
INTERNAL AUDIT REPORT OF P H DIVISION EDAPPAL

PERIOD COVERED IN AUDIT 01/04/2013 TO 31/03/2017

DURATION OF AUDIT 02/02/2018 TO 17/02/2018

07c

AUDIT TEAM

Sri. Sivanandan. S, Internal Auditor

Smt. Rajeswary .R, Divisional Accounts Officer

Sri. Reghu. P.S. Head Clerk (HG)

Sri. G. Manoj, Head Clerk


KERALA WATER AUTHORITY PH DIVISION EDAPPAL

Incumbence details of EE,TA,DAO&AEE

1.4.2013-31.3.2017

<u>Executive Engineer</u>				
S.I	Name	Designation	From	To
1	Sri.M.K.Abdul Jaleel	Executive Engineer	1.4.2013 FN	30.11.2013 AN
2	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	1.12.2013 FN	23.12.2013 AN
3	Sri.Mohamed Rafi.A	Executive Engineer	24.12.2013 FN	4.12.2014 AN
4	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	5.12.2014 FN	12.12.2014 AN
5	Sri.C.Madhavan	Executive Engineer	13.12.2014 FN	19.12.2014 FN
6	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	19.12.2014 AN	29.12.2014 FN
7	Sri.C.Madhavan	Executive Engineer	29.12.2014 AN	9.3.2015FN
8	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	9.3.2015 AN	31.3.2015 AN
9	Sri.C.Madhavan	Executive Engineer	1.4.2015 FN	22.5.2015AN
10	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	23.5.2015 FN	26.6.2015 AN
11	Sri.P. Jayaprakash (Additional Charge)	Technical Assistant	26.6.2015 AN .	6.7.2015 FN
12	Sri.Abdul Naser Panoly	Executive Engineer	6.7.2015 AN	4.3.2016 FN
13	Sri. P.Jayaprakash (Additional Charge)	Technical Assistant	4.3.2016 AN	7.4.2016 FN
14	Sri.E.N Surendran (Additional Charge)	Asst.Executive Engineer	7.4.2016 AN	22.4.2016 FN
15	P.Jayaprakash Asst.Executive Engineer	Technical Assistant	22.4.2016 AN	22.8.2016 AN
16	Sri.Mohamed sedeque.P	Executive Engineer	23.8.2016 FN	31.3.2017 AN
<u>Technical Assistant</u>				
18	Sri.T.Muhammed kutty	Asst.Executive Engineer	1.4.2013 FN	31.8.2013 FN
19	Sri.T.G.Devanandan (Additional charge)	Asst.Executive Engineer	1.9.2013 FN	16.8.2014 FN
20	Sri. P.Jayaprakash (Additional Charge)	Asst.Executive Engineer	16.8.2014 AN	Still continuing

<u>Divisional Accounts Officer</u>				
1	Sri.Ramachandran.K	Divisional Accounts Officer	1.4.2013 FN	27.8.2013 AN
2	Sri.Mohammed Fasalul Haque (Additional charge)	Junior superindent	28.8.2013 FN	30.4.2014 AN
3	Smt.V.Ansru	Junior superindent	1.5.2014 FN	21.5.2014 FN
4	Sri.Shaji Babu.N	Divisional Accounts Officer	21.5.2014 FN	25.1.2016 FN
5	Smt.Yesoda.C	Divisional Accounts Officer	25.1.2016 FN	7.11.2016 AN
6	Sri.Balachandran.C	Divisional Accounts Officer	7.11.2016 AN	Still continuing
<u>Asst.Executive Engineer (Ponnani)</u>				
1	Sri.T.G.Devanandan	Asst.Executive Engineer	1.4.2013	31.8.2015
2	Sri.P.A.Shamsudheen (Additional charge)	Asst.Executive Engineer	1.9.2015	8.9.2015
3	E.N.Surendran	Asst.Executive Engineer	9.9.2015	Still continuing
<u>Assist.Executive Engineer (Tirur)</u>				
1	I.P.Ismail	Asst.Executive Engineer	1/4/2013	30.06.2015
2	T.G.Devanandan (Incharge)	Asst.Executive Engineer	01.07.2015	31.08.2015
3	P.Jayaprakash (Incharge)	Asst.Executive Engineer	01.09.2015	15.09.2015
4	P.T.Abdul Nasar	Asst.Executive Engineer	16.09.2015	22.11.2015
5	E.N.Surendran (Incharge)	Asst.Executive Engineer	23.11.2015	09.12.2015
6	P.T.Abdul Nasar	Asst.Executive Engineer	10.12.2015	04.02.2016
7	P.Bhaskaran	Asst.Executive Engineer	05.02.2016	15.02.2016
8	E.N.Surendran (Incharge)	Asst.Executive Engineer	16.02.2016	29.02.2016
9	P.Bhaskaran	Asst.Executive Engineer	5/2/2016	15/2/2016
10	E.N.Surendran (Incharge)	Asst.Executive Engineer	16/2/2016	28/2/2016
11	P.Bhaskaran	Asst.Executive Engineer	1/3/2016	30/8/2016
12	E.N.Surendran (Incharge)	Asst.Executive Engineer	31/8/2016	16/10/2016
13	P.Bhaskaran	Asst.Executive Engineer	17/10/2016	31/3/2017


Executive Engineer

The internal audit of P H Division, KWA, Edappal was conducted during the period from 2/02/2018 to 17/02/2018. The period of audit covered from the last audit ,ie, from 01/04/2013 to 31/03/2017.

The Incumbency details of officers attached separately.

This Division has two sub divisions , viz. P H Sub Division , Ponnani and P.H. Sub Division, Tirur

Internal control mechanism is not satisfactory as seen from the up keeping of the Cash Book, Monthly accounts, Bank reconciliation statements, reply to previous audits. Etc. Mandatory certificate is not seen in all registers. Eg. Cheque memo register, EMD/SD register. Remittance register, Audit para register, Increment control register, Stamp account register, Receipt book register etc.

As per Audit para register 21 No.s of paras pending for 2006-07 to 2013-14. From 2014-15 reply not submitted.

Registers and files relating to accounts, Establishment and work were test checked and remarks offered as follows:-

I. CASH BOOK

Mandatory certificate is not seen in Vol.01/08/2012 to 31/05/2013 & 01/06/2013 to 31/01/2014, in other volumes if written not authenticated. In vol.46 (01/10/2014 to 31/03/2015) some pages are seen inserted with certificate that there was an omission of 13 transactions on 04/12/2016 belonging to the maintenance payment and pages numbered from 70(a) to 70(c) inserted .In Vol.47 omission of 32 No. towards the payment of mace. inserted with extra page numbered from 99(a) to 99(j) with similar certificate but not authenticated. This practice may be discouraged as the cash book is to be written daily.

The writer of the cash book and the other officer who verifies the arithmetic accuracy is not signed in the cash book. Abstract is not written from 03/2016 onwards. These may be rectified.

II. Non closing of Treasury account. Treasury account has not yet closed. Rs.3,995/- remaining in the account as per the cash book . This may be closed and the amount may be remitted into non operative account.

III. CB1/CB2 register, remittance register etc. has no mandatory certificate. Initials of the Head of office is necessary for each entry in the register.

IV. KCWWF non remittance of the collection charges into Non operative account.

The collection charge 1% of the amount deducted from the contractors payment towards KCWWF is to be remitted into the Non operative account. Rs. 0.22lakh has lost in this way to KWA for the period from 04/2013 to 03/2017 from this division . This may be recovered from the future payments of KCWWF under intimation to audit.

V. Interest credited by bank in all SB accounts may be taken in the cash book in the code 7131 and the remittance may be done in code 9139 and non operative receipt of the entry also be in 9139.

VI. Audit pending para register is not updated from 2014-15 onwards and the replies not seen submitted. The reason for this may be reported to audit.

VII. EMD register

The signature of the contractor is not seen in the register against the entries of EMD release. For eg. Sl No.1833,1834,1855,1858,1886,2430

Following EMD are kept for more than seven years . It is irregular as the EMD are to be released within three months after the agreement. Hence these are to be forfeited and the amount may be remitted into non operative account.

1.Sl. No.1947 Tender No.54/2010-11 TDR No.057149 dated 29/07/2010 for Rs.1500/-

2.Sl. No.1950 Tender No.55/2010-11 TDR No.057148 dated 30/07/2010 for Rs.1750/-

VIII. SECURITY DEPOSIT register

In the register some SDs are seen noted as released but signature of the Executive Engineer or the contractor is not seen against it.

Eg. Agt. No.27/08-9 Post Office SB No. 34521 dated 08/09/2008 for Rs.33,000/-

Agt No.03/2010-11 Post office SB 101686 dated. 01/04/2010 written as release on 01/06/2012

As per rule the Security deposit pending in the office after the completion of work in all respect, if not released within three years after completion are to be forfeited.

Following SDs are to be forfeited and the amount may be remitted into non operative account otherwise the reason for not doing so may be reported to audit.

1.Agt. No .46/2007-08 /- Post Office TD No.111692 dated 9/08/2007 for Rs.5200/-

2.Agt No.69/2009-10 Post Office TD No.205195dated 22/01/2010 for Rs.20,000/-

3.Agt No. 33/2010-11 TD No.345928dated 25/04/2010 for Rs.2800/-

4.Agt No. 73/2010-11 TD No.32359 dated 30/07/2010

5.Agt. No. 9/2012-13 TD No.25269 dated 01/05/2012 for Rs.2800/-

IX. BANK RECONCILIATION . Following Bank accounts are operating in this Division.

Details of account	Account Number	Balance as per cash Book as on 31.03.2017.(Rs)	Balance as per cash Book as on 31.01.2018.(Rs)
Salary	67001149997	24,05,494/-	44,99,306/-
O & M	67144691484	2,73,769/-	2,36,336/-
Deposit	67144691382	42,56,641/-	85,22,457/-
Dist. Collector	67257827383	40,72,511/-	40,76,501/-
Central plan	67222682937	29,645/-	29,913/-
State plan	67222682879	1,75,530/-	5,68,090/-
Non operative	57006063665		

Non op.	67081620535
---------	-------------

In the reconciliation of the Deposit A/c for 31/07/2017, following are noted as Cheque issued but not presented for payment;

24/08/2015 Paid to the Assistant Engineer, KSEB Rs.3,000/-

04/09/2015 Paid to the Assistant Engineer, KSEB Rs.2,100/-

17/01/2017 Paid to Cheriyaundam G P Rs.4,070/-

As the validity period of the cheque has expired , these may be credited back in cheque memo with proper remarks.

The online transfer of fund on 22/03/2017- Rs.20,00,000/- and 26/03/2017 – Rs.16,000/- are not seen taken in cheque memo register and cash book till 31/07/2017. The reason for not taking in account may be reported to audit. Fund received may be taken in proper time with the details of the source.

Interest credited by bank Rs.3,530,92/- for the period may be credited into non operative account.

X. TRIAL BALANCE

The Trial Balance of Division in Tally is not seen correct as the Cash in hand of 03/2017 as per CB 27 is NIL , but in Trial balance it is seen Rs.75,296/- in the Head of A/c 1531 ; The non operative balance as per CB 27 is Rs.5677/-. But in Trial balance Rs.6,43,349/- in credit balance. Following figures in credit/debit balance of the account code shown below also implies non remittance or excess remittance, non journalisation which are irregular.

Head of account	Details	Debit balance	Credit balance
2825	LIC		4643588
2826	Profession Tax		341180
2835	VAT		691324
2839	Service charges	91900	

2841	TDS contractors	8778292	
2843	TDS Employees		4880903
9211	Water charge collection	7891082	
9212	Control account materials	28877876	
9219	Control account Capital exp.		9128957

The code 9211, 9212 and 9219 are to be journalized and not to be existed in the trial balance.

In consolidated Trial balance also huge amount seen in debit balance in the above account codes.

Account code	Debit balance	Credit balance
2825	256295	
2839	9129	
2841	8766349	
2843	212295	
2895	132768	
9211	1654408	
9212	18338922	

Hence the Trial balance in Tally is to be verified with that done manually and corrected . The corrected Trial balance may be submitted to audit.

XI. The DCB for/2017 shows huge amount in closing balance. From the domestic, non domestic and industrial consumers arrear in closing balance is Rs.85.84 lakhs and from the LSGD Rs.7,49.23 lakhs. There are 22 panchayats and 4 municipalities with this division of which following municipalities are not remitting the water charges for a long period and the arrear as on 01/02/2018 , as per the register, for these municipalities are as follows:-

Name of Pt/municipality	No. of street taps	Opening balance Rs.	Demand Rs.	Fine Rs.	Closing balance Rs.
Tirur	263	14833862	172791	251059	1,52,57,732/-
Ponnani	1140	60208503	748980	1020159	6,19,77,642/-
Kalady	319	15683793	139563	264660	1,60,88,016/-
Total					Rs.9,33,23,390/-

i.e. The actual arrear from local bodies is more than that shown in DCB. The special effort may be taken to realize the arrears , especially from the LSGD.

XII. ESTABLISHMENT Files - Qualification of Office Attendant .Vide letter No.279/88 dated 06.06.2014 vacancy of Office Attendant -1 No. was reported to Regional Employment Office. Qualification prescribed in the proforma is SSLC failed is not as per GO(P) No. 19/2011/WRD dated 01.03.2011. Vide Audit Enquiry it is asked to produce the details of such cases. Since the Division staff failed to produce the same, report may be submitted to audit.

XIII. TRAVELLING ALLOWANCES

Sri. Jamal Muhammed, U D Clerk has performed journey on 07.06.2014 from Edappal Division to Chief Engineer Office ,Kozhikode for giving Tapal and claimed IInd AC train fare. As per GO(P) No. 47/99/IrD dated 03.07.1999 delivery of Tapal to various offices is the duty of Office Attendant. It is revealed from the Attendance Register that two office attendants present on the day.

Smt. N P Bindu, D/Man has claimed IInd Ac for journey to CE office for giving Tapal while two Office Attendants present in the office. Hence the amount paid as excess may be recovered from the concerned officers.

Vide Audit Enquiry No. 8 , P H Division ,Edappal has asked to produce the copy of TA bills that admitted Ist,2nd AC, 3rdAC train fare for the delivery of tapal. But the same has not been furnished and reported to audit until the end of the audit. Hence the details of such claim may be furnished and reported to audit after recovering the excess amount paid.

Smt. Nalini P P D/Man attended Training at Thiruvananthapuram from 22.09.2016 to 28.9.2016 and claimed fullDA Rs.320/- towards incidental expenses for to and fro journey. Similar excess TA claims admitted during the audit period may be reviewed and excess amount may be recovered and details may be reported to audit.

XIV. SERVICE BOOK. General irregularities

1. New photo in service books - In several service books photograph is not substituted by new one on completion of 10 years of service, GPF account number is not recorded in the space provided for it and authenticated. This may be verified in the service books and rectified and intimated to audit.
2. GPF subscription Minimum GPF Subscription is seen deducted from the salary of Sri. Surendran, Asst. Exe. Engineer, and Sri. Sunil, UD clerk. This and similar cases may be checked to confirm that the minimum 6% of the Basic pay is deducted towards GPF subscription.
3. Earned Leave Calculation. E/L account is not found correct in the service books test checked.

For Eg. Reghunathan, D/Man . Number of days of Earned leave, commuted leave or half pay leave availed is not seen debited while calculating the Earned leave.

Hence the leave account of all employees may be verified by the concerned officer and report the fact to audit.

4. Increment date consequent on declaration of probation. The increment accruing consequent of declaration of probation shall be drawn only with effect from the date of declaration of probation and subsequent increments shall be given with effect from the first day of the month in which it falls due.(GD 2 to Rule 31& B KSR).

Sri. Shahul Hammed, Office Attendant has given the first increment w.e.f the first day of the month and Sri .Rajagopalan, UD Clerk has given the second increment on the first day of the month. Since the Division staff failed to produce all the service books before the audit, the similar cases may be verified and reported to audit after rectification.

XV. WORKS

General Irregularities

1 Non implementation of running contract for maintenance

Managing Director's Circular vide
.....had directed all Executive
Engineers for the implementation of running contractor for maintenance as
which is seen to be economic than HR payment. But this division has not been
introduced it for a long which is highly objectionable. All maintenance works
under this division are being done through either quotation or HR basis. The
reason for non-implementing of running contract maybe explained to audit

Name of Work

**Replacement of pipe ine – UWSS to Tirur – Package I – Replacement of old
premo raw water pumping main from Kodakkal junction to water
treatment plant at Tirur**

Agreement No. : SE/PHC/56/13-14 dated, 14.03.2014

PAC : Rs. 841.50 lakhs

Contractor : Sri. Thomas. K. Paul

Irregularity

1. Irregular authorizing of Assistant Executive Engineer for pipe testing.

The subject work needed 9445 meter 400mm DIK9 pipe. For pre-delivery pipe testing, the Executive Engineer authorised Sri.T.C.Devanadan, Assistant Executive Engineer, PH Sub Division, Tirur for pipe testing vide order No.DB2-2011/12 dated, 11.7.2014. But Sri.Devanandan had no five years service to retirement are only qualified for factory test of pipe. So the action of Executive Engineer is highly irregular and against rule. Hence he may be replied with specific remarks for the violation of rule to audit.

2. Late in handed over site to contractor

The agreement for the subject was executed on 14.03.2014 . But the site handed over to the contractor only on 29.09.2014. As per rule the site should be handed over to the contractor within 10 days from the date of agreement. Here

about six months needed to handed over the site which resulted the extension of time of completion without imposing fine. So the laxity on the part of departmental officer and thereby the loss incurred to Kerala Water Authority in terms of fine may be explained by the Executive Engineer to audit.

3. There is no supervision of field staff during the execution of work.

In all executions of work under all division, the concerned officer make ti sure the availability and presence of supervisory staff at site. But unfortunately this laying of pipe line work non supervisory staff presented which shows the lack of co-ordination of work by the Executive Engineer. In the above works the Assistant Engineer vide letter No.T.I.R/19-replacement package I dated, 25.09.2014 has been requested to the Executive Engineer for the presence of a supervisory staff at site when execution is going on which means non of them attended hitherto. IT reveals the lack of co-ordination and supervision over work under this division. Copy of request is attached with this report. So Executive Engineer may be explained for this laxity since it is the only major work under State/Plan in this Division.

Name of work:

Improvement of Danida Aided work supply scheme to Edappal and adjoining panchayath – Replacing old premo pumping main, AC pipe grvity main and distribution NH-17 at Thrikkanapuram

Agreement No. : SE/PH/MM/03/16-17 dated, 07.06.2016
Contractor : John George
PAC(Revised) : Rs. 6202286/-

Irregularity

Non recovering the cost of balance materials from the contractor

On verification of the MAS account of the final bill of the subject work it is noted that 61.30 meter of 400m CI pipe (unserviceable) is balance with the contractor. The cost of the same is not seen recovered till date. So the cost @ scrap value may be realized from the contractor and report to audit.

SUB DIVISION PONNANI

I. Cheque Memo Register A/c No.67002816134

(a) Several corrections are seen in the balance column. Cheque issued entry on 28/03/2017 is not initialled by the Head of Office. The cancelled cheque should be signed by Head of Office marking cancelled. Cancelled Cheque No 82345 dated 09/05/2017 seen kept without marking cancelled and without the signature and seal of the Assistant Executive Engineer. For the canceled cheque the corrections are seen made in the cheque memo register from the issue date which is irregular. The cancelled /returned cheque may be credited back in the cheque memo register on the date of return or cancellation and new one ,if issued, may be entered as new entry with proper narration in this regard. For. Eg Ch. No.364622 dated 12/01/2016 for Rs.17,000/- cancelled later and corrections seen made in the balance column from the issue date. Similarly in Ch. No.064638 dated 05/02/2016 balance corrected upto 14/03/2016, till new cheque issued.

(b) Interest accrued in the SB A/c not remitted into non operative account. Rs.84,018/ is seen as interest for 05/2013 to 12/2017 to be remitted into Non operative account. Similarly Rs.9,14/- , the amount received on closing of current account on 28/09/2015 (Rs.3,780/-) and 17/11/2015 (Rs.5,361/-)

II. Cash Book

Correction using whitner is seen in the monthly total of 01/2016, signature of writer and the other person who verifies the arithmetic accuracy is not seen . Abstract not seen written 01/2016 and 02/2016. Page 83 to 250 of the Cash Book vol.90 left blank and new volume seen started in 01/04/2016. The remark that new vol. started w e f.01/04/2016 may be written in vol.90 with proper authentication.

III. Treasury account

The treasury account closing is not properly entered in the Treasury Cheque Memo and in the cash book. No amount is seen received from the treasury on closing the treasury accounts. Proper remarks in this regard ,may be entered in the cheque memo register with proper authentication, under intimation to audit.

III. Following registers are not maintained in this office.

1. Incumbency register
2. Service book register
3. GPF advance register. These registers may be maintained in proper form and intimate

IV. Service Book

Earned Leave recasting after 3years of continuous service may be done , if not already done. Entry in pencil is seen in EL calculation in several service books which is highly irregular.

Sri. Raveendran , Peon. The incumbent appointed by transfer as Meter Reader under order dated 08/05/2015 and relieved on 11/05/2015, joined duty as Meter Reader on 12/05/2015. In the fixation statement promotion date is noted as 08/05/2015. Reason ,if may, for this may be intimate to audit , otherwise the excess pay and allowances given for 08/05/2015 to 11/05/2015 may be recovered and report the fact to audit.

Sri. P. Dasan, Meter Reader

The date of birth may be attested by the Head Of Office with reference to the certificate produced for proof of the date of birth.

V. REVENUE

The revenue collection for the last three consecutive years are as follows;

Connection	03/2015	03/2016	03/2017	Closing balance			Remarks
				03/2015	03/2016	03/2017	
D	10393	11095	11936	3147413	1297265	4572936	
ND	233	245	263	202336	267480	204222	
IND	2	2	3	402	269	13831	

Special efforts may be taken to improve the revenue collection and to reduce the arrears due from the defaulters.

VI. TRIAL BALANCE

Following Account code has debit balance as per the trial balance for 03/2017, which is irregular.

Account code	Details	Debit balance	Credit balance
1651	TA Advance	4791	
1659	Temp. Advance to AE	17553	
2741	WCD from Dom. consumers	1558	
2825	LIC	2590332	
2829	Employees' deduction	1026873	
2843	TDS employees	2185724	
2895	KCWWF	197890	

The above may be rectified and report of audit.

SUB DIVISION , TIRUR

I. Cheque Memo Register

- (a) Corrections using whitener is seen in Cheque Memo Register from 3/11/2016 to 05/05/2017, which is to be avoided in future. The correction if occurred may be done clearly scoring the already entered one using red ink and the correct entry may be done in red ink.
- (b) On 15/11/2016 Ch. No.940756 issued to the Asst. Engineer, Tirur, towards temporary advance for procurement of chlorine

Rs.18,853/- is noted as returned and entered in 17/11/2016 but such entry in 17/11/2016 is not seen.

II. Cash Book

The writer of the cash book has not signed in the cash book in the monthly closing. The signature of the writer and another person who check the arithmetic accuracy may be signed in the cash book before submitting it for authentication. Correction using whitener is seen frequently in the cash book which is irregular. Cash balance may be clearly specified as the amount to be remitted into Non Operative account or operative account.

III. Bank reconciliation

Non operative closing balance as per cash book as on 31/3/2017 is Rs.9,78,460/-. As per bank statement it is Rs.8,75,324/-. As on 12/2017 RS.1,02,635/- Bank Statement-RS.1000/-. As on 01/2018 Rs.3,58,529/- Bank statement-Rs.2,55,421/-.

Operative account, No.67000696485

Closing balance as on 31/03/2017 as per cash book is Rs.14,619/-. As per bank statement-Rs.60,042/-. As on 31/01/2018 cash book Rs.43,585/- Bank closing balance-Rs.83,768/-

Reconciliation of the above accounts may be submitted to audit.

IV. Interest credited by bank in the SB a/c for the period from 31/05/2013 to 25/12/2017 seen as Rs.48,297/- The amount may be remitted into non operative account, if not already remitted and the details of the remittance may be submitted to audit.

V. Treasury account has not yet closed

Rs.4085/- is seen in treasury account as per the cash book. This may be closed and the amount may be remitted into non operative account under intimation to audit.

VI. Trial Balance

Debit balance in the following account is irregular .

1651 -TA advance -Rs.2,000/-

1532- Imprest -Rs.9400/-

It is seen that credit balance in 1659- Temp.Adv. to AE – Rs.30,615/- as on 31/03/2015 Rs.71,649/- in 31/03/2016 and Rs.36,009/- in 31/03/2017 , if properly done this is to be NIL in trial balance in the financial year end. Temporary advance is given for passed vouchers and individual advances may be settled within three months of the

date of issue. Only after settling one advance the other is to be given. In this Division as per the trial balance the advance settlement is not properly done . The credit balance in temporary advance is quiet irregular.

VII . Revenue

Huge amount is seen in the closing balance as per the DCB statement

Closing balance as per 3/2016 and 03/2017 a follows.

	No. of connections 3/2016	No of connections 03/2017	Collection 03/2016	Closing balance as on 31.03.16	Collection 03/2017	Closing balance as on 31.03.17
D	8822	11242	2151196	80290	921128	392365
ND	509	553	254754	3263431	621863	3396088
IND	3	3	0	2147	1500	4671

Special effort may be taken to collect the monthly reading of the ND connections and to collect the huge arrears, and the action taken may be reported to audit. Revenue recovery and collection for illegal tapping ,theft etc. seen in 2015-16 as per the performance report. But no special effort to revenue collection seen in 2016-17. Necessary action may be taken to collect the arrears , especially from the ND defaulters.

VII. WORKS

1. Quotation Register

Irregularity

On verification of above register it is noted that needful entries are not been made. For eg. quoted amount of quotation and the estimated amount are not recorded against each quotation.

2. Agreement Register

Irregularities

1. Details of security amount, PAC time of completion etc are not been recorded against each work
 2. Agreement No.12/15-16 and 13/15-16 were not signed by Assistant Executive Engineer
 3. Security amount is seen avoided for a pipe line laying works. For eg. Deposit – Valancheri Panchayat Project No.2/2015 - RWSS to Irimbam- Valanchery Water Supply Extension to various places in Valanchery Panchayat- road restoration work.
Agt . No.14/216-17/AEE dated 18/8/2016
PAC:Rs.1,20,927/-
Contractor : C. Mohammed
- Assistant Executive Engineer may be replied for the above irregularities with specific remarks to audit.


INTERNAL AUDITOR