

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
ORISSA : BHUBANESWAR.

INSPECTION REPORT NO.250/C-1372/2002-03

Name of the accounts audited cash and contingencies of the D.I. & P.R.O. Balasore

period of accounts audited 10/99 to 11/02

Time taken for audit 7.12.02 to 13.12.02  
(6 days)

Name of the officer in charge of accounts of S/Sri A. Das, from 10/99 to 30.6.01  
A.K. Jena, from 1.7.01 to 9.12.01  
H. Jena, from 10.12.02 to 30.6.02  
A.K. Jena, from 1.7.02 to date.

Name of the officer who audited the accounts Sri S.K. Tripathy, AAO

Name of the reviewing officer Sri B. Tripathy, AO

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

P A R T - I

- a) Introductory: N I L
- b) Outstanding paras of previous Inspection reports:
- | IR No       | Para No                     |
|-------------|-----------------------------|
| 53/94-95    | 4                           |
| 320/99-2000 | 2, 3, 4, 5, 6, 7, 8, 9, 10. |
- c) Schedule of persistent irregularities: N I L

P A R T - II - A

N I L

P A R T - II - B.

- 2) The cash book of the D.I. and P.R.O. Balasore was closed with a balance of Rs.1,47,353.90 as on 30.11.02 and kept in the following manner.

In shape of cash	Rs.67,386.90
In shape of paid vouchers	Rs.32,218.00
In shape of advance	<u>Rs.47,749.00</u>
	Rs.1,47,353.90

In this connection the following irregularities was noticed.

- a) Retention of paid vouchers Rs.32,218/-.
- Retention of closing balance in shape of paid vouchers was strictly prohibited in terms of finance department circular No.24280/F dt. 21.8.61. Contrary to above instruction it was noticed that a sum of Rs.32,218/- was kept in shape of paid vouchers. Immediate steps may pl.

be taken to recoup the vouchers on allotment under intimation to audit.

b) Outstanding advances Rs.47,749/-.

The closing cash balance as on 31.11.2002 included a sum of Rs.47,749/- as outstanding advances. As per SR-509 of OTC vol-I, the advances should be adjusted/recovered within one month of the date of payment. Contrary to above codal provision it was seen that the advances remained unadjusted/unrecovered for months together. Effective steps may pl. be taken to adjust/recover the advances lying outstanding under intimation to audit.

c) Retention of heavy cash balance.

The closing balance of Rs.1,47,353=90 as on 31.3.02 continued as such till 30.11.02 which indicated that heavy cash balance exceeding the prescribed limit of Rs.5000/- as stipulated in OTC retained in contravention of the codal provision. Immediate steps may pl. be taken to reduce the cash balance to the prescribed limit under intimation to audit.

d) Undisbursed/unspent amount Rs.1,41,391=90.

The closing cash balance as on 30.11.02 included a sum of Rs.1,41,391=90 as undisbursed contingent drawals as reported by the D.I.P.R.O. Balasore. This amount dated back to the years-85-86 to 2001-2002. As no analysis of the closing balance could be made available to audit the exact particulars of the undisbursed amount could not be ascertained. On this being pointed out in audit it was replied that the amount will be disbursed failing which it will be deposited into Treasury. Further development in this regard may pl. be intimated to audit.

e) Unremitted revenue Rs.5962/-.

As per rule 6(I) of OTC vol-I all revenue collected towards govt. account should be deposited into treasury within 3 days of their receipts. Contrary to above provision it was seen that sale proceeds of old newspapers/periodicals etc. amounting to Rs.5962.00 remained unremitted to treasury. Immediate steps may pl. be taken to deposit the same into treasury under intimation to audit.

3) Permanent advance.

An amount of Rs.350/- was sanctioned as permanent advance in favour of D.I. & P.R.O. Balasore to meet the emergent nature of transaction. But no cash book was maintained for this purpose by the D.I. P.R.O Balasore to record day to day transaction of the permanent advance. A test check revealed

that out of Rs.350/- a sum of Rs.240/- was available in cash and the balance of Rs.110/- as paid vouchers. On being pointed out in audit it was agreed by the D.I.P.R.O. Balasore to have a separate cash book for this purpose and recoup the paid vouchers on obtaining allotment.

Action taken in this regard may pl be intimated to audit.

4) Non-accountal of caution money Rs.14,343.10

As per SR 37(I) of OT C vol-I transaction made in official capacity should pass on through cash book. Contrary to the above provision it was revealed that amount collected from the regular members of reading room was kept outside Govt. account without passing the same through cash book. An amount of Rs.14,343.10 is available in SB A/cx bearing No.501203 of Balasore post office. Besides Balasore reading room the D.I. & P.R.O. Balasore is having 3 more reading centres namely Simulia, Jaleswar and Nilagiri under his control. But amount collected as caution money from the readers of above centres could not be traced in the cash book of DI and PRO Balasore.

On being pointed out in audit it was replied that caution money collected by the information centres would be exhibited in the cash book after proper verification.

Immediate steps may pl be taken to exhibit the amount collected by the information centres of the district in the cash book to prevent temporary misappropriation of the amount by the centre in charge.

5) Non-recovery of cost of library books found short from the incharge librarian Rs.33,371/-.

Physical verification of library books conducted during 11/99 revealed shortage of 4946 nos of books costing Rs.33,370.96 as detailed in the Annexure A. appended to the report. The responsibility of shortage was fixed upon Late S.Sethy the then Clerk-Cum-Librarian and it was proposed to recover the cost from the DC G of Late Sethy. But as on date of audit no document could be made available to audit in support of recovery of the cost from the DCR G of Late Sethy. Immediate steps may pl. be taken to recover the cost ~~of~~ from the DCRG under intimation to audit.

6) Non-disposal of unserviceable articles of defunct radio units.

The earstwhile radio unit of Balasore functioning u under the control of DE & PRO BIs became defunct since

P/4

long and unserviceable articles as per list enclosed (Annexure-B) were lying in the store undisposed. The cost of the unserviceable articles could not be ascertained/ worked out due to non-recording of the value in the stock register.

Immediate steps may pl. be taken to dispose off the articles under intimation to audit.

7) ✓ Doubtful expenditure Rs.7700/-.

An expenditure of Rs.7700/- as detailed in the Annexure-C was made and the same was exhibited in payment side of the cash book vide page No.147 to 148. But no supporting vouchers could be made available to audit for expenditure.

On being pointed out ~~it~~ in audit it was stated that the vouchers would be traced and copies would be sent to A.G.) Further improvement in this regard may pl. be intimated to audit.

P A R T - III

A test audit note containing minor and procedural irregularities has been issued at the spot. compliance to which may please be shown to next audit.