by the firm i.e. Rs.7,101/- resulting in Govt. loss may be intimated to audit.
3. Necessary action may immediately be taken to obtain the 5% discount and recover the amount of Rs.7,101/- from the firm after due verification of facts and figures under intimation to audit.

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(A)

26/11/34

~~PARA NO-10~~

~~Para 10~~ ~~Para-37~~

[Ref Audit Memo No. 20]

Subject: Non maintenance / production of records

Para No. 10

During the test check of records of the department it has been observed that the following records have not been maintained by the department. The same may be prepared and shown to next audit.

1. The official website requires updating as the information of the licensees of manufacturing units and blood banks was amended only upto 30-6-09 and the licensees of approved testing laboratories was updated upto 31-1-08.
2. Long /short Term Advances to Govt. Employees register.
3. Medical /LTC/ OTA/ TA /Tuition fee reimbursement register.

Further in continuation to this office record / Audit memos, the department has not furnished the following information / record. All the record may be made available to the next audit for scrutiny.

1. Spouse information [Ref. Record Memo. No.1]
2. Advertisement files [Ref. Record Memo. No.1]
3. Details of Complaints received /pending [Ref. Record memo no.2]
4. Details of sales premises checked / violations found as per the Enforcement of Drugs [Price Control] Order, 1995 [Ref. Record Memo. No.6]
5. Regarding advise given to new entrepreneur on the requirement of premises etc, regarding allocation of narcotic drugs to the manufacturing units and mechanism evolved by the department to ensure the availability of essential Drugs in the market. [Ref. Record Memo. No.7]
6. Regarding the total number of licences granted to Manufacturing / sale / other units upto & during audit period and the total number of inspections conducted during audit period. [Ref. Record Memo. No.8]
7. Details regarding mode of collection of revenue & month wise collection of revenue [Ref. Record Memo. No.10].

Sudheesh N.G.
 [Sudheesh N.G]
 IAO- Audit Party no.VI

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~~Para No~~
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PARA NO-04

Para No. 11

(Ref. Memo No. 17)

Sub:- Non imposition of Penalty

Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc were issued Vide Secretary (IT), Department of Information Technology, GNCT of Delhi order No. F.10(135)/2009/IT/1402-05 dated 09.02.2010. M/s Intelligent Communications Systems India Pvt. Ltd. (ICSIL), a subsidiary company of Delhi State Industrial & Infrastructure Development Corporation Ltd. (DSIIDC) was one of the shortlisted firms for procurement of above items under certain terms and conditions. Under Penalty clause, the following conditions were made:

I) Delay in case of Installation

The hardware shall be installed within 2 working days from the date of supply of Hardware. In case there is delay in installation of the Hardware beyond 2 working days, a penalty @ Rs. 100/- per day subject to a maximum of 2% of the purchase order value may be imposed by the Department.

II) Delay in delivery of Hardware

In case of delay in the delivery schedule beyond 6 weeks from the date of receipt of order will attract a penalty @ 0.25% of total work order per day maximum upto 10% of total work order.

A. During test check of records, it is observed that a purchase order amounting to Rs. 4,46,881/- for supply of computers & printers in Drugs control Department was issued to M/s Intelligent Communications Systems India Pvt. Ltd. (ICSIL) vide Accounts Officer, Drugs control Department, GNCT of Delhi order No. F.14/(67)/2013/DC/Store/8324 dated 11.06.2013. The stipulated date of delivery of Hardware was 07.08.2013. 10 no. of computers were supplied vide delivery challan no. 6066 dated 20.06.2013. However, the installation was done by the firm on 18.07.2013 resulting in delay of 25 days. Entire payment was released to the firm without invoking the penalty clause.

Penalty amount to be imposed on the firm is worked out as under:	
1. Total cost of work order	: Rs. 4,46,881/-
2. Delay in delivery of Hardware	: 25 days
3. Rate of Penalty	: Rs. 100/- per day subject to maximum of 2% of the purchase order
4. Amount of penalty	: Rs. 2,500/-

Accordingly, recovery of Rs. 2,500/- (Rs. Two Thousand Five Hundred only) on account of penalty towards delay in installation of Hardware may be recovered from M/s Intelligent Communications Systems India Pvt. Ltd. (ICSIL), after due verification, and under intimation to Audit.

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Para No 12
~~Para No 12~~
PARA NO. 05
Para No. 12

(Ref. Memo No. 15 & 20)

Sub: Non Condemnation of unserviceable stock

A. During test check of file no. F.14(93)/2008/DC/Store, it is observed that Finance Department Govt. of NCT of Delhi vide U.O. No. 158/DSI dated 09.07.2014 concurred the proposal for purchase of 06-Almirah & 20-Chairs in Drugs Control Department from Kendriya Bhandar subject to the condition to carry out condemnation exercise for unserviceable 20-chairs as per prescribed procedure.

In this regard, the audit is of the view that the condition attached to the sanction for 20 chairs may be fulfilled immediately by carrying out the condemnation of the chairs and the sale proceeds be credited to the Government Account.

B. Similarly, during test check of file no. F.14(25)/06/DC/Store, it is observed that 03-photocopier machines were purchased on 22.11.2007. AMC of these machines was awarded to M/s Ricoh India Ltd. and was valid up to 31.08.2013. In July-2013, Company Engineer during a visit on complaint informed that machine is creating problems due to heavy workload and long ageing process. Some of the major components of the machines were completely damaged. The machines were declared as obsolete product as the machines have already completed their life span of five years. It was further informed that company will not be able to renew the AMC of these machines and any repair at this stage would be a futile exercise, economically non viable and there will be no surety of the life of the machine. It was suggested to buy back the old machines with a new technology of multifunctional copier machines @ Rs. 5,000/- each.

Department invited quotations from the open market and purchased 03-photocopier machines from M/s Ricoh India Limited on DGS&D rate contract with the concurrence of Finance department, GNCT of Delhi vide U.O. No. 528/DSI dated 31.12.2013. However, no proposal for buy back of old photocopier machines was made in the quotation document by the department.

In this regard, the audit is of the view that ignoring the advice of the service engineer who offered buy back option, the government had lost the opportunity of reduced price on purchase to the tune of Rs.15000/-. Secondly, the valuable space occupied by these obsolete machines could have been utilized for fruitful purpose.



24/12/2014

Para No. 13
PARA NO. 09
(Ref. Memo No. 02, 03, 04, 05, 09, 11 & 13)
Sub: Recoveries

A. Irregular payment of Children Education Allowance.

As per Government of India, Ministry of Personnel, P.G. and Pensions (Department of Personnel & Training) O.M. No. 1201 111 612009-(Allowance) Dated 13th November, 2009. Children Education Allowance is admissible for the two eldest surviving children only, except when the number of children exceeds two due to second child birth resulting in multiple births.

During test check of records, it is observed that following employee has been paid Children Education Allowance beyond two eldest children as per Family detail available in Service Book:

Name & Designation	C.E.A. paid for	Amount paid (Rs.)	Bill No. & Date	Name of 1 st and 2 nd child eligible for CEA as per Family detail form
Sh. Mahinder Singh, Drug Inspector	ANKUR KUMAR SINGH (3rd child)	15,000/-	35/01.05.14	Jasmine Singh & Kaveri Singh
	(2012-13)	15,000/-		
	(2013-14)	30,000/-		
	TOTAL			

Recovery of overpayment of Children Education Allowance amounting to Rs. 30,000/- (Thirty Thousand only) may be recovered after due verification and shown to audit.

IN ADDITION, CLAIMS REIMBURSED PRE AND POST AUDIT PERIOD IN R/O 3RD CHILD OF SH. MAHINDER SINGH, DRUG INSPECTOR, IF ANY, MAY ALSO BE RECOVERED AFTER DUE VERIFICATION AND SHOWN TO AUDIT.

Similar type of cases may also be scrutinized at your level and recovery, if any, may be made under intimation to audit.

Narain Kumar Nohria

[Signature]

23/4 11/19 (13)

B. Grant of financial benefit of increment during the period of leave.

Under Revised Pay Rules, 2008, an employee, who is on leave on 1st of July, may be granted annual increment w.e.f. 1st of July of that year with the stipulation that financial benefit of increment shall be allowed on the date when the official joins his duty after return from leave.

During test check of records, it is observed that on revision of pay/grant of annual increment following employees have been granted financial benefit of annual increment on 1st of July in respective years during the period of their leave as detailed below:

Name & Designation	Period of leave	Financial benefit of increment actually due from	Amount of recovery (Rs.)
Sh. Atul Kumar Nasa, A.D.C.	28.06.08 to 03.07.08 (EL)	04.07.08	93/-
Sh. Rajeev Bhargava, D.I.	28.06.11 to 01.07.11 (EL)	02.07.11	90/-
Sh. Sanjay Kumar, D.I.	25.06.07 to 02.07.07 (EL)	03.07.07	46/-
Sh. Anil Kumar Negi, D.I.	26.06.06 to 06.07.06 (EL)	07.07.06	356/-
Smt. Pooja Rawat, LDC	15.06.09 to 10.07.09 (EL)	11.07.09	157/-
Sh. Anil Kumar, Driver	09.06.14 to 11.07.14 (EL)	12.07.14	310/-
Sh. Gajender, Lab. Attendent	29.09.06 to 06.07.06 (ML)	07.07.06	57/-
Smt. Sujata Kaur, UDC	27.06.08 to 18.07.08 (ML)	19.07.08	216/-
TOTAL			1,325/-

Recoveries of overpayment of pay and allowances amounting to Rs. 1,325/- (Rs. One Thousand Three Hundred Twenty Five only) has been worked out as per Annexure-II enclosed. The same may be recovered after due verification and shown to audit.

Similar type of cases may also be scrutinized at your level and recovery, if any, may be made under intimation to audit.

[Signature]

ANNEXURE-II TO PARA NO. 09 (B)

Recovery statement in R/o Sh. Atul Kumar Nasa, ADC

Period	DUE					DRAWN					Total	Difference
	B.P.	G.P.	D.A.	H.R.A.	T.A.	B.P.	G.P.	D.A.	H.R.A.	T.A.		
01.07.08 to 03.07.08	2012	639	424	0	0	2092	639	437	0	0	3168	93
B.P. @ 21620 + 6600												
RECOVERY												
Recovery statement in R/o Sh. Rajeev Bhargava, D.I.												
Period	DUE					DRAWN					Total	Difference
	B.P.	G.P.	D.A.	H.R.A.	T.A.	B.P.	G.P.	D.A.	H.R.A.	T.A.		
01.07.11	635	174	469	243	163	683	174	497	257	163	1774	90
B.P. @ 21180 + 5400												
RECOVERY												
Recovery statement in R/o Sh. Sanjay Kumar, D.I.												
Period	DUE					DRAWN					Total	Difference
	B.P.	G.P.	D.A.	H.R.A.	T.A.	B.P.	G.P.	D.A.	H.R.A.	T.A.		
01.07.07 to 02.07.07	1092	310	126	0	0	1134	310	130	0	0	1574	46
B.P. @ 17580 + 4800												
RECOVERY												
Recovery statement in R/o Sh. Anil Kumar Negi, D.I.												
Period	DUE					DRAWN					Total	Difference
	B.P.	G.P.	D.A.	H.R.A.	T.A.	B.P.	G.P.	D.A.	H.R.A.	T.A.		
01.07.06 to 06.07.06	3834	1277	102	0	0	4183	1277	109	0	0	5569	356
B.P. @ 19810 + 6600												
RECOVERY												
Recovery statement in R/o Sh. Anil Kumar Negi, D.I.												
Period	DUE					DRAWN					Total	Difference
	B.P.	G.P.	D.A.	H.R.A.	T.A.	B.P.	G.P.	D.A.	H.R.A.	T.A.		
01.07.06 to 06.07.06	3834	1277	102	0	0	4183	1277	109	0	0	5569	356
B.P. @ 20610 + 6600												
RECOVERY												

[Handwritten signature]

Recovery statement in R/o Smt. Pooja Rawat, LDC

DUE							DRAWN						
	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	Difference
01.07.09 to 10.07.09	2545	774	896	996	655	5866	2645	774	923	1026	655	6023	157
B.P. @ 7890 + 2400							RECOVERY						
B.P. @ 8200 + 2400							RECOVERY						

Recovery statement in R/o Sh. Anil Kumar, Driver

DUE							DRAWN						
	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	Difference
01.07.14 to 11.07.14	3449	852	4602	1290	1175	11368	3580	852	4742	1330	1175	11679	310
B.P. @ 7720 + 2400							RECOVERY						
B.P. @ 10090 + 2400							RECOVERY						

Recovery statement in R/o Sh. Gajender, Lab. Attendant

DUE							DRAWN						
	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	Difference
01.07.06 to 06.07.06	1070	348	28	425	116	1988	1113	348	29	438	116	2045	57
B.P. @ 5530 + 1800							RECOVERY						
B.P. @ 5750 + 1800							RECOVERY						

Recovery statement in R/o Smt. Sujata Kuar, UDC

DUE							DRAWN						
	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	B.P.	G.P.	D.A.	H.R.A.	T.A.	Total	Difference
01.07.08 to 18.07.08	4697	1394	975	0	0	7066	4883	1394	1004	0	0	7281	216
B.P. @ 8090 + 2400							RECOVERY						
B.P. @ 8410 + 2400							RECOVERY						

TOTAL RECOVERY

1,325/-

I.A.O.

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17 (11)

Short recovery of DGHS subscription on grant of MACP/Promotion
 As per Govt. of India, M/o Health & Family Welfare, Department of Health & Family Welfare, CGHS(P) clarification no. S-11030/55/2011-CGHS (P) dated 26.10.2012, "In cases where pay of a Govt. employee is revised from a retrospective date, resulting in change in amount of CGHS contribution payable, contribution at the higher slab rate may be recovered only from the date of issue of order, i.e., the date on which the Order upgrading his pay was issued, and not the date from which his pay is being effected (retrospectively)".

During test check of PBR, it has been observed that following employees have been granted MACP/Promotion resulting in change of DGHS contribution. However, the same is not affected from the date of issue of Order. Detail of few such cases is as under:

Name & Designation	Date of order for grant of G.P. : 7600/-	Rate of DGHS contribution due @	DGHS contribution made @	Period of short contribution	Amount of recovery (Rs.)
Sh. Atul Kumar Nasa, A.D.C.	02.11.2012	500/- p.m.	325/- p.m.	02.11.12 to 30.11.12	169/-
Sh. Kamal Ranjan Chawla, D.I.	02.11.2012	500/- p.m.	325/- p.m.	02.11.12 to 30.11.12	169/-

Name & Designation	Date of order for grant of G.P. : 4200/-	Rate of DGHS contribution due @	DGHS contribution made @	Period of short contribution	Amount of recovery (Rs.)
Sh. Girdhari Lal, Sample Carrier	09.12.2014	225/- p.m.	125/- p.m.	09.12.14 to 31.01.15	174/-
Sh. Brahm Prakash, Sample Carrier	09.12.2014	225/- p.m.	125/- p.m.	09.12.14 to 31.01.15	174/-
Sh. Dinesh Kumar, Sample Carrier	09.12.2014	225/- p.m.	125/- p.m.	09.12.14 to 31.01.15	174/-
Sh. Mahavir Singh Rawat, Sample Carrier	09.12.2014	225/- p.m.	125/- p.m.	09.12.14 to 31.01.15	174/-

Recovery of Rs. 1,034/- (Rs. One Thousand Thirty Four only) on account of short deduction of DGHS subscription due to grant of MACP/Promotion to the above mentioned employees may be made, after due verification and under intimation to Audit.

Similar type of cases may also be scrutinized at your level and recovery, if any, may be made under intimation to audit.

[Handwritten Signature]

D.

Short recovery of License fee and Water charges for Govt. accommodation.

PWD & Housing Department, GNCT of Delhi have revised rate of License fee and Water charges to be deducted from the salary of the employees, who have been allotted Govt. Accommodation in various localities of Delhi effective from 01.07.2012, 01.07.2013.

During test check of records, it is observed that proper License fee and Water charges are not deducted on due date after revision of rates by Delhi Govt., which is irregular.

Accordingly, short recovery of License fee and Water charges on account of Govt accommodation amounting to Rs. 4,944/- (Rs. Four Thousand Nine Hundred Forty Four only) has been worked out as per the enclosed Annexure-III. The same may be recovered after due verification and shown to audit.

IN ADDITION TO ABOVE, RECOVERY FROM APRIL-2015 ONWARDS TILL THE CHANGE IN RECOVERY FROM THE OFFICIALS MENTIONED IN ANNEXURE-III, MAY ALSO BE MADE, AFTER DUE VERIFICATION, AND UNDER INTIMATION TO AUDIT.

Similar type of cases may also be scrutinized at your level and recovery, if any, may be made under intimation to audit.

Neelam Rishi

E. Overpayment of Family Planning Allowance.

Family Planning Allowance is paid to a Govt. Employee who have undergone Tubectomy (for woman) and Vasectomy (for men) operation after observation of certain guidelines.

Before 5th CPC, the Family Planning Allowance was noted as Personal Pay. According to the provisions contained in Finance Ministry's O.M.No. 7(39)/E dated 4th December 1979, O.M.No. 6(39)/98-IC.II dated 6th July 1999, Central Government employees who have undergone sterilization were entitled to a Special Increment. One would get incentive according to the pay scale-grade, not to be absorbed in future increases in pay. The rate of increment was equal to the amount of the next increment due at the time of grant of the incentive and it remains fixed during the entire service.

During test check of Service Book of Sh. K.N.V. Surya Kumar, Head clerk, it is observed that official was drawing pay in the pay scale of 3050-75-3950-80-4590 and was sanctioned Family Planning Allowance @ Rs. 75/- p.m. w.e.f. 01.03.1996.

Under 6th CPC, the rates of Family Planning allowances was doubled vide O.M.No.F.No.7(20)/2008-E.III (A) dated 24th September 2008. The Family Planning Allowance corresponding to Pay Scale 3050-4590 was revised to Rs. 210/- p.m. w.e.f. 01.09.2008. However, official is drawing Family Planning Allowance @ Rs. 250/- p.m. w.e.f. 01.09.2008 as detailed below:

Period	No. of months	FPA due @ Rs. 210/- p.m.	FPA drawn @ Rs. 250/- p.m.	Overpayment
01.09.2008 to 31.08.2015	84	17,640/-	21,000/-	3,360/-

Recovery for overpayment of Family Planning Allowance amounting to Rs. 3,360/- (Rs. Three Thousand Three Hundred Sixty only) may be made after due verification and shown to audit.

Similar type of cases may also be scrutinized at your level and recovery, if any, may be made under intimation to audit.

[Signature]

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ANNEXURE III TO PARA No. 29(B)
Recovery statement of License fee and Water charges

Water Charges

S. No.	Name & Designation	Govt. Accommodation	Period	No. of months	License fee			Water Charges			
					Due	Deducted	Recoverable	Due	Deducted	Recoverable	
1	Sh. Bhopal Singh, H.C.	Or. No. 23, Type-II, UTCS Complex, Vishwas Nagar	July-12 to Aug-12 (L. Fee @ Rs. 205/- p.m.) July-12 to Aug-12 (Water charges @ Rs. 294/- p.m.)	2	420	306	114	0	0	0	558
2	Sh. Jitender Singh, Driver	981, Type-II, Gulabi Bagh	July-12 to Aug-12 (L. Fee @ Rs. 205/- p.m.) July-12 to Aug-12 (Water charges @ Rs. 196/- p.m.)	2	0	0	0	0	0	0	0
3	Sh. Jeet Singh, Sample carrier	177, Type-I, Gulabi Bagh	Sep-14 to Aug-15 (Water charges @ Rs. 157/- p.m.)	12	0	0	0	0	0	0	0
TOTAL					840	594	246	4748	50	4698	1884

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Unauthorized payment of Cash Handling Allowance.

As per FRSR, Part-I read with Appendix-8, Point no. 6, Head of Department may sanction the rate of Cash Handling Allowance calculated on the basis of the previous financial year's average of the amount of cash disbursed to the employee appointed to perform the duties of cashier. For this purpose, every official, who is appointed as a cashier, unless he is exempted by a competent authority, should furnish security in Form GFR-31 in accordance with the provisions contained in Rule-275 of the G.F.R. 2005. Further, Cash Handling Allowance is to be granted from the date of issue of orders of appointment as cashier or from the date of furnishing security, whichever is later. Where the security is furnished in the form of fidelity bond, the Cash Handling Allowance may be granted from the date of issue of orders of appointment as cashier or from the date risk is covered, whichever is later. However, the Cash Handling Allowance will be released only after the cashier has furnished security bond to the Head of the Department and shall be reviewed every financial year.

During test check of PBR/personal file of Sh. Ashish Kumar Kesharwani, LDC/Cashier, it is observed that after furnishing the fidelity bond no. 271701/48/2014/986 from "The Oriental Insurance Company Limited", official was sanctioned Cash Handling Allowance @ Rs. 500/- p.m. for the period 11.07.2013 to 10.07.2014. The official did not furnish further fidelity bond as security. However, the official has drawn Cash Handling Allowance @ Rs. 500/- p.m. w.e.f. 11.07.2014 onwards without the approval of competent authority as detailed below:-

S.No.	Period	Cash Handling Allowance due (Rs.)	Cash Handling Allowance drawn (Rs.)	Amount overdrawn (Rs.)
01	11.07.2014 to 31.03.2015	NIL	4,339/-	4,339

Recovery amounting to Rs. 4,339/- (Rs. Four Thousand Three Hundred Thirty Nine only) on account of overpayment of Cash Handling Allowance may be made from Sh. Ashish Kumar Kesharwani, LDC/Cashier, after due verification, and under intimation to audit.

IN ADDITION, CLAIMS REIMBURSED POST AUDIT PERIOD TO THE OFFICIAL, IF ANY, MAY ALSO BE RECOVERED AFTER DUE VERIFICATION AND SHOWN TO AUDIT.

Reason for drawl of Cash Handling Allowance beyond 10.07.2014 without furnishing the security and approval of competent authority may also be elucidated to audit.



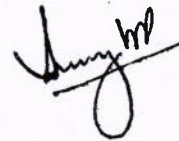
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LTC.

As per Govt. of India, M/o Personnel, Public Grievances and Pension, Department of Personnel & Training O.M. No. F.31011/4/2008-Estt.(A) dated 23.09.2008, fresh recruits joining service on or after 01.09.2008 were eligible to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility was available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. Employees who joined the service before 01.09.2008 and have not completed eight years of service as on 01.09.2008 were also eligible for this concession for the remaining time period till the completion of first eight year of his/her service. The LTC entitlement is to be calculated calendar year wise with effect from the date of completion of one year of regular service. After the completion of eight year of service, when the next LTC cycle of fresh recruits coincides with the beginning of the second two year block of the running four year block, he will be eligible only for 'Home Town' LTC if he/she has availed 'Any place in India' LTC in the eighth year. However, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block, he will not be eligible for LTC in that year.

During test check of Service Books/LTC claims of fresh recruits, it is observed that guidelines for grant of LTC to fresh recruits are not followed resulting in wrong reimbursement of LTC as detailed below:

1. **Sh. Gajender, Lab. Attendant**
 - (a) Date of joining : 15.01.2004
 - (b) Home Town LTC Block admissible : 15.01.05 to 31.12.05, 2006, 2007, 2009, 2010 & 2011
 - (c) Any place in India LTC Block admissible : 2008 & 2012
 - (d) LTC claimed for Block year : 2010-13 (Extended)
 - (e) Date of journey : 30.12.14 to 04.01.15
 - (f) Place of visit : Delhi to Goa
 - (g) Amount reimbursed : Rs. 5.210/-
 - (h) Bill No. / Date : 407/29.01.2015

NOTE: SINCE THE NEW LTC CYCLE OF THE OFFICIAL COINCIDES WITH THE SECOND YEAR OF THE RUNNING TWO YEAR BLOCK, i.e., 2012-13, HE IS NOT ELIGIBLE FOR LTC IN THAT BLOCK.



157^c (33)

PART- III
CURRENT AUDIT REPORT
(01.04.2018 to 31.03.2020)

Para 1

(Memo No 7 dt. 04.06.2020)

Sub: Non Adjustment advance contingent Bills to the tune of Rs.236444/-.

On the scrutiny of the abstract contingent Advance Bill Register and as per the information provided by the Department the following advances were drawn but were not adjusted till date:-

S.No.	Year	Bill No. And Date of Drawl	Name of the Firm	Amount of Advances
1	2016-17	ACB-200 06.09.2016	ICSIL	14352
2	2018-19	ACB-57 30.05.2018	Indian Pharmacopoeia Commission	215600
3	2018-19	ACB-117 23.07.2018	ICSIL	6492
Total				236444

As per the Rules, the advance drawn should be adjusted within one month from the date of drawl but the above advances are pending since long.

The same may be get adjusted under intimation to the next audit.

Para 2

(Memo No 13 dt. 22.06.2020)

Sub: Non - condemnation of unserviceable stock.

As per the information provided by the Department, the following items are lying in the Drug Testing Laboratory. A-20, Lawrence Road Industrial Area, Delhi for condemnation

S.No.	ITEM	DATE OF INSTALLATION	COST	YEAR FROM WHICH NOT IN USE
1	FURNANCE	20/07/1994	20000/-	2010
2	AUTOCLAVE (VERTICAL)	-	18000/-	FROM 2002
3	SEROLOGICAL WATER BATH WITH STIRRER (AMBASSADOR)	03/01/2002	3900/-	FROM 2003
4	BALANCE (FROM PFA)	-	-	FROM 2005
5	VACUUM OVEN (JINDAL)	28/02/2001	12000/-	FROM 2012
6	KARL FISHER APPARATUS	15/01/1997	29000/-	FROM 2005
7	BALANCE (METER) (TWO) MODEL AG 285 MODEL AG 204	-	THROUGH HSCC	17/01/2013 18/04/2013
8	U.V. SPECTOPHOTOMETER	29/01/94 THROUGH D.G.S&D	-	FROM 2007
9	WATER BATH 6 HOLES (SISCO)	31/05/2002	14000/-	FROM JUNE 2014

14/12 (32)

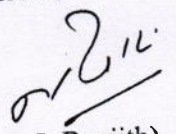
10	DISSOLUTION TEST APPARATUS (U.S.P XXI)	20/07/1994	10000/-	FROM 2002
11	WATER BATH 6 HOLES	-	-	FROM 2013
12	HOT PLATE SMALL (TWO)	23/11/2001	650/- EACH	FROM 2003
13	D.T. MACHINE (TWO+THREE)	20/07/94 30/03/2000 11/04/2005	6400/- 7500/- 9828/-	FROM 2008
14	MELTING POINT APPARATUS (OLD)	20/07/94	700/-	2008
15	WATER BATH 12 HOLES LOCAL NO. 59	17/01/2002	-	FROM 2013
16	PH METER TOSHNIWAL NO. 12	26/02/2002	5600/-	2004
17	PH METER MAKE SYSTRONICS/460 NO:8	20/07/94	14920/-	2005
18	PH METER (METREX)	26/02/2001	3750/-	2008
19	MICROSCOPE	23/03/94	19000/-	2002
20	WATER BATH 9 HOLES	20/07/94	1700/-	2014
21	ANIMAL WEIGHING BALANCE	20/07/94	2200/-	2002
22	TYPEWRITER	-	-	2003
23	FTIR (PERKIN)	01/07/96	THROUGH DGS&D	2008
24	GC (CHEMITO)	01/07/96 THROUGH D.G.S.&D	-	2002
25	DEHUMIDIFIER	10/05/2000	36396/-	2008
26	HPLC (AGILIENT)	25/11/2002	-	DEC.2013
27	PRINTER OF BALANCE LCP 45 (0)	-	-	18/04/2013
28	ANTIBIOTIC ZONE READER ONE	26/02/2001	10550/-	18/04/2013
29	AUTO TITRATOR(01)	08.11.2005	5,76,078/-	2015
30	REFRIGERATOR(02)	31/03/2005 29/2000	29200/-	2017
31	OVEN (OLD) PAGE NO.67	-	-	-
32	DISTILLATION WATER PLANT	21/01/2002	43800/-	2015
33	DISTILLATION STILL (S.S)	28/02/2013	14950/-	2016
34	TISSUE BATH	20/07/1994	2300/-	-
35	ACRLIC BX	20/12/1995	-	-
36	MAGNETIC STIRRER (WITH HOT PLATE)	28/11/2001	3000/-	-
37	CENTRIFUGE MACHINE	28/11/20001	8000/-	-
38	INCUBATOR (MIRCO)	03/01/02	9800/-	-
39	UPS(TWO)	14/05/2003	9400/-	-
40	HOT PLATES(BIG) THREE	08/01/2004	9000/-	-
41	CONDUCTIVITY METER	28/06/06	8529/-	-

Miscellaneous Item of Condemnation		
S.NO	ITEM	QUANTITY
1	COOLERS	09
2	CHAIRS	05
3	TABLE	01
4	PROJECTOR	01
5	PHOTOCOPY MACHINE	01

The aforesaid items are lying unused for the 15 to 16 years but they are still to be condemned. Even the internal audit report for the period 2015-18 vide Para No 4 has advised for the early disposal of aforesaid stores but the department has not initiated condemnation process as yet. The manufacturer of item no.08, 23 & 29 has declared obsolete/unserviceable items. Department should expedite the matter for disposal of obsolete unserviceable store at the earliest so that full scrap value is collected and valuable space may be utilized for more meaningful purposes.

13/c (3)

As per the rule 217 to 221 of GFR 2017 the surplus or obsolete or unserviceable items of the department should be condemned disposed off and the sale proceeds to be deposited into Govt. Account where as it was observed that the above said items are not auctioned / disposed off till date by the department.


(Sh. V.S. Ranjith)
Inspecting Audit Officer
Audit Party No. XXI

PART – II

CURRENT AUDIT REPORT

(2020-2022)

CURRENT AUDIT REPORT
(2020-21 and 2021-22)

**Para No. 01: Over Payment of Travelling Allowance amounting to Rs.4,755/-
(Ref. Audit Memo No. 06 dated: 28.03.2023)**

As per the decisions of the Government on Travelling Allowances (TA) based on the recommendations of the 7th Central Pay Commission and in the light of the recommendations of OM No.19030/1/2017-E-IV dated 13.07.2017, reimbursement of TA has been modified and to be restricted as per the rates finalized by the Transport Department, Govt. of NCT of Delhi. Vide Notification No.F.23(488)/TPT/ops/2010/ 197 dated **03.05.2013**, the rates of auto rickshaw charges are Rs.25 for first fall of 02 Km and thereafter Rs.8.00 per Km for every additional kilometer. Vide Notification No.F.23(488)/TPT/ARU/2010/452/1318 dated **23.12.2020**, the rates of auto rickshaw charges are further revised to Rs.25 for first fall of 1.5 Km and thereafter Rs.9.50 per Km for every additional kilometer. Further, in OM No.19030/1/2017-E-IV dated 13.07.2017, it has also been clarified that in the pay level in pay matrix 6 to 13-A, mileage allowance by road will be reimbursed at the prescribed rates with the exception that journeys by AC taxi will not be permissible.

During the test check of Travelling allowance Bills for the audit period, it has been observed that the Travelling allowance has been overpaid to below mentioned employees in contravention of the above notifications/instructions. Therefore, the details of payments made to the employees, after finalizing the kilometers travelled, have been restricted as per the auto fares, as per the details below:

S. No.	Date of Journey	KM both side	KM single side	Fare to be paid single side as per auto fares notified by the Transport Department, GNCTD	Admissible Fare-single side / both side
Ms. Anita Saini, Sr. Assistant (Bill No.TA-336 dated 24.03.2022) (Pay Level 6)					
1	21.02.2022	36	18	Rs.25 for 1.5 km + Rs.9.50 X 16.5 = 181.75	364
				Payment due	364
				Payment made by the Department	526
				Over payment	162
Ms. RinkiSethi, AAO (Bill No.TA-336 dated 24.03.2022) (Pay Level 8)					
1	27.11.2021	74	37	Rs.25 for 1.5 km + Rs.9.50 X 35.5 = 362.25	725
				Payment due	725
				Payment made by the Department	1058
				Over payment	333
Ms. RinkiSethi, AAO (Bill No.TA-336 dated 24.03.2022) (Pay Level 8)					
1	17.07.2021	45	22.5	Rs.25 for 1.5 km + Rs.9.50 X 21 = 224.50	449
2	08.08.2021	26	13	Rs.25 for 1.5 km + Rs.9.50 X 11.5 = 134.25	269
3	15.11.2021	46	23	Rs.25 for 1.5 km + Rs.9.50 X 21.5 = 229.25	459
				Payment due	1177
				Payment made by the Department	1690
				Over payment	513
Mohd. AsadTasleem, Drug Inspector (Bill No.TA-206 dated 02.02.2021) (Pay Level 9)					
1	24.12.2019	--	18	Rs.25 for 2 km + Rs.8.00 X 16 = 153	153
2	24.12.2019	--	12	Rs.25 for 2 km + Rs.8.00 X 10 = 105	105
3	28.12.2019	24	12	Rs.25 for 2 km + Rs.8.00 X 10 = 105	210
4	10.01.2020	20	10	Rs.25 for 2 km + Rs.8.00 X 8 = 89	178
5	11.01.2020	24	12	Rs.25 for 2 km + Rs.8.00 X 10 = 105	210
6	12.01.2020	24	12	Rs.25 for 2 km + Rs.8.00 X 10 = 105	210
7	27.01.2020	20	10	Rs.25 for 2 km + Rs.8.00 X 8 = 89	178
8	04.02.2020	24	12	Rs.25 for 2 km + Rs.8.00 X 10 = 105	210
9	05.02.2020	36	18	Rs.25 for 2 km + Rs.8.00 X 16 = 153	306
10	06.02.2020	--	28	Rs.25 for 2 km + Rs.8.00 X 26 = 233	233
				Payment due	1993
				Payment made by the Department	3346
				Over payment	1353
Mr. Satveer Singh, SSA (Bill No.TA-206 dated 02.02.2021) (Pay Level 6)					
1	14.01.2020	18	9	Rs.25 for 2 km + Rs.8.00 X 7 = 81	162
2	29.01.2020	18	9	Rs.25 for 2 km + Rs.8.00 X 7 = 81	162
3	07.02.2020	--	9	Rs.25 for 2 km + Rs.8.00 X 7 = 81	81

4	08.02.2020	--	9	Rs 25 for 2 km + Rs.8.00 X 7 = 81	81
				Payment due	486
				Payment made by the Department	810
				Over payment	324
Ms. Anita Sahni, Jr. Scientific Officer (Bill No.TA-206 dated 02.02.2021) (Pay Level 8)					
1	16.01.2020	22	11	Rs 25 for 2 km + Rs 8.00 X 9 = 97	194
2	27.01.2020	14	7	Less than 8 kms - single side	0
3	04.02.2020	14	7	Less than 8 kms - single side	0
4	07.02.2020	--	7	Less than 8 kms - single side	0
5	07.02.2020	--	11	Rs 25 for 2 km + Rs.8.00 X 9 = 97	97
6	08.02.2020	--	11	Rs 25 for 2 km + Rs.8.00 X 9 = 97	97
7	08.02.2020	--	7	Less than 8 kms - single side	0
				Payment due	388
				Payment made by the Department	1426
				Over payment	1038
Mr. Shiv Raj, Sr. Scientific Asstt. (Bill No.TA-206 dated 02.02.2021) (Pay Level 6)					
1	04.02.2020	38	19	Rs 25 for 2 km + Rs 8.00 X 17 = 161	322
2	10.02.2020	38	19	Rs.25 for 2 km + Rs.8.00 X 17 = 161	322
3	11.02.2020	38	19	Rs 25 for 2 km + Rs.8.00 X 17 = 161	322
				Payment due	966
				Payment made by the Department	1662
				Over payment	696
Ms. BhubneshKumari, PA (Bill No.TA-206 dated 02.02.2021) (Pay Level 8)					
1	14.01.2020	18	9	Rs 25 for 2 km + Rs 8.00 X 7 = 81	162
2	29.01.2020	18	9	Rs 25 for 2 km + Rs 8.00 X 7 = 81	162
3	07.02.2020	18	9	Rs.25 for 2 km + Rs.8.00 X 7 = 81	162
				Payment due	486
				Payment made by the Department	822
				Over payment	336

Total Amount to be recovered is Rs.4755/- (Rs.162/- + Rs.333/- + Rs.513/- + Rs.1353/- + Rs.324/- + Rs.1038/- + Rs.696/- + Rs.336/-)

The DDO may take necessary action to recover the overpayment of Rs.4,755/- from the above mentioned officers/officials after due verification of facts and figures under intimation to the audit. All other similar cases may also be reviewed on the same lines and recovery, if any, may be made under intimation to the audit.

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**Para No. 02: Payment of inadmissible Transport Allowance of Rs.8,424/-
(Ref. Audit Memo No. 07 dated: 29.03.2023)**

As per Min. of Finance Office Memorandum No. 21(1)/97-E-II(B) dated 3/10/97, Transport Allowance is given to all employees to compensate the cost incurred on account of commuting between the place of residence and the place of duty. Vide Min. of Fin. O.M. No 21(1)/97/E-II(B) dated 22/02/2002, this allowance will not be admissible if the Govt. employee is absent from the duty full Calendar Month(s) due to leave training, tour etc..

As per information provided by Drug Controller Department and on scrutiny of the Pay Bill Registers, Leave record and full calendar month leave information provided by the Department, it has been observed that the Department had paid Transport Allowance to the following officials during absence from duty for the period of leave covering full calendar month for which they were not entitled for. The details are given below:

S. No.	Name of Designation (Mr./Ms.)	Purpose of Leave for full calendar month	Amount paid (Rs.)	Total inadmissible TA paid (Rs.)
1.	Preeti Tiwari, Lab. Asst.	Child Care Leave, June – 2020 (01-06-2020 to 17-07-2020)	4,212/-	4,212/-
2.	Manju Sr. Asst.	Earned Leave - April, 2020 (23-03-2020 to 06-05-2020)	4,212/-	4,212/-
			Total	Rs. 8,424/-

Inadmissible transport allowance of Rs.8,424/- (Rupees eight thousand four hundred and twenty four only) paid as mentioned above may be got recovered & deposited into Govt. A/c after due verification of facts & figures under intimation to audit. All other similar cases may also be reviewed on the same lines and recovery, if any, may be made under intimation to the audit.



Para No. 03: Avoidable payment of Rs.3,430/- paid to MTNL towards late payment surcharges

(Ref. Audit Memo No. 08 dated: 31.03.2023)

All the bills should be paid within stipulated period of time to avoid late payment surcharges paid out of public money.

During scrutiny of the MTNL bills of the Drug Control Department for the audit period 2020-21 and 2021-22, it was observed that the department had paid MTNL bills most of the time with late payment surcharges. As a result of delayed payment of MTNL bills, the department had incurred extra expenditure in addition to the original bill amount, which led to avoidable payment of Rs.3430/- as per the details below:

CB No./Date	Bill No.	Date	Amount paid	Amount to be paid	Overpayment due to payment of late fee
80/17.08.2020	MTDL002413579357	07.08.2020	1879/-	1839/-	40/-
195/21.01.2021	MTDL002413833300	07.01.2021	1751/-	1711/-	40/-
	MTDL002413848427	07.01.2021	1810/-	1770/-	40/-
	MTDL002413848418	07.01.2021	1050/-	1030/-	20/-
	MTDL002413848417	07.01.2021	961/-	941/-	20/-
	MTDL002413848416	07.01.2021	961/-	941/-	20/-
	MTDL002413848419	07.01.2021	961/-	941/-	20/-
	MTDL002413848420	07.01.2021	961/-	941/-	20/-
	MTDL002413848421	07.01.2021	961/-	941/-	20/-
	MTDL002413848425	07.01.2021	961/-	941/-	20/-
	MTDL002413848424	07.01.2021	961/-	941/-	20/-
	MTDL002413855595	07.01.2021	961/-	941/-	20/-
	MTDL002413855596	07.01.2021	961/-	941/-	20/-
	MTDL002413652145	07.09.2020	1804/-	1764/-	40/-
117/01.10.2020	MTDL002413652133	07.09.2020	891/-	781/-	110/-
	MTDL002413652134	07.09.2020	891/-	781/-	110/-
	MTDL002413652135	07.09.2020	915/-	785/-	130/-
	MTDL002413652131	07.09.2020	891/-	781/-	110/-
	MTDL002413652129	07.09.2020	891/-	781/-	110/-
	MTDL002413652132	07.09.2020	891/-	781/-	110/-
	MTDL002413652142	07.09.2020	891/-	781/-	110/-
	MTDL002413652140	07.09.2020	891/-	781/-	110/-
	MTDL002413652138	07.09.2020	891/-	781/-	110/-
	MTDL002413652137	07.09.2020	891/-	781/-	110/-
220/22.02.2021	MTDL003070037181	06.02.2021	23003/-	22433/-	570/-
	MTDL002413880810	07.02.2021	1860/-	1820/-	40/-
	MTDL002413899575	07.02.2021	1863/-	1823/-	40/-
	MTDL002413899571	07.02.2021	955/-	935/-	20/-
	MTDL002413899570	07.02.2021	955/-	935/-	20/-
	MTDL002413899569	07.02.2021	955/-	935/-	20/-
	MTDL002413890365	07.02.2021	955/-	935/-	20/-
	MTDL002413890370	07.02.2021	955/-	935/-	20/-
	MTDL002413890369	07.02.2021	955/-	935/-	20/-
	MTDL002413890371	07.02.2021	955/-	935/-	20/-
	MTDL002413890368	07.02.2021	955/-	935/-	20/-
	MTDL002413899573	07.02.2021	955/-	935/-	20/-
	MTDL002413899572	07.02.2021	955/-	935/-	20/-
18/05.05.2020	MTDL002413269587	07.03.2020	1255/-	1245/-	10/-
	MTDL002413290478	07.03.2020	1265/-	1245/-	20/-
157/10.12.2020	MTDL003070032947	06.11.2020	22702/-	22132/-	570/-
	MTDL002413735733	07.11.2020	1132/-	1052/-	80/-
	MTDL002413758010	07.11.2020	1191/-	1111/-	80/-
	MTDL002413757996	07.11.2020	955/-	935/-	20/-
	MTDL002413757997	07.11.2020	955/-	935/-	20/-
	MTDL002413757998	07.11.2020	955/-	935/-	20/-
	MTDL002413758004	07.11.2020	955/-	935/-	20/-
	MTDL002413758000	07.11.2020	955/-	935/-	20/-
	MTDL002413758001	07.11.2020	955/-	935/-	20/-
	MTDL002413757993	07.11.2020	955/-	935/-	20/-
	MTDL002413758002	07.11.2020	955/-	935/-	20/-
	MTDL002413757992	07.11.2020	955/-	935/-	20/-
	64/27.07.2020	MTDL002413518430	07.07.2020	631/-	551/-
MTDL002413534528		07.07.2020	631/-	551/-	80/-
				TOTAL	3430/-

In view of the above, the Department need to adopt a practice of making MTNL and other such bill's payment on time to avoid extra payment on account of surcharge/late payment surcharges by the department in future.

The department may therefore take necessary steps to regularize the excess expenditure of Rs.3,430/- and compliance be shown to audit.

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**Para No. 04: Non-Disposal of condemned/obsolete items worth Rs.10.23 lakhs.
(Ref. Audit Memo No. 09 dated: 31.03.2023)**

As per rule 217 of GFRs 2017, an item may be declared surplus, obsolete, or unserviceable if the same is of no use to the Department. The competent authority may, at its discretion, constitute a committee at appropriate level to declare item(s) as surplus, obsolete, or unserviceable. 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 utilized. Further, a report of stores for disposal shall be prepared in Form GFR 10.

As per rule 218 of GFRs 2017, (i) surplus or obsolete or unserviceable goods of assessed residual value above Rs.2.00 lakhs should be disposed of by: (a) obtaining bids through advertised tender or (b) public auction. (ii) for surplus or obsolete or unserviceable goods with residual value less than Rs.2.00 lakhs, the mode of disposal will be determined by the competent authority keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and also, deterioration in value of goods to be disposed of.


During scrutiny of records and as informed by the department, it was observed that the large number of obsolete/unserviceable items were lying in the department as on 31.03.2022. Non-disposal of such large number of obsolete/condemned items is not only unnecessarily occupying the precious space of the department but also decreasing the cost of the unserviceable items. The details of the un-disposed obsolete/condemned are as under:-

S. No.	Name of the item	Years of purchase	Cost of item	Year from which not in use
1	Furnance	20.07.1994	20000/-	2010
2	Autoclave (Vertical)	25.03.1994	18000/-	2002
3	Serological water bath stirrer (Ambassador)	03.01.2002	3900/-	2003
4	Balance (from PFA)	25.06.1997	--	2005
5	Vaccum Oven (Jindal)	28.02.2001	12000/-	2012
6	Karl Fisher Apparatus	15.01.1997	29000/-	2005
7	Balance (Metler)(Two) 1. Model AG 285 2. Model AG 204	18.01.2002 01.02.2002	Through HSCC Through HSCC	17.01.2013 18.04.2013
8	UV Spectrophotometer	29.01.2014	Through DGS&D	2007
9	Water Bath 6 Holes (SISCO)	31.05.2002	14000/-	2014
10	Dissolution Test Apparatus (USP XXI)	20.07.1994	10000/-	2002
11	Water Bath 6 Holes	04.01.2002	1600/-	2013
12	Hot Plate Small (Two)	23.11.2001	650/- each	2003
13	DT Machine (Two+Three)	20.07.1994 30.03.2000 11.04.2005	6400/- 7500/- 9828/-	2008 2008 2008
14	Melting Point Apparatus (Old)	20.07.1994	700/-	2008
15	Water Bath 12 Holes Local No.59	09.01.2009	10412/-	2013
16	PH Meter Toshniwal No.12	26.02.2002	5600/-	2004
17	PH Meter Make Systronics/460 No.8	20.07.1994	14920/-	2005
18	PH Meter (Metrex)	26.02.2001	3750/-	2008
19	Microscope	23.03.1994	19000/-	2002
20	Water Bath 9 Holes	20.07.1994	1700/-	2014
21	Animal Welghin Balance	20.07.1994	2200/-	2002
22	Typewriter	--	--	2003
23	Ftir (Perkin)	01.07.1994	Through DGS&D	2008
24	GC (Chemito)	07.07.1996	Through DGS&D	2002
25	Dehumidifier	10.05.2000	36396/-	2008
26	HPLC (Agilent)	25.11.2002	Through HSCC	2013
27	Printer of Balance LCP 45 (0)	--	--	2013
28	Antibiotic Zone Reader	26.02.2000	10550/-	2013
29	Autotitrator	08.11.2005	576078/-	2015
30	Refrigerator (01) Refrigerator (02) Refrigerator (03)	31.03.2005 01.04.2005 05.01.2002	14600/- 14600/- 15031/-	2017 2017 2019
31	Oven (Old) Page No.67	25.09.1995	--	2003

32	Distillation Water Plant	21.01.2002	43800/-	2015
33	Distillation Still (SS)	28.02.2013	14950/-	2016
34	Tissue Bath	20.07.1994	2300/-	2004
35	Acrlic Box	20.12.1995	--	--
36	Magnetic Stirrer (With Hot Plate)	28.01.2001	13000/-	2014
37	Centrifuge Machine	28.11.2001	8000/-	2015
38	Incubator (Mirco)	03.01.2002	9800/-	2018
39	UPS (Two)	14.05.2003	9400/-	2018
40	Hot Plates (Big) Three	08.01.2004	9000/-	2017
41	Conductivity Meter	28.06.2006	8529/-	2014
42	Oven (Hot Air Oven Drying)	20.09.1995	28000/-	2019
43	Hot Air Oven (Temp 250 C)	28.03.2022	8900/-	2019
44	Oven (Temp 300 C)	28.03.2002	8500/-	2019
45	Humidity Chamber	01.05.2006	--	2020
		TOTAL	1023244/-	

The above table indicates that the condemned/obsolete Items worth Rs.10.23 lakhs are lying un-disposed in the department, which is in contravention of the above said rules of GFRs, 2017.

Department may therefore necessary steps for condemnation of obsolete/unserviceable items mentioned above by following the rules and compliance be shown to audit.


08/04/23
(INDER MOHAN)
INSPECTING AUDIT OFICER
AUDIT PARTY NO. II

PART - III

TEST AUDIT NOTES

(2020- 2022)

TEST AUDIT NOTES
(2020-21 and 2021-22)

TAN No.01: Non deduction of income tax on average basis

(Ref. Audit Memo No. 02 dated: 15.03.2023)

As per the Income Tax Act, every employer should deduct income tax at source on average basis in monthly installments on the salaries disbursed by him/her, final adjustments being made from the last salary payable before the end of March. Further, any excess or deficit arising out of previous deduction can be adjusted by increasing or decreasing the amount of subsequent deductions during the same financial year.

During scrutiny of the Pay Bill Registers and Income Tax records for the audit period, it has been observed that in most of the cases, tax has not been deducted on average basis and maximum amount of annual tax has been found deducted in the last quarter. Some of the instances for the financial year 2021-22 are as under:

S. No.	Name	Months												
		03/21	04/21	05/21	06/21	07/21	08/21	09/21	10/21	11/21	12/21	01/22	02/22	
1	Ravinder Kr Saini , A.O	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	37000	37000	37000
2	Kamal Ranjan, ADC	32000	32000	32000	32000	32000	32000	32000	32000	32000	32000	51000	51000	45000
3	S. Sundaranayagan, DI.	30000	30000	30000	30000	30000	30000	30000	30000	30000	30000	48000	48000	48000
4	SandeepBalKrishan. DI	21000	21000	21000	21000	21000	21000	21000	21000	21000	21000	34000	32000	32000
5	Anita Sahnii, DI	17000	17000	17000	17000	17000	17000	17000	17000	17000	17000	56500	56500	58000
6	A K Nasa, A.O	29000	29000	29000	29000	29000	29000	29000	29000	29000	29000	53500	54000	54000
7	A K Negi, ADC	23000	23000	23000	23000	23000	23000	23000	23000	23000	23000	40000	40000	40000
8	Deepak Sharma, DI	20500	20500	20500	20500	20500	20500	20500	20500	20500	20500	42000	42000	42000
9	Dinesh Boken, DI	20500	20500	20500	20500	20500	20500	20500	20500	20500	20500	40000	40000	40000
10	GopalKishanKapoor,	31000	31000	31000	31000	31000	31000	31000	31000	31000	31000	46000	46000	37000

The department may therefore take necessary steps to follow the rules/instructions issued for average deduction of tax at source and show the compliance to next audit.

h


TAN No.02: Improper maintenance of Pay Bill Registers.

(Ref. Audit Memo No. 03 dated: 15.03.2023)

During test-check of PBRs for the audit period 2020-21 to 2021-22, it has been observed that the PBRs have not been properly maintained. The following discrepancies were noticed:

1. The mandatory page counting certificate duly signed by the HOO/DDO was not recorded on the first page of the PBR (NPS).
2. Every entry in the PBR should be authenticated by DDO, but it was observed that entries in the PBR were not signed by the DDO. Hence, the authenticity and correctness of the information entered/recorded cannot be justified.
3. **Incomplete personal information** – 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 Date of Joining, GPF No, Basic pay, Address, DOB, details of loan/advances/refunds, PAN etc. were not recorded in the PBRs, which is incorrect.
4. **Cutting & Overwriting** – Cutting and overwriting noticed in the PBRs which were not attested by the competent authority.
5. Past information of employees who have been transferred into the unit (required to be entered from LPC) were not found recorded in the PBR. This information is required for calculation of Income Tax, GPF contribution etc.
6. Gross total of all relevant columns for income tax purposes has not been carried out in the PBRs.
7. Abstract of Pay Bill (GAR-18) has not been filled.

Necessary steps may be taken by the Department to remove the above said discrepancies and compliance be shown to next audit.



TAN No.03: Non-surrender of savings

(Ref. Audit Memo No. 04 dated: 16.03.2023)

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.

During the test check of records, it has been observed that the Department has not utilized the budget granted to them to its full extent thereby resulting in savings ranging from 11.2% to 100%. Even, the funds are not found surrendered to the Govt. in time before the close of the financial year. The details are as under:

Head	Revised Budget Allotted	Funds used during the year	Savings	% of savings/un-utilised funds
2020-21				
2210 06 104 95 00 11 DTE	300000	110393	189607	63.2%
2210 06 104 95 00 13 OE	7700000	6837338	862662	11.2%
2210 06 104 95 00 41 S. Serv.	100000	0	100000	100%
2210 06 104 95 99 13 IT OE	4000000	0	4000000	100%
2210 06 104 94 00 05 Rewards	100000	0	100000	100%
2210 06 107 94 00 13 OE CSS	7900000	4840000	3060000	38.7%
2210 06 107 93 00 13 OE STATE SHARE	4930000	0	4930000	100%
2210 06 107 93 00 27 Minor Work STATE SHARE	70000	0	70000	100%
2021-22				
2210 06 104 95 00 11 DTE	300000	92854	207146	69.5%
2210 06 104 95 00 13 OE	7000000	4239071	2760929	39.4%
2210 06 104 95 00 41 S. Serv.	100000	0	100000	100%
2210 06 104 95 99 13 IT OE	4000000	0	4000000	100%
2210 06 104 94 00 05 Rewards	1000000	0	1000000	100%
2210 06 107 94 00 13 OE CSS	4400000	0	4400000	100%
2210 06 107 94 00 27 Minor Work CSS	100000	0	100000	100%
2210 06 107 93 00 13 OE STATE SHARE	2930000	0	2930000	100%
2210 06 107 93 00 27 Minor Work STATE SHARE	70000	0	70000	100%

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

h

TAN No.04: Discrepancies in maintenance of Stock Registers
(Ref. Audit Memo No. 05 dated: 27.03.2023)

During the test check of the Consumable & Non Consumable Stock Register maintained at Drug Controller Department, F-17, Karkardooma, Delhi-32, following discrepancies have been noticed:

1. The mandatory page counting certificate duly signed by the HOO was not recorded on the first page of the Stock Registers.
2. Rule 213(1) and 213(2) of GFRs, 2017 stipulates that physical verification of fixed assets (non-Consumable items) and verification of Consumable Goods & material should be undertaken at least once in a year and the outcome of the verification recorded in the corresponding register. On scrutiny of consumable registers and non- consumables register for the year 2020-2022, it has been observed that physical verification has not been undertaken by the Department till date.
3. As per guideline for maintaining the non-consumable stock register entry for non-consumables item should be made as placement to the concerned branch and in stock register the progressive total should be maintained. On scrutiny of non-consumable stock register, it has been noticed that in most of items issuing to concerned branch/unit of the non consumable goods not shown in register and balance as progressive total also not shown .
4. Signature of Branch in charge should be made after issuing the consumable & non consumables goods on prescribed column but during test check of stock registers, it is noticed that in most of items shown as non issued or signature not made by branch in charge after issuing /placement the goods to the concerned branch at non consumable register.
5. The Annual Store Return on obsolete form has not been provided to the audit.

Necessary steps may be taken by the Department to remove the above said discrepancies and compliance be shown to next audit.


06/04/23
(INDER MOHAN)
INSPECTING AUDIT OFFICER
AUDIT PARTY NO. II