

GOVT. OF NCT OF DELHI
DIRECTORATE OF AUDIT
DELHI SECRETRETRAT I.P.ESTATE,
NEW DELHI-02

Sub: Audit report of Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi for the period 2016-17 to 2019-2020.

INTRODUCTION

The Internal Audit of the account of Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi for the period 2016-17 and 2019-20 has been conducted by field Audit Party No. IX, comprising of Mathew Kurian, AO/IAO, Dinesh Kumar Verma, AAO and Vishal Sharma, Jr. Assistant. The audit has been conducted during 10 working days w.e.f. 27.07.2020 to 10.08.2020

AIMS AND OBJECTIVES

The Zone is looking after Construction of new SPS/ Pakka School Building Headed by Chief Engineer (Projects). This Zone has been renamed as Office of the Chief Engineer (Project) w.e.f. January 2019. There are 03 Unit under this Zone and 07 Divisions.

The following officers/officials have served as H.O.O./D.D.O./Cashier during the Audit period 2016-17 to 2019-20.

Head of the Department

Sl. No	Name	Designation	From	TO
1.	Sh. Diwakar Aggarwal	CPM	01.04.2016	03.10.2016
2.	Sh. M.K. Malik.	CPM	04.10.2016	18.10.2017
3.	Sh. U.C. Mishra	Chief Engineer	19.10.2017	03.01.2019
4.	Sh. M.K. Mahobia	Chief Engineer	04.01.2019	31.03.2020

Head of Office

S.No.	Name	Designation	From	To
1.	Sh. Parmod Kumar	EE (C)	01.04.2016	31.07.2017
2.	Sh. Om Prakash Sharma	EE (C)	01.08.2017	31.12.2017
3.	Sh. Jaishi Ram	EE (C)	01.01.2018	30.06.2018
4.	Sh. Dev Ashish Dewan	EE (C)	01.07.2018	03.09.2018
5.	Smt. Swathi Krishnamoorthy	EE (C)	04.09.2018	31.03.2020

D.D.O.

S.No.	Name	Designation	From	To
1.	Sh. Suresh Pal Rajput	AE(E)	01.04.2016	31.08.2017
2.	Sh. J.S. Chahar	AE (C)	01.09.2017	31.01.2019
3.	Sh. Ram Autor	AE (E)	01.12.2019	31.12.2019
4.	Sh. Jagdev	AE (C)	01.01.2020	31.03.2020

Sm

Cashier

S.No.	Name	Designation	From	To
1.	Sh. Rajender Kumar	UDC	01.04.2016	26.12.2016
2.	Sh. Raj Kumar	LDC	27.12.2016	31.03.2020

Budget Allocation and Expenditure for the year w.e.f. 2016-17 to 2019-2020

(Amount in Lakhs)

Year	Capital			Revenue		
	Budget allotted	Expenditure made	Balance	Budget allotted	Expenditure made	Balance
2016-17	--	--	--	182000000	155098284	26901716
2017-18	--	--	--	189000000	159035680	29964320
2018-19	--	--	--	172400000	166014351	6385649
2019-20	--	--	--	160400000	170156927	9756927

Details of Vacancy Statement as on 31/03/2020

Sl. No.	Group	Sanction Post	Filled Post	Vacant Post
1.	Group A	15	10	5
2.	Group B	69	37	32
3.	Group C	237	115	122
	Total	321	162	159

STATUTORY AUDIT

Statutory audit of the Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi has not been conducted by AGCR for the audit period.

MAINTENANCE OF RECORDS

The maintenance of records of Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi has been found satisfactory subject to observations made in Current audit report.

OLD AUDIT REPORT

There were 18 audit paras involving recovery of Rs.139587/-outstanding, out of which 03 paras have been taken as fresh during the current audit. Balance 15 para is incorporated in the current audit report.

(A)

S. No.	Year	Total Para's	Para Settled	Para no. of Settled Para's	Outstanding Para's with para No.
1	2006-09	06	01	06	1,2,3,4 & 5
2	2009-12	08	01	08	1,2,3,4,5,6 & 7
3	2013-16	04	01	04	1,2 & 3

(B) Details of Old Recovery


S.No	Year	Total old Recovery (Rs.)	Amount Recovered (Rs.)		Balance Recovery against Paras(Rs.)	
			Para No.	Amount	Para no.	Amount(Rs.)
1	2006-09	41014	--	--	04	39964
					05	1050
2	2009-12	46697			01	34208
					02	12489
3	2013-16	51876	--	--	01	41142
					02	10734


During the course of current audit, 06 Audit memos + 09 record memos highlighting various irregularities/short comings were issued raising recovery of Rs.11,828/-. On the basis of reply submitted by HOO, Nil memo has been settled. The rest audit memos have been converted into 02 Paras and 03 TAN which are incorporated in current audit report with the total recovery of Rs.11,828/-.


Details of Current Recovery

Memo No.	Total Recoveries Detected(Rs.)	Amount Recovered(Rs.)	Balance (Rs.)	Para. No.
2.	Licence Fee	--	6468	Para 01 (A)
4 & 5	Over Payment of TA	--	5360	Para 01 ((B)
	Total		11828	

The internal audit report has been prepared on the basis of information furnished and made available by the Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi. Directorate of Audit, GNCT of Delhi, disclaims any responsibility for any misinformation and / or non-information on the part of auditee.


Vishal Sharma, Jr. Asstt.


Dinesh Kumar Verma, AAO


MATHEW KURIAN
AO/IAO
Audit Party-IX

PART - I
OLD AUDIT PARAS

34c

(18) 35/c

**AUDIT REPORT OF BUILDING PROJECT ZONE (B- 1), PWD^{1ST} FLOOR,
MSO BUILDING, I T O, NEW DELHI
FOR THE PERIOD 2006-09**

**PART I
-(NIL)-
BEING 1ST AUDIT.**

**PART II
CURRENT AUDIT.**

① Para No. 1
②

Para No.1

Ref. Memo No.2
Dated:30.7.2009

Sub: Reg. performance of the Zonal Office.

Consequent upon the restructuring of new zones/circles/division of PWD, the Chief Engineer, Building Project Zone – B-I was declared Head of the Department of 05 PWD Building Project Divisions in which various major building projects have been assigned with. During the assessment of level of performance as well as the effectiveness of supervision of the Zonal office from the periodical reports, following observations were made by the audit:-

S.No.	Name of the work	Tendered cost of the work	Stipulated date of completion	Fig. in lakhs % of progress in work
Project Circle B-11 (Position as on June 2009)				
1.	C/o Distt. court, Saket	10180.52	30.10.2008	75%
2.	- do - Tower I	1136.96	20.3.2009	77%
Project Circle B-12 (Position as on Jan.2009)				
3.	C/o Prison, Mandoli	14814.36	19.11.2010	08%
4.	C/oGPO, Metcalfe House	1861.50	18.3.2008	85%
Project Circle B-13 (Position as on Jan.2009)				
5.	C/oJudicial Academy			
	Boys/Girls hostel	2068.00	24.12.2008	49%
	Res.complex	2452.00	24.12.2008	49%
6.	DA Qtrs. Shalimarbagh	4780.82	22.11.2008	40%
Project Circle B-14 (Position as on June 2009)				
7.	C/oPrison, Mandoli	614.69	20.5.2008	10%

As per Section 28.2 of the CPWD Manual the time allowed for carrying out the work as entered in the contract shall be strictly observed by the Contractor and Sec.28.5 further specifies that the tender accepting authority shall review the progress of work each month with all the concerned discipline including the Contractor. But from the above facts/data it is evident that the implementation of these projects is far away from the expectation. Date of stipulated completion of work has been expired long

back but the above projects assigned to various Circles are still found to be in progress. Being the zonal/controlling office of the above Project Circles, the office of the Chief Engineer is required to introduce a system of stringent monitoring of above major works so as to enable timely action against the Divisions concerned and Contractors for delay in execution and timely completion of work.

8 17 34/C

Apart from above, it has also been observed that some of the building projects under plan schemes were sanctioned and budget provision kept long back but work on these projects are delayed for want of DDAs approval, appointment of consultant etc. Since these projects involve huge investment of funds from the Govt. account, the matter may be pursued with above agencies vigorously in order to avoid cost escalation on these projects due to passage of time and also start of indented work without any further delay. Details of these projects are annexed for perusal.

Para No.2

Ref. Memo No.9
Dated:11.8.2009

Sub: Reg. settlement of disputes/claims
in favour of Contractors.

The status/data of various arbitration cases dealt in the Zonal office during the period under audit were obtained and following information were provided:-

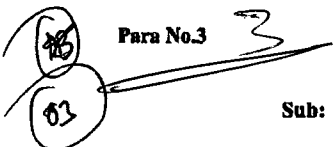
Year	No. of arbitration Cases dealt	Cases decided	Cases decided in /to contractor	Details of award	
2007	4	3	3	Contractor	Amt. awarded
				M/s Virender Khanna	62,17,368
				M/s AGKrishna Meno	72,99,336
				M/s Rani Constrn.	4,42,97,398
2008	2	Nil			
2009	3	Nil			

Out of 4 arbitration cases dealt during the year 2007, the awards of Arbitrator in 3 cases were against the department and consequently the department had to pay an amount of Rs.5.78 Crores to the Contractors. The audit examined these cases and following observations have been made:-

- (i) M/s Virender Khanna was appointed as consultant/Architect by the PWD for the Construction of DAP Lines & Staff Qtrs. Later on Police Head Qtrs.(PHQ) requested the PWD to transfer the agreement with PWD to PHQ while entrusting the job of project management to other agency M/s RITES. But owing to the non cooperation of M/s V.Khanna, PHQ requested PWD to dispense with their service and entrusted consultancy to M/S RITES. But M/s Virender Khanna did not receive fee for the services rendered by them either from PWD or from Police Deptt. and consequently the case went into arbitration. Out of above award of Rs.62.17 lakhs an amount of Rs.21.05 lakhs alone pertain to interest on award due and cost of arbitration which could have avoided had the work been entrusted to M/s RITES in consultation with the client department in the beginning.
- (ii) The PWD appointed M/s AG Krishna Menon as architectural consultant for the construction of Police Trg. College, Jharoda kalan and the claimant started work as per agreement/scope of work. But the PWD did not made any payment due to the fact that the change of land use could not materialize and estimates were not sanctioned by the Police/Home Deptt. as a result claimant stopped the work and went into arbitration. The PWD did not close the contract in due time after serving proper notice to the claimant and claimant kept on working

and respondent accepting the work for more than 5 years without paying a single rupee. The work was therefore managed without foreseeing the above facts which cost the department the award in favour of Contractor to the tune of Rs.72.99 lakhs.

- (iii) The award of Rs.4.43 Crore was made to M/s Rani Constructions mainly due to the reasons that the construction site was not hindrance free, demobilization of Plant & Machineries to other sites, absence of quality assurance consultant etc. which could have avoided had the deptt. been taken care of these aspects during the period of construction.
- (iv) As per Section 35.46 of CPWD Manual, in all arbitration cases where awards of the Arbitrators go against the department, detailed reasons and lapses if any on the part of concerned officials due to which the awards went in favour of Contractors should be gone into detail by the Chief Engineer concerned. The CE should also send his recommendation to the next higher authority on the issue of fixing of responsibility and for taking action against the Officers wherever necessary. Action initiated by the Office of the Chief Engineer in above cases in which Govt. had to bear the awards may be conveyed to the audit.


 Para No.3

Ref. Memo No.10
 Dated: 13.8.2009

Sub: Non maintenance of cash book & cheque register.

During the scrutiny of records pertain to the receipts & payments made by the DDO, following observations were made by the audit:-

- (i) As per general instructions for handling cash prescribed under Rule 13 of Receipt & Payment rules, all the govt. Officers who are required to (a) receive govt. dues & handle cash or (b) perform the function of DDO should maintain a cash book and all monetary transactions be entered therein as soon as they occur under the attestation by Head of Office in token of it's check. But it has been noticed that no cash book maintained by the DDO of the department whereas cash transactions as per TR V bearing no.68 to 79 and challans found made during the period under audit. This is a serious lapse on the part of DDO and therefore requires immediate steps to maintain a cash book in accordance with Rule 13 of Receipts & Payment Rules.
- (ii) Apart from above it has also been noticed that the DDO has not maintained the cheque register required under the Receipt & Payment Rules. Number of cheques have been found drawn/issued by the DDO through PAO and these transactions should have entered in a cheque register. This irregularity may be looked into and appropriate action be initiated to maintain proper records for receipts and payments.
- (iii) Moneys received on account of revenue/receipts of the Govt. shall be remitted to the govt. account without any delay. In contrary to above, several instances of delay in deposit of govt. receipts in bank were noticed. Few examples are given below:-

Receipt No.	Date of receipt	Amount	Date of remittance	Period of delay
79	30.6.2009	12,000	28.7.2009	28 days
78	07.11.2008	4,300	10.12.2008	33 days
77	08.4.2008	11,000	01.5.2008	23 days
74	12.11.2007	6,805	30.11.2007	18 days
72	30.3.2007	1,752	22.5.2007	53 days
68	01.5.2006	700	25.9.2006	146 days

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(iv) Instances were also noticed in which acknowledgements were not obtained from the officials while issuing cheques against various payments. In some other cases where payments of more than Rs.5,000 involved receipts were not obtained on the revenue stamps. All such cases have been given in the audit memo for appropriate remedial action.

Para No.4 04

Ref. Memo No.5
Dated: 10.8.2009

Sub: Short recovery of Income Tax

During the scrutiny of Income Tax calculations for the period under audit, following irregularities were noticed:-

(i) Dearness Allowance plus part of DA merged with Basic Pay and shown as Dearness Pay is also included in the definition of salary for working out the amount of HRA exemption under Section 10(13 A) as per the circular No.275/192/2004 IT CB dated 06.12.2004 issued by Govt. of India, M/o Finance. But it has been noticed that DA in some cases and DP in other cases were not considered while arriving at 10% of salary in excess of rent paid and allowing the rent rebate. Accordingly short recovery of income tax found made as per details given below:-

SNo.	Name of the Official S/Shri/Smt./Ms.	Salary Income	Rent rebate admissible	Savings made/ deducted	Taxable Income	Tax payable	Tax paid	Short recovery of tax
1.	Mahendra Pratap (Year 2006-07)	3,63,613	27,104	49,846	2,86,663	36,719	35,282	1,437
✓ 2.	Prabhodh Vijh, AE (Year 2007-08)	3,72,371	48,187	1,00,000	2,24,184	19,402	17,743	1,659 on 12-05-11 in Andhra & Base
✓ 3.	R P Sharma, AE (Year 2007-08)	3,72,520	41,365	1,00,000	2,31,155	20,838	19,150	1,688 on 12-05-11 in Andhra & Base
4.	Gopal Rastogi, AE (Year 2007-08)	3,32,221	21,753	1,00,000	2,10,468	16,577	15,120	1,457
	(Year 2008-09)	5,21,186	21,179	1,00,000	4,00,007	36,051	34,730	1,321
✓ 5.	F C Mittal, EE (Year 2007-08)	4,18,954	68,522	1,00,000	2,50,432	24,853	23,824	1,029 on 30-06-2011 in SBI (1373)
6.	R P Pathak, AE (Year 2007-08)	3,69,276	55,086	1,00,000	2,14,190	17,343	15,572	1,771
✓ 7.	J B Bhatia, AE (Year 2008-09)	3,49,064	28,607	1,00,000	2,20,457	7,257	6,720	537 on 9-07-2011 in Andhra & Base
8.	Lakhan Singh, Steno (Year 2008-09)	3,25,117	37,017	96,360	1,91,740	4,299	3,860	439
9.	Nand Lal, HC (Year 2008-09)	2,83,903	25,716	1,00,000	1,58,187	844	459	384

Note: The tax payable, Tax paid and Short recoveries of tax mentioned above are inclusive of 3% Edu. Cess.

31/C

(ii) As per Section 80 CCE of IT Act, the aggregate amount of deductions under Section 80C, 80 CCC and 80 CCD should not exceed the limit of Rs.1 lakh. But it has been noticed in the case of Shri Jug Raj, Section Officer (Year 2006-07) that a total deduction of Rs.1.95 lakhs has been made from the salary income under Section 80 instead of Rs.1 lakh in contrary to the above provision. Hence the excess deduction made may be disallowed and short recovery of tax recovered as per calculation given below:-

Gross Salary Income	: 2,37,355
Deductions u/s 80	
u/s 80 C LIC	2,676
UTGEIS	720
GPF	94,000
u/s 80 CCC Pension fund	97,456
Total	1,94,852 limited to 1,00,000

Taxable Salary Income	1,37,355
Income Tax payable	3,736
Add: Edu Cess @ 2%	75
Short Recovery of Income Tax now recoverable	3,811

3.7% Tax Subtracted on 16-03-2011
in S.B.I.

(iii) In following cases it has been noticed that tax rebate given/allowed against the home improvement loan whereas the rebate is admissible only for any sums paid by an assessee for the purpose of purchase/construction of a residential house property. In view of above the amount of rebate allowed against the home improvement loan is required to be added to income for calculation of tax as per details given below:-

Name: Sh.Suresh Kumar, AE

	Year:2007-08	Year:2008-09
Gross Salary	3,62,865	5,64,237
Less: Home loan rebate admissible	30,645	29,052 (out of Rs.55,102, Rs.26,050 inadmissible)
(out of Rs.58,678, Rs.28,033 inadmissible being home improvement loan)	3,32,220	5,35,185
Less: Rebate allowed	1,00,000	1,00,000
Taxable Income	2,32,220	4,35,185
Income Tax	20,444	42,037
Add: Edu. Cess @3%	613	1,261
Tax Payable	21,057	43,298
Tax already paid as per PBR	15,060	37,932
Short recovery of tax	5,997	5,366

Name: Sh.Dalip Kumar, AE

	Year: 2007-08
Gross Salary	3,68,411
Less: Home loan rebate admissible	50,069 (Out of Rs.72,047, Rs.21,968 inadmissible being home improvement Loan)
	3,18,342
Less: Rebate allowed	1,00,000
Taxable income	2,18,342
Income Tax	17,668
Add: Edu Cess @3%	530
Tax Payable	18,198
Tax already paid as per PBR	13,671
Short recovery of tax	4,527

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(iv) VI Pay Commission arrears amounting Rs.82,924 drawn by Shri Mukesh Kumar Gupta, AE is not found added to the total income while computing the income tax in the calculation sheet. The short recovery of income tax recoverable after adding the arrears comes to Rs.8,541 as per calculation given below:-

Taxable Salary income	: Rs.3,92,321
Add: Pay Commission arrears	82,924
	4,75,245
Less: Rebate allowed u/s 80	91,443
Taxable income	3,83,802
Income Tax	31,760
Add: Edu. Cess @3%	953
Tax Payable	32,713
Tax already paid as per PBR	24,172
Short recovery of income tax	8,541

he has submitted classification Reg Income Tax if every is not due

The short recovery of income tax pointed out in this para may be recovered from the officials concerned after due verification and deposited in Govt. account under intimation to the audit. The detailed calculations in comparison to the tax assessment made by the DDO are given in the audit memo for verification and initiating appropriate action.

05 Para No.5 05

Ref. Memo No.8
Dated: 11.8.2009

Sub: Non recovery of CGHS/DGHS subscription.

(i) During the scrutiny of Pay Bill Register it has been noticed that subscription towards CGHS/DGHS were not deducted from the salary of some of the officials on the rates applicable as per their entitlement. The subscription due may therefore be recovered from the officials as per details given below under intimation to the audit:-

S No.	Name of the Official	Period	Subscription Deducted	Subscription actually due	Subscription now recoverable
1.	Shri Rajbir Singh,AE	2006-09	2,700 @Rs.75 p.m	3,600	900
2.	Shri Ranbir Singh, LDC	4/08 to 9/08	180 @Rs.30 ..	300 @Rs.50	120
3.	Shri Sant Kumar,HC	2/09	70	100	30

The above recoveries are calculated for the period under audit, therefore the actual recovery due may be verified from previous records and ensure that recovery as per their entitlements are fully made.

(ii) A compulsory monthly contribution is to be levied on all entitled classes of govt. servants towards CGHS/DGHS as per instructions issued by the Govt. on the subject. But during the test check of Pay Bill Register it has been noticed that recovery from number officials were not made for which no reason/justification provided by the department in response to the audit memo. List of these officials annexed for initiating appropriate action under intimation to the audit.

3/12 29/C

06
Para No.6

Ref. Memo No.11
Dated: 13.8.2009

Sub: Reg. non production of records.

The following records were not produced to the audit for its scrutiny. These records may be shown to the next audit:-

- (i) GPF Ledger/Broadsheet
- (ii) TR V Stock register
- (iii) Register of undischursed pay & allowances
- (iv) Contingency Register
- (v) Long Term Advance Register
- (vi) LTC/TA/Conveyance/CEA/Tuition fee register
- (vii) Telephone/Electricity register
- (viii) Library Records
- (ix) Spouse information.

(Jasbir Kaur)
I A O, Audit Party No.II

(2) (11) 28/c

TEST AUDIT NOTE (TAN)

TAN No.1 (Ref. Memo No.3 dt.7.8.2009)

Sub: Verification of Qualifying Service

As per Rule 32(1) of CCS(CCA) of Pension Rule the Head of Office in consultation with PAO Shall verify the service rendered by a Govt. servant who has completed 25 years of service or is within 5 years of retirement determine the qualifying service and communicate to him the period of qualifying so determined. During the scrutiny of records it has been noticed that the following officials completed 25 years of service and within 5 years of retirement, therefore their qualifying service are required to be got verified from the PAO:-

SNo.	Name of the official	Date of Birth	Date of Apptt.	Date of superannuation
1.	Shri Nand Kishore,EE	11.3.1951	16.8.1977	31.3.2011
2.	Shri Phool Chand, AE	05.1.1953	09.1.1978	31.1.2013
3.	Smt.Malvinder Kaur,UDC	21.6.1950	01.6.1972	30.6.2010
4.	Shri S.L.Gulabani, HC	10.7.1954	28.X.1978	31.7.2014
5.	Smt.Suraksha Soni, UDC	02.10.1951	25.1.1972	31.10.2011
6.	Smt.Shishu Kumari,UDC	28.02.1950	30.4.1973	28.02.2010

Needful action as required above may be taken under intimation to the audit. Similar other instances may also be reviewed and action taken as above.

TAN No.2 (Ref. Memo No.4 dt.7.8.2009)

Sub: Reg. Service Books

During the scrutiny of Service Books, following general irregularities were noticed:

- (i) Photo of Officers/Officials have not been affixed on the first page of service books while in other cases it is not attested by the HOO.
- (ii) Date of Birth is not mentioned in words in r/o Sh. Jyoti Bhatia, AE and Sh. Ajay Kumar Saha, AE.
- (iii) Family details are not pasted in the service books of some of the officials
- (iv) Service verification is found to be incomplete in the service books of Sh. Ashok Kr. Dahiya and Shri Gopal Lal Goyal.
- (v) Leave account of Sh. Vinod Kumar, Drafts Man(E) was found incompleated
- (vi) Entry of police verification and medical fitness at the time of entry in service is not found recorded in the case of some of the officials.
- (vii) GPF account no. is not mentioned in the service books of many officials
- (viii) Nominations for GPF/Insurance/DCRG/F. Pension were not found traceable in the service books of some of the officials.

Details of officials whose service books checked and above irregularities noticed have been given in the audit memo for taking appropriate action.

⑩ 271C

TAN No.3 (Ref. Memo No.6 dt.10.8.2009)

Sub: Reg. Postage Stamp Account

- (i) As per entry dt.12.3.2009 in the postage stamp account register, stamps worth Rs.5,000 were procured and started it's issue from 13.3.2009 onwards. While entering the receipt of stamps, the previous balance of stamps if any available in stock was not found reflected in the register.
- (ii) As per entry in the register, stamps worth Rs.300 were given on loan but entry on it's return not found made since Feb.2009.
- (iii) The account of entire service postage stamp may be recorded in one register duly attested by a responsible officer and stamps issued from the stock be supported by receipt. The account may be closed monthly and balance worked out be entered under the signature of the officer concerned.
- (iv) Similarly at the end of each month detailed account of stamps received by dispatcher and used be prepared in the despatch register with balance in hand also depicted therein under the signature of the Officer concerned.
- (v) Physical verification of the stock of stamps in hand may be done at regular intervals and results be recorded in the register.

TAN No.4 (Ref. Memo.No.7 dt.10.8.2009)

Sub: Reg. Bill Register

During the test check of Bill Register for the period under audit, the following observations were made:-

- (i) As per Note 1 below Rule 34 of Receipt & Payment Rules the bill register should be reviewed monthly by a gazetted officer and result of the review recorded therein. This has not been found followed by the DDO.
- (ii) A summary of bills submitted in PAO, passed & paid and no. of bills pending with PAO may be recorded in the bill register at the close of every month.
- (iii) Some of the entries made in the bill register are not found signed by the DDO during the year 2007-08
- (iv) Columns provided in the register may be filled up completely.

IAO
Audit Party No.II

Para-06

~~Para-07~~

(Reference Audit Memo No. 17 Dated:30.11.12)

23
22 26/C

Subject: Excess payment of Transport Allowances to the tune of Rs. 34,208 /-.

If an employee remains absent from duty for a full calendar month due to leave/training/tour/etc., he/she is not admissible to draw the transport allowance for that calendar month as per the rule.

During the test check of the PBR/Service Books, it has been observed that the transport allowance has been paid to some of the officials while they were on leave for full calendar months. Details are as under:

S.No	Name & Designation S/Shri/Smt.	Period of Leave	Calender Months	Excess Payment (Rs.)
1.	Sh.R.K.Manan,UDC.	26.07.12 to 01.10.12	2 Months	5,504/-
2.	Smt.Anju Bajaj,UDC.	21.06.12 to 08.08.12	1 Month	2,752/-
3.	Sh.Kushal Kumar Nehra,AE(E)	24.01.12 to 30.04.12	3 Months	15,840/-
4.	Sh. Gurinder Singh,AE(E)	29.08.11 to 14.10.11	1Month	5056/-
5.	V.P.Gupta,AE(E)	28.11.11 to 03.01.12	1 Month	5056/-
	Total			34,208/-

The excess payment made on account of transport allowance may be recovered from the above mentioned officials after due verification and deposited into the government account under intimation to audit. It is also suggested that other similar cases may also be reviewed and action be taken accordingly.

Para-07
88

31 25/c

Para:2 (Reference Audit Memo No. 19 Dated: 30.11.2012)
Subject : Short Recovery of Income Tax

Scrutiny of Calculation Sheets of Income Tax reveals that there was Short Recovery of Income Tax during 2009-2012 as per details given below:

1.Sh.Jyoti Bhatia:AE- Rebate given on HRA for the financial Year 2009-10 is incorrect as DA not included in HRA exemption:

Particulars	Calculation made by the Deptt.(in Rupees)	Calculation should be as under (in Rupees)
Gross Salary	4,80,074	4,80,074
(-) HRA	36,652	31,024
Total Salary	4,43,422	4,49,050
Savings	1,00,000	1,00,000
Taxable Income	3,43,422	3,49,050
Tax upto 1,60,000	Nil	Nil
Tax upto 30,000(10%)	14,000	14,000
Tax above 3,00,000 (20%)	8,684	9,810
Cess 3%	681	714
Total Tax	23365	24524

Difference: 1159 (24,524-23365)

Balance to be recovered: Rs. 1,159/-

2.Sh. Om Narayan Singh AE: Submitted Tution fee receipt of Rs.15,000/- for the year 2010-11 issued by Institute of Applied medicine & Research,Meerut for his daughter,Madhuri Singh student of BPT IIIrd year,which is not admissible as per rule

Particulars	Calculation made by the Deptt.(in Rupees)	Calculation should be as under(in Rupees)
Gross Salary	5,02,625	5,02,625
(-) HRA	77,784	77,784
Total Salary	4,24,801	4,24,801
Savings	36,145	21,145
Taxable income	3,88,696	4,03,656
Rounded off	3,88,700	4,03,660
Tax upto 1,60,000	Nil	Nil
Tax Upto 5,00,000(10%)	22,870	24,366
Cess	686	731
Total Tax	23,556	25,097

Difference: Rs.1,541/-(25,097-23,556)

Balance to be recovered: 1,541/-

(21)
30 24/12

3. **Sh. Babu Lal Choudhary:** During 2010-11 the official was given exemption of Rs. 10,019/- on account of interest on HBA whereas he was eligible for exemption of Rs. 5,010/- being Loan taken jointly i.e. in the name of Babu Lal Choudhary & Mithilesh Choudhary from ICICI Bank.

Particulars	Calculation made by the Deptt.(in Rupees)	Calculation should be as under(in Rupees)
Gross Salary	7,04,435	7,04,435
(-) Income from Home Property	-10,019	- 5,010
Total Salary	6,94,416	6,99,425
Savings	1,35,000	1,35,000
Taxable Income	5,59,416	5,65,425
Rounded off to	5,59,420	5,65,420
Tax upto 1,60,000	Nil	Nil
Tax upto 5,00,000(10%)	34,000	34,000
Tax above 5,00,000(20%)	11,884	13,884
Tax	45,884	46,884
Cess	1,377	1,407
Total Tax	47,261	48,291

Difference: Rs.1,030/-(48,291-47,261)

Balance to be recovered:Rs.1,030/

4. **Sh. Pardeep Kumar Verma:JE:** He has taken HBA from HDFC jointly with his wife Rekha Verma. He has been given exemption of Rs. 86,213/- from Gross income on account of interest on HBA where as he was eligible for exemption of Rs.43,106.

Particulars	Calculation made by the Deptt.(in Rupees)	Calculation should be as under (in Rupees)
Gross Income	5,95,842	5,95,842
(-)HBA interest	86,213	43,106
Total Salary	5,09,629	5,52,736
Savings	1,03,900	1,03,900
Taxable income	4,05,729	4,48,836
Rounded off to	4,05,730	4,48,840
Tax upto 1,80,000	Nil	Nil
Tax upto 5,00,000(10%)	22,573	26,884
Cess 3%	677	807
Total Tax	23,250	27,691

Difference: Rs.4,441/-(27,691-23,250)

Balance to be recovered Rs.4,441/-

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23/c

5. Sh. Guru Charan Singh JE- Deducted Rs. 83,798/- from Gross Income being Interest on HBA where as he was eligible for exemption of Rs. 41,899/- as the Loan taken from HDFC jointly in the name of Sh. Gurucharan Singh and Smt Kusum Lata

Particulars	Calculation made by the Deptt.(in Rupees)	Calculation should be as under
Gross Income	4,37,272	4,37,272
(-) Interest on HBA	83,798	41,899
Other Income(+)	+ 13,277	+ 13,277
Total Income	3,66,751	4,08,650
Savings	1,02,700	1,02,700
Taxable Income	2,64,051	3,05,950
Rounded off to	2,64,050	3,05,950
Tax upto 1,80,000	Nil	Nil
Tax	8,405	12,595
Cess	252	380
Total Tax	8,657	12,975

Difference: Rs.4318/- (12,975-8,657)
Balance to be recovered: Rs.4,318/-

Reasons for Short Recovery of Income Tax may be elucidated to audit and necessary steps should be taken to recover the Short recovery of Income Tax as stated above after due verification of records under intimation to Audit. Such similar cases may also be verified for taking appropriate action

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Para no:3

Para - 08

(Reference Audit Memo no. 11 Dt.29.11.2012)

Subject: Incorrect fixation of Pay

On scrutiny of PBR, it was observed that while granting Annual Increment on 1st July, the pay of the following officials was fixed wrongly:-

S.no	Name & Designation	Pay+GPay as on 01.07.2009 (in Rupees)	Amount of Increment@3%of Pay +GPay (in Rupees)	Pay fixed by the Deptt. (in Rupees)	Pay should be fixed as under (in Rupees)
1.	Sh.Rakesh Kumar,AE	16910+4600/-	650/-	17550+4600/-	17560+4600/-
2.	Smt. Anita Ghai,AE	15360+4200/-	590/-	15940+4200/-	15950+4200/-
3.	Sh. Kuldeep Sandli ,AE	14880+4600/-	590/-	15460+4600/-	15470+4600/-
4.	Sh.Ram Nakshatra singh AE	14880+4600/-	590/-	15460+4600/-	15470+4600/-
5.	Sh.Shyam Prasad,AE	22950+6600/-	890/-	23820+6600/-	23840+6600/-

Under CCS(RP) Rules 2008, the annual increment will be 3% of Pay in the running pay band and corresponding Grade pay rounded off to next multiple of 10. While rounding off, paisa should be ignored, but any amount of rupee or more should be rounded off to next multiple of 10.

The deptt is advised to revise the fixation of pay & make the payment of difference of Pay to the above mentioned employees after due verification of records and also look into the other similar cases under intimation to the Audit.

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(18)
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(10) Para-9

Para no.4

(Reference Audit Memo no. 13. Dt.29.11.12)

Subject: Payment of Arbitration Awards amounting to Rs.138.09 lacs to Contractors

As per the information provided by the department in connection with Arbitration cases dealt during 2009-12, the awards of the Arbitrators went against department in 6 cases out of 8 cases as per details given below:

No. of Arbitration cases dealt during 2009-12	Cases decided	Cases decided in favour of contract or	Contractor's Name	Amount of Award (Rs. in lacs)	Interest included in amount of Award (Rs.in lacs)
18	8	6	(i) M/s Om Construction Co.	27.34	6.27
			(ii) M/s Om Construction Co	18.67	3.11
			(iii) M/s Prominent Electric Works	2.18	0.44
			(iv) M/s Aries Constr.Co.Ovt.Ltd	43.89	3.92
			(v) M/s A.K.Builders	43.58	7.31
			(vi) M/s Décor India	2.43	0.12
Total				138.09	21.17

It is pertinent to note that the Contractors were paid interest to the tune of Rs.21.17 lacs included in the total amount award of Rs.138.09 lacs. Since most of the cases went against the department, there was extra burden of Rs.21.17 lacs on Government exchequer.

As per section 35.15 of CPWD Manual (2012), In all Arbitration cases where awards of Arbitration go against the deptt. (whether by upholding the claims of the contractors or by rejecting the counter claims of the department) detailed reasons & lapses, if any, on the part of concerned officials due to which the awards have gone against the department, should be gone into details by the Chief Engineer concerned.

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20/c

The Chief Engineer should send his recommendations to the Director General(Works) on the issue of fixing of responsibility and for taking action against the officials/officers, wherever necessary .

Action taken by the Chief Engineer in view of section 35.15 of CPWD may be intimated to the Audit.

⑪ Para-10

19/c

Para no:5 (Reference Audit Memo No. 15 Dt:30.11.2012)
Sub: Huge savings under various heads of Account.

1. As per Rule 56(2) of GFR, savings as well as provisions that cannot be profitably utilized should be surrendered to Govt. immediately they are foreseen without waiting till the end of the year. Under the following heads huge amount of funds have been found remained unutilized which could have surrendered at the time of submitting Revised Estimates so that which could have been used in some other public utility services.

Period : 2009-10

Major Head 2059	Head of Account	Budget	Expenditure upto 3/10	Excess/savings	%age of Savings
BI(1)(1)(1)4	DTE	6,00,000	5,03,395/-	96,605/-	16%

Period: 2010-11

Major Head 2059	Head of Account	Budget	Expenditure upto 3/11	Excess/savings	%age of savings
BI(1)(1)(1)4	DTE	7,00,000	4,24,860/-	2,75,140/-	39%
BI(1)(1)(1)5	Office Exp.	5,97,000	4,63,259/-	1,33,741/-	22%
BI(1)(1)(1)10	Technology information	15,000	Nil	15,000/-	100%

Period:2011-12

Major Head 2059	Head of Account	Budget	Expenditure up to 3/12	Excess/saving	%age of Savings
BI(1)(1)(1)1	Salary	9,00,00,000	7,52,11,820	1,47,88,180/-	16%
BI(1)(1)(1)4	DTE	8,00,000	2,89,178/-	5,10,822/-	64%
BI(1)(1)(1)3	OTA	20,000	9,863/-	10,137/-	51%
BI(1)(1)(1)9	Medical	15,00,000	9,39,868/-	5,60,132/-	37%
BI(1)(1)(1)10	Technology Information	1,00,000	46,360/-	53,640/-	54%

2. Reasons for non utilization/surrendering the excess Budget may be clarified to the Audit.

Para-11

Para no: 6 (Reference Audit Memo No. 18 Dated: 30.11.2012)

Subject: Prize money not included in Gross Income for the year 2009-10 & 2011-12

Scrutiny of records reveals that the following officials /Officers working in B-1 Project Zone have won the prize money during the FY 2009-10 & 2011-12 in different competitions of Hindi Language. But the prize money has not been included in the total income of the employees for deduction of Income tax at appropriate rates.

List of Employees

S.no	Name & Designation	2009-10	2011-12
1.	Sh.Kulbhushan AE	-	3100/-
2.	Sh.Subhash Chander,AE	--	500/-
3.	Smt.Meena Joshi,OS	--	4,000/-
4.	Smt.Anita Ghai, OS	3,500/-	--
5	Smt.Suraksh Soni H/C	3,500/-	2,100/-
6.	Sh. Manohar Hasani,H/C	1,000/-	4,600/-
7.	Sh.Amlok Singh,Draftsman	1,000/-	2,000/-
8.	Sh.Parveen Kumar -do-	--	2,100/-
9.	Sh.Surender Kumar -do--	--	2,500/-
10.	Smt. Vcena,UDC	1,500/-	1,000/-
11.	Sh.Kewal Krishan Batra,LDC	500/-	2,000/-
12.	Sh.Om Parkash,LDC	500/-	2,600/-
13.	Smt. Ranjeet Kaur,LDC	--	1,600/-
14.	Sh Rishi Kumar, Class IV	--	1,000/-
15.	Sh.J.K.Gupta,FO	2,000/-	--
16.	Smt.Maninder Chhabra,Steno	1,500/-	--
17.	Smt.Malvinder Kaur	1,500/-	--

List of employees from other Circles/divisions under the control of the office of The Chief Engineer, B-1 Project Zone for the period 2009-12 may also be obtained in order to include the Prize money in their Gross income for Income Tax purpose.

Reasons for non-inclusion of Prize money in the Gross Income of the employee in the respective years may be elucidated to the Audit.

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Para-12
Para no:7

(Reference Audit Memo no. 9 Dt.27.11.12)

Subject: Improper maintenance of Consumable and Non-Consumable register

During the course of Audit, it was observed that the department has not maintained the consumable & Non-consumable stock registers properly. The following shortfalls were noticed :-

CONSUMABLE REGISTER

- (a) The stock register has not been maintained in the Form-40 as required under GFR 190 (2)
- (b) Under Rule 187(3) of GFR, details of material received should be entered in the appropriate stock register. No details with regard to Unit Price has been entered in stock register for the period 2009-12, as a result of which the total value of inventory could not be ascertained.
- (c) Cutting at Page nos 1,2,3&4 of stock register for the period 2009-10 have not been attested by the competent authority.
- (d) Initials of the person to whom material has been issued not obtained in the stock & distribution Register.
- (e) No page counting certificate has been recorded on the 1st page of the Stock registers under the signatures of competent authority for the period 2009-10,2010-11.

2.Non-Consumable Register

Under Rule 190(2) of GFR, the department is required to maintain a non-consumable register in the Form-140 comprising of Fixed assets such as Plant, Machinery, Equipments, Furnitures & Fixture etc. But the department has not maintained any such register as a result of which total value of Non-consumable items could not be ascertained.

Reasons for the above mentioned lapses may be clarified to Audit.

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Para no:8


(Reference Audit Memo No. 20 Dt.30.11.2012)

Sub: Non-Production of Records:

The following records were not provided to Audit pertaining to 2009-12:-

1. Log Book of the vehicle & History sheet of vehicle;
2. Service Postage stamps register
3. Spouse Information
4. Long term advance Register
5. OTA Register
6. Despatch Register
7. Records pertaining to Building Projects
8. T.R-V Stock Register.

Reasons for non production of above mentioned records may be clarified to Audit.


(S.S. Grover)

I.A.O.

Audit Party no.XII

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15/C

TAN :1

(Reference Audit memo no12 Dt. 29.11.2012)

Subject: Unauthorised deduction of Rs.3250/- from the Total Income by DDO

Scrutiny of Income Tax calculation of Sh. Sudhir Chander Saxena, AE for 2010-11 (AY-2011-12) reveals that DDO has allowed a deduction of Rs.3250/- (50% of 6500) from the total income on a/c of donation to a Charitable Trust.

Donation for charitable purposes fall under two categories (a) those which can be taken into account by the 'DDO' (b) those for which assesses can get refund only through their Annual Income Tax Return from ITO concerned under section 80-G of Income Tax.

Since the donation made by Sh. Sudhir Chander Saxena, AE to a Charitable Trust does not fall under Category (a) as stated above, the DDO was not competent to deduct the said donation from Total Income.

Reasons for above mentioned lapse may be clarified to the Audit.

TAN :2

(Reference Audit Memo no10 Dt. 29.11.2012)

Subject: Unauthorised deduction of Rs.3250/- from the Total Income by DDO

Scrutiny of Income Tax calculation of Sh. Sudhir Chander Saxena, AE for 2010-11 (AY-2011-12) reveals that DDO has allowed a deduction of Rs.3250/- (50% of 6500) from the total income on a/c of donation to a Charitable Trust.

Donation for charitable purposes fall under two categories (a) those which can be taken into account by the 'DDO' (b) those for which assesses can get refund only through their Annual Income Tax Return from ITO concerned under section 80-G of Income Tax.

Since the donation made by Sh. Sudhir Chander Saxena, AE to a Charitable Trust does not fall under Category (a) as stated above, the DDO was not competent to deduct the said donation from Total Income.

Reasons for above mentioned lapse may be clarified to the Audit.

14/C

TAN:3

(Reference Audit Memo no. 8 Dt. 27.11.2012)

Subject: Improper maintenance of Pay Bill Registers & Bill Registers

During the test check of PBRs and Bill registers the following irregularities were noticed:-

PBRs

1. No page counting certificate found recorded on the first page of PBR.
2. Incomplete Personal information : The necessary information/details of the officials to be written on the upper part of each page is incomplete/not found filled in the PBR.
3. Balance of advances were not brought forward from the previous year . Neither the Total advance drawn nor the number of installments is mentioned, which is irregular.
4. Column for checkers initials and details of bill no. and date are not filled.
5. GAR-18(Abstract) has not been filled & signed by the competent authority .
6. Pay Bill Register are in torn condition.

BILL REGISTERS

1. No Page counting certificate found recorded on the first page of Bill registers.
 2. Bill Registers are found in torn condition.
 3. Column 9,10, and 11 of Bill registers have not been filled in.
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13/C

TAN:4

(Reference Memo no. 14.Dt. 29.11.2012)

Subject: Reg. Service Books

During the scrutiny of Service Books, following general irregularities were noticed:

(1). Photograph of the following officers/officials have not been affixed on the first page of Service Books.

- a. Sh. Hridesh Kumar, EE (c)
- b. Sh. A. K. Saha, JE
- c. Sh. Man Mohan E. E
- d. Sh. Paras Ram, EE
- e. Sh. Ranjit Singh, Steno
- f. Sh. Tilak Raj H/c
- g. Smt. Sushma kumari UDC
- h. Sahab Singh D/man Gr. I
- i. Smt. Veena, UDC

(2). Leave account of Sh. Man Mohan, EE and Paras Ram EE is incomplete.

Reasons for above mentioned lapses may be elucidated to the audit.

TAN:5


(Reference Audit Memo No. 16Dt. 30.11.2012)

Subject: Cash Security/Fidelity Bond of Cashier & Store - Keeper

As per Rule 275 of GFR, 2005 - every Government servant, whether Gazetted or non-Gazetted, who is entrusted with the custody of cash or stores shall be required to furnish security.

Further, as per Rule 275(3) of GFR, 2005 - 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 a fidelity bond, the security bond should be in Form GFR-31.

Whereas, it was ascertained from the office that cash security / Fidelity bond documents for the audit period have not been obtained/furnished by the Cashier as well as Storekeeper, which is irregular and in gross violation with General Financial rules. Reasons for non-adherence to the aforesaid rules may be provided to the audit and necessary corrective steps may be taken and shown to the audit.


(S.S. Grover)

L.A.O

Audit Party no XII

(A) 17C

Part-II, CURRENT AUDIT REPORT
of Public Works Department, Building Project Zone B-1 (now Education
Maintenance Zone 1), MSO Building, New Delhi
(for the year 2013-14 to 2015-16)

Para-13
Para 01

Leave Travel Concession – recovery of Rs. 41142/-
(ref. Memo No.06 dt. 04.08.2016, 07 dt. 04.08.2016, 08 dt. 05.08.2016)

A) Non application of Rule 15 of LTC Rules – recovery of penal interest

Under the LTC Rules (rule 15 refers), Advance may be granted to Government servants to enable them to avail themselves of the concession subject to the conditions that:-

> The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. The government servant should produce the tickets within 10 days of the drawal of advance, irrespective of the date of commencement of journey [Rule 15 (v)];

> If the conditions laid down in the sanction issued by the competent authority are not complied with and/or the rules regulating the grant of these advances have been violated, the sanctioning authority has no option but to charge penal interest. [Clarification (i) below GID 6]

During test check of paid bills for the year 2013-14 & 2014-15 it is observed that:-

Shri Naresh Kumar Katheria, Executive Engineer had availed three separate LTC advances during the audit period but has violated the provisions of LTC rules referred had been violated in all these three occasions as detailed below, but the sanctioning authority has failed to charge penal interest:-

S.No.	Type of LTC	Advance drawn	Mode of Journey	Date of booking of ticket	Date of outward journey	Remarks
1.	All India LTC for the Block Year 2010-13	Rs.86405/- drawn vide bill No.355 dated 21.11.2013 and paid through ECS for proposed journey between 15-20 Dec. 2013	By air to Kochi and back	08.04.2014	19.05.2014	He neither booked the tickets within 10 days of drawal of advance nor commenced the journey by the proposed date. He performed the journey after the prescribed period 30 days. There was a delay of more than 120 days since he drawn the

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③ 11/c

						advanced (exact date of ECS not available since the same is not mentioned in the Bill register.
2.	Home town LTC for the block year 2014-15 (converted to visit A & N Islands)	Rs.135896/- vide bill No.481 dated 16.02.2015	By air to Port Blair and back	08.03.2015	02.04.2015	The onward journey was commenced after 30 days. (Actual delay cannot be assessed in audit since the exact date of ECS of the advance amount has not been mentioned in the Bill register)
3.	All India LTC for the Block Year 2014-17 to Kanyakumari & back	Rs.65642/- vide Bill No.393 - dated 09.12.2015	By air - Delhi to /Chennai & Thiruvanthapuram to Delhi	Not available in the ticket	03.04.2016	He performed the journey after the prescribed period 30 days. There was a delay of more than 120 days since he drawn the advanced (exact date of ECS not available since the same is not mentioned in the Bill register.

For his violation of the conditions attached to grant of LTC advance, the sanctioning authority may be assess the actual period of delay and penal interest at the appropriate rates, i.e. 2% over the interest rate allowed by the Government on the Provident Fund Balances (8.7 + 2 = 10.7%) be charged on Shri Naresh Kumar Katheria and recovered from him under intimation to audit.


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10/C

B) Shri Bharat Bhushan Tyagi, Asstt. Engineer - recovery of Rs.17737/-
As per Bill No.29 dated 12.05.2014, Rs.71475/- has been paid to Shri Bharat Bhushan Tyagi, Asstt. Engineer (C) being LTC reimbursement for his journey to Tirupati & back during 30.12.2013 to 05.01.2014. The onward journey to Tirupati was undertaken by Shri BB Tyagi, his wife and daughter while the return journey was undertaken by Shri Tyagi & his wife only. While claiming the above LTC, in the GAR 14 C, it has been written that "Sneh Tyagi will perform her return journey in Feb 2014 and her claim will be later on". However, as per the information provided by the unit, Shri B.B.Tyagi has not submitted the LTC bill in respect of Ms.Sneh Tyagi.

Under the LTC Rules return journey has to be completed within 06 months of the onward journey except in certain conditions as at Govt. of India Decision 5(I) below Rule 7. Since no such conditions have been explained by the department or the claimant Shri Bharat Bhushan Tyagi, AE, the LTC drawn in favour of Ms.Sneh Tyagi for onward journey only (Rs.14295/-) is not admissible and therefore is recoverable along with interest @ 10.7%, which works out to Rs.3442/- (from June 2014 to Aug. 2016).

The amount of Rs.14295 + 3442 = 17737/- along with further interest till the date of actual recovery is recovered from Shri Bharat Bhushan Tyagi, AE in lump sum and be credited to government under intimation to audit.



C) Shri Suresh Pal Rajput, Asstt. Engineer – recovery of Rs.23405/-

9/c

Similarly, vide Bill No.515 dated 04.03.2015, Rs.178763/- has been admitted towards LTC of Shri Suresh Pal Rajput, Asstt. Engineer for LTC reimbursement for his journey to 'Madurai' & back during 16.12.2014 to 23.12.2014. The onward journey to 'Madurai' was undertaken by Shri Suresh Pal Rajput, his wife, two daughters and son while the return journey was under taken by Shri Rajput & his wife, one daughter & son only. As regards the other daughter, while claiming the above LTC, in the GAR 14 C, it has been written that "Anjali Singh travel to Ahmadabad due to urgent work at her institute".

No records have been produced by the unit to show that Ms. Anjali Singh has undertaken the return journey within the permissible time, hence the LTC drawn by Shri Suresh Pal Rajput in favor of Ms. Anjali Singh for onward journey only (Rs.19863/-) is not admissible and therefore is to recoverable along with interest @ 10.7%, which works out to Rs.3542/- (from January 2015 to Aug. 2016).

The amount of Rs.19863 + 3542 = 23405/- along with further interest till the date of actual recovery is recovered from Shri Suresh Pal Rajput, AE in lump sum and be credited to government under intimation to audit.

Similar other cases may be reviewed by the unit at its own level and recoveries, if any, may be made under intimation to audit.



During test check of income tax records for the years 2013-14 to 2015-16, following discrepancies were observed:-

1. Shri Manohar Singh Rautela, AE:- During the financial year 2014-15 (AY 2015-16), he has drawn tuition fee reimbursement of Rs.27000/-, which has not been taken into account while calculating income tax. The tax liability in this account comes to Rs.5561/- which may be recovered from him as per calculation given below:-

Particulars	Tax calculated by deptt. (form 16)	Tax calculated by audit
Total income from salary	862467	889467
Less: Transport allowance	9600	9600
Total income	852867	879867
Less deductions admissible	150000	150000
Balance taxable income (rounded)	702870	729870
Amount of Tax due	65574	70973
Educational cess 3%	1967	2129
Total Tax Due	67541	73102
Tax deducted	67541	67541
Tax recoverable	--	5561

2. Shri Suresh Pal Rajput, AE:- During the F.Y. 2014-15 (A.Y. 2015-16) he has drawn Rs.20610/- towards 10 days Leave Encashment against LTC. He has also been paid "Planning allowance amounting to Rs.4501/-". These two amounts have not been taken into consideration while calculating income tax. The tax liability in this account comes to Rs.5173/- which may be recovered from him as per calculation given below:-

Particulars	Tax calculated by deptt. (form 16)	Tax calculated by audit
Total income from salary	786528	811639
Less: Transport allowance	9600	9600
Less: Mediclaim	4600	4600
Total income	772328	797439
Less deductions admissible	150000	150000
Balance taxable income (rounded)	622330	647440
Amount of Tax due	49466	54488
Educational cess 3%	1484	1635
Total Tax Due	50950	56123
Tax deducted	50950	50950
Tax recoverable	--	5173

Similar other cases may be reviewed by the unit at its own level and recoveries, if any, may be made under intimation to audit.

(Signature)

Para - 15

Para 03

Less payment of salary to Sh. K C Bajpai, EE
(ref. Memo No. 13 dated:08.08.2016)

4

HC

During test check of limited service books provided to audit it has been observed that while regulating pay after granting annual increment on 01.07.2010, while rounding off to the multiple of 10, the pay of Shri K. C Bajpai, Executive Engineer has been fixed at a lower side as below:-

Particulars	Pay regulated by deptt.	Pay to be regulated
Pay on 01.07.2009	22470 + 6600	22470 + 6600
Annual increment @ 3%	872.10	872.10
Annual increment allowed	870	880
Pay as on 01.07.2010 after A.I.	23340 + 6600	23350 + 6600
Pay under MACP as on 22.11.2010	24240 + 7600	24250 + 7600
Pay as on 01.07.2011 after A.I.	25200 + 7600	25210 + 7600
Pay as on 01.07.2012 after A.I.	26190 + 7600	26200 + 7600
Pay as on 01.07.2013 after A.I.	27210 + 7600	27220 + 7600
Pay as on 01.07.2014 after A.I.	28260 + 7600	28270 + 7600
Pay as on 01.07.2015 after A.I.	29340 + 7600	29350 + 7600

His pay may be re-regulated as above and the consequential financial benefits may be released under intimation to audit.

Similar other cases may be reviewed by the unit at its own level and recoveries, if any, may be made under intimation to audit.

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Para 04 Non Production of Records

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The unit has not produced following records for audit scrutiny:-

1. Stock Registers & Physical verification reports.
2. List of vehicles & log books
3. List of officers who are using official vehicles
4. Service books of retirees within 03 years except that shown in TAN 01
5. Expenditure control register
6. Liability Register
7. Spouse information
8. Works related records

Ed Ashokan

(E D ASHOKAN), A.O.
INTERNAL AUDIT OFFICER
AUDIT PARTY No. IV

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PART- II
CURRENT AUDIT REPORT
(01.04.2016 to 31.03.2020)

Para 01: Recovery

(A): Short deduction of License Fees & Water Charges amounting to Rs. 6468/-

(Ref.Audit Memo No. 02 Dated: 31.07.2020)

The rates of license fee and water charges for the various types of the Govt. of NCT of Delhi Residential (General Pool) Accommodation have been revised w.e.f 01-07-2017 vide Order No. F.4 (1)/Misc/PWD&H/A-II/2004/10039-51 dated 16-07-2018.issued by AHC (PWD), Deptt. of PWD & Housing, GNCT of Delhi. During test check of the Pay Bill Registers for the 2016-17 to 2019-20, it has been observed that the office has not revised the License Fees in respect of government accommodation allotted to the staff. Hence there is a short deduction of License Fees to the tune of Rs.6468/-.

The details of short recoveries are given as under:-

Name of the Officer/Official		Inkesh Kumar Meena							
Designation		LDC							
House No. B-596		Type -II, Timarpur							
Period w.e.f.	License Fees & Water Charges								Net amount recoverable
	Being deducted		Should have been deducted		Short deducted		Balance to be recovered		
	License Fee @	Water Charges @	License Fee@	Water Charges @	License Fee@	Water Charges@	License Fee@	Water Charges@	
10/19 to 07/20	114	196	310	196	196	NIL	@196/ for 10Months	NIL	1960

Name of the Officer/Official		Sujeet Kumar Gupta							
Designation		LDC							
House No. 202		Type-II, Karkardooma							
Period w.e.f.	License Fees & Water Charges								Net amount recoverable
	Being deducted		Should have been deducted		Short deducted		Balance to be recovered		
	License Fee @	Water Charges @	License Fee@	Water Charges @	License Fee@	Water Charges@	License Fee@	Water Charges@	
09/18 to 07/20	114	196	310	196	196	NIL	@196/ for 23Months	NIL	4508

Necessary action may be taken to recover the over payment after due verification of fact and figure under intimation to audit. Similar other cases may also be review at the level of HOO

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(B) Over payment of TA during leave period for full calendar month amounting to Rs. 5360 /-

(Ref.Audit Memo No.04& 05 Dated: 04.08.2020)

As per rules for grant of Transport Allowance, if an employee remains absent from duty for full calendar month due to leave, he/she is not entitled for Transport Allowance for that calendar month.

On test check of PBR/information provided and details of leave availed by the officials, it has been observed that the officials were granted TA for the month for which they were not entitled. The details are as under:

Sl. No.	Name & Designation	Nature and period of Leave	Month for which TA paid	Amount Rs.
1	Smt Kanchan Bala Sharma, UDC	15.01.2018 to 28.02.2018	February 2018	3780
2	Shri Shashank Saurabh, MTS	21.10.2019 to 30.11.2019	November 2019	1580
Total				5360

Necessary action may be taken to recover the over payment after due verification of fact and figure under intimation to audit. Similar other cases may also be review at the level of HOO.

Para 02: Non production of records

2006-09

1. GPF Ledger/Broadsheet
2. TR V Stock Register
3. Register of undisbursed pay & allowances
4. Contingency Register
5. Long Term Advances Register
6. LTC/TA/Conveyance/CEA/Tuition fee register
7. Telephone/electricity register
8. Library Records
9. Spouse information

2009-2012

1. Log Book of the vehicle & History sheet of vehicle
2. Service Postage stamps register
3. Spouse information
4. Long Term Advances Register
5. OTA Register
6. Dispatch Register
7. Records pertaining to Building Projects
8. TR V Stock Register



2013-2016

1. Stock Registers & Physical verification reports
2. List of vehicles & log books
3. List of officers who are using official vehicles
4. Service books of retirees within 03 years except that shown in Tan 01
5. Expenditure control register
6. Liability Register
7. Spouse information
8. Works related records

2016-2020

1. Consumable/Non Consumable Stock Registers
2. Log books/History sheet of Vehicles
3. Contingent Advance register
4. Spouse information
5. Long Term & Short Terms Advance register


MATHEW KURIAN
INSPECTING AUDIT OFFICER
AUDIT PARTY NO. IX

2/C

PART III
TEST AUDIT NOTES
(01.04.2016 to 31.03.2020)

Tan 01:-Shortcomings in maintenance of DDO Cash Book.

(Ref.Audit Memo No.01 Dated: 29.07.2020)

On test check of cash book for the year 2016-17 to 2019-20, following shortcomings have been observed:

1. **Use of white fluid/corrections:** Rule 13(vi) of Receipt & Payment Rules an erasure or over-writing of an entry once made in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. It has been observed that in so many cases correction has been made in the cash book but these were not initialled by the Head of Office on such correction.
2. **Verification of Monetary Transactions In Cash Book:** As per Rule 13(ii) all monetary transactions should be entered in the cash book as soon as they occur and attested by the Head of the Office in token of check. However, it has been observed that the procedure is not being followed strictly and the entries are not attested by the HOS/DDO, in many cases, which is against the rule.
Further as per exception (c) below Rule 13(ii) all Receipts in the form of local cheques, or demand drafts (to be crossed) in favour of Pay and Accounts Officers (or endorsed in their favour as per Note 2 under rule 18) accepted by non-cheque drawing D.D.Os need not be entered in the Cash Book but should be entered in the Register of Valuables (Form G.A.R. 5) and remitted into the accredited bank duly supported by challans for credit to Govt. Account. It has been observed that the Department has not maintained the register of valuable which is against the Rule.
3. **Non issue of TR-V against the money received:** Rule 21(i) of Receipt & Payment Rules prescribes that, the Head of an office where money is received on behalf of the Government must give the payer a receipt duly signed by him after he has satisfied himself, before signing the receipt and initialing its counterfoil, that the amount has been properly entered in the cash book. However, in some cases the receipt realized has been accounted for in the relevant column in the cash book and remitted into Government treasury but TR V have not been issued.
4. **Verification of Cash Balance:** As per Rule 13(iv) at the end of each month, Head of the Office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. However, it has been observed that details of cash balance has not been made in the cash book at the closing of the month.

Necessary action may be taken to rectify the above shortcoming and shown to next audit.

Tan 02:-Improper maintenance of Pay Bill Registers.

(Ref.Memo No.03 Dated.04.08.2020)

During the test check of Pay Bill Registers Office of the PWD Building project Zone B-1, 1st Floor, MSO Building, IP Estate, New Delhi for the period from 2016-17 to 2019-20, the following irregularities have been noticed:-

1. 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, installment No., PAN No. etc. were also not found completely filled.



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2. 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.
 3. Numerous cutting and overwriting are in PBRs which has not been attested by the competent authority.
 4. Monthly entries in PBRs have not been verified and signed by the D.D.O. for its correctness.
 5. GAR-18, Abstract of Pay bill is not prepared.
- Necessary action may be taken to rectify the above shortcoming and shown to next audit.

Tan 03: Deficiency in maintenance of Service Books

(Ref.Audit Memo No.06 Dated: 05-08-2020)

On random check of Service Books maintained by the office, the following shortcomings were observed:

- (i) **Photograph:** Vide GID below SR 197, A photograph of the Government servant is to be affixed on the right hand corner of the Service Book. However in several cases the photographs are not affixed or very old.
- (ii) **Service Book to be shown to the official every year** – As per SR 202, the Service Book is required to be shown to the official every year and his signature obtained in token of his perusal.
- (iii) **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. But the same was not found in most of the service book.
- (iv) **Verification and communication of qualifying service after 18 years of service or 5 years before retirement.**- As per Rule 32 of CCS (Pension) Rules, on completion of 18 years or 5 years before the date of retirement, whichever is earlier, verification of services of the Government servant concerned should be completed and a certificate of verification issued to him in the prescribed form (Form 24). However, on test check of service book it has been observed that the service has not been got verified as per the provision of the rule referred above. Action may be taken to get the service verified so that no delay occurs in settlement of retirement cases in time.

Necessary action may be taken to rectify the above shortcoming and shown to next audit.


MATHEW KURIAN
INSPECTING AUDIT OFFICER
AUDIT PARTY NO. IX