

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) ORISSA :  
Bhubaneswar.

16

DRAFT INSPECTION REPORT NO. 116/C-337/99-2000.

Name of the Office audited : Office of the District  
Information & Public  
Relation Officer,  
Sambalpur.

Period of accounts audited : 8/93 to 4/99\*

Time taken for audit : 14.5.99 to 22.5.99  
(8 working days)

Name & Designation of the : (2) Sri L.N.Tanty, DISPRO  
Head of the Office & D.N.O. from 30.8.90 to 11.11.94.  
(2) Sri S.K.Panda, DI & PRO  
from 12.11.94 to 18.7.95.  
(3) Sri S.C.Sarkar, DI&PRO  
from 19.7.95 to 25.7.95.  
(4) Sri S.S.Das, DI & PRO  
from 26.7.95 to 31.12.97.  
(5) Sri S.S.Goswami, DI&PRO,  
from 31.12.97 to 18.2.98.  
(6) Sri S.C.Supkar, DI&PRO,  
from 18.2.98 to date\*

Name of the Officer who : Sri B.C.Sahoo,  
conducted audit Asst. Audit Officer.

Name of the Reviewing : Sri N.Ch.Pradhan,  
Officer Audit Officer.

Scope of audit. : A test check and general  
examination of accounts  
records pertaining to the  
period covered under audit.

( contd.p/20).

15

P A R T - I .

1.(a) Introductory:- - NIL -

(b) List of outstanding paras of previous Inspection Reports:

<u>I.R.No/year</u>	<u>paras outstanding</u>
384/ 87-88	2,3,4,8,11,12,13.
255/ 89-90	6 & 7.
113/ 91-92	2,3,5,6,7,8,9.
163/ 93-94	4.

(c) Schedule of persistent Irregularities:

- (i) The cash book is not maintained in the prescribed form OTC-4.
- (ii) Total on both the side of the cash book was not checked by a person other than the writer of the cash book as required. under SR-37(iii) of OTC-vol-I.
- ~~(iii)~~ (iii) Bill Register was not reviewed at the end of each month (note-5 below SR-235 of OTC vol-I).
- (iv) Entries in the contingent Register were not attested by the D.D. (SR-250 & 253 of OTC vol-I).
- (v) Physical verification of cash balance at the end of each month was not done and certificate to that effect not recorded (SR-137(iv) of OTC-vol-I).
- (vi) Surprise verification of cash by an Officer higher in rank than the head of the Office was never conducted (Note-6 below SR-37 OTC vol-I).
- (vii) Analysis of the cash balance (i.e., billwise and detailwise) has not been done (F.D. circular No. 3186(48) dated 6.2.60.

PART -II(B)

2. Cash book and management of cash:

The cash book of D.I. & P.R.O. Sambalpur was closed with the balance of Rs.93,891.35 and Rs.92,241.35 as on 31.3.99 and 30.4.99 respectively. The mode of keeping the closing balance was follows:

Mode of keeping the closing balance.	Closing Balance as on	
	31.3.99	30.4.99
	(Rs)	(Rs)
In shape of cash-	20,684.10	19,034.10
" Advances-	30,855.00	30,855.65
" Vouchers-	31,773.60	31,773.60
" B.D.	7,419.00	7,419.00
" B.C.	3,959.00	3,959.00
Total Rs.	<u>93,891.35</u>	<u>92,241.35</u>

A general review of the cash book and bill registers revealed the following irregularities.

- (i) Totalling of the cash book was not checked.
- (ii) As per SR-37(iv) of OTC vol-I the physical verification of the closing balance at the end of each month was not conducted by the D.D.O. and certificate to that effect with dated signature was also not recorded. It was noticed that the physical verification was not done except the following dates during the period of audit.  
Date: 12.9.94, 27.5.96, 26.6.96 and 13.8.98.
- (iii) Surprise verification of the cash an intervals was never done by the higher authority as required under note 6 of SR-37(viii) of OTC vol-I.

13

(iv) Analysis of the closing balance indicating T.V.No/Bill No. and date of drawal, nature of drawal etc. was not done in the cash book at the end of each month as per finance department circular No.TRA/1/60-3186(48)/F dated 8.2.60 and G.O.F.D.letter No.2862 dated 4.3.65. In absence of analysis of closing balance could not be known to audit.

(v) As per instructions contained in G.O.F.D. memo No.31088(165) dated 11.8.87, retention of heavy cash balances in excess of Rs. 5000.00 is prohibited as a measure of safety and misappropriation of cash. On scrutiny, it was revealed that in number of occasions the cash balances were retained in excess of Rs.5000.00 in contravention of the instructions issued by the Government. A few such instances were given as follows:

<u>Date</u>	<u>Amount.</u> (Rs)
11.7.95	89,927.71
7.1.96	36,868.30
26.6.96	16,576.95
8.9.98	15,834.95
31.3.99	20,684.10

Such practice of retention of heavy cash balances may be avoided in future.

(vi) In curring expenditure without specific allotment and keeping vouchers in lick of cash is highly irregular in terms of government of Orissa a (Finance Department) instructions contained in No.20480/F dated 18.7.64. It was noticed that the D.I. & P.R.O. spent huge amount of Rs. 31,773.60 for various purposes out of available cash balance representing various

(12)

drawals and revenue receipts ~~XXXXXXXXXXXXXXXXXXXX~~  
in violation of the above instructions and continued  
to remain un-recomped till the end of 4/99.

Such practice may be avoided in future  
and action taken to obtain allotment for recompment  
of cash.

(vii) Scrutiny of the cash book revealed that  
Rs. 2000/- has been adjusted vide bill No.148/95-96  
against the advance of Sri S.S.Das, Ex, DI & PRO,  
Sambalpur on 27.4.96. Further Rs.2000/- has been shown  
as payment to Sri S.S.Das, Ex, DI & PRO vide bill No.148/  
95-96 on 7.19.96 As a result cash balance has been  
reduced to the extent of Rs.2000/- on 7.19.96 and ~~the~~  
advance position has been increased to the same extent  
correspondingly on 20.11.96 without giving any advance  
to the incumbents( previous advance of Rs.34,461.50  
as on 14.11.96 was increased to 36,461.50 on 20.11.96)  
As such Rs. 2000/- found short on 7.10.96 may be recovered  
from person concerned and advance position reduced to  
the extent of Rs. 2000/- under intimation to audit.

(viii) It was noticed that the following bills were  
drawn soon the treasury on 27.3.99 and kept in shape of  
Bankers cheques and Bank Draft which may be utilised  
for the purpose to which it was drawn and fact intimated  
to audit.

<u>Bill No.</u>	<u>Amount.</u> (Rs)	<u>Mode of keeping</u>
114/ 98-99	3959.00	Bankers cheque
117/ 98-99	3339.00	B.D.
120/ 98-99	4080.00	B.D.

( contd.p/6).

(ix) It was noticed that the bill register was not reviewed at the end of each month during the period covered under audit as required under note-5 of SR-225 of OTC-vol-I.

(x) Items recorded in the contingent Register was not attested by the D.D.O. as required under SR-250 and 253 of OTC vol-I.

(xi) The cash book was not maintained in form No. OTC-4 as required under SR-37(i) of OTC. vol-I.

(xii) Scrutiny of the permanent advance cash book revealed that vouchers amounting to Rs.222.75 have been lying unrecouped prior to 18.11.89 steps may be taken to recoup the vouchers early and fact intimated to audit. Further, it was observed that the present D.D.O. Sri Supkar, DI & PRO and cashier Sri J.Sahu have not been taken over charge of vouchers of Rs.222.75 and cash Rs.102.25 from predecessors.

3. Outstanding advance:

Scrutiny of the cash book revealed that an amount of Rs.30,955.65 has been kept in shape of advance as on 30.4.99. But as per advance register an amount of Rs.33,640.30 is outstanding against the 20 persons as detailed in the Annexure-'A'. Further it was noticed that Sri J.Sahu took over charge of advance position of Rs.1,716.00 on 25.4.96 of the following persons from his predecessor Sri Madan Kr. Chand which was not incorporated in the Advance Register (vol-I & II).

( contd.p/7 ).

10

<u>Sl.No.Name &amp; Designation.</u>	<u>Amount.</u> (Rs)
1. Sri N. Das, Ex. Photographer-	65.00
2. Sri S. Naik-	380.00
3. Sri J. Pajari-	145.00
4. Sri S. Prusty-	226.00
5. Sri P.C. Mishra-	100.00
6. Sri A.N. Rath-	600.00
7. Sri D. Panda-	200.00
Total. Rs.	<u>1,716.00</u>

As such there is a discrepancy of advance position amounting to Rs. 5,300.65 (Rs. 33,640.30 + Rs. 1,716.00 - Rs. 30,055.65) between the advance register and cash book.

33,640.30  
1,716.00  
-----  
35,356.30

According to instructions contained in G.O.F.D. memo No. TRY-11-112/85-43784 dated 2.12.85 advance should be adjusted within the month from the date on which payment was made further it was observed from the advance register that some of the government servants have already been transferred from the establishment in this regard, no appropriate steps have been taken to recover the amount from them. In this connection yearwise analysis of the advance outstanding against the Officials has not been worked out. periodical review has also not been conducted to adjust the advance.

Early steps may be taken to review the advance position adjust the advances outstanding against the Officials and recencile the discrepancy of Rs. 5,300.65 and fast intimated to audit. The out standing advances rolling against the 7 persons may be investigated and factual position intimated to audit.

(9)

4. Regarding sale proceeds of news papers:

It was transpired from the records that an amount of Rs.1,52,833.00 was drawn and paid towards cost of the news papers and megazines during the period from 2/93 to 4/99 as detailed in the Annexure-'B'. In this connection, no sales proceeds were realised/deposed through auction sale.

Early steps may be taken to make the auction sale of news papers and magazines and credit pointed out to audit.

5. Irregular payment of R.C.M. amounting to Rs. 5,310.35:

As per rule the government servant is required to submit the essential certificate in duplicate together with cash memo etc. One copy of essential certificate and cash memo are to be retained in the treasury and the balance records are kept in the Office for future reference.

As per instructions contained in G.O.Health Department Notification No.37835/H dated 24.11.88, the prescription in original is required to be retained with the copy of essential certificate for audit check and future reference. A test check of records revealed that in 17 no.of cases no original prescriptions were enclosed with the essential certificates and a sum of Rs.4,081.00 was reimbursed for those cases as detailed in the Annexure-'C'. Reimbursement of medical claims without supporting the original prescription is highly irregular.

( contd.p/9).



9

In this connection, the Official may be asked to submit the original prescriptions failing which recovery may be made from the persons concerned and fact intimated to audit.

Further, it was noticed that an amount of Rs.1,229.05 was reimbursed to Sri Hemasagar Mohapatra, peon vide bill No.89/93-94 whose wife was under treatment (indoor) at Bargarh Hospital from 1.2.93 to 11.2.93. In this regard, the indoor prescription and discharge certificate from the concerned hospital was not made available to audit. In this connection Sri Mohapatra, peon may be asked to submit the indoor prescriptions and discharge certificates failing which an amount of Rs.1,229.05 may be recovered from him under intimation to audit.

On being pointed out by audit it was stated that necessary original prescription would be produced to next audit.

Further development in this regard may be intimated to audit.

6. (a) Irregular payment of Rs.1,10,000.00 towards supply of tent house sound and light:

Commissioner-cum-Secretary I & P.R.Orissa intimated collector Sambalpur in his message No.9072(61) dated 12.3.96 to conduct the district level exhibition high-lighting the achievements during during the last one year of the present government scheduled to be inaugurated on 17.3.96. In this connection, an amount of Rs.1.5 lakhs was allotted for sambalpur district which was to be spent for constructions of stalls, gates, light and sound, publicity, cultural programme, sitting arrangements of guests and other miscellaneous expenditure.

On scrutiny, it was observed that the then D.I. PRO submitted a note to the Collector on 15-3-96 stating that Kaling tent house, Sambalpur is agreeable to construct the stalls, gates etc. but quotations from tent houses, light decorators and sound services etc. would be obtained from the interested parties for preparation of comparative statement and supply order would be placed to the lowest bidder which was approved by the Collector on 16.3.96. As seen from the note of the then D.I.P.R.O. that no quotations from any interest parties were obtained till 15.3.96. But the quotations from the interest parties were obtained on 13.3.96 except one generator which was obtained on 16.3.96. It was noticed that the quotations were collected from the local market by personal contact instead of publishing quotation call notice in the local news papers for the requirement of tube lights, lichen light, halogen generator etc, for light decorator speaker, sound projectors, Amplifier for sound services, number of gates, chairs and stalls and no quotation call letter was also issued to the suppliers which is quite irregular. Since the quotations stated to have been obtained from the different interested tent houses, light decorators and sound services on 13.3.96 prior to the approval of the Collector i.e 16.3.96 and even quotation obtained on 16.3.96 and no ~~quotation~~ were obtained till 15.3.96 as seen from the note which does not appear to be genuine. The amount of Rs.1,10,000.00 paid to the suppliers on 21.3.96 is as under.

Sl.No.	Name of the party	No.of days.	Amount fixed per day.	Amount paid
1.	Kaliga Tent house	3	Rs.20,000.00	60,000.00
2.	Vikash sound service	3	Rs. 4,500.00	14,000.00
3.	Samkar Electricals	3	Rs.12,000.00	36,000.00
Total.				Rs.1,10,000.00

(6)

7 The fact is brought to the notice of the higher authority for proper investigation and factual position intimated to audit.

(b) Recovery of Rs.1571.00 from Ex.DIPRO, Sambalpur:

Further scrutiny of the records revealed that an amount of Rs.3,000/- was spent towards cost of POL for publicity and other arrangements out of which an amount of Rs.2,389.00 was paid to M/s Raja service station for 242 litres of diesel and 7.5 litres of M.Oil (on 1.3.96 Rs.1,313.00 and on 31.3.96 Rs.1076.00). Since, the message for ~~xxxxxx~~ district level exhibition for highlighting the achievement during last one year of the present government was received on 12.3.96 and celebrated from 17.3.96 to 19.3.96, the P.O.L. consumed from 12.3.96 to 20.3.96 is admissible. On verification of the Log Book (OR-020-7889), it was noticed that the ~~xxxxxx~~ vehicle performed journey about 1053 k.ms. during the period from 12.3.96 to 20.3.96 and accordingly consumed 105 litres of diesel and 7.5 litres of M.Oil valuing Rs. 1,429.00. The balance of Rs. 1571.00 may be recovered from the person responsible and fact intimated to audit.

In reply it was stated as against (a) that the fact would be brought to the notice of the higher authority for investigation and result intimated to audit.

In reply as against (b) it was stated that the recovery would be effected after due investigation and result intimated to audit.

( contd.p/17 ).

(5)

7. (a) Non-production of 14 no. of bills valuing Rs. 14,139.45:

During the course of audit 14 nos of bills valued Rs. 14,139.45 relating to the R.C.M, P.O.L. and contingent bills as detailed below could not be produced to audit which may be produced to the next audit.

<u>Sl. No.</u>	<u>Bill No.</u>	<u>Amount</u> (Rs)	<u>Particulars</u>
1.	17/ 94-95	600.00	R.C.M.
2.	90/ 94-95	2,270.00	"
3.	105/ "	233.00	"
4.	171/ "	300.00	"
5.	199/ "	1,410.00	"
6.	20/ 95-96	398.00	"
7.	25/ "	375.00	"
8.	67/ "	895.00	"
9.	110/ "	1,563.00	"
10.	145/ "	519.00	"
11.	49/ 96-97	595.00	"
12.	118/ 98-99	3,371.89	P.O.L.
13.	121/ 98-99	1,000.00	Celebration of Krantī Dībus
14.	105/ 98-99	700.00	Ambedkar Jayanti.
Total Rs.		<u>14,139.45</u>	

(b) Non-production of Records and Registers:

( contd.p/13 ).

49

(b) Non-production of Records and Registers:

The following records and Registers could not be maintained produced to audit as such may be maintained and produced to the next audit for scrutiny.

- (i) Short term Advance Register.
- (ii) Log Book of Telephone.
- (iii) Stock Register of misc. Receipt books.
- (iv) House rent recovery Register.
- (v) Property Register.
- (vi) Test Audit Note Issued by the last Audit.
- (vii) Spare parts Register.
- (viii) Civil Deposit Register.
- (ix) Allotment Register.
- (x) Log Book of vehicle No. OIS-2611 & OIS-211.

PART-III.

A test audit note containing minor and procedural irregularities for the period covered under audit is handed over to the D.I. & P.R.O, Sambalpur, the compliance of which may be shown to the next audit.

  
Sr. Audit Officer/ OAD.

3

ANNEXURE-'A'

Statement showing the list of persons against whom advances have been outstanding since long

-----

<u>Sl.No.</u>	<u>Name.</u>	<u>A m o u n t .</u>
	<u>S/Sri</u>	<u>(Rs)</u>
1.	B.B.Gowami, Jr.C.	350.00
2.	B.P.Mohanty, Ex, D.I. PRO-	3026.00
3.	J. Raiguru, -do-	1600.00
4.	S.K.Nanda, Ex. Sr.C.	1947.00
5.	B. Ranbida, Ex, Driver-	375.00
6.	S.M.Patnaik,	111.00
7.	P.Murmu,	50.00
8.	S.K.Mishra,	822.00
9.	C.K. Das,	1848.60
10.	N.Ragkumar,	547.00
11.	H.K.Behera, H.O.	200.00
12.	J.Sajju, (S.I. POLICE)	200.00
13.	Howrah Motors-	205.00
14.	M.Behera projectarist-	2548.00
15.	H.C.Mohapatra, CL-	500.00
16.	S.C.Sapkar, D.I & PRO-	12060.00
17.	S.S.Goswami, RO, RRF-	1200.00
18.	J.Kujury peon-	50.00
19.	S.S.Das, Ex, D.I & PRO-	4525.00
20.	L.N.Tanty, -do-	1475.00
		<u>33640.30</u>

ANNEXURE <sup>13</sup>

Statement of payment towards cost of News papers and  
magazines

<u>Bill No.</u>	<u>Amount.</u> (Rs)	<u>Bill No.</u>	<u>Amount.</u> (Rs)
106/ 93-94	2359.00	153/94-95	905.00
107/ "	428.00	154/ "	327.00
119/ "	4922.00	174/ "	998.00
125/ "	951.00	189/ "	2156.00
157/ "	3488.00	216/ "	4026.00
158/ "	4207.00	219/ "	2662.00 (2661/-)
164/ "	434.00	46/95-96	2588.00
199/ "	3138.00	47/ "	2721.00
200/ "	2449.00	72/ "	6319.00
46/ 94-95	4400.00	112/ "	2026.00
47/ "	1913.00	118/ "	2300.00
76/ "	1749.00	119/ "	3046.00
65/ "	3091.00	122/ "	4038.00
66/ "	943.00	141/ "	2392.00 (552)
129/ "	956.00	142/ "	4227.00
135/ "	1554.00	150/ "	2493.00
136/ "	1206.00	73/ 96-97	2656.00
107/96-97	1341.00	130/ "	707.00
143/ "	11273.00	144/ "	5641.00
27/ 97-98	2517.00	28/ 97-98	1361.00
42/ "	2465.00	95/ "	7239.00
96/ "	8818.00	81/ 98-99	6655.00
82/ 98-99	1986.00	83/ "	2101.00
114/ "	3959.00	89/ 94-95	1165.00
191/ 94-95	2950.00	87/ 96-97	1173.00
125/ 96-97	1175.00	97/ 97-98	7000.00
			<u>1,53,853.00</u>

DGP()

ANNEXURE I 'C'

Statement showing the details of submission of R.C.M. without enclosing original prescription.

Sl.No.	Name of the Govt. Servant with designation.	Relation	Period of statement.	Amount (Rs)	Bill No/Date.
1.	J.Kujurr peon-	Wife-	10.4.98 to 19.4.98	310.50 <del>310.00</del>	122/98-99 <del>122/98-99</del>
2.	-do-	Daughter-	20.12.98 to 30.12.98	376.00	-do-
3.	-do-	Mother-	18.1.99 to 25.1.99	481.99	-do-
4.	-do-	Daughter	27.1.99 to 7.2.99	<sup>345-00</sup> <del>3385960</del>	-do-
5.	-do-	Self	4.2.99 to 14.2.99	285.00	-do-
6.	-do-	Wife	11.2.99 to 21.2.99	247.90	-do-
7.	Sadananda	-do-	23.9.98 to 2.10.98	420.00	-do-
8.	-do-	-do-	18.9.98 to 22.9.98	423.00	-do-
9.	G.B.Sahoo, peon	-do-	2.4.93 to 11.4.93	152.00	123/93-94
10.	Chandrakunta Dash	-do-	17.4.93 to 19.4.93	184.05	89/93-94
11.	J.Kujurr	-do-	18.3.93 to 22.3.93	113.50	-do-
12.	-do-	-do-	20.4.93 to 26.4.93	117.65	-do-
13.	-do-	-do-	19.3.93 to 28.3.93	118.40	-do-
14.	-do-	-do-	12.1.93 to 22.1.93	103.05	-do-
15.	S.Khan, Operator	Self	3.7 - 6.7.93	137.50	-do-
16.	-do-	"	24.7-29.7.93	106.10	-do-
17.	B.R.Mohanty, Cl.	wife	25.6-29.6.95	119.00	34/96-97
				<u>4081.30</u>	