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## KERALA WATER AUTHORITY

Jala Bhavan  
Thiruvananthapuram-695 033  
Kerala, India

Dated, 21.08.2019

No.KWA/HO/IA/9232/2019

From  
The Accounts Member

To  
The Executive Engineer,  
Head Works Division,  
Kerala Water Authority,  
Aruvikkara.

Sir,

Sub:- Kerala Water Authority – Internal Audit report of Head Works Division,  
Aruvikkara for the transaction period from 01.04.2017 to 31.03.2019 –  
Report forwarding of - regarding

Ref:- 1. KWA/HO/IA/TP/1360/2008 dated, 20.03.2019 of the Accounts  
Member, KWA, Thiruvananthapuram  
2. Para No.4.5.3 of KPWA Code  
3. Article 63(C) of the KFC Vol.I

The Audit Report of Internal Audit conducted from 04.07.2019 to 16.07.2019 for  
the period from 01.04.2017 to 31.03.2019 is forwarded herewith for favour of further  
necessary action. The replies to the audit remarks shall be furnished within 4 weeks  
from the date of receipt of the report.

Yours faithfully,

For Accounts Member  
FM&CAO(I/c)

Copy to PA to MD / CAO (I/c) / PA D  
Imp to PA to AM for information.

**AUDIT REPORT ON THE AUDIT OF RECORDS AND REGISTERS  
OF HEAD WORKS DIVISION, KERALA WATER AUTHORITY,  
ARUVIKKARA, THIRUVANANTHAPURAM**

**Part – I**

**A. INTRODUCTION**

Head Works Division, Aruvikkara deals with the maintenance works of different types of treatment plants and deposit work of Nedumangad Municipality and adjoining Panchayaths in Nedumangad Taluk. This Division is consisting of two Sub Divisions viz. Water Supply Sub Division, Nedumangad and Water Supply Sub Division, Aruvikkara. In this Division, there are 47131 Nos of Water connection(Domestic : 44127, Non Domestic: 3001 and Industrial : 3). Revenue target fixed for year the 2019-20 is Rs.11 Crore. This Division has achieved only 17.05% of the target. Maximum effort shall be taken to achieve the target. The audit was conducted during the period from 04.07.2019 to 16.07.2019 covering the period from 01.04.2017 to 31.03.2019.

**B. OFFICERS IN CHARGE**

Incumbency details of Executive Engineer, Technical Assistant and Junior Superintendent of Aruvikkara Division from 01/04/2017 is noted below.

Sl. No	Name of Post	Name	From	To
1	Executive Engineer	Sri.S Santhosh Kumar	1/9/2013	8/12/2014
2	Executive Engineer	Sri.Suresh chandren	8/12/2014	31/8/16
3	Executive Engineer	Sri.V.Saji	31/8/16	10/11/16
4	Charge of Executive Engineer	Sri.P.Pramod	10/11/16	3/12/16
5	Executive Engineer	Sri.John Morris	3/12/16	21/6/17

6	Executive Engineer	Sri.John Koshy	21/6/17	9/11/17
7	Executive Engineer	Sri.Santhosh Sathyapal	9/11/17	13/7/18
8	Charge of Executive Engineer	Sri.P.Pramode	13/7/18	2/8/18
9	Executive Engineer	Sri.A.Naushad	2/8/18	Continuing
10	Technical Assistant	Sri.S Rajesh	1/25/2012	28/9/2015
11	Technical Assistant	Sri.P.Pramode	28/9/2015	Continuing
12	Divisional Accountant	Sri.A.Sasikumar	4/22/2010	7/9/2013
13	Divisional Accountant	Sri.S.Biju	2/5/2014	7/11/2016
14	Divisional Accountant	Sri.P.K.Raphel	21/11/2016	27/6/2017
15	Divisional Accountant	Sri.Dileepkumar .N.K	28/06/2017	26/05/18
16	Junior Superintendent	Sri.B Sanal kumar	8/11/2011	1/17/2014
17	Junior Superintendent	Sri.N.Jayakumaran Nair	1/17/2014	23/1/2016
18	Junior Superintendent	Sri.B.Krishnankutty	29/3/2016	25/6/2016
19	Junior Superintendent	Smt.Sherly.S	29/09/2016	26/09/2018
20	Junior Superintendent	Sri.Antony Albert	26/09/2018	Continuing
21	Charge of DA	Sri. B Sanal kumar	7/9/2013	1/17/2014
22	Charge of DA	Sri.N Jayakumaran Nair	1/07/2014	02/05/2016
23	Charge of DA	Smt.JR.Bindu	24/01/2016	28/03/2016
24	Charge of DA	Smt.JR.Bindu	25/06/2016	28/09/2016
25	Charge of DA	Smt.Sherly.S	27/06/2017	28/06/2017
26	Charge of DA	Smt.Sherly.S	26/05/2018	26/09/2018
27	Charge of DA	Sri.Antony Albert	26/09/2018	Continuing



## I HEAD WORKS DIVISION, ARUVIKKARA

### 1. **Releasing of Performance Guarantee before completing the work**

Name of work:- Setting up of a 7200 (LPH) Packaged Drinking Water plant at Aruvikkara - installation of fire fighting system – repayment of performance guarantee.  
(Agreement No. 58/2017-2018 dt. 15/1/2018)

The above subject work was awarded to M/s Manayils, Projects and Engineers, Thodupuzha at 15% below estimate rate with the PAC of ₹ 3209073/-. As per the Agreement condition the firm shall complete the work within one month from the date of the issue of selection notice. The Selection Notice of the work was issued on 29/12/2017, as such the contractor has to complete the work on or before 28/12/2018. On 23/1/2018, the proprietor M/s Manayils, Projects and Engineers has requested that the performance guarantee may be released. Based on the request dt. 23/01/2018, the Assistant Executive Engineer, Project has recommended that the firm has already completed 95% of the work and balance work to be done ie the erection of pump sets and it is expecting that the firm will complete all the works within the agreed time. The date of completion period is not seen mentioned in the file.

As per para 4.5 of additional condition, it is specified that the performance guarantee will be released only after satisfactory completion of the work. The reason for the releasing the performance guarantee before completing the work shall be intimated to Audit.

### 2. **Non-remittance of cost of materials recovered.**

Name of work:- CSME –Party main laying 110 mm PVC Pipe line for SUT Medical College at Vattappara for water supply connection from the existing 500 mm dia pipe line.  
(Agreement No. 57/2015-2016 dt. 26/11/2015)

Administration M/s SUT Hospital Vattappara has been remitted an amount of ₹ 3,12,000/- vide DD No. 002442 dt. 16/09/2015 for the above subject work. Based on this, the Executive Engineer has issued the AS and TS and the work has been tendered and awarded to Sri.Sebastian.C, Contractor with the PAC of ₹ 109752/- and the work has been completed and payment made during 5/16. As per Gate Pass No. 247 dt. 15/1/2016, 800 mm of 110 mm PVC, 10 Kg pipe and solvent cement 1.500.Kg were issued to the work. Since the materials were issued from the Division Store, the cost of materials shall be remitted in to NOP A/c. The cost of materials is worked out to ₹ 1,22,283/-. The amount shall be adjusted/recovered from the Deposit amount and should be remitted in to NOP A/c and intimated to Audit.

**3. Non completion of work**

Name of work:- Deposit work- Rurban-Mission – RWSS to Vellanad – Renovation works at Kulakode pump house.. (Agreement No. 55/2018-2019 dt. 30/8/2018)

Based on the preparation of project report an amount of Rs.20,00,000/- <sup>was</sup> deposited by the secretary Vellanad Grama Panchayath for the work of installation of one transformer and two motor in Kulakkodu Project and allied civil works. Out of the above 4 works, Construction of Panel Board room at Kulakkode pump house has been tendered and awarded to Sri.T.Jayaraj, Contractor with the PAC amount of Rs. 355420/-. As per the agreement condition, the contractor has to complete the work on or before 16/12/2018. Even after a lapse of 6 months any status regarding the work is reported by the Assistant Executive Engineer. In this regard, the following points shall be intimated to Audit.

1. Whether the work has been completed, if so the date of completion shall be reported.
2. Status of the other components shall be reported
3. Up to date expenditure and the amount balance with KWA shall be reported.



#### 4. Non Remittance of cost of materials

Name of work:- Kallara Grama Panchayath:- Pipe line extension to Paramukal area in Kallara Grama panchayath (Agreement No. 46/2015-2016)

Secretary, Kallara Grama Panchayath has deposited an amount of ₹.2,00,000/- vide DD No. 948023 dt. 28/3/2015 for the above work. Accordingly AS and TS have been issued and the work was tendered and awarded to Sri.L.Sebastian Contractor with the PAC of ₹ 113061/- and the work has been completed on 12/10/2015 and payment effected on 11/1/2016.

As per Gate Pass No. 196 dt. 2/10/2015 the following Materials have been issued to the Contractor from the Division Store.

63 mm PVC pipe 350 mr.

63 mm PVC 10 Kg E/C 1 No.

90 x 90 x 90 m PVC Tee 1.No

63 mm 90° PVC 10 Kg Bend 5 Nos.

63 mm 45° - PVC 10 KG Bend 2 Nos

Solvent Cement – 750 Gm

The Materials procured and stacked in the Division Store is for the use of Kerala Water Authority's own works and other O and M works under the jurisdiction of Division. The cost of the materials supplied vide Gate pass No. 196 dt. 2/10/2015 is worked out to ₹.41,711/-. Hence urgent action shall be taken to adjust/recover the amount from the deposit amount and remit the amount into NOP A/c and intimated to Audit.

#### 5. Non inclusion of LD Clause in the Agreement

Name of work:- TWSS supply of TWSS – Supply of Chlorinator for 86 MLD Water Treatment Plant at Aruvikkara. (Agreement No. 61/2016-2017 dt. 03/1/2017)

The Supply of Chlorinator of 86 MLD Water Treatment plant for 86 MLD water treatment Plant at Aruvikkara was awarded to M/s. JEEKEY, Door No. XXVIII/331/7, Karunakaran Nambiar Road, Aquatic, Complex, Thrissur for an amount of ₹.435000/-. As per the Agreement condition, the firm has to complete the work on or before 18/2/2017. But the firm completed the work only on 6/3/2017. As per the request dt. 15/2/2017, by the firm, Extension of time of completion was granted after imposing the fine Rs. 2000/- On scrutiny of the Agreement, the LD clause is not seen included. The parameter applied for realising the fine shall be intimated to Audit.

**6. Non remittance of cost of materials recovered**

Name of Work- Deposit Work CSME party main-pipe line extension to PMS Dental College Vattappara for providing Water Supply Connection from the existing 300mm AC pipe line.  
(Agt. No. 79/2015-2016. Dtd: 16/2/2016)

Proprietor PMs Dental College has remitted an amount of Rs.235000/-vide DD NO.639183, dtd: 25/01/2016 for the above purpose. Accordingly work has been arranged and awarded to Sri. Sajithraj.R.S, Contractor, with the PAC of Rs.103835/-. The Contractor has completed the work and payment made. As per Gate pass No.264, dtd: 20/2/16,200mr of 90mm PVC pipe (10kg/cm<sup>2</sup>) and 700gm of solvent cement have been issued to the work which was procured by utilizing the KWA fund. The materials were produced and stocked in the division store for utilizing for KWA's own work and Oand M works. The materials issued to the above work is worked out to Rs.39633/-. This amount should be adjusted/recovered from the Deposit amount and remitted in to NOP account and memo of cost of the work shall be accordingly. Hence action shall be initiated to remit the amount into NOP and intimated to Audit.



**7. Huge amount retained in Deposit Account**

On scrutiny of Cheque Memo Register account No. 57047027629 of Deposit Works it is revealed that an amount of Rs. 87,73,204/- as on 05/07/2019 is remaining unutilized. As per Circular No. 0038/2017/Dy.AM/FIN/KWA dated 25/10/2013 of the Managing Director it was directed that the whole funds lying in the Deposit account maintained by the field officers shall be transferred to Head Office by drawing a cheque in favour of Finance Manager and Chief Accounts Officer, Kerala Water Authority Account No. 3340868329 with state Bank of India, Althara Junction Vellayambalam on or before 10/11/2013. In this circular it is also mentioned that the total funds under Deposit works a particular Division or an amount of Rs. 25.00 Lakhs whichever is lower, will be allotted to the field officer as an imprest towards deposit work. Hence maximum amount that can be retained in a Division is Rs.25.00 lakhs only. Retaining an amount of Rs.87,73,204/- is violation of the circular dated 25/10/2013. The reason for non adherence of the circular dt. 25/12/2013 shall be intimated to Audit.

**8. Non remittance of 1% KCWWF recovered**

As per Kerala Water Authority manual, One percent of charges shall be recovered from the bills of the contractors towards KCWWF and the amount collected shall be remitted to the Welfare Board. An amount of 1 percent of the collected amount should be retained by Kerala Water Authority towards collection charges. On verification of the accounts and cash book of Head Works Division, Aruvikkara, 1 percentage of the collected amount is retained to the Division, but the same is not seen remitted in to the NOP. Urgent action shall be taken to remit the amount in to the NOP account.



**9. Non maintenance of Divisional Accounts Officer's objection register**

As per para 4,2,7 of KPW 'A' Code, it is specified that the Divisional Accounts Officer should maintain the register of Divisional Accounts objection in KPW form 57 and lay the register before the Divisional Accounts Officer advice on reconsideration and ordering action accordingly or of recording his reasons for disregarding that advice. In the month of April each year an extract from this register should be submitted to the Finance Department of Government for review. This mechanism has not been done in this Division. The reason for non maintaining the Divisional Accounts Officer's objection register shall be reported to Audit.

**10. Non conducting inspection by Divisional Accounts Officer**

As per para 4,2,13 of KPW 'A' Code, it is specified that the Divisional Accounts Officer is further required to inspect at least once a year under the orders of and at in same time as the Divisional Officer, the accounts and records of Sub Divisional Officer and check a percentage of the initial accounts. The defects noticed should be reported to the Executive Engineer for orders, but the Divisional Accounts Officer will be responsible, as far as possible for explaining personally the defects of procedure and for importing necessary instructions there on to the Sub Divisional Officers and their staff. This Division is consisting of 2 Sub Divisions. On verification of the records it is understood that any inspection has not been conducted as specified in the para 4, 2, 13 of KPW 'A' code.

**11. Non maintenance of Non Operative Control Register**

As per the Accounts Manual of Kerala Water Authority, All Divisions / Sub Division shall maintain a control Register, in form CB -14 wherein the details of deposits in to non operative account shall be recorded. Also, the details of

transfers effected to the Head Office shall be recorded, based on the advice received from bank. On scrutiny of the records it is seen that the control register in CB 14 is not maintained. The reason for non maintaining the NOP Register in form CB -14 shall be intimated to Audit.

#### 12. Non reconciliation of Bank Accounts

As per the Account manual of Kerala Water Authority, bank reconciliation should be done on monthly basis and reconciliation statement prepared in form CB 25 and the same shall be accompanied with the monthly accounts. On verification it is seen that there exist a huge difference ~~huge~~ between cash book and bank statement in both Accounts (No.67250391250 and <sup>57047027629</sup>~~5704104312~~). It reveals that the reconciliation amount is not accounted in Cash Book. It is necessary to enter the amount in to Cash Book so as to tally the monthly accounts. The same shall be entered into the Cash Book and intimated to Audit.

#### 13. Non maintenance of asset register

As per Rule 170 of KFC Vol: I, a permanent register for buildings and Land shall be maintained by all offices to show the asset of the Authority in the form of immovable properties under their charge. The registers maintained by each officer shall contain particulars of all the land/ building and other immovable properties under his control and the officers under him. In this connection, it may be stated whether the Division maintain asset / property register to record the immovable properties under the control of Head works Division, Aruvikkara. If not, reason for the same shall be ~~initiated.~~ *intimated*

#### 14. Balance in Treasury Account

On verification of Ledger it is revealed that an amount of ₹ 77813/- exists in Treasury Account. But this amount is not seen reflected in the Cash Book.



Several directions were issued from Head Office for closing the Treasury Account. Till date any action is not taken to close the account. Urgent action shall be taken to close the Account and credit the amount in to NOP Account.

**15. Time barred Security deposit**

As per para 15:14: 1 of Kerala Public Works Account code, it is specified that the balance under deposit unclaimed for more than three completed years should be credited into Revenue as lapsed deposit. Many time barred (~~List attached~~) Fixed Deposit Receipts worth ₹ 64870/- received as Earnest Money Deposit/ Security Deposit from contractors were not forfeited/credited into Non-Operative account which is highly objectionable. Such type of lapsed deposit shall be credited into Non-Operative account immediately with intimation to audit.

## **II. WATER SUPPLY SUB DIVISION, NEDUMANGAD**

### **1. Down Time Log Register**

In certain occasions, the e-abacus system is seen interrupted; the collection was received through the CB1/CB2 receipts. As per the Head Office direction, a "Down Time Log Register" shall be maintained so as to record the collections when the e-abacus connectivity is interrupted. Water Supply Sub Division Nedumangad and its sections are not maintaining such register. This is highly irregular. This register should be maintained and intimated to Audit.

### **2. Huge amount retained in Operative account**

On verification of the SB A/c.No.67000596730, and Trial Balance, it is seen that an amount of Rs.8417402/- is shown as credit balance as on 31/3/2019. It is understood that this amount is received from the special casual connection applicants. As per the Account Manual of the Kerala Water Authority, any revenue collected by the ARUS must be remitted in to Non Operative Account in favour of Finance Manager and Accounts Officer. The huge accumulation of the amount is highly irregular. Hence urgent action should be taken to credit the amount in favour of FM and CAO after keeping the minimum balance.

### **3. Non remittance of interest credited by bank**

On verification of the Bank scroll (Account No.67000596730) it is seen that huge amount is credited by Bank by the way of interest. The interest received/credited by banks is not seen taken in the cash book/cheque memo register. This was occurred due to the lapse of bank reconciliation. As per the Account Manual of the Kerala Water Authority, any amount received by the ARUS must be credited in



to the NOP Account in favour of Finance Manager and Chief Accounts Officer.  
Hence it must be done on warfoot basis and intimate to Audit.

4. <sup>Improper maintenance</sup> ~~Non~~ ~~reconciliation~~ of pay bill register

As per Kerala Water Authority manual, a Form No.PA 9 has been prescribed for preparing the salary bill of the employees. This form contains the details such as name of employee, PF Account No., LIC Policy No., Date of increment, details of first appointment etc. and the said details is required for future reference. Water Supply Sub Division, Nedumangad is not maintaining properly the PA 9 register. In this Sub Division a computer printout is pasted in the pay bill register without noting the above details. This is highly irregular. Pay bill shall be maintained in proper form and intimated to Audit.

5. **Non reconciliation of bank accounts**

As per the Kerala Water Authority manual, reconciliation of Bank Accounts and statements shall be prepared in CB25 in every month and the same shall be accompanied with the monthly accounts. Bank reconciliation has not been done for a long period. It causes many discrepancies including the crediting of cheques and accounting of payment transactions done by the consumers. Hence the reconciliation works of all accounts maintained for the Sub Division must be done on warfoot basis and intimated to Audit.

6. **Non deduction of SLI Premium**

According to Rule 22 of part I, KSR and G.O.(P)No.556/08 Fin dt.16/02/2008, all the new entrants to Government Service shall subscribe to SLI, within one month of the joining duty. But on scrutiny of the pay bill register of the Water Supply Sub Division, Nedumangad, deduction towards SLI is not seen made except the

employees recently joined duty and other staff are not members of SLI. Reason for non complying the Government Order shall be intimated to Audit.

**7. Cancelling of cheque without recording proper reason**

On verification of the counterfoils of the Cheque Book, the following cheques have been cancelled. As per para 6.2.19 of KPW 'A' code when it is necessary to cancel a cheque, the reason for cancellation should be recorded on the counterfoils. Water Supply Sub Division is not following the provisions while canceling the cheque.

432526	dated	26/03/2015	4524.
517439	dated	01/12/2016	1000
517387	dated	28/11/2015	5192
517483	dated	04/02/2016	21000
517551	dated	16/03/2016	78071
517557	dated	16/03/2016	2047.

**8. Non settlement of temporary advance**

On verification of Temporary Advance Register, it is seen that the following amount have been disbursed to Sri.Sudheeshkumar.P.S. Assistant Engineer towards Temporary Advance.

Date	Cheque No.	Amount Rs.
8/5/2018	688226	15000
8/5/2018	688226	10000
20/8/2018	679760	30000
3/10/2018	679816	10000
3/10/2018	679816	20000
22/01/2019	050839	10000
	TOTAL	95000

As per GO(P)419/11/Fin.dt.4.10.2011, it is specified that the Temporary Advance sanctioned to meet contingent expenditure of specified kind or any specific



occasion granted to the Government officials should be adjusted by detailed bills and voucher as soon as possible and not being more than 3 months. In case of default interest @ 18% per annum shall be charged on the unutilized portion of the advance from the date of drawal to the date of refund of advance. In case where the adjustment bill not submitted within prescribed time limit, the entire amount of advance may be recovered in lump on the expiry of such time limit. Interest at the rate of 18% will be charged in the entire amount of the advance from the date of drawal to the date of recovery. Hence the date of settlement of temporary advance shall be ascertained and action shall be taken to recover the interest as specified in Government order dated 4.10.2011.

#### **9. Less contribution to GPF Subscription**

On scrutiny of the pay bill register (Form No.PA9) it is seen that Sri.M.Sudheer, Assistant Executive Engineer has contributed an amount of Rs.4000/-per month towards GPF subscription. As per the GPF Rule, permanent employee who were enrolled in GPF, should contribute a minimum amount not less than 6% of basic pay. The basic pay of Sri.M.Sudheer, Assistant Executive Engineer is Rs.73400/- as on 1.3.2019 and hence he must contribute an amount of Rs.4404/-. Short contribution must be recovered with intimation to Audit.

#### **10. Non deduction of dies non**

On verification of the Service Book of Sri.M.Pratheeshkumar, L.D.Clerk,(Higher Grade) it is seen that he has participated in the strike on 21/8/2012 and the said day was treated as diesnon as per G.O(P)211/12/GAD dt.17.8.2012. Since the dies non was not regularized till date, the diesnon on 21/8/2012 has to be deducted while calculating Earned Leave. This was not deducted while calculating the Earned Leave. Hence this must be deducted and the Earned Leave shall be recalculated and intimated to the Audit.

### 11. Non deduction of dies non

On verification of the Service Book of Smt.Manju.S.S, Overseer Grade-III it is seen that she has participated in the strike on 2/9/2015. As per G.O(P)227/2015/GAD dt. 25.8.2015, the participation the strike on 2.9.15 has been treated as diesnon. The dies non has not been regularized till date. This has to be deducted while calculating the Earned Leave. The same will be deducted and intimated to the Audit.

### 12. Irregularities in Earned leave calculation

On scrutiny of the Service Book of Sri.Arun.B.S., Lascar, the following irregularities are noticed.

As per the entries on page No.19 and 29 of the Service Book, Earned Leave for 41 days w.e.f. 8/5/2017 to 17/6/2017 and Earned Leave for 33 days w.e.f. 10/9/2018 to 12/10/2018 have been sanctioned respectively. His Earned Leave account shall be revised as follows.

11/12/2014 to 10/12/2015 = 365 days

365/22 = 16 13/22

Rounded to 17 days

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11/12/2015 to 7/5/2017 = 514/11=46 8/11 days

17+46 8/11 = 63, 8/11

=====

Availed 41 days w.e.f 8/5/2017 to 17/6/2017

= 22, 8/11 days

=====

18/6/2017 to 9/9/2018 = 449 days

449/11 = 40 9/11 days

Availed E/L for 33 days w.e.f. 10/9/2018 to 18/10/2018.

Balance 63, 6/11 - 33 = 30, 6/11 days.

ls



His Earned Leave account shall be revised and intimated to audit.

On verification of the Service Book of Smt.Preetha.S, Upper Division, Clerk it is seen that the incumbent has availed E/L for 5 days w.e.f. 2/7/2012 to 6/7/2012. While calculating the Earned Leave up to 1/7/2012 AN & the availed days 05 days was seen deducted. After that the incumbent has surrendered Earned Leave for 30 days as on 1/1/2013. Computing the E/L as on 31/12/2013, the duty period started only w.e.f. 7/7/2012 and hence the leave calculation has to be taken w.e.f. 7/7/2012 instead of 2/7/2012. During the leave period no leave will be earned. Hence the Earned Leave account should be revised and intimated to Audit.

### 13. Time barred EMD/SD

On scrutiny of the Deposit register of Water Supply Sub Division Nedumangad, it is seen that the following EMD's and securities are kept pending/unclaimed.

Sl.No.	DD No	Date	Amount. Rs.
1	294542	3/3/2010	1550
2	12123	27/7/2009	2500
3	389898	14/12/2010	1200
4	389153	20/7/2012	4200
5	232870	12/12/2013	2500
6	135	24/10/2013	800
7	404469	11/1/2010	1000.
8	721	4/2/2013	500
9	338	8/1/2011	1300
10	39668	3/3/2011	1200
11	330	7/1/2011	1200
		<b>TOTAL</b>	<b>17950</b>

As per para 15.4.1 of KPW 'A' code it is specified that the balance under deposit unclaimed for more than three completed years should be credited into KWA

account as lapsed deposit. Hence the above mentioned time barred securities shall be credited in to NOP A/c and intimated to Audit.



### III. WATER SUPPLY SUB DIVISION, ARUVIKKARA

#### 1. Non settlement of Temporary Advance

On verification of Temporary Advance Register it is seen that the following Assistant Engineers have received huge amount towards Temporary Advance.

- 1.Sri.P.N.Shibu, Assistant Engineer.
- 2.Sri.Binu.S, Assistant Engineer.
- 3.Sri.Ramjith Krishnan.R, Assistant Engineer.

It is noted that the amount have been settled. But the date and month and CBR No. etc. are not noted against the amount. As per the usual procedure as and when the amount is settled, the date, month, settled amount and CBR No. etc. should be reflected in the register.

As per G.O(P) 419/11/Fin, dtd:4/10/2011, it is specified that the temporary advance sanctioned to meet the contingent expenditure of specified kind or any specific occasion granted to the government officials should be adjusted by detailed bills and voucher as soon as possible and not being more than 3 months. In case of default, interest at the rate 18% per annum will be charged on the unutilized portion of the advance from the date of drawal to the date of refund of advance. In case where the adjustment bill not submitted within the prescribed time limit, the entire amount of advance shall be recovered in lump on the expiry of such time limit. Interest at the rate of 18% will be charged in the entire amount of the advance from till the date of settlement. Hence it may please be ascertained the date of settlement and action shall be taken to recover the interest as specified in Government order dated 04/10/2011.

## 2. **Non reconciliation of bank account**

As per KWA Manual bank reconciliation should be done on a monthly basis and reconciliation statement prepared in form CB25. On verification, it is seen that there exist a huge difference between cash book and bank statement in account No.57047025860. It reveals that the reconciliation amount is not accounted in cash book. The reconciled amount shall be entered in the cash book so as to tally the monthly accounts. The same shall be entered in the cash book and intimated to Audit.

## 3. **Irregularities in cash Book**

On scrutiny of the cash book and connected records, the following omissions/defects were noticed.

1. Mandatory certificate of the Head of Office to the effect of count of total number of pages not been recorded on the 1<sup>st</sup> page of cash book.
2. Entries have not been checked by higher officers.
3. Monthly abstract of the cash book have not been recorded under proper authentication by the head of office.

## 4. ~~Non~~ <sup>Improper</sup> maintenance of pay bill register

As per KWA manual form No.PA9 was introduced for preparing the pay bill for the employees of KWA. This form contains all details such as increment date, GPF No, LIC policy No. and advances etc. Separate folio will be provided for each employees. This will be very helpful for future reference. On scrutiny of the same it is revealed that this Sub Division is not maintaining such register. This practice is irregular and against the codel provision. Action shall be taken to open a new pay bill register in form PA 9 and the fact shall be reported to audit.



~~5. Non~~ <sup>NON</sup> maintenance of Trial Balance Register

As per KWA manual and circular it is specified that all ARUS should maintain Trial Balance Register, Ledger and journal Register and consolidation Register for strengthening the KWA Accounting system. The Water Supply Sub Division, Aruvikkara is not maintaining the above mentioned registers. Reason for non maintaining the registers shall be intimated to Audit.

6. Cancellation of cheque without proper reason

On verification of the counter foils of the cheque the following cheque have been cancelled. As per para 6.2.19 of GPW 'A' code, when it is necessary to cancelled cheque the reason for cancellation should be recorded on the counter foil. This Sub Division not followed the codes provision while cancelling the cheque.

Cheque No.	date	amount
953842	17/03/2018	27730
718875	28/04/2018	22751
718922	02/06/2018	
287034	16/07/2018	360320
287045	21/07/2018	42057
287099	09/07/2018	8800
983640	04/10/2018	
434164	22/02/2019	8231
434210	30/30/2019	2956
538336	10/02/2019	3800

**7. Time Barred EMD/SD**

As per para 15:4:1 of KPW'A' code, it is specified that the balance under deposit unclaimed for more than three completed years should be credited into revenue as lapsed deposit. Many time barred FDR worth Rs.64870/- (List attached) received as EMD/SD from contractors were seen not forfeited /credited in to non-operative account, which is highly objectionable. Such type of lapsed deposit shall be credited into NOP account with intimation to Audit.

**8. Non deduction of commuted leave**

On scrutiny of the service book of Sri.M.Murukan, Peon it is seen that the incumbent has been availed 55 days of commuted leave during the period from 7/09/2013 to 27/12/2018 in different spell. Out of this 9 days only deducted while calculating the Earned Leave. Hence urgent action shall be taken to revise the earned leave account and intimated to audit.

**Internal Auditor**

**For Accounts Member  
FM&CAO(i/c)**