

ଅନୁମୋଦନ ନିମିତ୍ତ ଟିପି
DRAFT FOR APPROVAL

Dand P.R. ବିଭାଗ

ସଂଖ୍ୟା 28805/1PR

ତା. 9.9.10

Aud. 1/20/2010

ପ୍ରାପକ

To The D.I. & P.R.O. KHURDA.

Sub: Submission of Compliance report to A.G. Inspection Report NO- 322/2010-2011 on the accounts of the D.I & P.R.O. Khurda for the period from 6/2003 to 3/2010

Ref: A.G. Letter NO- 168 Dated- 25.08.2010

Sir,

In inviting a reference to the A.G. (Audit) Orissa, Bhubaneswar, letter on the subject cited above I am directed to say that para wise Compliance Report on each para of objection raised on the A.G. I.R. No- 322/2010-2011 on your account for the period from 6/2003 to 3/2010 may please be furnished to the A.G. (Audit) Orissa, Bhubaneswar under intimation to this department within 15 days from the date of receipt of this letter.

This may please be treated as urgent.

Your's faithfully,

[Signature]
A.F.A. cum U/S

Government of Orissa
Information & Public Relations Department

No.Aud-I-20/2010 28805 /IPR. Bhubaneswar, Dated 9.9.10

From:

Sri B.B. Panigrahi, OFS (I),
AFA-cum-Under Secretary to Government.

To

The D.I. & P.R.O., Khurda.

Sub: Submission of compliance report to A.G. Inspection
Report No.322/2010-2011 on the accounts of the DI&PRO.
Khurda for the period from 6/2003 to 3/2010.

Ref: A.G. Letter No.168 dated 25.08.2010.

Sir,

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This may please be treated as ~~under~~ *urgent*.

Yours faithfully,

AFA-cum-Under Secretary to Government

o/c

Audit
OFFICE OF THE PR. ACCOUNTANT GENERAL (CIVIL AUDIT)
ORISSA : : BHUBANESWAR.

BY REGISTERED POST

No. OAD-III-322-2010-11-

Date: 20/8/2010

To
The District Information & Public Relation officer
Khatra.

Sir,
I am to forward herewith the Inspection Report No. 322/2010-11 on the accounts of D.I & P.R.O. Khatra.

for the period from 06/2003 to 03/2010. Reply to the Inspection Report may please be furnished through copy to Govt. of Orissa, D.I & P.R.O. Dept. B.P.O. within one month from the date of its issue. Kindly acknowledge the receipt of the Inspection Report. The following outstanding paras of old Inspection Report may be treated as settled.

<u>Sl. No.</u>	<u>Inspection Report No.</u>	<u>Para No.</u>
01.		
02.		
03.		
04.		
05.		
06.		

Yours faithfully,

Sr. Audit Officer

BY REGISTERED POST

Memo No. OAD-III/322/2010-11/168 **25 AUG 2010** Date: 20/8/2010

Copy together with a copy of the IR forwarded to the Director, I & P.R. Dept. Govt. of Orissa, Bhubaneswar. for information and necessary action. Special attention is invited to the irregularities pointed in paragraphs for necessary action. The compliance for the above IR when received may please be forwarded to this Office along with his comments thereon.

Sr. Audit Officer

BY REGISTERED POST

Memo No. Date :

Copy together with a copy of the IR forwarded to the

for information and necessary action. Special attention is invited to the irregularities pointed out in paragraphs for necessary action. His comments to para of the IRs may please be communicated to this office at an early date.

Sr. Audit Officer

OFFICE OF THE PR. ACCOUNTANT GENERAL (CIVIL AUDIT)

ORISSA : : BHUBANESWAR

INSPECTION REPORT No - 322 / 2010 - 11

1. Name of the accounts audited. : Cash and Contingencies of the District Information and Public Relation Officer, Khurda.
2. Period of accounts audited. : 6/2003 to 3/2010
3. Time taken for audit. : 8.6.2010 to 11.6.2010
(4 working days)
4. Name of the officer's in-charge of the Accounts. : S/Shri
1. N. C. Sethi, DIPRO.
13.7.2001 to 30.6.2005.
2. Smt. S. Mohanty, DIPRO.
7.7.2005 to 29.12.2005.
3. B. K. Rout, DIPRO.
30.12.2005 to 28.5.2006.
4. S. Mohanty, DIPRO.
29.5.2006 to 22.6.2006.
5. R. K. Sahoo, DIPRO.
23.6.2006 till to date.
5. Name of the officers who conducted audit. : 1. Sri C. Bagh, AAO
6. Name of the Officer who supervised audit. : 1. Sri S. C. Naik, Sr. AO

- 20
7. Scope of audit. : A Test Check and General Examination of accounts records pertaining to the period covered under audit.

PART = I

1 - (A) - Introductory: - -NIL-

(B) - Outstanding Paras of previous Inspection Reports.

<u>IR No/Year</u>	<u>Para No.</u>
83/03-04	2,3,4

(C) - Schedule of persistent irregularities.

- (i) Security deposit in shape of fidelity insurance was not realized from the person handling Cash store and stock.

PART = II = A

-NIL-

PART = II = B

2 - I - Loss of revenue of Rs.0.24 lakh due to non-sale of Magazines and Books.

Scrutiny of records and information furnished to audit revealed that 8381 no. of magazines and books named as Utkal Prasang (UP), Orissa Review (OR), Jagannath Janana (JJ) and Orissa Reference Manual (ORM) were received from Govt. and Deputy Director (CD), Cuttack during 1/2001 to 4/2010 after 1-18 months of issue

month for selling to public at the prescribed rate of Rs.2/-, Rs.5/- and Rs.100/-, out of which 3206 nos. were sold out to public and the balance of 5175 nos. were lying in the stock as on 4/2010 without being sold to public and there was no scope for selling of the old magazines and books. As a result, Govt. sustained a loss of revenue of Rs.24,309/- as detailed vide ANNEXURE-I.

The reason for non-selling of books and magazines could not be stated to audit.

II – Further, it was noticed that 3206 no. of books and magazines were sold out to public and a sum of Rs.22,491/- was to be collected towards cost of books and magazines and deposited into treasury but only a sum of Rs.21,146/- as detailed below was deposited into treasury and the balance of Rs.1345/- was kept with the officers in-charge of books/ magazines and not collected from them.

Challan No. & Date	Amount
- dt30.8.2005	Rs.1955
700/27.4.2006	Rs.3000
46/1.6.2009	14,691
143/23.7.2009	Rs.1500
Total	Rs.21,146

Though the Books/ magazines were received since January 2001 the sale proceeds were deposited after a lapse of 4 years 8 months which tantamounted to temporary misappropriation of Govt. money. Further, the collected amount were kept with the officers in charge of books and magazines deposited at their own wills.

The amount of Rs.1345/- may be collected from the officer concerned and deposited into treasury under proper head early.

III – Further, the sale proceeds of Rs.21,146/- was not accounted for in the Cash Book but deposited into treasury by the person in charge of books and magazines at his own convenience which tantamounted to temporary misappropriation of Govt. money.

All monetary transactions may be routed through Cash Book hence forth under intimation to audit.

3 – Cash Book and Management of Cash.

The DI & PRO, Khurda maintained 2 no. of Cash Books which were closed with a balance of Rs.37,655/- and Rs.11,718/- as on 31.3.2009 and 31.3.2010 respectively.

The mode of keeping of closing balances as on 31.3.2010 were as follows.

Name of the Cash Book	Closing balance as on		Mode of keeping as on 31.3.2010
	31.3.2009	31.3.2010	
General Cash Book	36,655	10,718	Cash in hand 10,218
			DDO C/A 500
			10,718
Permanent Advance Cash Book	1000	1000	Cash in hand 1000
Total	37,655	11,718	11,718

On general review of Cash Books, the following irregularities were noticed.

(i) **Non-remittance of recovered amount of Rs.885/-.**

From the detailed analysis of the closing balance as on 31.3.2010 it was noticed that an amount of Rs.885/- was detailed below was recovered towards RCM and

cost of bicycle from the staff but the same were not deposited into treasury under proper head of account as yet.

MR No. & Date	Particulars	Amount
24/13.9.2007	RCM	235
25/13.2.2008	Cost of bicycle	650
Total		885

The same may be deposited early and fact intimated to audit.

(ii) Miscellaneous of Rs.1333/-.

An amount of Rs.1333/- was kept under miscellaneous as on 31.3.2010 without any classification.

The details of the amount showing bill No. & date, purpose, amount etc may be worked out and utilized/ refunded accordingly under intimation to audit.

(iii) Non- reconciliation of bank balance.

As per Cash Book there was a balance of Rs.500/- under bank a/c as on 31.3.2010 but as per bank statement there was a balance of Rs.137/- as on that date which resulted into a discrepancy of Rs.363/- and the discrepancy occurred due to non-reconciliation of Cash Book balance with bank balance of bank statement at the end of each month.

The discrepancy may be reconciled early.

16

(iv) **Non-analysis of closing balance.**

As required under OTC Vol-I and GOFD Circular No. 9482 (265) TRB-16/2000/F dt.6.3.2000 the detailed analysis of the closing balance showing Bill No. & date, purpose, amount etc was never worked out at the end of each month. As a result, the age of the unspent balance could not be ascertained in audit.

The same may be done and shown to audit.

(v) **Result of physical verification of closing balance of Cash.**

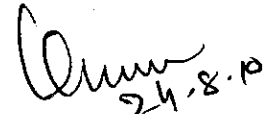
The physical verification of closing balance of Cash was conducted on 8.6.2010 by the DI & PRO in presence of audit and found as follows.

As per Cash Book	As per physical verification	Remarks
Cash Rs.2218	Rs.2218	Tallied
DDO's A/C Rs.500	Rs.1424	Discrepancy Rs.924
Permanent advance Cash Book Rs.1000	Rs.1000	Tallied

The discrepancy may be reconciled early forthwith under intimation to audit.

PART = III

A Test Audit Note containing minor and procedural irregularities noticed during the course of audit has been issued separately on the spot, The compliance of the same may be shown to next audit.


24.8.10
Sr. Audit Officer.

ANNEXURE-I

ABSTRACT OF RECEIPTS & SALES OF BOOKS

Period	Name of Books	Total receipt	Copy sold	Rate	Total Amount (Rs) deposited	Balance to be sold	Rate	Total Amount (Rs) to be deposited
Jan-1 to Dec-01.	Utkal prasang & Orissa Review	1630	253	x 2	= 506.00	1377	x 2	= 2754.00
Jan-2 to 4/10.	Utkal Prasang Orissa Review Jagannath Janana.	6648	2877	x 5	= 14385.00	3771	x 5	= 18855.00
- do -	Orissa referent Annual	103	76	x 100	= 7800	27	x 100	= 2700
		<u>8381</u>	<u>3206</u>		<u>22491.</u>	<u>5175</u>		<u>24309</u>

Orissa
5/10/08-10.

STATEMENT SHOWING SALE PROCEEDS OF GOVT. PUBLICATIONS.

(5)

P R O F O R M A.

Month of issue.	Date of receipt.	Received from State Hqrs./ Dy. Director, CTC.	Total Receipt.	No of copy sold.	Amount deposited	Copy distributed as complimentary copy.	Balance copy to be sold.	Rate per copy.
U.P. Jan'01 to December'01.	23.5.2002	State Hqrs.	1020	253 x 2 = 506			767	2/-
U.P. Jan'02 to December'02	4.6.04	-do-	539	350 x 5 = 1750			189	5/-
U.P. Jan'03 to December'03.	4.6.04	-do-	1100	414 x 5 = 2070			686	5/-
U.P. Jan'04 to December'04.	21.9.2005	-do-	480	320 x 5 = 1600			160	5/-
U.P. Jan'05 to December'05.	15.7.05	-do-	700	260 x 5 = 1300			440	5/-
U.P. Jan'06 to December'06.	7.2.08	D.D., CTC	610	120 x 5 = 600			490	5/-
U.P. Jan'07	7.2.08	-do-	20				20	5/-
U.P. Feb/March'07	7.2.08	-do-	36				36	5/-
U.P. April'07	25.4.07	-do-	127	100 x 5 = 500			27	5/-
U.P. June/July'07	23.7.07	State Hqrs.	150	150 x 5 = 750				5/-
U.P. August'07	7.2.08	D.D., CTC	20				20	5/-
U.P. November'07	7.2.08	-do-	20				20	5/-
U.P. December'07	7.2.08	-do-	20				20	5/-

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1967 9076 Nil

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Realms
11/78

Cont - P/2

D. & P. R. O. MURDA

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Bf. 9078

1.	2.	3.	4.	5.	6.	7.	8.
U.P. January'08	7.2.08	D.D., CTC	35			35	5/-
U.P. July'08	7.2.08	do	350	350 x 5 = 1750			5/-
U.P. June'09	1.7.09	do	250	250 x 5 = 1250			5/-
O.R. January'01 to December'01	23.5.02	State Hqrs.	610			610	2/-
O.R. January'02 to December'02	4.6.04	do	560			560	5/-
O.R. January'03 to December'03	4.6.04	do	400			400	5/-
O.R. January'04 to December'04	21.9.05	do	235			235	5/-
O.R. January'05 to December'05	21.9.05	do	270	300 x 5 = 500		238 170	5/-
O.R. January'06 to December'06	7.2.08	D.D., CTC	215	33 x 5 = 165		182	5/-
O.R. January'07 to December'07	7.2.08	do	92	25 x 5 = 125		67	5/-
O.R. January'08 to December'08	7.2.03	do	39	25 x 5 = 125		14	5/-
O.R.A. 2003		State Hqrs.	30	30 x 100 = 3000			100/-
ORA-2005		do	30	30 x 100 = 3000			100/-
ORA-2006		do	23	6 x 100 x 600		17	100/-
ORA-2009	24.4.2010	do	20	20 x 100 x 1000		10	100/-

3159 859 2059 Nil 2300

DI & P. R. O. KHURDA
Prabhu
 Contd/- P-3

1.	2.	3.	4.	5.	6.	7.	8.
Jagannath Bhajan-05	-	State Hqrs.	100	100 x 5 = 500	-	-	5/-
do 2006	-	do	30	30 x 5 = 150	-	-	5/-
do 2007	23.7.07	do	50	50 x 5 = 250	-	-	5/-
do 2008	7.2.08	D.D. CTC	150	150 x 5 = 750	-	-	5/-
do 2009	24.6.09	do	50	50 x 5 = 250	-	-	5/-
			380	380	(22491) Nil	Nil	
				22491			

ABSTRACT

- 1- Total Receipt - 8381
- 2- Total sold - 3206
- 3- Complimentary - Nil
- 4- Balance - 5175


 DI & P. R. O. KHURDA

OFFICE OF THE PR. ACCOUNTANT GENERAL (CIVIL AUDIT)
ORISSA BHUBANESWAR.

11

2198 (8) 12
28/8/10

BY REGISTERED POST

No. OAD-III-322-2010-11

Date: 20/8/2010

To The District Information & Public Relation Officer
Bhubaneswar

Sir,

I am to forward herewith the Inspection Report No. 322/2010-11 on the accounts of N.R.P.O. Bhubaneswar for the period from 06/2003 to 02/2010. Reply to the Inspection Report may please be furnished through Secy. to Govt. of Orissa, I.R.P.R. Department, Bhubaneswar within one month from the date of its issue. Kindly acknowledge the receipt of the Inspection Report. The following outstanding paras of old Inspection Report may be treated as settled.

Sl. No.	Inspection Report No.	Para No.
01.		
02.		
03.		
04.		
05.		
06.		

Yours faithfully,

Sr. Audit Officer

BY REGISTERED POST

Memo No. OAD-III/322/2010-11

Date: 20/8/2010

Copy together with a copy of the IR forwarded to the Director, I.R.P.R. Department, Bhubaneswar for information and necessary action. Special attention is invited to the irregularities pointed in paragraphs for necessary action. The compliance for the above IR when received may please be forwarded to this Office along with his comments thereon.

Sr. Audit Officer

BY REGISTERED POST

Memo No. OAD-III/322/2010-11/169 25 AUG 2010

Date: 20/8/2010

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Sr. Audit Officer

24-8-10

OFFICE OF THE PR. ACCOUNTANT GENERAL (CIVIL AUDIT)

ORISSA :: BHUBANESWAR

INSPECTION REPORT No - 322 / 2010 - 11

1. Name of the accounts audited. : Cash and Contingencies of the District Information and Public Relation Officer, Khurda.
2. Period of accounts audited. : 6/2003 to 3/2010
3. Time taken for audit. : 8.6.2010 to 11.6.2010
(4 working days)
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7.7.2005 to 29.12.2005.
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4. S. Mohanty, DIPRO.
29.5.2006 to 22.6.2006.
5. R. K. Sahoo, DIPRO.
23.6.2006 till to date.
5. Name of the officers who conducted audit. : 1. Sri C. Bagh, AAO
6. Name of the Officer who supervised audit. : 1. Sri S. C. Naik, Sr. AO

9
7. Scope of audit.

: A Test Check and General Examination of accounts records pertaining to the period covered under audit.

PART = I

1 – (A) – Introductory: - -NIL-

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(C) - Schedule of persistent irregularities.

- (i) Security deposit in shape of fidelity insurance was not realized from the person handling Cash store and stock.

PART = II = A

-NIL-

PART = II = B

2 – I – Loss of revenue of Rs.0.24 lakh due to non-sale of Magazines and Books.

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month for selling to public at the prescribed rate of Rs.2/-, Rs.5/- and Rs.100/-, out of which 3206 nos. were sold out to public and the balance of 5175 nos. were lying in the stock as on 4/2010 without being sold to public and there was no scope for selling of the old magazines and books. As a result, Govt. sustained a loss of revenue of Rs.24,309/- as detailed vide ANNEXURE-I.

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Name of the Cash Book	Closing balance as on		Mode of keeping as on 31.3.2010
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			DDO C/A 500
			10,718
Permanent Advance Cash Book	1000	1000	Cash in hand 1000
Total	37,655	11,718	11,718

On general review of Cash Books, the following irregularities were noticed.

(i) **Non-remittance of recovered amount of Rs.885/-.**

From the detailed analysis of the closing balance as on 31.3.2010 it was noticed that an amount of Rs.885/- was detailed below was recovered towards RCM and

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MR No. & Date	Particulars	Amount
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25/13.2.2008	Cost of bicycle	650
Total		885

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(ii) Miscellaneous of Rs.1333/-.

An amount of Rs.1333/- was kept under miscellaneous as on 31.3.2010 without any classification.

The details of the amount showing bill No. & date, purpose, amount etc may be worked out and utilized/ refunded accordingly under intimation to audit.

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The discrepancy may be reconciled early.

5

(iv) **Non-analysis of closing balance.**

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The same may be done and shown to audit.

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The physical verification of closing balance of Cash was conducted on 8.6.2010 by the DI & PRO in presence of audit and found as follows.

As per Cash Book	As per physical verification	Remarks
Cash Rs.2218	Rs.2218	Tallied
DDO's A/C Rs.500	Rs.1424	Discrepancy Rs.924
Permanent advance Cash Book Rs.1000	Rs.1000	Tallied

The discrepancy may be reconciled early forthwith under intimation to audit.

PART = III

A Test Audit Note containing minor and procedural irregularities noticed during the course of audit has been issued separately on the spot. The compliance of the same may be shown to next audit.


24-8-10
Sr. Audit Officer.

ANNEXURE-IABSTRACT OF RECEIPTS & (52) SELLING OF BOOKS

4

Period	Name of Books	Total receipt	copy sold	Rate	Total Amount (Rs) deposited	Balance to be sold	Rate	Total Amount (Rs) to be deposited
Jan-1 to Dec-01.	Utkal prasang & Orissa Review	1630	253	x 2	= 506.00	1377	x 2	= 2754.00
Jan-2 to 4/10.	Utkal prasang Orissa Review Jagannath Janana.	6648	2877	x 5	= 14385.00	3771	x 5	= 18855.00
- do -	Orissa reference Annual	103	76	x 100	= 7600	27	x 100	= 2700
		<u>8381</u>	<u>3206</u>		<u>22491.</u>	<u>5175</u>		<u>24309</u>

Orissa
800/040-10.

STATEMENT SHOWING SALE PROCEEDS OF GOVT. PUBLICATIONS.

(5)

P R O F O R M A.

Month of issue.	Date of receipt.	Received from State Hqrs./ Dy. Director, CTC.	Total Receipt.	No of copy sold. <small>Amount deposited</small>	Copy distributed as complimentary copy.	Balance copy to be sold.	Rate per copy.
U.P. Jan [#] 01 to December [#] 01.	23.5.2002	State Hqrs.	1020	253 x 2 = 506	"	767	2/-
U.P. Jan [#] 02 to December [#] 02	4.6.04	-do-	539	350 x 5 = 1750	"	189	5/-
U.P. Jan [#] 03 to December [#] 03.	4.6.04	-do-	1100	414 x 5 = 2070	"	686	5/-
U.P. Jan [#] 04 to December [#] 04.	21.9.2005	-do-	480	320 x 5 = 1600	"	160	5/-
U.P. Jan [#] 05 to December [#] 05.	15.7.05	-do-	700	260 x 5 = 1300	"	440	5/-
U.P. Jan [#] 06 to December [#] 06.	7.2.08	D.D., CTC	610	120 x 5 = 600	"	490	5/-
U.P. Jan [#] 07	7.2.08	-do-	20	"	"	20	5/-
U.P. Feb/March [#] 07	7.2.08	-do-	36	"	"	36	5/-
U.P. April [#] 07	25.4.07	-do-	127	100 x 5 = 500	"	27	5/-
U.P. June/July [#] 07	23.7.07	State Hqrs.	150	150 x 5 = 750	"	"	5/-
U.P. August [#] 07	7.2.08	D.D., CTC	20	"	"	20	5/-
U.P. November [#] 07	7.2.08	-do-	20	"	"	20	5/-
U.P. December [#] 07	7.2.08	-do-	20	"	"	20	5/-

~~4842~~
4842

1967 9076. Nil

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Reshm
1/10

Cont - P/2

1.	2.	3.	4.	5.	6.	7.	8.
U.P. January*08	7.2.08	D.D., CTC	35	"	"	35	5/
U.P. July*08	7.2.08	do	350	350 x 5 = 1750	"	"	5/
U.P. June*09	1.7.09	do	250	250 x 5 = 1250	"	"	5/
O.R. January*01 to December*01	23.5.02	State Hqrs.	610	"	"	610	2/
O.R. January*02 to December*02	4.6.04	do	560	"	"	560	5/
O.R. January*03 to December*03	4.6.04	do	400	"	"	400	5/
O.R. January*04 to December*04	21.9.05	do	235	"	"	235	5/
O.R. January*05 to December*05	21.9.05	do	270	200 x 5 = 500	"	270 170	5/
O.R. January*06 to December*06	7.2.08	D.D., CTC	215	33 x 5 = 165	"	182	5/
O.R. January*07 to December*07	7.2.08	do	92	25 x 5 = 125	"	67	5/
O.R. January*08 to December*08	7.2.08	do	39	25 x 5 = 125	"	14	5/
O.R.A.*2003	"	State Hqrs.	30	30 x 100 = 3000	"	"	100/
ORA-2005	"	do	30	30 x 100 = 3000	"	"	100/
ORA-2006	"	do	23	6 x 100 x 600	"	17	100/
ORA-2009	24.4.2010	do	20	20 x 100 x 1000	"	10	100/

3159 859 2091 Nil 2300

Palu
4/8
DI & P. R. O. KHURDA Contd/- P-3

(19)

--: 3 :-

BF. 20591

1

1.	2.	3.	4.	5.	6.	7.	8.
Jagannath Bhajan-05	-	State Hqrs.	100	100 x 5 = 500	-	-	5/-
-do- 2006	-	-do-	30	30 x 5 = 150	-	-	5/-
-do- 2007	23.7.07	29.7.07	50	50 x 5 = 250	-	-	5/-
-do- 2008	7.2.08	D.D., CTC	150	150 x 5 = 750	-	-	5/-
-do- 2009	24.6.09	-do-	50	50 x 5 = 250	-	-	5/-
			380	380	22491	Nil	Nil
					22491		

ABSTRACT

- 1- Total Receipt - 8381
- 2- Total sold - 3206
- 3- Complimentary - Nil
- 4- Balance - 5175

Asahy
11/6
DI & P. R. O. KHURDA