

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

**AUDIT REPORT OF OFFICE OF EXECUTIVE ENGINEER, MECHANICAL DIVISION-IV, I & FC DEPARTMENT, GOVT. OF NCT OF DELHI, NEAR DTC DEPOT, NANGLOI, DELHI-41, FOR THE PERIOD 2015-16 TO 2024-25.**

**INTRODUCTION**

The Internal Audit Report on the accounts of Office of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41, for the period 2015-16 TO 2024-25** was conducted by the field Audit Party No. IV comprising of Shri Pawan Kumar, IAO/AO and Shri Ravi Kharb, A.S.O. The audit was conducted during 10 working days between 23.09.2025 to 09.10.2025.

**AIMS AND OBJECTIVES**

To organize and maintain pump house to pump out the effluent water and irrigate the same to the field of poor cultivators. Operation and maintenance of Flood fighting Pump installed at scattered site of Delhi as per the requirement of the Civil Divisions during the flood season as and when required in public interest. Operation and maintenance of Dragline to de-silt the major drain throughout year.

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

The following officers have served as HOD/ HOO / DDO / Cashier during 2015-16 to 2023-25:

S. No.	Name of the Officer	Period	
		From	To
<b>HOD/HOO</b>			
1.	Suman Kumar Sharma	April 2015	Feb 2017
2.	R.K Verma,	March 2017	March 2017
3.	Y.K Batra,	April 2017	July 2017
4.	V.K Duwedi	August 2017	Nov. 2017
5.	Mahipal Maskardam	Dec. 2017	Feb. 2019
6.	P.P Singh	March 2019	July 2022
7.	Satish Kumar	August 2022	Till date
<b>Divisional Accountant/ AAO/DDO</b>			
1.	R.K Sharma, AAO	01.04.2015	31.03.2016
2.	Rakesh Kholi, AAO	01.04.2016	31.07.2017
3.	Manojet, AAO	01.08.2017	31.10.2019
4.	Veena Upadhaya, AAO	01.11.2019	31.12.2021
5.	Anil Wadhwan, AAO	01.01.2022	28.02.2023
6.	Sanjay Gupta, AAO	01.03.2023	31.03.2024
7.	Naveen Kalia, AAO	01.04.2024	Till date

Cashier			
1.	Naresh Kumar Meena, LDC	01.04.2015	08.09.2016
2.	Sandeep, LDC	09.09.2016	04.02.2023
3.	Hament Dabas, UDC	05.02.2023	Till date

**Expenditure of the Department for the period 2015-16 to 2024-25**

**(Amount in Rs.crore)**

Period	Budget Allotted	Expenditure
2015-16	4.92	4.88
2016-17	8.49	8.25
2017-18	7.92	7.74
2018-19	9.02	7.71
2019-20	8.05	7.14
2020-21	6.45	6.25
2021-22	9.39	7.77
2022-23	10.63	9.25
2023-24	7.71	7.25
2024-25	12.94	8.68

**Vacancy Statement of regular staff as on 31.03.2025:**

S. No.	Name of the post	No. of Sanctioned posts	Filled	Vacant
1.	Group-A	01	01	00
2.	Group-B	11	03	08
3.	Group-C	15	12	03
	<b>Total</b>	<b>27</b>	<b>16</b>	<b>11</b>

**Statutory Audit:**

The Statutory audit of the Office of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, has been conducted upto 31.03.2021 by AG (Audit) Delhi.

**Maintenance of Records:**

The maintenance of record of the Office **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the period 2015-16 to 2024-25 was found satisfactory subject to the observations made in the Current Audit Report.

PART - I

OLD AUDIT REPORT

S.No.	Period	Details of outstanding Paras			Outstanding Para Numbers
		Opening balance	Paras Settled	Para Settled Nos.	
1.	Nil	Nil	Nil	Nil	Nil

Details of Old Recoveries

S. No.	Period	Recovery of Para No.	Details of Recoveries [Amount in rupees]		
			Raised	Amount Recovered/ Regularized	Balance
1.	Nil	Nil	Nil	Nil	Nil




### Current Audit Report

During the course of current audit, **19 observation Memos (One NPR)** were issued to the Office of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41** for the period **2015-16 to 2024-25**. The Department didn't reply any memo, hence all **19 observation memos (One NPR)** have been converted into **12 (One NPR) Audit Paras and 07 TANs**.

#### Details of Current Recovery:

S.No.	Memo No.	Details of Recoveries [amount in rupees]			Incorporated in Para No.
		Raised	Recovered on Spot	Balance	
1	Nil	Nil	Nil	Nil	Nil

Internal audit report has been prepared on the basis of information furnished and made available by the Office of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the period **2015-16 to 2024-25**. The Directorate of Audit, GNCT of Delhi disclaims any responsibility for any misinformation and / non-information on the part of auditee.

  
INSPECTING AUDIT OFFICER  
AUDIT PARTY NO. IV

**PART-II**

**CURRENT AUDIT REPORT (2015-16 & 2024-25)**

**PARA-01 Huge Balances under Public work deposit.**  
**(Audit Memo No. 01 Dated: 26.09.2025)**

In terms of Para 15.4.1 of the CPWA Code, the balance unclaimed for more than three complete account years may be treated as "Lapsed Deposits" and credited to the Government Account as revenue in the accounts for March every year.

During test check of monthly account (Form-79- Schedule of Deposits) of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the month of March, 2025, it was observed that an amount of **Rs.1.48 Cr.** was lying outstanding under the head "Public Works Deposits" as detailed below: -

(Amount in Rs.)

Classes of Details 1	Closing Balances 2
Civil Deposits - Security Deposits (Part-II)	4572244
Civil Deposit – Public Works Deposits (Part-III)	9115633
Civil Deposits – Other Deposits (Part-V)	1168822
<b>Total amount in Rs.</b>	<b>14856699</b>

As per provisions of Para 21.6 of CPWD works manual, the divisional accountant should review monthly all deposits under Part-II and refund the security deposits, where due, without waiting for any application form the contractor.

Heavy accumulation of **Rs.4572244/-** under deposit Part-II indicates that the deposit register was not reviewed at divisional level from time to time. The register should now be reviewed and all deposits more than 3 years old where refund is not due should be credited to Government Account.

Accumulation of **Rs.9115633/-** (Civil Deposits public works) is under Part-III was due to non-execution of works against deposits. If these works not be executed, the deposit should be immediately refunded to the depositor agency to avoid the blockage of funds so that the same can be utilized elsewhere.

Deposits under Part-V amounting **Rs.1168822/-** has accumulated due to withheld amount from contractor bills on account of mile stone, EOT etc. Accumulation of balance under deposit Part-V was indicative of the fact that works from which these amounts were withheld have not been completed satisfactorily.

Necessary action may be taken under relevant rules for the withheld amount in deposits either may refund to concerned agencies or work out the detail of deposits of more than 3 years and credit in Govt. Revenue Deptt. under intimation to audit.



**PARA-02: Award of work abnormally below estimated cost.**  
(Audit Memo No. 05 Dated: 29.09.2025)

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

Test check of list of the work awarded and executed by the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, during the years 2015-16 to 2024-25, it revealed that majority of the tenders were awarded below the estimated cost. The details of a few works which were awarded more than 25 per cent below the estimated cost are as under:

(Amount in Rs.)

SNO.	Agmt. No.	Name of Work	Estimate Cost	Tender Cost	Below %
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**2020-21**

01	05	Scheme under MLALAD, Supplying installation testing and commissioning of semi high mask with LED Lights in R.K Puram AC-44,	1970795	1178535.41	40.20
02	06	Scheme under MLALAD, Supplying installation testing and commissioning of semi high mask with LED Lights in R.K Puram, AC-44	1970795	1180506.21	40.10
03	07	Scheme under MLALAD, Supplying installation testing and commissioning of semi high mask with LED Lights in R.K Puram, AC-44	1970795	1178535.41	40.20
04	08	4711 Plant other drainage work, Providing & fixing of LED street lights on madanpur khaddar west RME 0 M to 1500M, Aya Nagar.	2876531	1844144	35.89

**2022-23**

01	01	Scheme under MLALAD, Supply and fixing of 200 No. S.S. Benches at Deoli Assembly Constituency (AC-47)	4887600	3665211	25.01
02	02	Scheme under MLALAD, Supplying installation testing and commissioning of 20 Nos. semi high mask with LED Lights in Deoli	4192526	2314694	44.80

**2023-24**

01	01	Installation testing & commissioning of 100 No. of water cooler with RO+ UV system at Sangam vihar AC-49	8944500	6618036	26.01
02	03	Supply installation testing & commissioning of 150 Nos. of water cooler with RO+UV system at Jangpura AC-41	8844500	6260256	30.01
03	09	Supplying, Installation testing and commissioning of water cooler with RO+ UV system 100 Nos at various location at Deoli AC-47	8944500	6618036	26.01
04	10	Supplying installation, commissioning of 72-watt LED fitting etc. testing and 100 Nos. in ward no 16 at Deoli AC-47	1138810	671898	41

**2024-25**

01	02	Supplying installation commissioning of 72-watt LED fitting etc. testing and 200 Nos. in ward no 142 at Jangpura AC-41	1944000	1044900	46.25
02	03	Supplying installation, commissioning of 72-watt LED fitting etc. testing and 100 Nos. in ward no. 162 at Deoli AC-47	1041300	559699	46.25
03	05	Supplying installation, commissioning of 72-Watt LED fitting etc. Testing and 1041350 100 Nos. in ward no -164 at Deoli AC-47	1041350	500865	51.90
04	06	Supplying installation testing and commissioning of 72 Watt LED fitting etc. (200 Nos) in ward no - 143 at Jangpura AC-41	1944380	1098360	43.50
05	07	Supplying Installation commissioning of 100Nos. water cooler with testing and RO + UV system at Sangam vihar Assembly AC-49	8792200	6329505	28.01
06	09	Supplying installation testing and commissioning of 20 Nos High Mask with LED lights in Sangam Vihar AC- 49	9186850	5907145	35.70

07	12	Supplying Installation testing and commissioning of 72 Watt LED fitting etc.(200 Nos) in ward no - 144 at Jangpura AC-41	1944400	1283234	33.99
08	13	Supplying Installation testing and commissioning of 72 Watt LED fitting etc.(100 Nos) in ward no - 163 at Deoli AC-47	1041300	687466	33.98
09	14	Supplying installation Testing and commissioning of 72 Watt LED fitting etc. (500 Nos) in ward no - 168,169 & 170 at Sangam Vihar AC-49	4744400	2739891	42.25
10	15	Supplying installation testing and commissioning of 72 Watt LED fitting etc. (500 Nos) in block no J,I, F-2 at Sangam Vihar AC-49	4701750	2443970	48.02

The above estimates of the works were prepared by the technical expert engineers of the division on the basis of prevailing Delhi Schedule of Rates. However, it was noticed that tenders were accepted much below than the estimated cost. Moreover, in today scenarios although the prices of every commodity are rising spirally yet the tenders were accepted much below the estimated cost. Such type of unreasonable variations can be attributed to either wrong assessment of rates or sketchy estimates were prepared in casual manners. Furthermore, audit could not ensure how the contractor paid minimum wages to the labour engaged for the works.

Audit is of the view that the estimates should be prepared more precisely and there should be such provision to make sure that the quality of work is not compromised in the works awarded below the estimated cost. The reasons of this steep variation may be analyzed and take necessary steps to minimize it by making realistic assessment.



**PARA-03: Non registration of construction workers.**  
**(Audit Memo No. 07 Dated: 29.09.2025)**

In order to speed up processing of registration and renewal of registration of construction workers working at different construction sites and to prevent registration of bogus construction workers, Lieutenant Governor notified (April 2018) Assistant Engineer (Civil/Electrical) of NDMC, PWD, CPWD, DJB, MCD, DDA etc. as Registering Officer for registration of construction workers working in their projects under the Act Delhi Building and Other Construction Workers Welfare Board.

Scrutiny of the records of audit period of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it revealed that as per agreements, there were workers engaged by the contractors in the various agreements and the division was not mentioning the terms and conditions with the specification that all the construction workers should be registered under the Delhi Building Act and other construction workers welfare board. Division office had also not maintained any records in respect of construction workers registered with the Delhi Building and Other Construction Workers Welfare board. It appears from the records that none of the construction workers were registered with the Board.

It is stressed that necessary conditions in this regard maybe incorporate in the future NIT's so that the benefits of the various welfare schemes run by the Board may be extended to the genuine construction workers and further insist to the contractor to submit the valid Labour License after the award of work.

Necessary steps be taken to remove the above discrepancies under intimation to Audit.




**PARA-04 M.B. Register-Shortcomings and Review.**  
(Audit Memo No. 08 Dated: 29.09.2025)

As per codal provisions contained in para 10.2.7 of CPWD Code all measurement book relating to a division should be maintained in Form 92 showing the Sr. No. of each book, name of the sub division to which issued, date of issue and date of its return of M.B to the division may be watched. Measurement book no longer required in the sub division should also be withdrawn promptly.

During the scrutiny of the M.B. register maintained by **the Executive Engineer Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, the following irregularities were noticed –

1. Measurement issue register not maintained in prescribed Performa.
2. Entries from 42 to 106 regarding issue of CMB not attested by the competent authority.
3. Date of issue of Measurement Book not recorded in the M B register.
4. Date of return of M.B. were not recorded in the register.
5. In terms of para 10.2.9 of CPWA Code each sub division is required to submit MB used in the sub division to division office from time to time. So that at least once in a year the entries recorded in each book are subject to the percentage check by the divisional officer. The divisional officer is expected to ensure that the annual review is conducted regularly and positively every year. Similarly, the divisional accountant is also required to undertake the review of MB from the register. The above instructions not followed by the division office.

**Aforesaid irregularities after regularizing by incorporating suggested entries and necessary certificate of annual review by divisional officer may be shown to the next audit after due verification of facts and figure.**



**PARA-05 Non revalidation of FDR/Bank Guarant**  
**(Audit Memo No.09**

**Dated:**

*Date is to be mentioned*

During the course of audit of Valuable Register maintained in **Executive Engineer, Mechanical Division-IV, I & FC Department of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it has been observed that validity of a number of FDR/Bank Guarantees, submitted by contractors, have been expired and the Division has not made any efforts to get these FDR/Bank Guarantees revalidated as per detail given here under.

S. No.	Sl. No of valuable Register	Name of agency	Details FDR/BG No.	Amount of Valuable FDR/BG in Rs.
1	14	Avon Electricals	39026159509	51000
2	25	S.N. Enterprises	165220PU0001400	65642
3	26	S.N Enterprises	5863659	67666
4	27	S.N Enterprises	VY3086371	Not mentioned
5	28	S. L Electronic Pvt.Ltd	062700PV0080109	69441
6	29	Umesh Rai	939434	109956
7	30	Umesh Rai	939433	111408
8	32	Vikas Kaushik	41132706395	58400
9	35	S.N Enterprises	165220PU00006478	68005
10	38	S.N Enterprises	165220PU00007909	82953
11	40	Nirmohi Traders & Engineering	504653	29846
12	41	Nirmohi Traders & Engineering	504652	22143
13	43	Vikas Kaushik	42119275039 & 42104434213	313000 + 1000
14	44	Asian security & Intelligence Ltd.	438565	129783
15	45	R.S Electronics	236832	174000
16	46	Asian security & Intelligence Ltd.	42222412057	206000
17	47	Avon Electricals	42346082183	67437
18	48	Clean Tek India Pvt. India	1459938	2580000
19	49	R.S Electricals	236851	147000
20	51	Vikas Kaushik	42589660974	330950
21	52	R.S Electrical	236893	34000
22	53	V.K Associates	43674116216	70700
23	54	R.S Electricals	236957	33000
24	55	R.S Electricals	236958	28000

25	56	W. Construction Co.	3.7123E+13	227062
26	57	Atul Kumar Jha	43366771423	25100
27	58	Pay Electrical Works	685642	54918
28	59	Vikas Kaushik	4340823818	316500
29	60	Phoenix Protective Pvt. Ltd. Service	21107270	178000
30	61	Shaka Electrical India	913846	295357
31	62	Phoenix Pvt. Ltd. Protective Service Phoenix	21107299	166500
32	63	Phoenix Pvt. Ltd. Protective Service Phoenix	21107300	153000
33	64	Krishna Electrical works	566330	64500
34	65	Krishna Electrical works	566331	34500
35	66	R.S Electricals	3220300036492	137000
36	67	Pranay Abhijeet	503010185503190	122199
37	68	Phoenix Protective Service Pvt. Ltd.	50301085697682	83000
38	69	DNP Construction Pvt. Ltd	30300300055176	183285

Action may be taken either to revalidate the above Bank Guarantees or refund them to the concerned firms if the purpose of holding the Bank Guarantees has been fulfilled and similar types of other cases may also be reviewed under intimation to Audit.



**PARA-06 Splitting of similar nature of work amounting to Rs. 35.38 Lakh.**  
(Audit Memo No.10 Dated: 30.09.2025)

Rule 137 of GFR Manual 2017 prescribes that for purpose of approval and sanctions a group of works which forms one project, shall be considered as one work. The necessity for obtaining approval or sanction of higher authority to project which consists of each group of work should not be avoided because of the fact that the cost of each particular work in the project is within the powers of such approval of sanction of a lower authority.

During test check of contract agreement register for the year 2015-16 to 2024-25 of the Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41, it was noticed that works of similar nature have been split up having same date of award of the work. Had the tender been called for consolidated quantities more competitive rates could have been received. A few instances are enumerated as below: -

S. No	Agreement No./ date	Name of the contractor	Name of the work	Tendered Cost (in Rs. Lakhs)
1	05/2020-21/ 14.12.2020	M/s Anu Engineering	Supplying, Installation, Testing and Commissioning of Semi High Mask with LED Lights in R.K. Puram AC-44	1178535
2	06/2020-21/ 14.12.2020	M/s R.S Electricals	Supplying, Installation, Testing and Commissioning of Semi High Mask with LED Lights in R.K. Puram AC-44	1180506
3	07/2020-21/ 14.12.2020	M/s Anu Engineering	Supplying, Installation, Testing and Commissioning of Semi High Mask with LED Lights in R.K. Puram AC-44	1178535

Competent authority may regularize such splitting of work after proper justification and shown to the next audit after due verification of facts and figure.



**PARA-07 Slow progress of works leading to missing the deadlines for completion of work. (Audit Memo No. 12 Dated: 06.10.2025)**

Test check of Agreement register of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it revealed that progress of some of the works executed during the audit period were very slow and missed the stipulated date of completion by 06 to 45 months. Details of some of the works are given below for reference:-

S. No.	Name of the work	Name of the contractor / agreement no	Stipulated date of start	Stipulated date of completion	Actual Date of Completion	Delay in Months (approx.)
1.	Supplying, Installation testing and commissioning of semi high mast with LED lights in R.K Puram, AC-44	Anu Engineering/ 05/2020-21	24.12.2020	23.03.2021	12.02.2024	35
2.	Supplying, Installation testing and commissioning of semi high mast with LED lights in R.K Puram, AC-44	R.S Electricals/ 06/2020-21	24.12.2020	23.03.2021	13.12.2024	45
3.	Supplying, Installation testing and commissioning of semi high mast with LED lights in R.K Puram, AC-44	Anu Engineering/ 07/2020-21	24.12.2020	23.03.2021	19.12.2024	45
4.	Supplying, installation, testing and commissioning of 72 watt LED fitting etc. (100 Nos) in ward no 161 at Deoli AC-47	R.S Electricals/ 10/2023-24	12.01.2024	10.04.2024	01.01.2025	08

8.	Supplying, installation, testing and commissioning of 72 watt LED fitting etc. (200 Nos) in Jangpura AC-41	R.S Electrical/ 02/2024-25	05.07.2024	02.10.2024	26.07.2025	09
9.	Supplying, installation, testing and commissioning of 72 watt LED fitting etc. (200 Nos) in Jangpura AC-41	Raj Electrical Works/ 06/2024-25	07.10.2024	04.01.2025	26.07.2025	06

Necessary action may be taken for the above mentioned delayed works i.e EOT granted or penalty imposed by the department after due verification of facts and figures under intimation to Audit.



**PARA-08 Non Completion of Projects.**  
**(Audit Memo No. 13 Dated: 06.10.2025)**

Section 29.1 of CPWD Works Manual stipulates that the time allowed for carrying out the work as entered in the contract, shall be strictly observed by the contractor and work should be proceeded with all due diligence on part of the contractor throughout the stipulated period of the contract (time is deemed to be the essence of the contract). In Case of delay reasons should be shown in hindrance register without fail to watch the interest of Govt. and avoid set back in arbitration matters.

Test check of records under **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it revealed that the following projects have not been completed as on date although their stipulated periods are over.

Sl. No	Name of Agency/ Agreement No/ year	Name of Projects	A/A & E/S /Tendered Cost in Rs.	Stipulated date of Start/ Stipulated date of Completion	Delay in Completion (as on 01.10.2025)
1	Avon Electricals / 05/2019-20	Providing & fixing of semi high mask light and solar light with pole in Balmiki chaupal at village vasant nagar, R.K Puram AC-44	1480164 1002367	03.01.2020 02.03.2020	66 Months
2.	Umesh Rai/ 01/ 2022-23	Supply and fixing of 200 Nos. S.S Benches at Deoli AC-47	4887600 3665211	24.06.2022 22.08.2022	37 Months
3.	S.L Electromech Pvt./ 02/2022-23	Supplying, Installation, testing and commissioning of 20 Nos. semi high mask with Led lights in Deoli AC-47	4192526 2314694	10.04.2022 08.07.2022	38 Months
4.	Umesh Rai/ 03/2022-23	Supply and fixing 200 No. S.S benches at Kasturba Nagar AC-42	4887600 3713598	24.06.2022 21.09.2022	36 Months
5.	Vikas Kaushik/ 01/2023-24	Supply installation testing commissioning of 100 Nos. of water cooler with Ro + UV system at sangam vihar	8944500 6618036	10.07.2023 07.10.2023	24 Months

		Assembly -49			
6.	Vikas Kaushik/ 03/2023- 24	Supply installation testing commissioning of 100 Nos. of water cooler with Ro + UV system at Jangpura Assembly -41	8844500 6260256	01.08.2023 30.10.2023	24 Months
7.	Cleanfee Infra Private Limited/ 11/2023- 24	Procurement of dual purpose weed harvester skimmer machine for cleaning or drains of I & FC control department.	54577044 51600000	12.01.2024 10.04.2024	17 Months
8.	R.S Electrical/ 03/2024- 25	Supplying installation testing and commissioning of 72 Watt LED fitting etc. 100 Nos in Deoli AC-47	1041300 559699	04.07.2024 02.10.2024	12 Months

Division office may take appropriate action to complete the above works under intimation to Audit. Similar types of other cases may also be got reviewed at Division Level under intimation to Audit.

**PARA-09 Abnormal delay in deposit of Labour Cess.  
(Audit Memo No. 14 Dated: 06.10.2025)**

As per Govt. of NCT of Delhi's order No. 17(10)/BOCW/PG/Lab./05/207 dated 16.08.2005 all Govt. Department, Public Undertaking and other Govt. Bodies carrying out any building or other construction work shall deduct mandatory 1% of the amount of cost of payment to the contractors. Such amount as are deducted from the contractors' bill shall be remitted by way of A/c Payee Cheque, in favour of the Delhi Building and Construction Workers Welfare Board within 30 days of making such payment.

Test check of the records of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, revealed that there is prevailing system existed in the division not to deposit the amount of labourcess in stipulated time. It was noticed that the labourcess deducted from the bills of various agencies/contractors during the period were not deposited on monthly basis. The detail of deposit the delay amount of labourcess as under:

S. No.	Voucher No.	Period of labourcess	LabourCess deduction amount	Deposit date of Cess amount	Delay Months up to date
1.	11,12,13,14,15,34,35,36,37	Dec.2022	19604	Till date	33 Months
2.	8,9,10	Feb. 2023	30060	Till date	31 Months
3.	15,16,17,18,19,20,21,22,37,38,42,43,44,45,46,47,59,62,79,80,83,84,86,88,91,101	March, 2023	78589	Till date	30 Months
4.	12,13,14,24,25	May 2023	20692	Till date	28 Months
5.	5,6,7,8,9,10,11,12,16,19,20,27	June 2023	37699	Till date	27 Months
6.	14, 24	July 2023	41760	Till date	26 Months
7.	04,05,06,07,09,19,20,21,22,24,25,26,27,28,30,34	August 2023	58043	Till date	25 Months
8.	02,04,07,14	November 2023	31866	Till date	23 Months
9.	08,19,20,21,25,27	Jan. 2024	21230	Till date	21 Months

10.	01,02,03,07,18	Feb. 2024	14283	Till date	20 Months
11.	24,25,26,27,39,40, 41,43,50,55,56,57, 58,59	March 2024	309889	Till date	19 Months
12.	06,07,08,12,19,20, 25,26	May 2024	21000	Till date	17 Months
13.	11	June 2024	15260	Till date	16 Months
14.	08, 09,12	July 2024	9888	Till date	15 Months
15.	9,10,11,12,13,14	August, 2024	19133	Till date	14 Months
16.	02,03,05,06,09,10	Sept. 2024	33487	Till date	13 Months
17.	9,13,21,22,23,24,2 9,30,	Oct. 2024	110198	Till date	12 Months
18.	11,13,16,18,19,20, 21,22,23,24,25,26, 27,28,29,30,31,37, 38	Jan. 2025	60936	Till date	10 Months
19.	05,07,08,09,10,11, 12,13,14,15,16,17, 21,22,23,24,25,26, 28,31,32,33,41,42, 43,44,45	Feb. 2025	109597	Till date	09 Months

Reason for not depositing the labourcess in the Delhi Building and other Construction workers welfare board in time, may be elucidated to the audit party and department should maintain proper mechanism to ensure that the labourcess may be deposited with the board in time. Similar types of other cases may also be got reviewed at Division Level under intimation to Audit.

**PARA-10 Irregular contingent expenditure made by the Division and charged to work. (Audit Memo No.16 Dated: 08.10.2025)**

As per Finance (infrastructure) Department, GNCT of Delhi order No. F 1(9)/2015-16/Fin. Exp.4/Infra/6277-6416 dated 22.12.2015, the provision of contingencies is meant for unforeseeable and unidentifiable items which cannot be included/anticipated while preparing estimates for the work/project and personal claims on any account including conveyance, office contingencies etc. shall not be charged on works.

It is observed that the expenditure has been incurred through Hand receipts, Permanent Imprest and bills in r/o office stationery of division, circle and zonal office, hiring of vehicle, photocopy charges, charges for ITR/GST/TDS return filling charges, personal claims, hiring of air conditioners hiring of photocopier, conveyance charges etc.. On the scrutiny of paid vouchers of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it has been further observed that various kinds of expenditure had been incurred related to Office work, which has been charged to the work of the Division. Details are given below:-

S.No	CV.No	Items	Month	Firm / M/s	Amount in Rs.
1	16	TDS Correction	10/2023	Mishra & Associate	12000
2	22	Computer job works, typing work and other work of SEFC-IV	01/2024	Celesta Enterprises	23128
3	23	Computer job works, typing work and other work of SEFC-IV	01/2024	Celesta Enterprises	23128
4	24	Computer job works, typing work and other work of SEFC-IV	01/2024	Celesta Enterprises	23128
				<b>Total amount in Rs.</b>	<b>81384</b>

However, the division may regularize the expenditure incurred on purchase of above items from competent authority. Similar types of other cases may also be got reviewed at Division Level under intimation to Audit.




**PARA-11 Late payment Surcharge paid to BSES/TPDDL.**  
(Audit Memo No. 17 Dated: 08.10.2025)

During the test check of **BSES/TPDDL** bills of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41** for the audit period **2015-16 to 2024-25**, it has been observed that the Division delayed the **BSES/TPDDL** Charges and has paid Late Payment Surcharge (LPSC) as per details given below:

S.No	C.V No./ Date	CA No	Period	Amount including LPSC paid by School (Rs.)	LPSC paid (Rs.)
1	16/ 24.09.2024	150133590	12.08.2024 to 11.09.2024	316950	1743
2	17/ 24.09.2024	150133588	06.08.2024 to 05.09.2024	262700	771
				<b>Total</b>	<b>2514</b>

However, the division may regularize the expenditure incurred LPSC payments from competent authority. Similar types of other cases may also be got reviewed at Division Level under intimation to Audit.



**PARA-12 Non production of record.**

**2015-25**

1. Log book of vehicle.
2. List of unserviceable/condemned items.
3. Valuable register.
4. Income tax/ calculation sheet .
5. Spouse Information.
6. All sub- division records.
7. LTC/ Children education allowance register.
8. List of works completed but final bill not paid.
9. List or works awarded but not completed.
10. Water & electricity register.
11. Property Register.

Division may produce the above record before the next Audit.

  
**(PAWAN KUMAR)**  
**INSPECTING AUDIT OFFICER**  
**AUDIT PARTY NO. IV**

**PART-III**  
**(TEST AUDIT NOTE)**

**TAN-01 Rush of expenditure.**  
**(Audit Memo No. 02 Dated: 26.09.2025)**

During the test Audit of reconciliation reports for the audit period 2015-16 to 2024-25 the budget allocation & Actual expenditure of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the above period in the following heads is as under: -

**(In in Rs.)**

Head of Account	Expenditure upto Feb.	Expenditure dg. march	Total Expenditure	%age of Expenditure in March
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**2016-17**

MH-2711 Non Plan Flood Control & Drainage 052 Machinery & Equipment 990052-Tools & Plant 80027- Maintenance Flood	931647	22176679	23108326	95.96
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**2020-21**

MH-2711-03-052-98-00-27 Maintenance Drainage Sub-Head Minor Works	6329139	6058826	12387965	48.90
MH-2711-01-052-98-00-27 Maintenance Flood	0	2768622	2768622	100

**2021-22**

MH-2711-03-052-98-00-27 Maintenance Drainage Sub-Head Minor Works	14938138	16089049	31027187	51.85
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**2022-23**

MH-2711-03-052-98-00-27 Maintenance Drainage Sub-Head Minor Works	16058282	14167116	30225398	46.84
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As per rule 62(3) of General Financial Rules 2017, rush of expenditure particularly in the closing months of financial year, shall be regarded as breach of financial propriety and shall be avoided. It is further mentioned that Finance Ministry had already sensitized all administrative heads that rush of expenditure in the year end must be strictly avoided. As per extent guidelines, the last quarter expenditure must be limited to actual procurement of goods & services and reimbursement of expenditure already occurred.



Budget Division of Ministry of Finance vide its O.M No. F. No.12(15)-(W&M)/2019 dated 27.12.2019 has revised the limits of expenditure in last quarter of previous year from 33% to 25% and in the one i.e. month of March from 15% to 10%.It has been observed that heavy expenditure in the above heads in the month of March,2024was booked which was violation of Rule 62(3) of GFR 2017.

Necessary steps be taken to remove the above discrepancies in future under intimation to Audit.

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**TAN-02 Non surrender of Savings.**  
**(Audit Memo No.03 Dated: 26.09.2025)**

During the test check of reconciliation statement of office of **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the audit period 2015-25, it is noticed that Savings of Funds were not being surrendered as per provisions contained in General Financial Rule, 2017.

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

Under the following heads, huge amount of funds have been found remained unutilized which could have been declared surplus at the time of submitting Revised Estimates.

**Financial Year: 2016-17**

S.NO	Major/Minor/Sub Head of Accounts	Budget Allotment (In Rs.)	Total Exp. (In Rs.)	Balance (In Rs.)	% of saving
1	MH-4711 Non-Plan Capital Outlay on Flood Cont. Proj.-800-Other Exp. 980053 Major Works	300000	182640	117360	39.12

**Financial Year: 2021-22**

S.NO	Major/Minor/Sub Head of Accounts	Budget Allotment (In Rs.)	Total Exp. (In Rs.)	Balance (In Rs.)	% of Saving
1	MH-2711-01-052-98-00-27 Maintenance Flood	3100000	595902	2504098	80.07

**Financial Year: 2023-24**

SNO.	Major/Minor/Sub Head of Accounts	Budget Allotment (In Rs.)	Total Exp. (In Rs.)	Balance (In Rs.)	% of Saving
1	MH-2711-03-052-98-00-08 Maintenance of Drainage LTC	302000	0	302000	100
2	MH-2711-01-052-98-	35000	0	35000	100

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	00-05 Maintenance of Drainage Rewards				
3	MH-2711-01-052-98-00-08 Maintenance of Drainage LTC	48000	0	48000	100
4	MH-2711-01-052-98-00-06 Maintenance of Drainage Medical	69000	0	69000	100

**Financial Year: 2024-25**

S NO.	NO Major/Minor/Sub Head of accounts	Budget Allotment (In Rs.)	Total Exp. (In Rs.)	Balance (In Rs.)	% of Saving
1	MH-2711-01-052-98-00-05 Maintenance of Drainage, Rewards	10000	0	10000	100
2	MH-2711-01-052-98-00-08 Maintenance of Drainage LTC	10000	0	10000	100
3	MH-2711-01-052-98-00-06 Maintenance of Drainage Medical	100000	0	100000	100

From the above, it can be seen that the savings ranged between 39.12% to 100%. This has not only resulted in blockage of funds but also non-fulfillment of objectives for which the budget has been allocated.

As per Rule 62(1) of GFR 2017, Department shall surrender all the anticipated savings noticed in the Grants or appropriation and the unutilized funds before the close of financial year. However, in the above-mentioned cases, the same was not done.

Necessary steps be taken to remove the above discrepancies in future and compliances of the above may be shown to the next audit.

**TAN-03 Improper maintenance of Pay Bill Registers.**  
(Audit Memo No.04 Dated: 26.09.2025)

During the test check of the PBRs maintained by the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the Audit period 2015-16 to 2024-25 following irregularities have been noticed:-

1. The mandatory page counting certificate is not recorded in the PBR's on the first page which is also required to be countersigned by the DDO concerned.
2. The mandatory information/details of employees required to be recorded on the upper left side of each page in the PBR not found completely filled in any of the PBR's. Apart from name, other details like pay (Basic + Grade Pay), details of loan /advances/ refunds, instalment No., PAN No. etc. were also not found completely filled.
3. 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. Also information about the employees who have been transferred out of the unit have not been recorded in the PBR and if recorded, not signed by the Competent Authority. Copy of LPC is also required to be appended with the respective page in the PBR.
4. Monthly entries of Pay and allowances have not been entered properly in the PBRs and have not been signed by DDO.
5. Several cutting/over-writing made in the PBR which is required to be attested by the DDO concerned.

Necessary steps be taken to remove the above discrepancies under intimation to Audit.



**TAN-04      Non- Maintenance of Contractor Ledger. —**  
**(Audit Memo No. 06      Dated: - 29.09.2025)**

Section 10.2 of CPWD Works Manual stipulates that the accounts relating to contracts should kept in CPWA Form 43 as Contractor Ledger and separate folio or set of folios should be reserved for all the transactions with each contractor and it should be written up and maintained up to date. It further stipulates that the concerned auditor is responsible for completing the contractor ledger before passing the bill to the divisional officer.

During scrutiny of the record of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, it revealed that division is not maintaining the contractor ledger. It could therefore, not be verified in audit as to whether all the transactions viz. advance payments and secured advances were made in terms of provisions of the codes/manuals/contracts. Besides, liabilities if any, of the contractor and abstract of transactions relating to works could not be ascertained.

Necessary steps be taken to remove the above discrepancies under intimation to Audit.



TAN-05      **Improper maintenance of Service Books.**  
(Audit Memo No. 11      Dated: 06.10.2025)

During the test check of Service Books, of Staff of office of Division **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, the following short comings have been observed:

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

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

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

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

**(3) Home Town**

As per SR 199, GIO (9), the declaration of home town submitted by the official under LTC Scheme is to be kept in Service Book. And this entry should be attested by Head of office. But it has not been followed in most of the cases.

Necessary steps be taken to remove the above discrepancies under intimation to Audit.



**TAN-06 Shortcomings in maintenance of Cash Book.**  
**(Audit Memo No. 15 Dated: 08.10.2025)**

As per Rule 13 of Receipt & Payments Rules, it has been provided that the following instructions shall be observed by all Government officers who are required to (a) receive Government dues and handle cash or (b) perform the functions of drawing and disbursing officers (with or without cheque drawing powers), or both: -

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

However, on scrutiny of Cash book of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the Audit period 2015-16 to 2024-25 following shortcomings have been noticed:-

1. Day to day entries not attested by the DDO concerned.
2. Classification of Charges/ heads of account not shown in receipt as well as payment side of Cash Book.
3. Total of balance column of cash and bank not shown / done page wise in cash book.
4. Amount of GST and LabourCess not attested / signed by the DDO at the time of released from receipt side of Cash Book.

Necessary steps be taken to remove the above discrepancies under intimation to Audit.



**TAN-07 Shortcomings in maintenance of Cash Book.**  
**(Audit Memo No. 15 Dated: 08.10.2025)**

As per Rule 13 of Receipt & Payments Rules, it has been provided that the following instructions shall be observed by all Government officers who are required to (a) receive Government dues and handle cash or (b) perform the functions of drawing and disbursing officers (with or without cheque drawing powers), or both: -

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

However, on scrutiny of Cash book of the **Executive Engineer, Mechanical Division-IV, I & FC Department, Govt. of NCT of Delhi, Near DTC Depot, Nangloi, Delhi-41**, for the Audit period 2015-16 to 2024-25 following shortcomings have been noticed:-

- 5. Day to day entries not attested by the DDO concerned.
- 6. Classification of Charges/ heads of account not shown in receipt as well as payment side of Cash Book.
- 7. Total of balance column of cash and bank not shown / done page wise in cash book.
- 8. Amount of GST and LabourCess not attested / signed by the DDO at the time of released from receipt side of Cash Book.

Necessary steps may be taken to remove the above discrepancy in accordance to Rule- 13 of Receipt & payment Rules & necessary compliance should be shown to next audit.

  
**(PAWAN KUMAR)**  
**INSPECTING AUDIT OFFICER**  
**AUDIT PARTY NO. IV**

Sr. No.	Mem o. No	Particulars of Memo	Remarks
1.	1.	Huge Balances under Public work deposit.	PARA-01
2.	2.	Rush of expenditure.	TAN-01
3.	3	Non surrender of Savings.	TAN-02
4.	4	Improper maintenance of Pay Bill Registers.	TAN-03
5.	5	Award of work abnormally below estimated cost.	PARA-02
6.	6	Non- Maintenance of Contractor Ledger.	TAN-04
7.	7	Non registration of construction workers.	PARA-03
8.	8	M.B. Register-Shortcomings and Review.	PARA-04
9.	9	Non revalidation of FDR/Bank Guarantees.	PARA-05
10.	10	Splitting of similar nature of work amounting to Rs. 35.38 Lakh.	PARA-06
11.	11	Improper maintenance of Service Books.	TAN-05
12.	12	Slow progress of works leading to missing the deadlines for completion of work.	PARA-07
13.	13	Non Completion of Projects.	PARA-08
14.	14	Abnormal delay in deposit of Labour Cess.	PARA-09
15.	15	Shortcomings in maintenance of Cash Book.	TAN-06
16.	16	Irregular contingent expenditure made by the Division and charged to work.	PARA-10
17.	17	Late payment Surcharge paid to BSES/TPDDL.	PARA-11
18.	18	Improper maintenance of Stock Register.	TAN-07
19.	19.	NPR	PARA-14