

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

Sub:-Internal Audit report on accounts of **Commanding Officer, 02 Delhi Girls Air Sqn. N.C.C. Safdarjung Enclave, New Delhi-29** for the period 01.04.2017 to 31.03.2020.

INTRODUCTION:-

The accounts of **Commanding Officer, 02 Delhi Girls Air Sqn. N.C.C. Safdarjung Enclave, New Delhi-29** for the period 01.04.2017 to 31.03.2020 were test audited by Audit Party No. 33 comprising of Smt. Santosh Sharma, I.A.O./ A.O), Mrs.JayaTewari, AO and Sh. Narender Kr., Jr. Asstt.during the period 18.08.2020 to 26.08.2020 (7 working days).

AIMS AND OBJECTIVES

NCC aims is to develop good qualities like character discipline, patriotism, secularism selfless service, courage, comradeship, hard work attitude, sportsman sprit, adventure etc among Indian youth to mould them into useful citizen. It also aims to create a resource of human youth who are competent to take responsibilities in various walk of life. It also aims to create a pool of human youth to absorb into Indian Air Force .

At present, this unit has 05 senior wing companies in 05 colleges and 09 Junior Wing Troops in 14 Schools.

HOO/ DDO

S.NO.	Name of HOO	Designation	Period	
			From	To
1	Wg. Cdr. Sameer Mehra	COMMANDING OFFICER	01.04.2017	17.06.2019
2	Wg. Cdr. Sumeet Malhotra	COMMANDING OFFICER	18.06.2019	08.09.2019
3	Wg. Cdr. Kunal Girme	COMMANDING OFFICER	09.09.2019	Till date

Cashier

S.NO.	Name of Cashier	Designation	Period	
			From	To
1	Kusum	UDC	01.04.2017	TILL DATE

5. **Details of Budget and expenditure (Plan & Non Plan)**

(Figures in rupees)

S. No.	Period	Budget Allocation	Expenditure	Balance
(i)	2017-18	Rs. 3230000/-	Rs. 3150080/-	Rs. 79920/-
(ii)	2018-19	Rs. 3808000/-	Rs. 3464571/-	Rs. 343429/-
(iii)	2019-20	Rs. 3662000/-	Rs. 3656930/-	Rs. 5070/-

Statutory Audit:

Statutory audit of **Commanding Officer, 02 Delhi Girls Air Sqn. N.C.C. Safdarjung Enclave, New Delhi-29** was never conducted by AG (Audit).

Vacancy Position as on 31.03.2020

Post	Sanctioned	Filled	Vacant
Group- A	nil	nil	nil
Group - B	nil	nil	nil
Group - C	09	06	03
TOTAL	09	06	03

Maintenance of Records:-

The maintenance of **Commanding Officer, 02 Delhi Girls Air Sqn. N.C.C. Safdarjung Enclave, New Delhi-29** for the period 01.04.2017 to 31 .03. 2020 was found satisfactory subject to observations made in current audit report and in test audit note.

Part -I
Old Audit Report

There were 15 audit paras involving recoveries of Rs.24325/-. As per reply submitted by 02 Delhi Girls Air Sqn. N.C.C., 01 para and recovery of Rs.1755/- has been settled and 14 pare having recovery to the tune of Rs.22570/-has been incorporated in the current audit report.

(A)

S.No.	Year	Total Para's	Para Settled	Para no./Sl.no. of Settled Para's	Outstanding Para's with para No.
1	2007-2008	03	NIL	N/A	1,2,&4
2	2008-2010	04	NIL	N/A	1,3,4,&6
3	2010-2017	08	01	SL. No 08 para No 01 Settled	2,3,4,5,6,7,&9
TOTAL		15	01		14

(B) Details of Old Recovery:-

Recovery outstanding	Rs.24325/- (2007-2017)
Recovery effected	Rs. 1755/-
Recovery outstanding	Rs. 22570/-
as on date 26-08-2020	Rs. 22570/-

PART -II

CURRENT AUDIT REPORT FOR THE FINANCIAL 04/2017 – 03/2020

During the course of current audit, 20 audit memos having recovery of Rs.26659/- were issued, out of which 04 memos were settled. Remaining 16 audit memos highlighting various irregularities having recovery of Rs 26659/- were converted into 11 paras and 05 Tans.

Details of Current Recovery from (01.04.2017 to 31.03.2020)

Memo No.	Total Recoveries (in Rs.)	Amount Recovered	Balance (in Rs.)
09	165/-	NIL	165/-
17	14396/-	NIL	14396/-
18	12098/-	NIL	12098/-
TOTAL	26659/-	NIL	26659/-

The inspection report has been prepared on the basis of information furnished and made available by the o/o **Commanding Officer, 02 Delhi Girls Air Sqn. N.C.C. Safdarjung Enclave, New Delhi-29** for the period 01.04.2017 to 31.03.2020, While all due care has been made in the preparation of the report to be as authentic as possible, the office of the Directorate of Audit, New Delhi disclaims any responsibility for any misinformation, incorrect certificate, incorrect assurance and /or non-information on the part of the auditee.


(Santosh Sharma)
Inspecting Audit Officer
Audit Party No. 33

PART - I
OLD AUDIT REPORT
(2007-17)



List of Para (Order by Audited Year & Para)

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View Detailed Audit Report

Department : N.C.C.							
Sub department: Commanding Officer, 2-Delhi (Girls) Air Sqn. NCC, Safdarjung Enclave, New Delhi (78/1)							
S No.	Start Year	End Year	Para No.	Sub Para	Subject	Status*	Outstanding Amount (in Rs.)
1	2007	2008	1		Non-recovery of Rs. 14336/- on account of tax deducted at source	O	14366
2	2007	2008	2		Hiring of Sevices of Aeromodelling Instructor	O	1030
3	2007	2008	4		Pre-Republic Day Camp during 2007-08	O	0
4	2008	2010	1		Cash Book	O	0
5	2008	2010	3		Irregularities in publishing of Delhi Dte Magazine	O	0
6	2008	2010	4		Irregular use of vehicle No. DL-9CA - 4263	O	0
7	2008	2010	6		Condemnation of unserviceable / condemned items amounting to Rs. 148457/-	O	0
8	2010	2017	1		Less deduction of DGEHS contribution	O	1755
9	2010	2017	2		Short recovery of TDS	O	3845
10	2010	2017	3		Recovery of License Fee	O	3329
11	2010	2017	4		Non disposal of surplus/obsolete items	O	0
12	2010	2017	5		Opening of Current A/c No. 30582856725 in State Bank of India, R.K. Puram, New Delhi	O	0
13	2010	2017	6		Condemnation/auction of Vehicle No. DL-9CA-4263	O	0
14	2010	2017	7		Non adjustment of Advance Bills	O	0
15	2010	2017	9		Non production of records	O	0

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

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Contractor.

14366
1030
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5084 = 24325 -
- 1755

3329



List of Para (Order by Audited Year & Para)

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[View Detailed Audit Report](#)

Department : N.C.C.							
Sub department: Commanding Officer, 2-Delhi (Girls) Air Sqn. NCC, Safdarjung Enclave, New Delhi (78/1)							
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3	2007	2008	4		Pre-Republic Day Camp during 2007-08	O	0
4	2008	2010	1		Cash Book	O	0
5	2008	2010	3		Irregularities in publishing of Delhi Dte Magazine	O	0
6	2008	2010	4		Irregular use of vehicle No. DL-9CA - 4263	O	0
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10	2010	2017	3		Recovery of License Fee	O	3329
11	2010	2017	4		Non disposal of surplus/obsolete items	O	0
12	2010	2017	5		Opening of Current A/c No. 30582856725 in State Bank of India, R.K. Puram, New Delhi	O	0
13	2010	2017	6		Condemnation/auction of Vehicle No. DL-9CA-4263	O	0
14	2010	2017	7		Non adjustment of Advance Bills	O	0
15	2010	2017	9		Non production of records	O	0

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

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PART-I
OLD REPORT

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PART-I

H/O 27
24/2

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~~CURRENT AUDIT REPORT (2007-08)~~

2007-08

PARA NO.1

Ref Memo No. 5 dt.29-1-09

Sub : Non recovery of Rs.14366/- On account of tax deducted at source

As per Income Tax Act, 1961 section 194 C any sum credited or paid in pursuance of any contract the consideration for which exceeds twenty thousand rupees in cases other than advertising @ of two percent will be deducted from bill. During the course of audit, it was observed that the office of Commanding Officer, 2nd Delhi (Girls) Air Squ. NCC, U-6, Safdarjung Enclave, N Delhi-29, has not deducted the tax at source under the Income tax Act. Some cases are shown below:

S.No	Name of contractor	Amt. of bill	TDS +cess To be Recover	Actual recovered	Short recovery of TDS+ Cess
1	M/s AOK B.No.61/12.9.07	Rs.96,750/-	1993/-	NIL	1993/-
2	M/s Sanjay Traders B.No.129/30-1-08	Rs.21,792/-	449/-	37/-	412/-
3	M/s Raju Fruit Mart B.N o.129/30-1-08	Rs.46,914/-	966/-	554/-	412/-
4	M/s Tarun Furnishing & Decors B.No.135/13-2-08	Rs.1,72,823/-	3560/-	3164/-	396/-
5	M/s Arora Travels B.NO.115,151,	Rs.42,330/-	872/-	NIL	872/-
6	M/s Sanjay traders B.No.115,60	Rs.61800/-	1273/-	NIL	1273/-
7	M/s Kalsi traders B.No.96,136,89,60	Rs.2,75,659/-	5678/-	NIL	5678/-
8	M/s Pappu Jain Store B.No.151	Rs.1,17,907/-	2428/-	NIL	2428/-
9	M/s Rajinder Gen. Store B.No.151	Rs.19,754/-	407/-	NIL	407/-
10	M/s Sharma Model Aero Equipments B.No.89,136	Rs.24070/-	495/-	NIL	495/-
	TOTAL				14366/-

Efforts may be initiated to recover Rs. 14366/- from the concerned firms after due verification and credited in govt. account under intimation to audit.

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PARA NO.2
Ref Memo No 6 Dated: 2-2-09

Sub: Hiring of services of Aeromodelling Instructor

Scrutiny of record revealed that the unit is engaging services of an Aeromodelling Instructor for the purpose of conducting training for S/W cadets. Audit has observed following discrepancies:-

1 Since 2005-06 the order is being placed to M/s Kalsi Models. Moreover, the quotations/rates obtained for one training period i.e. for 30/45 days are being used throughout the whole financial year without granting any extension of contract. Even the rate enquiry was made to the same three agencies during last 3 years.

(a) It seems the NCC unit has not made any efforts to identify the higher number of approved agencies/professionals to obtain more responsive quotations on competitive basis.

(b) Quotations obtained have not been signed by the members of the committee.

(c) No letter of accepting the services of M/s Kalsi Model issued by the NCC unit.

(d) No contract showing terms and conditions signed between the M/s Kalsi Models and NCC unit.

2 Further, it has been observed that payment to M/s Kalsi Models for AMI have been made without obtaining any bill which restricts the audit to authenticate whether the services were provided for the desired training days and hours.

3 During audit period an amount of Rs. 50000/- was paid in cash to M/s Kalsi Model for services of Instructor without deducting TDS as per details given below:-

B.No.	Dated	Amount	TDS+Cess to be Recovered
136	13-2-07	Rs.25000/-	Rs. 515/-
60	6-9-07	Rs.25000/-	Rs.515/-
		Total	Rs.1030/-

Reasons for making payments in cash without bills and not deducting TDS+Cess at source may be clarified and efforts may be initiated to recover Rs. 1030/- from M/s Kalsi Models after due verification and credited in govt. account under intimation to audit. May also get regularize the contract awarded without granting the extension, from the competent authority. Similar other payments made may also be reviewed at your own level.

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PARA NO.3
Ref Memo No 7 Dated:2-2-09

Sub : Cash Book

Scrutiny of the bill no. 117 revealed that expenditure amounting of Rs. 73652/- was incurred vide vouchers no. 1 to 8 and balance Rs. 145 credited in govt. account vide challan dt. 26-12-07. The bills from the suppliers/contractor were obtained for Rs. 73652/- but the proper receipt of cash amount paid to the suppliers was not taken which restricts the audit to authenticate the expenditure made vide this vouchers.

Cash payments made without obtaining receipt from concerned supplier/contractor may be elucidated to audit and the same may be obtained under intimation to audit.

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PARA NO.4
Ref Memo No 8 Dated:3-2-09

Sub: Pre Republic Day Camp during 2007-08

Scrutiny of record of Pre RDC was held wef 12-11-07 to 21-11-07, in this connection the grant received from the centre and state govt. was as under

Grant	Sanctioned vide letter no. & dated	Amount
75% of central govt	403 5 Camp-Exp NCC Accts 19-10-07	Rs.349848 -
25% of state govt.	8(70)/NCC/NP/Accts./2007-08/1678 23-10-07	Rs.133416 -
Income from other Sources	Messing charges	Rs.6046 -
	Total	Rs.489310/-

It has been observed that an expenditure to the tune of Rs.406929 was incurred during the camp. Scrutiny of camp record revealed following discrepancies:-


- 1 The unit had opened a current account on 7-11-07 with Bank of India but only share received from central govt. was credited in bank account. Though share of Delhi Govt. had been received in advance, cheque was drawn on 7-11-07 from PAO and directly taken into camp cash book instead of crediting into current account.

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21/10/08

- 2 Further, though the major payments were made during Jan, 08 but it has been observed that on most of the days during camp more than one lakh was kept as cash in hand. 43
 - 3 All the payments have been made in cash even in cases of more than Rs. 10000/- to firms/suppliers/contractors which is in contrary to Receipt and Payments Rules. 43/
- Reasons for above discrepancies may be elucidated to audit and CO must ensure to follow Receipt and Payment Rules in future.


(G.L. Prasad)
IAO Party No.-5

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Para No. 2

(Refer Memo No. 04 dt. 22/06/10)

Subject:- Opening of Current A/c No. 30582856725 in State Bank of India, R.K. Puram, N. Delhi

Scrutiny of the record reveals that the Commanding Officer 2 Delhi(G) Air Sqn NCC, is maintaining a Current A/c with SBI since 26/11/08.

In this regard, the Audit has observed the following

*Updated
in current
Report*

1. The Current A/c was opened without the approval of Finance Deptt. Approval of Group Commander was taken for opening the A/c which is irregular.
2. Separate Bank Book has not been prepared by the unit and Bank Reconciliation Statement has not been prepared at the end of each month.
3. Balance shown in the Cash Book on a particular date does not tally with the Bank Statement produced to Audit.
4. Bank has charged Rs. 2500/- from Current A/c as per details given below:-
 200 + 200 = 400 = for issue Cheque Book
 550 + 550 = 1100 for A/c maintenance charges
 1000 = for not maintaining minimum Balance

Sanction of Competent Authority has not been obtained to Pay these charges and no correspondence was ever made by the unit with the Bank to reverse the above charges.

In view of the above, Current A/c may be closed and the Bank charges paid by the unit may be got regularized from the Competent Authority.

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Para No: 03

(Refer memo No 7 dated 23.06.10)

Subject : Irregularities in publishing of Delhi Dte Magazine

On going through the File No. 2DCAS/127/1/Lib regarding publishing of Delhi Directorate Magezine vide Bill No 143 dt 16/3/2010 for Rs. 1,48,700/- the following discrepancies have been noticed:

1. As per Rule 151 of GFR, 2006 method of Limited Tender Inquiry may be adopted when estimated value of goods to be procured is up to Rs. 25 Lacs and No. of suppliers in limited tender inquiry should be more than three. Efforts

*Settled
with letter
dated 9/11/11*

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~~should be made to identify a higher no of approved suppliers who obtain more bids on competatives basis. But in present instance, quotations from only 3 suppliers called.~~

2. No proper procedure of NIT was followed i.e. no advertisement was published in the newspaper nor the same was put up on the concerned website.

3. No terms and conditions were available in the concerned file

4 (a) An advance of Rs. 35, 000/- was paid to M/s Kaagaz International on date 19/08/09 where as final payment was made on 16/03/10. There is no mention of stipulated period as to when the material is to be delivered nor there is any clause for advance payment. Hence, interest on Rs. 35, 000/- for almost six months is a loss to Govt. Further no Bank guarantee was obtained from supplier in r/o advance payment.

(b) Moreover, the whole amount of Rs. 1, 48, 700/- was received from concerned P.A.O on dt 16/8/2009 out of which an advance payment of Rs. 35, 000/- to M/s Kaazaz international. The Balance amount of Rs. 1, 13, 700/- was kept lying with D.D.O till the disbursement of final payment i.e. on 16/03/10.

5. There is no mention on the body of the bill and adjustment bill. Whether Income tax was deducted from the supplier in r/o payment made to him of Rs. 1, 48, 700/-.

The unit was asked to explain the above irregularities vide memo dated 23.06.2010 but no reply has been received.

Settled after
Compliance memo

Para No : 04

6

(Refer memo no. 9 dated 24.6.2010)

Subject:- Irregular use of Vehicle No DL - 9CA - 4263

During the test check of vehicle record, it has been observed that there are 04 vehicles under the control of Commanding Officer. Out of which 03 vehicles are funded by Central Govt and 01 vehicle No. DL - 9CA - 4263 is funded by State Govt.

Sanctioned strength of driver in this unit is 03 and 03 vehicle funded Central Govt are running in this unit, and the vehicle funded by State Govt is

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attached with Dte. of NCC. The running and maintenance cost of the above vehicle is being made by 2 Delhi (G) Sqn.

Expn. Incurred on petrol & repair during the year 2008 - 09 and 2009 - 10 on vehicle No DL - 9CA - 4263 is as under:-

Petrol

2008 - 09	-	Rs. 57538
2009 - 10	-	Rs. 894
		<u>58432</u>

Expn incurred on Repair

2008 - 09 Rs. 67161

From the above, it was ascertained that a total amount of Rs. 1, 25, 593/- was incurred on the POL and repair of Gypsy during the year 2008 -09 and 2009 - 10.

The unit was asked vide memo No 09 dated 24.06.2010 to intimate the date of purchase, to produce Log Book, History Sheet of the vehicle, but no reply in this regard has been received from the unit. In the absence of the above information, the audit is not in a position to comment on the following:-

- (1) Whether the POL drawn from time to time is recorded in the Log Book.
- (2) Whether the running mileage covered per litre is not below the authorized average unit.
- (3) Whether the replaced Parts / Condemned parts are deposited.
- (4) Whether the receipt from the disposal of condemned parts accounted in the Govt A/c

From the pre - page observations, it has been seen that this office has no need of state vehicle No DL - 9C A - 4263 as due to the absence of a sanctioned post of a driver in this office. Hence, incurring expenditure on repairs / maintenance and POL is not justified at all by this office. The Higher Authorities of NCC may take necessary action in this regards & transfered the vehicle to other NCC Unit, where the post of Driver is existing.

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Unit may obtain the Due Drawn Statement from the previous unit and refix the pay of the official. Necessary recovery be maid after due verification and intimation be sent to Audit.

07
Para No : 06

(Refer memo no. 8 dated 24.6.2010)

Subject: - Condemnation of unserviceable / condemned items amounting to Rs. 1, 48, 457/-

During the scrutiny of the record, it has been noticed that 53 items amounting to Rs. 1, 48, 457/- ~~are lying with the unit as unserviceable / condemned.~~ are lying with the unit as unserviceable / condemned. Out of which 50 items amounting to Rs. 54, 617/- have already been approved for disposal / auction vide Dy Director Gen NCC order No. 85 dt 15.4.10, but the same are yet to be auctioned.

In response to memo dated 24.6.2010, the unit has submitted that for the 50 items amounting to Rs. 54,617/-, auction is fixed for 5.7.2010 and for remaining 03 items amounting to Rs. 93, 840/-, file was sent to AO, NCC for approval.

The unserviceable/ condemned items may be auctioned as per rule and the amount may be deposited into cost A/C under intimation to Audit.

Final outcome/action taken by the Deptt may be intimated to Audit.

[Signature]
26/7/10
I. A. D. [Signature]

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PART - II
CURRENT AUDIT REPORT

PARA 01: Less Deduction of DGEHS contributions amounting to Rs. 1755/-

(Ref. Audit Memo No. 04 Dated : 08.05.2017)

*Recy of Rs 1755/- effected
here set up
NOT AP-33*

As per instructions issued by the Directorate of Health Services the rates of Delhi Govt. Health Scheme have been revised w.e.f. August, 2010 but scrutiny of PBRs and Salary bills revealed that the contribution of under-mentioned employees have been less deducted from their monthly Salary as detailed below :-

S. No	Name & Designation Smt.	G/Pay (Rs.)	Prescribed rate p.m. (Rs.)	Amount deducted p.m. (Rs)	Difference p.m.(Rs.)	Period	Total No.of months	Amount recoverable
1	Sh. L.S. Rawat, UDC	4200/-	225/-	50/- (08/10) 100/- (09/10)	175/- (08/10) 125/- (09/10)	8/10 to 09/10	02(175+125=300/-)	300/-
2	Sh. Naveen Dagar, HVD	1900/-	125/-	30/- (08/10) 60/- (09/10 to 02/11)	95/- (08/10) 65/- (09/10 to 02/11)	8/10 to 02/11	07	485/-
3	Sh. Rohtash Sharma, LVD	1900/-	125/-	30/- (08/10) 60/- (09/10 to 02/11)	95/- (08/10) 65/- (09/10 to 02/11)	8/10 to 02/11	07	485/-
4	Sh. Sunil Kumar, LVD	1900/-	125/-	30/- (08/10) 60/- (09/10 to 02/11)	95/- (08/10) 65/- (09/10 to 02/11)	8/10 to 02/11	07	485/-
GRAND TOTAL								1755/-

Necessary steps should be taken to recover the arrear of DGEHS contribution amounting to **Rs. 1755/- (Rs. One Thousand Seven Hundred Fifty five only)** after due verification of records and under intimation to audit. Other similar cases, if any, may also be taken into account for similar action.

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PARA 02 : Short Recovery of TDS amounting to Rs. 3845/-

(Ref. Audit Memo No. 13 Dated: 15.05.2017)

As per Income Tax, 1961 section 194 C "any person responsible for paying any sum to any resident for carrying out any work in pursuance of a contract between the contractor and "a specified person" will be liable to Tax at source deduct at the prescribed rates."

During course of audit, it was observed that office of Commanding Officer, 2-Delhi (Girls) Air Sqn. NCC, Safdarjung Enclave, New Delhi-29 has not deducted Tax at source under Income Tax Act as under:-

S. No.	Bill No. & Date	Name of Firm	Voucher No. & Date	Amount of Bill	TDS to be Recovered including cess	TDS actually Recovered	Short Recovery of I.Tax
1	2	3	4	5	6	7	8
1	128/ 30.3.16	M/s Gee EM Enterprises	5549 / 5.2.216	22401/ -	448/-	Nil	448/-
2	66/ 04.8.14	M/s Manmohan Genl. Store	0421 / 30.10.2013	23256/ -	465/-	Nil	465/-
3	-do-	-do-	041 30.01.2014	31275/ -	625/-	Nil	625/-
4	96/ 21.12.16	M/s Arora Tourist Co.	899-900, 12.9.2016, 922-23, 22.9.2016, 943-44, 18.10.2016	95601/ -	1912/-	Nil	1912/-
5	34/ 14.7.16	-do-	797/14.6. 2016	19734/ -	395/-	Nil	395/-
GRAND TOTAL							3845/-

Necessary steps should be taken to recover the TDS amount of Rs. 3845/- after due verification of records under intimation to Audit and other similar type of cases may also be reviewed at your own level under intimation to audit.

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PARA 03: Recovery of License Fee amounting to Rs. 3329/-

(Ref. Audit Memo No. 05 Dated: 09.05.2017)

License fee in respect of Delhi Govt. have been revised the rates twice in License Fee from July 2012 and July, 2013 vide order No. F.4 1/Misc./PWD/Allot/2004/8496-8500 dated 27.07.2012 and order No.F.4(1)/Misc./PWD&H/A-II/2004/2749-2765 dated 10.03.2014. Similarly, Dte. of Estate, Govt. of India has revised license fee for Central Govt. Residential Accommodation w.e.f. 01.07.2010 & 01.07.2013 vide O.M. No. 18011/1/2013-Pol.-III dated 21.11.2013.

On scrutiny of PBRs and Lic. Fee revision office order No. F.2 DGAS/NCC/Admn./2015-16/598 dated 09.12.2015 revealed that the department had less deducted of License Fee from the salary of under-mentioned employee according to the revised rates as per details given below:

S. No.	Name & Desgn. (Sh/Smt.)	Residential Address	Descr.	Period	License Fee (Rs.)			No. of months	Amount recoverable (Rs.)
					Due	Deduct ed	Diff.		
1.	Kusum,LDC	H.No.265, Type-II, R.K. Puram, Delhi	L.Fee	07/10 to 06/13	260	144	116	36	4176/-
			L.Fee	07/13 to 04/14	310	144	166	10	1660/-
			L.Fee	05/14 to 9/15	310	205	105	17	1785/-
			L.Fee	10/15 to 03/17	310	245	65	18	1170/-
Gross Total								8791/-	
Less Amount already deducted as per letter dated 09.12.2015								(-)5462/-	
Amount Recoverable								3329/-	

Necessary steps should be taken to recover Rs. 3329/- arrears of License Fee as detailed above after due verification of records under intimation to audit. Other similar cases, if any, may also be taken into account for similar action at your own level.

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PARA 04 : Non disposal of surplus / obsolete Items amounting to Rs. 4.32.495/-.

(Ref. Audit Memo No. 07 Dated: 9.5.2017)

As per Rule 197 (i) of GFR, surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:

- a) Obtaining bids through advertised tenders or
- b) Public auction

Scrutiny of records and information provided by the unit (as per list as Annex. 'A') revealed that goods amounting to Rs. 4,32,495/- (Rupees four lakh thirty two thousand four hundred and ninety five) are lying in the store since long time for want to condemnation but the Unit has not auctioned/disposed of these surplus / obsolete items till date resulting in unnecessary accumulation of such goods and consequential blockage of space and also deterioration in value of goods to be disposed off.

Necessary steps should be taken to dispose of the said items at the earliest possible after due verification of records under intimation to audit.

PARA 05 : Opening of current account No.30582856725 in State Bank of India, R.K.Puram, New Delhi.

(Ref. Audit Memo No. 11 Dated: 15.05.2017)

Scrutiny of records revealed that the Commanding Officer 2-Delhi (Girls) Air Sqn. NCC is maintaining a Current A/C with SBI since 26/11/2008.

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

1. The current A/C was opened without the approval of Finance Department. Approval of Group Commander was taken for opening the A/C which is irregular.
 2. Separate bank book has not been prepared by the unit and the bank reconciliation statement has not been prepared at the end of each month.
 3. Bank has charged Rs.632/- as on 12.3.2017 as bank charges and sanction of competent authority has not been obtained for payment of charges.
 4. As per previous audit report (2008-10) unit had paid Rs.2500/- as bank/maintenance charges, which as per reply submitted by deptt. has been
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reversed by bank, compliance of same was asked for verification of facts but same was not shown till the completion of audit.

- 5. In their reply of old outstanding paras, deptt. has submitted that "the unit will be closing the current bank account shortly and will be opening a new account by following proper procedures" efforts initiated in this regard and outcome thereof was also asked but no reply submitted to audit.

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Necessary steps should be taken to remove the above said discrepancies alongwith compliance, under intimation to audit.

PARA 06: Condemnation / auction of vehicle no. DL-9CA-4263.

(Ref. Audit Memo No. 12 Dated: 15.05.2017)

During the test audit and as per vehicle records submitted by Deptt., it has been observed that there are four vehicles in the custody of unit, out of which Vehicle NO. DL-9CA-4263 which was being run by Dte. Of NCC (HQ) has been declared as 'BER"(beyond Economy repair) and the same was Off road since 14.01.2015. The vehicle was inspected by DTC and was recommended for condemnation as per their inspection report dated 29.04.2016.

Efforts initiated after 29.04.2016 for condemnation of above mentioned vehicle was asked for but no reply was submitted. As the value of vehicle is decreasing by the passage of time, an early action to condemn / auction of said vehicle may be initiated and amount realized may be deposited in Govt. Account under intimation to audit.

PARA 07: Non adjustment of Advance Bills.

(Ref. Audit Memo No. 06 Dated: 09.05.2017)

Scrutiny of Bill register and other allied records revealed that advances amounting to Rs. 274734/- as detailed below were drawn from PAO but till date no adjustment of the same has been done:-

Period	Bill No. & date	Purpose of Advance	Amount
2016-17	26 dt. 04.07. 2016	Microlite Maintenance Servicing Ground	32000/-
2016-17	47 dt. 05.09.2016	Camp and Aero modeling	242734/-
Grand Total			274734/-

Since, in case of non-adjustment of advances for long periods there is a possibility of misappropriation of Govt. funds, early steps may be taken to get adjustment of the above noted advance. As neither the advance register is being properly maintained nor adjustment bill numbers with date are entered properly in bill register, hence, audit can not authenticate total number of bills with amount which are pending as on date for want of adjustment. Therefore, other similar cases, if any, may also be scrutinized by the C.O. / DDO and efforts should be initiated to adjust the same with concerned PAO under intimation to Audit.

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PARA 08 : Non verification of remittances.
(Ref. Audit Memo No. 02 & 15 Dated: 04.05.17 & 16.05.2017)

Vide audit memo no. 02 dated 04.05.2017, 20 numbers of challans of audit period 2010-11 to 2016-17 were sent to PAO-I, R.K. Puram, Delhi for verification of remittances out of which 17 challans have been verified by the PAO but the following 03 challans as detailed below are still pending for want of verification :-

S.No. / Challan No.	Date of Deposit	Major Head	Amount (in Rs.)
10/14	10.12.2013	2204	26387/-
11/17	11.12.2013	2204	106324/-
13/23	05.03.2014	2204	87950/-


Necessary steps should be taken to verify the same from the concerned PAO and return one copy duly verified to Dte. of Audit (HQ), Govt. of NCT of Delhi at the earliest.

PARA 09: NON-PRODUCTION OF RECORDS.
(Ref. Audit Memo No. 01 dated 04.05.2017)

The following records/registers were not furnished by the unit to the Audit for scrutiny

- 1 Income Tax record for the year 2010-11 to 2013-14
- 2 Tender/quotation files.
- 3 Advance Register.
- 4 Camp Files / Records.
- 5 Bank Reconciliation statements.
- 6 Long term Advance Register.
- 7 Indemnity /fidelity Bond.

The unit must ensure to produce the above mentioned records to next audit.


(Santosh Sharma)
Inspecting Audit Officer
Audit Party No. 33

PART – II
CURRENT AUDIT REPORT
(2017-2020)

Para 01:- Recovery of TDS amounting to Rs.14396/-

Ref: (Audit Memo No.17 Dated: 25.08.2020)

As per Income Tax, 1961 section 194 C "any person responsible for paying any sum to any resident for carrying out any work in pursuance of a contract between the contractor and "a specified person" will be liable to Tax at source deduct at the prescribed rates."

During course of audit, scrutiny of bills and cash book revealed that office of Commanding Officer, 2 Delhi Girls Air Sqn. NCC has not deducted Tax at source under Income Tax Act as under:-

S.no.	Voucher No. & date	Name of contractor	Total amount of bill	TDS to be recovered (2%)
1	559 / 7.12.2019	M/s Govind Travels	41832/-	837/-
2	081/11.12.2019	M/s Aapka Caterers and Allied Services	452350/-	9047/-
3	60/27.09..2019	M/s Delight caterers	38305/-	766/-
4	86/12.12.20019	M/s Delight caterers	48645/-	973/-
5	88/23.12.2019	-do-	49350/-	987/-
6	110/03.03.2020	-do-	49350/-	987/-
7	111/3.3.2020	-do-	39950/-	799/-
			TOTAL	14396/-

Necessary steps to recover **Rs. 14396/- (Rupees fourteen thousand three hundred and ninety six only)** from the concerned and deposit in Govt. account **after due verification of records** may be initiated under intimation to audit.

Para 02:- Recovery of GST amounting to Rs.12098/-

Ref: (Audit Memo No.18 Dated: 25/08/2020)

Section 51 of the CGST Act 2017 provides for deduction of tax by the Government Agencies (Deductor) or any other person to be notified in this regard, from the payment made or credited to the supplier (Deductee) of taxable goods or services or both, where the total value of such supply, under a contract, exceeds two lakh and fifty thousand rupees. The amount deducted as tax under this section shall be paid to the Government by deductor within ten days after the end of the month in which such deduction is made alongwith a return in FORM GSTR-7 giving the details of deductions and deductees. Further, the deductor has to issue a certificate to the deductee mentioning therein the contract value, rate of deduction, amount deducted etc (vide circular No 65/39/2018-DOR dated 14th September, 2018) and the same order has been

endorsed by Additional Commissioner, GST(State Tax), Department of Trade & Taxes, Vyapar Bhawan, Govt. of NCT of Delhi vide their letter No.F.3(201)/Policy-GST/2018/754 dated 28.09.2018. DDOs are required to deduct tax at the rate of 1% for CGST and 1% for SGST (2% in case of IGST) at the time of payment to the supplier where the contract value exceeds Rupees 2.5 lakh. The amount deducted should be paid by 10th of the month succeeding in which deduction was made. DDO should also issue the certificate within 05 days from the date of deposit into government exchequer. The provision of TDS on GST is applicable w.e.f. **1.10.2018**(Notification No.50/2018-Central Tax dated 13.09.2018).

During test check of bills/voucher file, it has been observed that the unit has not deducted TDS on GST while making payment to suppliers of taxable goods and services where the contract value exceeds Rs. 2.5 lakh which has resulted in recovery of Rs. 6540/-. As under: -

S.No.	Bill No. & date	C.V No, & date	Name of the vender/supplier	Bill Amount (in Rs.)	Amount to be recovered SGST @ 1% CGST @ 1%
1.	82/12.11.2018	RG/43939 to 43943	M/S. Rastogi Garments	379158/-	SGST - 3792 CGST - 3792/-
1	81/06.11.2018	294 to 314 dated 18.10.2018	M/S/Gee EM Enterprises	198748/-	SGST - 1987/- CGST - 1987/-
2	71 & 72//31.10.2019	125 & 132/01.10..2019	M/S/Gee EM Enterprises	6254	SGST - 63/- CGST - 63/-
3	104/17.2.2020	246 dated 14.02.2020	M/SGee Em Enterprises	1980	SGST - 20/- CGST - 20/-
4	115/12.2.2020	282 dated 06.03.2020	M/S Gee Em Enterprises	3068	SGST - 31/- CGST - 31/-
5	106/05.03.2020	167,169,170,172,173	M/S Gee Em Enterprises	15642	SGST -156/- CGST -156/-
Total				604850/-	12098/-

Necessary steps to recover **Rs. 12098/-** (Rupees Twelve thousand and ninety eight only) from the concerned and deposit in Govt. account **after due verification of records** may be initiated under **intimation to audit.**

Para 03:-Less deduction of UTGEIS subscription from the Salary amounting to Rs.165/-

Ref: (Audit Memo No. 09 Dated: 21.8.2020)

As per GIO (1) below Para 5.4 of Group Insurance Scheme 1980, the rate of subscription to the erstwhile Group 'D' employees placed in PB-1 with Grade Pay of Rs.1800/- and classified as Group 'C' is at Rs. 30/- per month from January onwards. But, scrutiny of Pay Bill Register and salary bills, it is revealed that the department has made less deduction of UTGEIS subscription of the following employee:-

S. No.	Name & Designation	Grade Pay (Rs.)	Period	Subs due in Rs.	Subs deducted in (Rs.)	Difference per month in (Rs.)	No. of months	Subscription recoverable In (Rs.)
1	Mr. Rohtash Sharma, LVD	Rs.1800/-	01/2017 to 11/2017	30/-	15/-	15/-	11	165/-
Total Amount								165/-

Accordingly, recovery of **Rs.165/- (Rupees one Hundred sixty five Only)** towards short recovery of UTGEIS, as detailed above may be made **after due verification** and under intimation to Audit. Other similar cases, if any, may also be taken into account for similar action.

Para 04:- Delay in submission of adjustment bills and remittance of balance amount.

Ref: - (Audit Memo No.05 Dated: 19.08.2020)

As per point No. 14 of chapter of 58 of camp accounting instructions and policy guidelines issued by GD Trg. - I "Camp Comdt. will forward audit report of AGCR alongwith camp documents Adjustment Bills to A.O. state within four weeks after termination of the camp/trg and balance amount, if any, is required to be returned through challan within two days after termination of camp/trg" but scrutiny of records reveals that the above said rules has been overlooked resulting in delay as detailed below:-

S.No.	Name of Camp/trg & duration	Adv. Bill No.	Date	Amount of State Share	Amt of Exp.	Unutilized Amt	Challan No. & Dt	Delay in submission unspent Amt in Days	Adj. Bill No. & Dt	Delay in submission of Adj. Bill
1	AIVSC,2016 (4.09.2016 to 13.10.2016)	48	5.9.2016	185000	95601	89399	Ch. No. 05 /15.12.2016	59 days	Bill No.96 dt21.12.2016	05 weeks
2	AIVSC,2016 (15.10.2016 to 21.10.2016)	63	06.10.2016	106950	96450	10500	Ch. No. 11 Dt. 10.03.2017	136 days	Bill No. 135 dated 10.03.2017	13 weeks
3	SNIC, Port Blair(5 th to 16 th January, 2018)	87	23.11.2017	8474	7187	1287	Ch. No. 05 Dt. 18.02.2018	30 days	Bill No. 126 Dt 01.03.2018	02 weeks

4	CATC w.e.f. 3 rd to 12 th October,2017	63	15.09.2017	170460	NIL	170460	Ch. No. 03 Dt. 17.01.2018	93 days	Bill No. 109 Dt. 18.01.2018	08 weeks
5.	AERO Modelling Trg(21 st to 23 rd Sept & 14 th to 23 rd Oct.,2018	63,64	20.09.2018	275260	148426	1268354	Ch. No. 06 Dt. 24.12..2018	59 days	102 dated 02.01.2019	05 weeks
6	White water RAFTING at NIMAS w.e.f. 1-10 Nov.,2019	59	26.9.2019	4188	9988	20	Ch. No. 06 Dt. 02.03.2020	109 days	15 dated 22.06.2020	25 weeks
7	CATC w.e.f. 13 th th 22 nd June,2018	22	04.06.2018	182957	73704	109253	Ch. No. 01 Dt. 30.8.2018	66 days	64 A dated 20.09.2018	08 weeks
8	CATC w.e.f. 2 nd to 11 th Dec,2019	82	25.11.2019	183932	50391	133541	Ch. No. 04 Dt. 19.02.2020	67 days	106 dated 05.03.2020	07 weeks

Necessary steps should be taken to condone the above delay from HOD under intimation to audit and in future proper care should be taken to deposit the unspent balance in time and adjustment bills should also be submitted within four weeks of termination of camps..

Para 05:- Unrealistic estimate resulting in blockade of funds.

Ref: (Audit Memo No.06 Dated: 20.08.2020)

During test check of records it was observed that the said unit was sanctioned a considerable amount as per their prepaid estimates for conducting Microlite flying and advances for the same were also drawn well in time but scrutiny of adjustment bills revealed that though the amount was sanctioned as per demand/estimate of concerned officers of unit, a considerable amount has been surrendered as detailed below:

S.No.	Purpose of amount sanctioned	Adv. Bill No. & Date	Adj. Bill No. & Dt	Amount of State Share	Amt of Exp.	Unutilized Amt/Saving	Saving %	Sanction No. & date
1	Microlite flying and maintenance April,2019 to March,2020	15 dated 08.05.2019	17 dated 25.06.2020	98400	963	97437	99%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2019-20/212-15 dated 01.05.2019
2	Microlite flying April,2017 to March,2018	49 dated 21.8.2017	134 dated6.3.20 18	313388	81604	231784	74%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2017-18/1007-1012 dated 10.08.2017
3	Microlite flying April,2018 to March,2019	18 dated 15.5.2018	131 dated 8.03.2019	188400	36461	151939	81%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2018-19/252-258 dated 09.05.2018
4	Microlite flying /maintenance April,2019 to March,2020	16 dated 08.05.2019	18 dated 25.06.2020	82400	41041	41359	50%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2018-19/204-207 dated 01.05.2019
5	CATC w.e.f. 13 th th 22 nd June,2018	22 dated 04.06.2018	64 A dated 20.09.2018	182957	73704	109253	60%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2018-19/399-402 dated 29.05.2018

6.	AERO Modelling Trg(21 st to 23 rd Sept & 14 th to 23 rd Oct.,2018	63,64 dated 20.9.2018	102 dated 02.01.2019	275260	148426	126834	46%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2018-19/1363-1366 dated 19.9.2018
7	CATC w.e.f. 2 nd to 11 th Dec,2019	82 dated 25.11.2019	106 dated 05.03.2020	183932	50391	133541	73%	F.No.8(7)(ID No.Nil/GPC)/NP/NCC/Accts/ 2019-20/928-31 dated 21.11.2019

Above facts may please be brought to the notice of higher authorities and proper care should be taken while preparation of estimates and demanding budget so that blockade of funds could be avoided.

Para 06:-Non disposal of surplus / obsolete Items amounting to Rs. 186275/-

Ref (Audit Memo No.07 Dated: 20.08.2020)

Rule 217 of GFR 2017 stipulates that an item may be declared surplus or obsolete or unserviceable if the same is of no use to the department and a report of disposal of store shall be prepared in Form GFR – 10. Further, Rule 218 (ii) of, GFR 2017 stipulates that “for surplus or obsolete or unserviceable goods with residual value less than rupees two lakh, 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 to avoid deterioration in value of goods

Scrutiny of records and information provided by the unit (as per list Annex. ‘A’) revealed that goods acquired from Government funds amounting to **Rs.186275/-** are lying in the store for want of condemnation but the Unit had not auctioned/disposed of these surplus / obsolete items till date resulting in unnecessary accumulation of such goods and consequential blockage of space and also deterioration in value of goods to be disposed off.

Necessary steps should be taken to dispose of the said items at the earliest possible after due verification of records under intimation to audit.

Para 07:- Discrepancies in maintaining Cash Book for the period 2017-18 to 2019-20.

Ref: (Audit Memo No.11 Dated: 21.08.2020)

During the test audit of Cash book of **Commanding Officer, 2 Delhi Girls Air Sqn, NCC** for the audit period from 01.04.2017 to 31.03.2020 the following discrepancies have been noticed:-

1. Maintenance of four cash books: - it was noticed that the following **four Cash books** are being operated in this unit:-

(a) **State Fund Cash-Book** -pertaining to the receipts/expenditure(usually 25%) of the expenses met out of State fund(Current A/c No.30582856725 in SBI)

(b) **Central Fund Cash-Book** -pertaining to 75% receipts/expenditure of the camp & courses i.e contribution by the Central Government (Current A/c No10932786590)

(C) **Regimental Fund Cash Book** -pertaining to the receipts/expenditure of certain expenditure of cadets met out from the receipts of enrollment amount. (Saving A/c No.603610100009620 IN BOI)

(d) **Camp cash book**- pertaining to camp account only.(Current A/c 10932787312)

Whereas from the accounting point of view, since all the activities are being done in the name and on behalf of NCC, GNCTD i.e. state and center shares are being clubbed before incurring expenditure, hence for the benefit of NCC, GNCTD cadets, all the receipts/expenditures of this unit should be recorded in one **(Main cash-book)**. Moreover, without some specific instructions of the competent authority with the concurrence of the Finance Department, GNCTD, the practice of maintaining of more than one-(main)-Cash-book in one-Unit, is irregular and needs clarification.

2. Inaccurate opening and closing balances: It has been observed that as on 01.04.2017 opening balance should be 35100/-and closing balance should be Rs.144479/- instead of Rs.34479/- as detailed below:

Date	Opening balance	Total Receipts during 04/2017	Total Payments during 04/2017	Closing balance as per transactions	Closing balance taken in cash book
April,2017	35100/-				
10.4.2017		122250			
11.4.2017		7600	7600		
28.04.2017			12871		
Total	35100	129850/-	20471	144479/-	34479

3. Abolition of imprest amount without expenditure: The said unit was sanctioned Rs.5000/- as permanent advance(imprest) which was incorporated in cash book upto 01.03.2017, but the same has been abolished without showing any expenditure from it which is a serious lapse. Cash amounting to Rs.5000/- should be investigated by concerned DDO as the same is to be kept under supervision of DDD , taken into cash book and if not required refunded to govt. account under intimation to audit.

4. Non recording of TR V & challans: Receipts Book of TR-V/GAR-6 has not been maintained during the audit period, Further, it has also been revealed that there is no entry of challan in Cash book , hence, the authenticity of receipts collected and their timely deposit in Bank cannot be ascertained. Some of the instances are as under:

S.No.	Challan No./date	amount
01	01/07.07.2017	30000/-
02	03/17.01.2018	170460/-
03	04/19.01.2018	240/-
04	05/18.02.2018	1287/-
05	06/18.05.2018	126569/-
06	01/30.08.2018	109253/-
07	04/19.02.2020	133541/-

5. As per Rule 13(iii) of CGA(R&P) Rule 1983 the cash book should be closed regularly and completely checked. The Head of the Office should verify the totalling of the cash book or have this done by some responsible subordinate **other than the writer of the cash book** and initial it as correct. On perusal of the cash book of said unit, , it has been observed that the Cash Book was not found closed regularly and daily rather **most of the times it has not even closed on the last day of month** which is against said R&P rules and needs clarification. Further, in most of the cases no closing balances have been worked out.

6. Though some of the payments have been made to venders through cheques but **no cheque issue register has been maintained by the unit which is irregular.**

7. the unit it maintaining current A/Cs and also paid bank charges to concerned bank, **efforts to get back the same from bank may also be initiated under intimation to audit.**

8. Summary of undisbursed balances has not been incorporated at the closing of month which is irregular. As on 31.03.2020, closing balance as per cash book is Rs.111774/- but in absence of summary of undisbursed balances, audit can not comment on disbursement of pending bills.

9. Cheques received from PAO for Camp & Courses should first be entered in cash book and then deposited in Camp A/c BUT it has been observed that the same procedure is not being adopted rather most of the times cheques are directly deposited in Camp account.

10. Instead of writing cash book on daily basis i.e on the same date of occurrence of transaction and reconciling the same with bank statement at the end of month, it has been written after receiving bank statement as per their entries which is against R & P payments

In view of above shortcomings, Cash book of audit period may be recasted as per Receipt & Payment Rules under intimation to audit .

Para 08: Discrepancies in conducting CATC w.e.f. 2nd to 11th December, 2019

Ref: (Audit Memo No.16 Dated: 24.08.2020)

Scrutiny of records revealed that unit has conducted CATC w.e.f. 2nd to 11th December, 2019. Following discrepancies have been noticed:-

1. Poor estimation resulting in blockade of funds: As against fund proposal, the unit was sanctioned Rs.1015730/- and subsequently Rs761798/- was received on 30.11.2019 from Center Govt. as 75% share and vide Delhi Govt. sanction dated 21.11.2019 an advance of Rs. 183932/- (25%) was drawn vide bill No.82 dated 25.11.2019. An expenditure of Rs.261784/- was incurred during camp. After completion of camp, an amount of Rs133541/- was refunded to Delhi Govt. vide challan No.04dated 19.02.2020. About 73% saving in proposed budget indicated poor estimation and needs clarification.

Further, as per planned strength of 500 cadets only 322 had attended but unutilized amount was deposited after 69 days of termination of camp, the same could be surrendered on very first day of camp to avoid unnecessary blockade of funds.

2. As per recommendation of BOO, total JWs are 299 and SWs 93 i.e 392 cadets have attended the camp whereas as per other documents available in file 322 cadets have attended the camp which needs clarification

3. Cheque/cash payments violating conditions of sanction; As per conditions of Center and Delhi Govt. sanctions, all payments should be made through electronic mode of payment i.e. ECS/NEFT/RTGS only but it has been observed that all payments are made in cheque or cash, which needs clarification. Some instances are detailed below:

S.No.	Date of payment	To whom paid	amount	Mode of payment
1	05.12.2019	M/s Satnaam electrical	9580/-	cash
2	09.12.2019	M/s R.G.Enterprises	7490/-	cash
3	09.12.2019	M/s AapkaCaterers	350000/-	cheque
4	16.12.2019	M/s Aapka Caterers	102350/-	cheque
5	31.12.2019	M/s Gee M Enterprises	15000/-	cheque
6	10.02.2020	M/s Govind Travels	41832/-	cheque

4. Contract for messing was awarded to **M/s Aaapka Caterers** and payment of Rs.452350/- was disbursed to him but copy of contract specifying terms and conditions is not available in file.

5. **Retention of cash more than prescribed limits;** Rule 23(a) & (b) of Camp accounting instructions envisages that "heavy cash balances should not be kept in camp and cash balance while closing camp accounts on any day **should not be in excess of Rs.10,000/-**" but it has been observed that huge amounts have been kept in cash by camp commandant as detailed below ;

Date		Closing balance of cash
30.11.2019	to	35000/-
1.12.2019		
05.12.2019		24880/-
06.12.2019		24880/-
07.12.2019		23200/-
08.12.2019		21670/-
09.12.019		14180/-

6. **Delay in closing of cash book:** As per Camp accounting instructions Cash book should be closed on the same day of termination of camp and balance, if any, should be deposited in govt, account to avoid embezzlement of funds and a certificate of closing should also be recorderd under the signatures of camp commandant but it has been observed that in the said case camp was terminated on 11th December, 2019 but the payments were made upto 13.02.2020 and cash book was closed on 14.02.2020 which is irregular. Further, it has also been observed that cash book is also not written on daily basis violating R & P Rules.

7. No recording of stock entry has been incorporated on vouchers of items purchased during camps

8. The unit has charged an expenditure of Rs.41832/- on account of hiring of transport to POL Account which needs clarification as audit is of the view that prior permission to hire vehicles must be obtained from concerned authorities as the same is not covered under POL head otherwise the same may be charged to incidental charges but In the said case incidental charges were also fully utilized by camp commandant.

9. Adjustment bill should be submitted within 04 weeks of termination of camp but it was submitted on 05.03.2020 i.e causing a delay of 07 weeks which needs clarification

Expenditure incurred on above referred camp should be regularized from Competent Authority under intimation to audit and in future retention of cash exceeding Rs.10000/- should be avoided and all payments during camp should necessarily be made through electronic mode of payment i.e. ECS/NEFT/RTGS only

Para 09:- Excess consumption of petrol in the vehicles

Ref: (Audit Memo No.19 Dated: 24/08/2020)

As per instructions issued by Department of National Cadet Corps, Govt. of NCT of Delhi vide letter No.F.8(21)/NCC/Acctt./2018/Pt.II/386 dated 25.05.2018, the following guidelines are issued with regard to filling up of fuel and fuel consumption limit for Govt. vehicles:

(a)	Car/Gypsy(Petrol mode)	100 liter per month
(b)	Swaraj Mazda and others (Diesel Mode)	70 liter per month
(c)	Motor cycle/two wheeler (Petrol mode)	25 liter per month

Scrutiny of POL bills revealed that the department had consumed the petrol in excess of the prescribed limit i.e. 100/70 liters per month as per details given below:-

S. No.	Vehicle No.	Month/year	Petrol consumed (liters)	Excess consumption in liters	Amount spent on excess consumption as per prevailing rate in concerned month (in Rupees)
1	10B-106021Y	31.01.2018	121.5	21.5	1563
2	11D-186114Y	31.03.2018	200	130	8139
3	-do-	28.02.2018	200	130	8139
4	-d0-	31.01.2019	300	230	15175
5	10B-106021Y	31.01.2019	134	34	2426
6	-do-	31.08.2018	114	14	1099
7	-do-	30.09.2018	114	14	1161
8	11D-186114Y	30.09.2018	200	130	9634
9	10B-106021Y	31.10.2018	166	66	5398
10	11D-186114Y	31.10.2018	200	130	9846
11	-do-	31.08.2018	216	146	10076
12	-do-	31.01.2020	123	53	3599
				TOTAL	76255

In view of above, Irregular expenditure amounting to Rs.76255/- (Rupees seventy six thousand two hundred fifty five only) may be got regularized form higher authority i.e DDG (NCC) under intimation to audit.

Para 10: Irregular expenditure amounting to Rs110782/- on govt. vehicle without GPS**Ref: (Audit Memo No.20 Dated: 25.08.2020)**

In continuation of office order No.8954 dated 24.08.2018, for stopping misuse of govt./govt.hired vehicles Spl.Secy.(GAD) further vide order No.F.2/559/2018/CT-III/GAD/9023 dated 10.9.2018 had ordered as under:-

- i) All vehicles should have GPS in place **before 30th September, 2018**
- ii) No payment for diesel/petrol/rent of any vehicles shall be made **from 1st October, 2018** which are without GPS

Scrutiny of records revealed that Unit is maintaining one Maruti Gypsy and one Canter but GPS was installed in February, 2019 and w.e.f. 01.10.2018 to January, 2019 an amount of Rs.35980/- was spent on repair and maintenance and Rs. 74802/- were spent on procurement of petrol & diesel of said vehicles which is irregular.

In view of above, irregular expenditure amounting to Rs.1,10,782/- may be got regularized from HOD concerned under intimation to audit.

Para 11: Non production of records.**Ref: (Audit Memo No.14 dated 17.08.2020)**

The following records were not provided to audit, the same may be made available to next audit for scrutiny:-

1. Record of vehicles alongwith log book and car diary.
2. Camp files of 2017-18 and 2018-19.
3. LTC & Medical record/ files
4. Income tax records
5. Stock registers & quotation files



(SANTOSH SHARMA)
Inspecting Audit Officer
Audit Party No. 33

SECRET

Annexure
AM-07

Appx - 'B'

NO 2 DELHI GIRLS AIR SQN NCC
LIST OF ITEMS FOR AUCTION PURCHASED FROM PUBLIC FUND & REGIMENTAL FUND (FY: 2018-19)

Sl No	Items	DOQ	Qty	Purchase Rate	Book Value	10% value of Eqpt	5% value of Eqpt	Min Reserve Price (Rs.) Fixed by BOO	Remarks
1	Wire 2.5mm	Bndl	3	1300.00	3900.00	390.00	195.00		
2	Wire 1.5mm	Bndl	3	700.00	2100.00	210.00	105.00		
3	Wire 0.75mm	Bndl	1	500.00	500.00	50.00	25.00		
4	Bulb with Holder	Ea	15	40.00	600.00	60.00	30.00		
5	Toshiba E Studio Photocopier & Printer	Ea	1	53382.00	53382.00	5338.20	2669.10		
6	Printer Dot Matrix 455XL	Ea	1	11592.00	11592.00	1159.20	579.60		
7	Printer Dot Matrix 455XL	Ea	1	11592.00	11592.00	1159.20	579.60		
8	Stabilizer Electronic Power	Ea	1	5625.00	5625.00	562.50	281.25		
9	HP Colour Printer CP 1025	Ea	1	16699.00	16699.00	1669.90	834.95		
10	Plastic Chair	Ea	1	250.00	250.00	25.00	12.50		
11	Bajaj Mixer Grinder	Ea	1	1910.00	1910.00	191.00	95.50		
12	Carrom Board	Ea	2	800.00	1600.00	160.00	80.00		
Total value of condemned items (in Rs.)						10975.00	5487.50		

109750

Total Book value 109750+76555 = 186305/-

Member II

Member I

Presiding Officer

SECRET

NO 2 DELHI GIRLS AIR SQN NCC

LIST OF ITEMS FOR AUCTION PURCHASED FROM STATE FUND (FY: 2018-19)

Sl No	Items	DOQ	Qty	Purchase Rate	Book Value	10% Value of Eqpt	5% Value of Eqpt	Min Reserve Price (Rs.) Fixed by BOO	Remarks
1	Steel Plates	Ea	7	55.00	385.00	38.50	19.25		
2	Torch 2 Cell	Ea	14	230.00	3220.00	322.00	161.00		
3	Carpet 12'X12'	Ea	1	28800.00	28800.00	2880.00	1440.00		
4	Television 21 "	Ea	1	12500.00	12500.00	1250.00	625.00		
5	Key Board Wooden	Ea	1	950.00	950.00	95.00	47.50		
6	Desert Cooler	Ea	1	5000.00	5000.00	500.00	250.00		
7	Office Chair Ornate Black	Ea	2	1225.00	2450.00	245.00	122.50		
8	Mic Stand Large	Ea	1	620.00	620.00	62.00	31.00		
9	Projection Screen 6'x6'	Ea	1	15600.00	15600.00	1560.00	780.00		
10	Insulated Water Dispenser	Ea	1	7000.00	7000.00	700.00	350.00		
Total value of condemned items (in Rs.)					7652.50		3826.25		

~~7480~~ 7652.50

Member II

Member I

Presiding Officer

SECRET

Appx - E
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**TEST AUDIT NOTE
(PART-III)
(2017-2020)**

Tan 01:- Payment to ANOs without deducting income tax.

Ref: - (Audit Memo No.10 Dated: 21.08.2020)

Scrutiny of records revealed that unit has paid certain amount as honorarium and Rank pay to various ANOs but neither income tax has been deducted nor DDO has obtained any certificate from the concerned DDOs of ANOs that it has been included in their salary as other income while calculating income tax. Some of the instances are detailed below:

Financial year	Bill No./date	Name of ANO	Honorarium paid
2017-18	47 dated 14.08.2017	Rajni Bala, 3 rd Officer Poonam Garg, S/O	20380/- 18450/-
2018-19	61 dated 18.09.2018	Poonam Garg, S/O	24000/-

Reason for above irregularity may please be elucidated to audit. Further, rank pay is mostly disbursed to ANOs during Camps and honorarium once in financial year and in absence of complete records of camps /bills, audit cannot comment on total amount paid as honorarium and rank pay during audit period.

DDO of concerned unit is advised either to deduct tax on such payments or obtain a certificate from concerned DDOs as mentioned above under intimation to audit.

Tan 02: - Shortcomings in service books.

Ref: (Audit Memo No.12 Dated: 21.08.2020)

During scrutiny of Service Books, following shortcomings have been observed:-

1. **Re-attestation:** The particulars of each government servant at the first page of service book should be re-attested after every five years with dated signature by the competent authority, same has not been done.

2. **Service verification from PAO:**As per Rule 32 of CSS Pension Rules, the service of those Govt employees should be verified from the concerned Pay and Accounts Office, who have completed 18 years of service or 5 years before the date of retirement, whichever is earlier. During the test check of the service book it was found

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that services of none of the employees have been got verified from the concerned PAO, while they have already completed 18 years of service. They are as under:-

S.No	Name	Post	DOB	DOA	DOR
1.	Mr Raj Kumar Singh	UDC	01.01.1961	12.09.1995	31.01.2030
2.	Ms Kusum	UDC	22.02.1965	124.04.2006	28.02.2025

3. Inspection of 10% of Service Book by the Head of Office: As per GOI decision (1) being SR 199-the Head of Office is required to scrutinize at least 10 per cent of the Service Books maintained in an office by the authorized subordinate officer, every year and initial them in a token of having done so in order to ensure that they are maintained properly and accordingly to instructions which has not been followed.

Service books may please be updated under intimation to audit.

Tan 03: Cash Security /Fidelity Bond of Cashier

Ref: (Audit Memo No. 13 Dated 21.08.2020)

During test audit , it is observed that Fidelity/surety Bond was not executed and maintained in respect of Cashier and store officer of the NCC unit.

As per Rule 275 of GFR , every Govt. Servant, whether Gazetted or non-Gazetted who is entrusted with the custody of cash and store shall be required to furnish security.

Further as per **Rule 275(3) of GFR** - in cases where the said security is furnished in the form of cash the security Bond should be executed in Form GFR-30 and in case where the said security is furnished in the form of fidelity Bond GFR-34, the security Bond should be in Form GFR-31.

It was ascertained from the office that cash security/Fidelity Bond documents for the audit period have not been obtained and furnished by the cashier and store officer in the above format, for the audit period, which is irregular and gross violation of the General Financial Rule.

Reasons for non-adherence to the rules that too when there is enough cash retention/handling by the cashier during NCC camps may be elucidated to the audit.

Tan 04: less deduction of licence fee in r/o Ms.Kusum,Sr,Asstt.

Ref: (Audit Memo No. 14 Dated 21.08.2020)

Vide GOI, M/O Urban Development, Directorate of Estate Order NO.18011/2/2015-Pol.III dated 19th July, 2017, w.e.f. 01.07.2017, Licence fee of Type II accomodation has been revised from 245/- to 310/- per month. Scrutiny of records revealed that Ms. Kusum,Sr.Asstt. has been allotted Type II Govt. accommodation at Qtr.

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No.265. Sec-05, R.k.Puram , New Delhi but instead of July,2017, her licence fee has been revised w.e.f March, 2019. On discussion, it has been gathered that she had overpaid previously due to some misinterpretation of area of govt. flat. Hence, she is advised to get due drawn from Estate office authorities and pay balance amount, if less paid as pre revised rates under intimation to audit.

Tan 05: - Shortcomings in Bill register.

Ref: (Audit Memo No.15 Dated: 24.08.2020)

On test check of bill register maintained by **Commanding Officer, 2-Delhi Girls Air Sqn, NCC Safdarjung Enclave, ND** following deficiencies have been noticed:-

1. Registers are not serially numbered.
2. Page counting certificate has not been recorded on the first page of the any of the register.
3. Particulars of every bill presented to PAO need to be entered at Col. 2 of the bill register and its net amount in Col. No.3. Further, these entries must be attested by the DDO at Col.4 at the time of signing the bill and before presentation to PAO. But, it is not noticed most of the entries were found unsigned by the DDO, which is irregular. Entries in the bill register without attestation by the DDO have no authenticity and in absence of proper attestation figures of the bill presented in PAO can be changed at any stage and possibility of error cannot be ruled out.
4. Col.5,6,7,8 and 9 not filled : Col 5,6,7,8 and 9 should be completed under the signature of DDO so as to check the actual amount admitted/passed by the PAO office and timely receipt of cheque/ECS But the same has never been completed/signed by the DDO in respect of any of the financial year under audit period, which is irregular.
5. Blank Col. No.12 – Col 10,11 and 12 of the bill register indicate the cheque no./date received against the bill present to the PAO and which must be attested by the DDO in Col. 12 at the time of making necessary entry into the Cash Book. But, these columns were found blank, which is irregular. Reasons for not signing against Col. No.10 and 11 by DDO may be furnished to audit.
6. Col No.13,14 and 15 meant to keep a check and to avoid the possibilities of retention of undisbursed money beyond the prescribed period not filled, which is irregular.
7. Cutting and Overwriting:- There are number of cutting and overwriting in the bill register, But these cuttings and over-writings have not been attested by the DDO, which is irregular.
8. ECS details have not been mentioned in the Bill Register, Date of sending of ECS by the PAO has not been found mentioned against bills.

Necessary changes in bill register may be made under intimation to audit.


(SANTOSH SHARMA)
Inspecting Audit Officer
Audit Party No. 33