

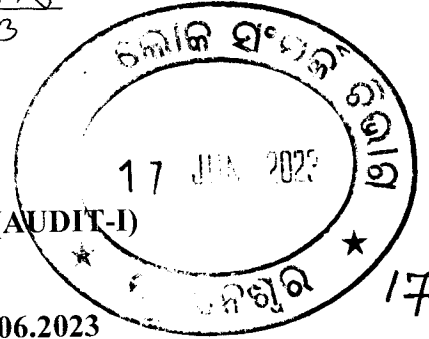
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OSWAS-7057/1PR
17.6.23

27-393/Audit
27-6-23



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR-751001.

No.AMG-V/IR No.05/2023-24/

Date: 15.06.2023

To

The District Information and Public Relations Officer,
Jajpur-755007

Sub: Issue of IR No.05/2023-24 on the accounts of the District Information and Public Relations Officer, Jajpur

Sir,

I am directed to forward herewith the Inspection Report No.05/2023-24 relating to your establishment. The Inspection Report has been prepared on the basis of information furnished and made available by your establishment. The office of the Principal Accountant General (Audit-I), Odisha, Bhubaneswar disclaims any responsibility for any misinformation and/ or non-information on the part of the auditee.

The reply to the Inspection Report along with confirmation of the facts and figures may please be furnished to this office within four weeks from the date of receipt of the letter.

The receipt of the Inspection Report may please be acknowledged.

Yours faithfully,

Sd/-

Senior Audit Officer /AMG-V

Memo No. No.AMG-V/IR No.05/2023-24/260

Date: 15.06.2023

- ✓ Copy along with the copy of IR.No.05/2023-24 forwarded to the Director, Information and Public Relations Department, Govt. of Odisha, Bhubaneswar- PIN-751001 for information and necessary action. He is requested to direct the District Information and Public Relations Officer, Jajpur to comply on the Inspection Report immediately.

15/06/2023
Senior Audit Officer /AMG-V

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR-751001

Inspection Report No. 05/2023-24

Name of the accounts audited:	Compliance Audit on the accounts of the District Information and Public Relations Officer, Jajpur		
Period of accounts audited	June 2004 to March 2023		
Time taken for audit	11 th May 2023 to 18 th May 2023 (six working days)		
Name & designation of the officer in charge of accounts (DDO)/ Head of Office	Name & designation Shri/Smt.	From	To
	Shri Mina Ketan Behera OIS-I, DIPRO	07-02-2004	06-07-2006
	Sri Sisir Kumar Prusty, OIS-I, DIPRO	07-07-2006	31-01-2012
	Sri Chandrakanta Nayak, OIS	07-02-2012	05-02-2013
	Santosh Kumar Sethi, OIS (I)	06-02-2013	18-05-2022
	Sri Saroj Kumar Satapathy OIS	19-05-2022	05-01-2023
	Sri Duryodhan Mallick, OIS-I	05-01-2023	10-01-2023
	Laxman Kumar Behera SDIPRO	11-01-2023	Till date...
Next Higher Authority	Director, I&PR Department, Bhubaneswar, Odisha		
Name of the officials/ officers who conducted audit	Shri Jatindra Nath Majhi, AAO (from 15-05-2023 to 18-05-2023) Shri Chhanda Charan Mohanty, Auditor.		
Name of the supervising Officer:	Shri N. C. Rout, Senior Audit Officer		
Scope of audit:	A test check and general examination of accounts, records pertaining to the period covered under audit, u/s 13 of C&AG's(DPC) Act 1971.		

PART-I-Introductory.

The history of Jajpur dates back to the prehistoric times. The name Jajpur itself a testimony to this. Some scholars attribute it to the word Yajnapura, while others opine that the name originated from Jajtipura Sasan in Jajpur area. Jajati is also said to have made Jajtipur as his capital and renamed the city as Jajapura. King Jajati, it is said, had organized a great yajna called Daswamedha at this place. For this, he brought 10,000 Brahmins from North India and got them settled in various localities later on. Preceding this event, Jajpur finds mention in ancient Indian mythology texts and the Puranic literatures alike where it is referred to as Viraja and Baitarini Tirtha, one of the most important tirthas of India. The place has also been

described in the Kapilasamhita, Brahmanda Purana, Vayu Purana, Brahma Purana, Tantrachintamani, Astapithamahatmaya and Chaitanya Charitamrita. The place holds great significance among the Hindus as it is considered to be one of the Sakti Pithas where the amputated corpse of Sati, the consort of Shiva, fell having been chopped off by Lord Vishnu. Thus Jajpur is referred to as Parvati Tirth sometimes. Jajpur has also been mentioned in the Mahabharat where it is stated that, at the Viraja in the banks of Baitarani, the Pandava brothers had taken holy dip along with the saint Lomash. Historical anecdotes about the place can however be found only after 7th century A.D with the rise of the Bhaumkaras who ruled over Odisha with Guheswar Patak near Viraja as their Capital.

The District Information & Public Relations Officer, Jajpur is the district level agency of Information & Public Relations Deptt (Orissa) Bhubaneswar, works as connecting link between Departments in the District Administration and various stakeholders including Media by sharing relevant information. This office informs the public on the plans, policies and programmes of the State Government and works to ensure people's participation in the successful implementation of different developmental programmes and schemes. It takes responsibilities of organizing various days of National, State & local importance which includes celebrations & observations of birth & death anniversary of eminent persons. The office is equipped with three Information Centre cum Reading Rooms (ICRRs) to disseminate information and enrich the intellectual growth of the society through books, magazines, newspapers and other informative literatures.

The DIPRO, Jajpur at present is assisted with 10 staffs against sanctioned strength of Sixteen officials to implement different programmes and schemes.

1.1 Audit criteria

The audit findings were bench marked against the following criteria:

1. Odisha Government Financial Rules
2. Odisha Treasury Code
3. Odisha Advertisement Policy, 1998 as amended from time to time
4. Instructions, guidelines, circulars issued by Government of Odisha

1.2 Financial profile

During the period 2017-18 to 2022-23 funds of Rs.4.62 crore was allotted, out of which Rs.4.34 crore was utilised while Rs.0.19 crore was balance with DIPRO, Jajpur. The year wise details were as under:

Year	Amount in Rupees			
	Allotment	Expenditure	Surrender	Balance
2017-18	80,93,908	7022827	940201	130880
2018-19	13494472	13397637	0	96835

2019-20	6370174	6160221	0	209953
2020-21	6070610	4736002	0	1334608
2021-22	6350394	6302394	0	48000
2022-23	5835974	5798304	4000	33670
Total	4,62,15,532	43417385	944201	1853946

The above table indicate that an amount of Rs. 18.54 lakh could not be utilized and remain unspent during the period 2017-2023. There is highest unutilized fund of Rs 13.35 lakh in 2020-21.

1.3 Scope of Audit

Compliance Audit was conducted during 11-05-2023 to 18-05-2023 covering the period from June 2004 to March 2023 with general examination of accounting records for the period covered under Audit u/s 13(1) of C&AG's (DPC) Act 1971. The audit was conducted adhering to the provisions contained in C&AG's Regulations on Audit and Accounts 2020 and as per the Auditing standards prescribed by the C&AG of India.

1.4 Detailed Audit

Detailed audit for the months of March 2022 and March 2023 was conducted due to quantum of expenditure.

1.5 Entry and Exit Conference

As per provision of C&AG's Regulations on Audit & Accounts 2020 (Regulation 132), an entry meeting was held between the District Information and Public Relations Officer, Jajpur and Audit party members on 11th May 2023 wherein the objective, scope and criteria of Audit were discussed. The findings of Audit were discussed in an exit meeting between the Audit party and the DIPRO, Jajpur on 18th May 2023 (FN).

PART-II ***(Audit Findings)***

PART-II-(A) **(Significant Audit Findings)**

-Nil-

PART-II-(B) **(Other incidental Audit Findings)**

2. Avoidable expenditure of ₹4.85 lakh due to non- negotiation of price for mounting of flex banner.(Reference Number: OBS-690795).

Government of Odisha in I & PR department vide it's letter no.8552 dated 27 September 17 directed all the DPROs that the 1st phase of IEC campaign in shape of putting hoarding in all urban local bodies would start from 1 October.2017 to make aware the common citizens about the ongoing programme, schemes ,activities, achievements and best practices of Government.

DIPROs will co-ordinate the matter under the guidance of the District Collector and ensure preparation of flex banners and fix it in the identified hoarding posts in the prominent places of public congregation . Content of the hoarding will be supplied to the DIPROs . The DIPROs were assigned the task of identifying agencies for printing and fixing of flexes/ banners on the prevailing market rates for tentatively one month started from 01 October 2017. Later, the period of advertisement got extension time and again .

One committee was framed comprising members such as Executive officer Jajpur town/ EO of Vyasanagar Municipality, DIPRO Jajpur, DCSO Jajpur , under the chairmanship of Sub-Collector, Jajpur. Tender quotations were opened on 11 october 2017. Six bidders had participated in the process. **Bharati Disha Advertisers (BDA)** and **Bana Bihari Tent House (BBTs)** were declared as L1 bidders and assigned the work of hoarding of Jajpur Road (Vyashanagar Muncipalty) area and JaJpur town Municipality area respectively . The rate for one flex banner (size 20'X 10') was finalized for Rs 9500/- . The rate included preparation of banner, structure , iron frame, labour , transport , GST , Video & photography . Accordingly , these two bidders carried on their works and submitted the bills later accordingly.

On scrutiny of bills , audit noticed the following lapses :

The bidder Bharati Disha Advertisers had quoted the unit- price of flex size (20" x 10 ") as Rs 8000/- and per square feet rate @ Rs 40 in it's quotation dated 08.10.2017 . But the same was not taken into account/ consideration and the bidder was not negotiated to accept that rate . Rather, the quoted price of the same vendor dated 11 October 2017 ie 9500 per flex was accepted. The sqft rate , though not finalized , was accepted in bills. Category- wise rate, for example , square feet rate when posters are wall-mounted , extended for another month , were not finalized .The rate finalized for Jajpur seems to be in higher when it is compared with order issued by I & P R department to **Ms Fast Communication** for undertaking the same nature of hoarding work in all districts including JaJpur @ 20/- per square foot (letter no 11437 dated 18 September 2018) and as per RFP no. 1671 dated 01february2020 , the rate finalized for Jajpur district for this same type of work was fixed at Rs 25.96 per sqft for hiring , printing & mounting of hoarding .

As per the rate chart provided in Format –II by the DIPRO jajpur , it was evident that the rate of hire charge per sqft per month was only Rs 5.50(Hire charge, Printing & Mounting ie. ₹47.50 minus printing & mounting ie. 42)per month only /-

However, Audit noticed that for the extended period the vendor had been paid @ 15 per square foot whereas, it had to bear only the hire charge.The DI&PRO, Jajpur was required to

pay ₹5.50 per squarefeet only be paid for the extended period in lieu of ₹ 15 per sqrf. The printing , mounting works were not required to be done/ repeated . Similarly , the overall rate could have been paid @ 40 , as per negotiation .

Non-negotiation of the square feet rate @ Rs 40/- for hiring , printing & mounting and the extended period led to excess payment of Rs 4,85,280 /- as detailed in table below.

Table-A

(Amount in ₹)

Invoice/ bill No. / date	Vou cher no ./	Name of the Bidder/ vendor	Nu mbe r of Flex s	Work done(in sqft)	Rate charg ed (per sqft)	Total amt paid including GST as per bill	Origi nal price quote d by the vendo r/neg ogiabl e price	Payment due to the vendor @ 40	Excess payment made
A	B	C	D	E	F	G	H	I= E*H	J= G-I
25/17 23.11.17	52	BDA	30	7400	47.5	338000	40	296000	42000
97/21.1 1.17	51	BBT	27	5400	47.5	256500	40	216000	40500
41/17 Ext- jan18	58	BDA	30	7400	15	130980	5.5	40700	90280
15.1.18 Ext- Dec-17	54	BBT	27	5400	15	81000	5.5	29700	51300
40/17 rent for Dec17	57	BDA	30	6000	15	130980	5.5	40700	90280
2.2.18/r ent for Jan 18	55	BBT	27	5400	15	81000	5.5	29700	51300
7.3.18 Rent fr Feb 18	99	BBT	27	5400	15	81000	5.5	29700	51300
51/18 dated 12.3.18, Rent for feb	102	BDA	28	5600	15	99120	5.5	30800	68320
Total						1198580		713300	485280

(Source : Bill/vouchers of vendor produced to Audit)

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In reply (May 2023), it was stated that steps would be taken to comply the financial figures regarding mounting of hoarding and excess payment thereof on receipt of IR & instruction from the PAG odisha.

Recommendation : Reason for non negotiation of price at the earlier offer rate quoted by the vendor and payment to the vendor without obtaining the rate approved by the I & PR Department for the extension period may be stated under intimation of Audit.

3. (A) Short levy of GST amounting to Rs 4.19 lakh and non deduction of TDS on GST of 1.31 lakh in (Reference Number: OBS-690812).

Section 2 (30) of the CGST/ OGST Act speaks about “ **composite supply**”. It means a supply made by a taxable person to a recipient consisting of two or more supplies if goods or services or both, or any combination thereof, which are naturally bundled and supplied in conjunction with each other in the ordinary course of business, one is a principal supply. In composite supply, GST is charged on the principal supply.

As per section 194C of Income Tax Act 1961, TDS @ 2% requires to be deducted from the payment or credit of bill to the supplier/ contractor whenever the aggregate value exceeds ₹ 1,00,000/- in a Financial year and ₹ 30,000/- for a single transaction.

Further as per section 51 of the CGST Act TDS is required to be deducted by a department of central Government or the state Government at the rate of 2% on payments made to the supplier of taxable Goods and Services, where the total value of such supply, under the individual contract exceeds ₹ 2,50,000/- (wef 1.10.2018 vide CBIC notification No. 50/2018 dated 13.09.18)

Scrutiny of records in Audit revealed that Government of Odisha announced to launch one of its flagship programme “Biju Swasthya Kalyan Yojana” (BSKY) on 15th August 2018 which intended to provide annual cashless health coverage of 5 lakh per family to 70 lakh families that belonged to the lower socio-economic section of the society of the state. Flex hoarding banners indicating the scheme were decided to be mounted in Jaipur district urban, block and local areas.

Scrutiny of record in Audit revealed that the work of mounting of flex hoarding/ banners was allotted (10 August 2018) to “**Bharati Disha Advertisers**” for Vyasnagar Municipality and “**Bana Bihari Tent House**” for Jaipur Town Municipality respectively at ₹9500/- per banner as communicated (10 August 2018) by DIPRO Jaipur office for hoarding of (20’*10’) printing, fixing in bamboo structure, transporting, Hoarding (Iron Structure), Printing, Mounting & Display charges @ 40/Sqft inclusive of GST.

Displaying Government’s schemes is a composite supply where the *flex banner* is the *principal supply* and bamboo, GI sheet, labour, hire charge are only the ancillary supplies. As per the provision, GST @ 12 % was applicable considering the printing flex to

the principal supply ie. The GST rate for Flex banner was taxable @ 12% having the HSN is 4911 when supplies were made to Government entities .

Scrutiny of bills/ vouchers passed for payment revealed that the vendors had submitted the bills (Voucher no. 52 to 80) on the square feet basis ie @ Rs 47.50 per month per square feet inclusive of the GST . However, Audit noticed that the calculation of GST had not been made over the entire cost rather it was levied only on the printing charges of flex banners leaving the *ancillary items outside the purview of GST* which was a deviation of the above rules. The exclusion of other ancillary items from the purview of GST @ 12 % led to short- realisation of GST amounting to Rs 419244/-. Further TDS on GST amounting to Rs 130617/- as detailed in **Annexure –A** were also had not been deducted.

(B)Non -deduction of TDS amounting to ₹ 1.31 lakh /-:As per section 194C of Income Tax Act 1961, TDS @ 2% requires to be deducted from the payment or credit of bill to the supplier/ contractor whenever the aggregate value exceed ₹ 1,00,000/- in a Financial year and ₹ 30,000/- for a single transaction.

Scrutiny of bills/ vouchers passed for payment also revealed that TDS on Income Tax amounting to ₹130617.00/- was also not deducted from the vendor by the DDO of DI&PRO, Jajpur as detailed in **Annexure –A**.

However, it was seen that TDSs were neither insisted upon nor the vendors were asked to deposit the copy of returns later in support of inclusion of these transactions the return files .

In reply (May 2023) to audit observations ,it was stated that compliance would be furnished after verification of records.

Recommendation : TDS on IT and GST are the dynamic tools for to control evasion of Tax. Reason for the short levy of GST, and non-adherence of the provision of CGST and IT Act may be stated. The vendor may be asked to submit the return filed of the relevant years under the intimation of Audit.

4. Poor functioning of Information Centre –cum- Reading Rooms ICRRs (Reference Number: OBS-690784)

The Information & Public Relations Department serves as a link between people and the Government. Apart from informing the public of the Plans, Policies and Programmes of the Government it also initiated people's participation in the successful implementation of different developmental Programmes and schemes. To implement these Programmes and to make them people-oriented, the department also functions at district and Sub-divisional levels.

Information Centre-cum-Reading Rooms had been opened in Urban and Rural areas which play a significant role in disseminating information and enriching the intellectual growth of the society through books, magazines, newspapers and other informative literatures. Besides, TVs and Radios were also supplied to these Information Centers. There were two Information Center-cum- Reading Rooms (ICRRs) within the purview of DIPRO , Jajpur i.e., at – Jajpur Town Jajpur , and Jajpur Road, Jajpur.

(A) Functioning of ICRRs in Jajpur Town Jajpur : The regular timing of operation of ICCR Jajpur was 8 am to 11 am in the morning and 5 Pm to 8 Pm in the evening . One Junior Store keeper had been assigned the task of operating the ICRR. The voucher register revealed that 13 number of newspapers were procured daily for the readers. Around 25 to 30 number of visitors used to come daily to read the newspapers in this reading rooms. As revealed from the attendance register, the ICRR had 6133 books for reading for the visitors.

Old news papers had been dumped in the library and had not been sold since june 2021. A TV-set and the radio set though installed were not functioning . Three ceiling fans were also not functioning in the Reading room of Jajpur. Due to lack of basic required amenities a few students were coming to availed the facility. Further no magazines and books were procured since April 2020

(B) Functioning of ICRRs in Jajpur Road Jajpur Vyasnagar Municipality:

The ICRR at – **Jajpur Road, Vyasnagar Municipality Jajpur** was on its last leg as per the information collected from the DIPRO Jajpur . It was being managed by a 3rd party (Vyasnagar Municipality). The ICRR was functioning in a portion of Jajpur Road under Vyasnagar Municipality on rent. The rent for the period from 15 years was not paid to the tenant amounting to Rs.2,45,517/- due to lack of certificate of fair rent.. The Collector Jajpur had taken some initiative to revive the ICRR , As per Collector's instruction to the Executive Officer, Vyasnagar Municipality Jajpur Road for sparing of staff to ICRR at Jajpur Road. Accordingly, the Executive Officer, was taken over the day to day activities of the said ICRR through one clerk staff only. Only 10 to 15 visitors were availed the facility of the ICRR as per information provided to audit.

Apart from the inadequacy of staff, audit noticed that the ICRR had one table, TV-Set and Inverter set but they were not functioning. No magazines, journals, Books were provided to the ICRR, while only three Odia Newspaper and English Newspaper were provided, but due to the unhealthy atmosphere of the ICRR and the dilapidated condition of the ICRR, the use of it by the readers could not be ascertained by audit. There were 4854 books available with the

aforesaid ICRR. No efforts were taken by the DIPRO Jajpur to address the aforesaid shortcomings. .

(C) Non- conduct of physical verification of library books.

As per Rule 215 of General Financial Rules, complete physical verification of library books should be done every year in case of libraries having not less than 20000 volumes. But no physical verification of library books was arranged by the DIPRO, Jajpur during the period covered under audit in contravention to the above provision. Due to non-conduct of physical verification loss of books due to wear and tear and missing of books could not be established. . A detailed verification of books of ICRRs & upgrade ICRR at Jajpur Town and Jajpur Road, Vyasnagar Municipality Jajpur was not carried out by the department. The reasons for non conduction of physical verification of Library books may be stated.

In reply, to the audit query, the DIPRO Jajpur while confirming the facts stated that old news paper would be auctioned very soon. The LED set of two numbers had been communicated to the Government over intra personal communication on 17th May 2023, the same would be provide by the I&PR department. The ICRR, Jajpur Road which had been functioning under the supervision of Executive Officer, Municipality, Vyasnagar, as per the order of the Collector & DM, Jajpur. As revealed from the reports of the interal audit the said buliding was in dilapidated condition. To avoid any unwanted situation and safety security of readers and employee the ICRR immediately do so. Regarding physical verification of book as instructed it would done.

Recommendation : There is a need to upgrade the infrastructural facilities , preservation of old books , purchase of new books , magazines , installation of TV and most important regular and timely opening of library- cum -ICRR .Necessary remedial action should be taken for infrastructure improvement of ICRR Jajpur Road. Physical verification of library books should be done under intimation to audit.

5. Cash Book and Management of Cash (Reference Number: OBS-690800)

District Information & Public Relations Officer, Jajpur had maintained one Cash Book to record the transactions of the Office. The Cash Book was closed with the balance of **Rs.47368.00** and **Rs.47368.00** as on 31.03.2022 and 31.03.2023 respectively. The mode of keeping of closing balance of Cash Book as on 31.03.2022 and 31.03.2023 are given below:

Mode of keeping as on 31.03.2022.

Sl. No.	Name of Cash book	Cash in hand	Advance	SBI, Current Account No.11308936132	Total Closing balance
1	General	0.00	0.00	50,819.00	47,368.00
Total		0.00	0.00	50,819.00	47,368.00

Mode of keeping as on 31.03.2023.

Sl. No.	Name of Cash book	Cash in hand	Advance	SBI, Current Account No. 11308936132	Total Closing balance
1	General	0.00	0.00	50,170.50	47,368.00
Total		0.00	0.00	50170.50	47,368.00

(I) Non reconciliation of Cash Book and discrepancy of ₹ 2802.50 as per bank pass book.

As per general procedure prescribed in Government of Odisha Finance Department OM No 33563 dated 13.7.2005, in order to watch the balance in bank account of the DDO, a subsidiary Cash Book shall be maintained in the prescribed proforma and same should be reconciled with the bank balance every month. Bank reconciliation statement for every month should be prepared by the DDO by 18th of the succeeding month with reference to the bank pass books and statement furnished by the bank, discrepancy if any should be reconciled instantly.

Audit noticed a discrepancy of **Rs.2802.50** between the bank balance figure as reflected in the main Cash Book and user fee Cash Book and actual balance as per relevant pass books/ bank statements as on 31 March 2023. Bank account wise details are given table below.

(Amount in Rs.)

Name of Cash book	Name of Bank/ Account No.	Balance at bank as per Cash Book as on 31.03.23	Actual balance as per bank pass Book/ statement	Discrepancy
General cash book	SBI, Current Account No. 11308936132 Jajpur	47,368.00	50,170.50	2802.50
	TOTAL	47,368.00	50,170.50	2802.50

Further audit noticed that there were discrepancy in Cash Book balance and Pass Book balance as detailed below.

Amount in Rupees.									
Sl. NO	date	OB	Receipt	Total	expenditure	Closing balance as per cash book	as per bank	Difference	Remarks
1	29.01.14	40130	25000	65130	Nil	65130	59835	5295	Discrepancy was not reconciled
2	01.12.15	40130	1183	41313	Nil	41313	46337	5024	Discrepancy was not reconciled

No bank reconciliation had been made by the DI & PRO, Jajpur during the period covered under audit due to which various funds transferred directly to the account were not accounted for in Cash Book. Further, non-reconciliation of balance at bank as per Cash Book and as per

Pass Book at regular interval could not give clear picture between Cash Book balance and bank balance and there was possibility of diversion/misappropriation of funds.

(II) Non analysis of closing balance of cash books.

As per GOFD Memo No-31-3189(48/f) dated 6.2.60 and 28962 dt 11.3.65 bill wise, age wise and purpose wise analysis of closing balances should be worked out at the end of each month. However, it was revealed that analysis of closing balances was not being done in each month in the Cash Book. Due to non-analysis of closing balance at the end of each month for the entire period of audit i.e., July 2004 to March 2023, the period since when the amount was lying unutilized and the purpose for which it was received could not be ascertained.

(III) Observations on maintenance of records by the ICRRs

On verification of cash books and pass books of different Information Centre-Cum-Reading Rooms (ICRRs), following observations were made:

(a) ICRR, Jajpur Town.

Scrutiny of Caution Money Register revealed that an amount of Rs.30,547/- was kept in the closing balance as on 31 March 2023. The amount was collected towards caution money from the different members registered in the ICRR. The Register has not been updated since last fourteen years. One pass book had been maintained at SBI Jajpur Town bearing A/c No.11308948207 which reflect balance of caution money plus interest as on 31.03.2023. The caution money register was not updated since June 2015 to till date.

(IV) Non conduct of physical verification stock and store accounts

As per Rule-111 of OGFR Vol-1, annual physical verification should be conducted by the Head of office or got it done by some responsible official.

On verification of stock and store accounts maintained by the DIPRO, Jajpur as well as different ICRRs viz: ICRR, Jajpur, Town and Jajpur Road, Audit noticed that the annual physical verifications of stock and stores in these units were not conducted by the Higher Authority during the period covered under audit (July 2004 to March 2023) which was highly irregular and thus the possibility of missing of assets cannot be ruled out.

(V) Avoidable expenditure due to keeping of Govt. money in Current A/c amounting to Rs. 0.11 lakhs

As per SR-471 of Odisha Treasury Code (OTC) read with finance deptt. On September and November 2021, which prohibits parking of Government money in current account. On verification of Bank statement (C/A No. 11308936132) made available to audit, Audit noticed that the bank had deducted a total amount of Rs.11,274.50 from this bank account in different dates as detailed below citing the reason A/c keeping fees and minimum balance charges etc.

Sr. No.	Date	Amount debited (in ₹)	Purpose of deduction by the bank
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1	12.03.2023	649	Account keeping charges
2	12.03.2022	649	Account keeping charges
3	12.03.2021	649	Account keeping charges
4	20.02.2020	649	Account keeping charges
5	12.03.2019	649	Account keeping charges
6	12.03.2018	649	Account keeping charges
7	14.03.2017	632.5	Account keeping charges
8	22.03.2016	630	Account keeping charges
9	12.03.2015	618	Account keeping charges
10	12-03-2014	550	Account keeping charges
11	12-03-2013	550	Account keeping charges
12	12-03-2012	550	Account keeping charges
13	12-03-2011	550	Account keeping charges
14	12-03-2010	550	Account keeping charges
15	12-03-2009	550	Account keeping charges
16	12-03-2008	550	Account keeping charges
17	12-03-2007	550	Account keeping charges
18	12-03-2006	550	Account keeping charges
19	12-03-2005	550	Account keeping charges
	Total	11274.5	

Thus, due to debits of the above amounts by the bank, there was a loss of Govt. revenue amounting to Rs.11,274.50 during the period. Further, no steps had been taken by DI&PRO Jajpur to intimate the bank for credits of these amounts till date.

(VI) Discrepancy in Opening Balance and Closing Balance in Cash Book of DIPRO, Jajpur.

On scrutiny of Cash Book audit noticed that there was irregularities in accounting of opening and closing balance in DIPRO Jajpur cash book.

Sl. No	Date	OB	Receipt	Total Receipt (OB+ Receipt)	Total expenditure	Closing Balance		
						Actual	As accounted in cash book	Difference
1	04.02.09	11798	29076	40874	29467	11407	11357	50
2	07.03.09	32904	Nil	32904	2493	30411	30597	-186
3	30.10.09	31815	Nil	31815	397	31418	26964	4454
4	28.01.14	40130	25000	65130	Nil	65130	65130	*Receipt of 25000 not taken into account
5	05.02.14	65130	248751	313881	248751	65130	40130	25000

This case is illustrative not exhaustive, the DIPRO, Jajpur should look into Cash Book with a through check with receipts and expenditure vouchers and rectify the mistakes.

Due to this discrepancy of opening and closing audit could not ascertain the authenticity of writing of the cash book. Further any misappropriation in cash transaction could not be ascertained in audit.

(VII) Procedural irregularities in maintenance of cash book

(i) Monetary transactions not taken into accounts.

As per SR-37(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. But the same was not done in the cash books as detailed below.

(Amount in Rupees)

Sl. No	date	Openi ng Balan ce	Receipt not accounte d	Receipt (MR No and date)	Total	expendit ure (Challan No & date)	expen diture not accoun ted	Closing balance
1	20.01.17	40130	1400	12964/ 20.01.17	41530	99/24.01 .17	1400	40130

(ii) As per sub rule 37(iii) of OTC Vol-I, the Cash Book should be closed regularly and completely checked. The totaling of the Cash Book should be checked by the DDO or by some responsible subordinate other than the writer of the Cash Book and initial it as correct. However, it was noticed in audit that this was not done in the cash books.

(iii) The Bill Registers as required under SR-235 of OTC Vol-I was not reviewed monthly by a gazetted officer.

(iv) Erasures & over writing:

As per SR 37(vi) an erasure or overwriting of an entry in the Cash Book is strictly prohibited. If a mistake is occurred it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The DDO should initial every such correction and invariably date his initial. It was noticed that in many instances cuttings/over writings/whitener used were made without counter signature of the higher authority.

In reply the DIPRO, Jajpur while confirming the facts and figures of discrepancy in Cash Book and pass book, stated that the compliance to the observation would be furnished very soon. Also DIPRO, Jajpur stated that the matter would be intimated to the I&PR department. Reply to the other observations were not furnished by the DIPRO, Jajpur.

Recommendation: *Effective step may be taken to Reconcile the Cash Book balance with the Pass Book balance, analysis of closing balance, return back the amount debited for account keeping charges, Deposit of caution Money in Govt. account timely review of Bill register along with ensuring of not over writing in Cash Book.*

PART-III*(Follow up on findings outstanding of previous Inspection Reports)*

IR No.	Para ousstanding		Para settled	Para outstanding after settlement	
	Part II A	Part II B		Part II A	Part II B
339/ 2004-05	Nil	2,3,4&5	Nil	Nil	2,3,4&5

PART-IV (Best Practice)**NIL****PART-V****(Acknowledgement)**

Audit appreciates the cooperation extended by the staff and Officers of the Office of the District Information and Public Relations Officer, Jajpur in producing the records and furnishing information to Audit.

Deputy Accountant General (AMG-V)

Annexure - A

Name of the vendor	Invoice No. and dt.	Voucher no.	Date of payment	Total sqarefe et of work done	amount excludin g GST	GST levied on printing charge only	Amount paid to the vendor including GST(G+H)	Composite GST should be charged @12 %of G	Short levy of GST (I-H)	TDS @2% of GST on paid bill amount(2 % of I)	TDS of IT on paid bill amount (2% of I)
A	B	C	D	F	G	H	I	J	K	L	M
Bana Bihari Tent Hs(BBT)	108/18	80	26.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	104/18	79	27.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	113/18	78	22.11.2018	2200	99462	5038	104500	11935	6897	2090	2090
do-	112/18	77	22.11.2018	800	36168	1832	38000	4340	2508	760	760
BharatiDisha Advertiser (BDA)	31/18	76	27.11.2018	4500	203445	10305	213750	24413	14108	4275	4275
Do	38/18	75	09.11.2018	5000	198550	11450	210000	23826	12376	4200	4200
Do	46/18	74	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
Do	47/18	73	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	45/18	72	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	44/18	71	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	43/18	70	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	42/18	69	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	41/18	68	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	40/18	67	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	39/18	66	16.11.2018	4800	217008	10992	228000	26041	15049	4560	4560
do	37/18	65	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872
do	36/18	64	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872
do	35/18	63	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872

do	34/18	62	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872
do	33/18	61	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872
do	32/18	60	16.11.2018	5800	230318	13282	243600	27638	14356	4872	4872
BBTS	109/18	59	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	110/18	58	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	107/18	57	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	106/18	56	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	108/18	55	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	103/18	54	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	102/18	53	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
do	111/18	52	16.11.2018	5200	235092	11908	247000	28211	16303	4940	4940
Total					6205441	325409	6530850	744653	4,19,244	1,30,617	1,30,617

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