



KERALA WATER AUTHORITY

Jala Bhavan
Thiruvananthapuram-695 033
Kerala, India
Dated, 31.01.2020

No.KWA/HO/IA/65/2020

From
The Accounts Member

To
The Chief Engineer,
JICA Projects,
Kerala Water Authority,
Thiruvananthapuram.

Sir,

Sub:- Kerala Water Authority – Internal Audit of JICA Projects,
Thiruvananthapuram of the transactions for the period from 01.04.2010 to
31.03.2019 – Report – forwarding of – Regarding

Ref:- 1. This office Letter No.KWA/HO/IA-/TP/1360/2008 dated, 11.12.2019
2. Para No. 4.5.3. of KPWA Code
3. Article 63(c) of the KFC Volume I

The Internal Audit Report on the audit conducted from 19.11.2019 to 17.12.2019
in the O/o the Chief Engineer, JICA Projects, Thiruvananthapuram vide reference cited
1st above covering the transactions for the period from 01.04.2010 to 31.03.2019 is
herewith forwarded. You are requested to furnish specific remarks on the audit
observations within 4 weeks on receipt of this report.

Yours faithfully,

Acc: Audit report – 1 No.


For Accounts Member
FM&CAO(i/c)

Copy to the Managing Director/Technical Member/Chief Engineer(HRD&GL), Kerala
Water Authority for favour of information.

INTERNAL AUDIT REPORT OF THE OFFICE OF THE CHIEF ENGINEER
(JICA) PROJECT OFFICE, THIRUVANANTHAPURAM

PERIOD OF AUDIT: 19 -11- 2019 TO 17 -12-2019

PERIOD COVERED:1-04-2010 TO 31-03-2019

AUDIT TEAM

SRI. ZULPHICAR K.A., INTERNAL AUDITOR

SRI. A.S. PERMKIRAN, DIVISIONAL ACCOUNTS OFFICER

SRI. B.MANOJ, HEAD CLERK

INTERNAL AUDIT REPORT OF THE OFFICE OF THE CHIEF ENGINEER
(JICA) PROJECT OFFICE, THIRUVANANTHAPURAM FOR THE PERIOD
2010-2019

PART I

A. Introductory

The Government of India received an overseas development assistance (ODA) loan from Japan International Co-operation Agency towards the implementation of Kerala Water Supply Project (KWSP) in the state of Kerala. Kerala Water Authority is the executing agency for the project is headed by Chief Engineer. The JICA Assisted Kerala Water Supply Project comprises of a package of five stand alone water supply scheme in the state of Kerala. The project is targeted to ensure drinking water supply to about 4.1 million population. The main objective of the project is to construct augment and rehabilitate the water supply system of viz.

1. Trivandrum City region
2. Kozhikkode City region and adjoining villages
3. Meenad and adjoining villages(Kollam District)
4. Cherthala and adjoining Villages (Alappuzha District)
5. Pattuvam and adjoining villages (Kannur District)

In addition to the above the project also includes several components for institutional strengthening of Kerala Water Authority.

Major components of almost all the five schemes have been completed and the major components remaining to be completed is the distribution

systems. The capacity of the schemes comes to around 516 mld and completed 76 new ground level and overhead reservoirs with an overall storage capacity of 232.96 mld and the length of raw water and clear water mains comes to 442 Km.

The following are the non executed as the part of the above project

1. Part of distribution network in Meenad and Kozhikkode Schemes
2. Rehabilitation works of existing water treatment plant of Thiruvananthapuram
3. A few components like asst mapping and installation of bulk flow meter under institutional strengthening
4. Out of 4597 Km distribution lines proposed in five schemes 4042.54 km has been laid.

On verifying the above the audit concluded that major portion of works have been completed and made it operational. But the components procured for precautionary measures have not installed. But the payment have already been made from JICA The non installation of components having guarantee period will cause unawareness about the working status of the components which may results loss to Kerala Water Authority so that the components having guarantee period should be installed immediately with intimation to audit.

It is also reported that there is a shortfall in laying the distribution lines about 554.46 km related to the above five schemes which is a negligible quantity and the same can be ignored.

Financial

The total sanctioned cost of the project is Rs.2987/- crores out of which

Rs.2664/- cores is the loan funded by JICA and the remaining is the Government of Kerala Share. As per the financial progress report of 3/2019 an amount of Rs 2622.31 /- has been expended.

While auditing files related to the JICA works the following observations are made. The original work was started under the mission of OECF (Overseas Economic Cooperation Fund) and the same was converted under the JICA Scheme. The scheme was started during 2003 and is still continuing even after a period of 16 years. Apart from this the scheme was rechristened as ADB from 10/2018 onwards and the fate is same.

B. Officers in charge

Chief Engineer from 01.04.2010		
Sl No	Name	periods
1	Sri. Solomon Fernandez	01.04.2010 to 15.10.2010
2	Sri. P.K. Gopinathan	15.10.2010 to 31.03.2011
3	Sri. K. Mohan (Full addl charge)	01.04.2011 to 13.07.2011
4	Sri. K. Mohan	14.07.2011 to 30.06.2012
5	Sri. P.S. RajendraBabu	03.07.2012 to 28.02.2013
6	Sri. Mathew Joseph	04.03.2013 to 30.03.2013
7	Smt. Lathakumari. A. Pillai	02.04.2013 to 31.05.2013
8	Sri. S. Rathish	10.07.2013 to 28.02.2015
9	Smt. Sarabindurani T.A (Full Addl. charge)	01.03.2015 to 05.04.2015
10	Sri. K.G. Harshan	06.04.2015 to 30.04.2015
11	Smt. Sarabindurani T.A	01.05.2015 to 19.05.2015
12	Sri. M. Krishna kumar	20.05.2015 to 31.05.2015
13	Smt. ZeenathBeegum (Full Addl. Charge)	01.06.2015 to 21.06.2015
14	Sri. Shajahan .B (Full Addl. Charge)	22.06.2015 to 11.08.2016
15	Smt. Sulekha .M	12.08.2016 to 04.05.2017
16	Sri. Haris .S	05.05.2017 to 31.07.2018
17	Sri. Shajahan .B (Full Addl. Charge)	01.08.2018 to 12.08.2018
18	Sri Shajahan .B	13.08.2018 to 15.06.2019
19	Smt. LeenaKumary .S	17.06.2019 to till continue

Deputy Chief Engineer from 01.04.2010		
Sl No	Name	Periods
1	Sri. Abdul Kalam	01.04.2010 to 28.03.2011
3	Sri. Sreekumaran Nair	12.04.2010 to 03.11.2012
2	Sri. Joseph Mathew	14.07.2011 to 21.06.2012
4	Sri. C K Sudharakan	29.06.2012 to 31.11.2013
5	Sri. Joseph Mathew	28.12.2012 to 01.11.2014

6	Smt. Sarabindu Rani T A	09.12.2013 to 31.05.2015
7	Sri. Shajahan B	22.06.2015 to 10.08.2018
8	Smt. Pauly Peter	28.09.2018 to 18.06.2019
9	Sri. KK Anilkumar	24.06.2019 to till continue

Divisional Accounts Officer from 01.04.2010		
Sl No	Name	Period
1	Sri. Reghu Kumar PR	01.01.2010 to 28.04.2010
2	Smt. SukumaraPillai	01.01.2010 to 25.07.2011
3	Sri. Madhusoodhana Kumar	01.01.2010 to 12.04.2010
4	Sri. Savio John	01.05.2010 to 25.07.2011
5	Sri. Baby Joseph	01.05.2010 to 25.07.2011
8	Smt. D Constance	25.07.2011 to 01.12.2014
6	Smt. N Lali	27.07.2011 to 12.03.2012
7	Smt. BeenaRai	26.07.2011 to 20.10.2012
9	Sri. Suresh Babu S	01.04.2011 to 22.01.2013
10	Smt. Geetha Prasad	01.01.2013 to 22.01.2013
11	Smt. Rani PrameelaRaphel	01.02.2013 to 01.12.2014
12	Sri. Thomas Kurian	01.01.2015 to 31.05.2015
13	Smt. Nisha BV	13.08.2015 to 22.11.2018
14	Sri. Shine	10.12.2018 to 26.08.2019
15	Smt. Sujatha B	26.08.2019 to till continue

C. Financial analysis

Establishment	Amount
2010-11	
2011-12	Rs. 41190477
2012-13	Rs.46037866
2013-14	Rs.43956165
2014-15	Rs.39140977
2015-16	Rs.45742776
2016-17	Rs.13148159
2017-18	Rs.33137347
2018-19	Rs.13445760
Capital	Rs in Crores

Expenditure	
2010-11	172.91
2011-12	193.07
2012-13	264.38
2013-14	179.39
2014-15	105.05
2015-16	72.26
2016-17	47.93
2017-18	25.58
2018-19	19.93
Contingencies	Amount
2010-11	
2011-12	Rs.5734837
2012-13	Rs.6276471
2013-14	Rs.5904036
2014-15	Rs.4187276
2015-16	Rs.5579249
2016-17	Rs. 2909139
2017-18	Rs.1946348
2018-19	Rs.2000727

D. Details of Bank account maintained

<u>Head</u>	<u>Purpose</u>	<u>CMR</u> <u>Balance as</u> <u>on 30-11-</u> <u>19</u>	<u>Pass Balance</u> <u>as on 30-11-</u> <u>19</u>	<u>Status of</u> <u>reconciliation</u>
Account No 67170561587 (Operative)	Work	69153901	82690731	Not Done

Account No 67058426784 (Operative)	Establish ment	16728754	17799359	Not Done
Account No 57047024640 (Non Operative)		7901737	2275067	Not Done

E. Internal Audit

The Internal Audit of this office by Audit Wing was not conducted till date.

PART II

A Major Irregularities

NIL

B Other incidental findings

I Non Imposition of Fine for the delayed execution of agreement

- (i) Estimate sanctioned for 3 Nos. Ground Penetrating Radar for Rs. 9490074/- excluding provisional sum Rs. 200000/- Lowest tender quoted by Tai Sai for Rs.7640000/- were approved and selection notice / work order issued on 18-2-2013 . Without insisting to remit the additional performance guarantee for below quoting , the agreement was executed on 18-3-2013 vide

No 43/2012-13. As per the agreement condition the firm should supply the equipment with in sixty days, which was due on 18-05-2013. The delivery period were extended by the Chief Engineer (JICA Project) in several times on 15-6-2013, 30-9-2013, 15-12-2013, 31-1-2014, 18-2-2014, 31-3-2014 and 15-08-2015 . But the firm has not executed supplemental agreement for the above time extensions. The Contractor has supplied the equipments on 8-7-2015 and 70% payment Rs.5208000/- made on 5-10-15 vide CBV 25 of 10-2015 and another payment Rs 2232000+ 260400 = 2492400 effected on 9-11-2015 vide CBV 38 of 11-2015 (total expenditure comes to Rs.7700400/-). In this connection, audit observed the following.

1. Original delivery period was 60 days that was due on 18-5-2013. But the firm has supplied the equipment only on 8-7-2015. Reason for non imposition of LD Clause may be stated.
2. General conditions for executing supplemental agreement for granting time extension is not adhered while granting it. The reason for the same may be explained.
3. Receipt of equipment is not taken in to account through GRS.
4. Reason for not recording the supply order in the supply order register.
5. Reason for non collection of additional performance guarantee for below quoting.
6. Present status of equipments
7. If the equipment has been transferred / handed over to any other office, the acknowledgment details may be furnished.

(ii) Chief Engineer (JICA) has placed supply order No. KWA/JICA/HQ/720/18/LD/TNDR/2009 on 18-2-2010 in connection with the tender acceptance vide No 8/2008-09 , Chief Engineer (JICA) dated 30-01-

2009 for an amount of USD.3912000/- (Indian Rs 19951200) to M/s Hondas, Fugi Tecom INC , Tokyo Japan for the supply and installation of leak detection equipments. Firm executed agreement No. 3/2010-11 / CE/JICA dated: 12-04-2010. Delayed execution of agreement by 38 days. No fine is seen imposed. As per the agreement conditions the delivery period was 120 days from the supply order dated 17-06-2010. Equipment received by KWA on 20-5-2011. . No fine is seen imposed for the delayed supply and delayed execution of agreement. Reason may be reported to audit.

(iii) As per letter No KWA/JICA/HQ/720/18 / LD /TNRD/2009 dated 18-02-2010 Chief Engineer (JICA) has placed supply order for installation of leak detection equipment to M/s Global sales Director, M/s Premier Ltd. , United Kingdom for US Dollar 281245/- (Indian Rs 13013206/-) Bu the firm executed agreement vide No. 74/2009-10 / CE/JBIC dated : 18-03-2010 . Delayed execution for a period of 15 days and the fine is seen not imposed. Reason for the same may be reported to audit.

(iv) In connection with the tender acceptance vide No 8/2008-09 dated 30-1-2009 Chief Engineer (JICA) has placed supply order no KWA/JICA/HQ/720/18/LD/TNRD /2009 dated; 18-2-2010 to M/s Honda Fugi Tecom INC , Tokyo Japan for an amount of . 3912000/-(Ind Rs. 19951200/-) for the supply and installation of leak detection equipments. As per the supply order the firm has to execute agreement within 15 days from the supply order that was due on 4-03-2010. But the firm had executed the agreement vide No. 03/2010-11 only on 12-04-2010. Fine for the delayed execution of agreement and sanction for extension for executing agreement is not available in the file or agreement . Moreover, the delivery period for the supply is 120 days that is due on 17-6-10 . Bu the firm had supplied the equipment only on 2-5-2011 .

Granting of time extension is seen in the file but the supplemental agreement for extension of time of completion is not seen in the file .

Non imposition of fine and non execution of supplemental agreement and present status of equipment may be reported to audit.

- (v) In connection with the tender acceptance vide No 8/2008-09 dated 30-1-2009 Chief Engineer (JICA) has placed supply order no KWA/JICA/HQ/720/18/LD/TNDR /2009 dated; 18-2-2010 to M/s Global Sale Director Premier Ltd, United Kingome for an amount of USD 281245/-(Ind Rs. 13013206 /-) for the supply and installation of leak detection equipments. As per the supply order the firm had to execute agreement within 15 days from the supply order that is due on 4-03-2010. But the firm had executed the agreement vide No. 74/2009-10 only on 18-03-2010. Fine for the delayed execution of agreement and sanction for extension for executing agreement is not available in the file or agreement . Moreover the delivery period for the supply is 120 days that was due on 17-6-10 . But the firm had supplied the equipment only on 2-5-2011. Granting of time extension is seen in the file but the supplemental agreement for extension of time of completion is not seen in the file.

Non imposition of fine and non execution of supplemental agreement and present status of equipment may be reported to audit.

II Institutional strengthening

- (i) On verification of the files related to “Institutional strengthening it is found that numerous purchases such as vehicles, instruments, computers, lab equipments, reference book, office furniture, Xerox machines, complements were carried out during the period etc. The below listed files and agreement

were not furnished for audit in spite of repeated reminders. So that the audit are not in a position to obtain sufficient details from the available records and the cashbook and agreement register were called for. Thus some details such as the CBV numbers and details of payment and the agreement details were collected from cash book . It is observed by the audit that, huge quantity of above mentioned articles were procured without following the procedures prescribed in the account code. The codal provision was not followed properly as such non maintenance of MA 9 supply order register , Goods received Sheet , etc. The lapses noticed by the audit is reproduced below :

Sl. No	Name of Supplier & Description	Qty	Amount	CBV No.
1	M/s Aimil Ltd. New Delhi – Strong motion accelerograph	1 No	Rs.79829/-	58 of 4/2010
2	M/s Crescent Lab Equipments Kaloor- ENTECH water proof hand turbidity meter	1 No	Rs, 38856/-	78 of 8/2010
3	M/s Jai Associates , Ulloor , Thiruvananthapuram – Generator & Pump Set	1 No	Rs, 89880/-	49 of 8/2010
4	M/s Jai Associates , Ulloor , Thiruvananthapuram –	1 No.	Rs. 100050/-	65 of 9/2010

	Hammer Pipe wrench etc			
5	QRS Retail Ltd., Thiruvananthapuram - Sony Note Book PC	1 No.	Rs63150/-	88 of 9/2010
6	Silicon Systems & Services , Thiruvananthapuram Computer	2 Nos.	Rs. 48898/-	99 of 1/2012
7	Silicon Systems & Services , Thiruvananthapuram Lacer Printer	1 No.	Rs. 19553/-	50 of 4/2011
8	M/s Maheendra & Maheendra Ltd Supply of Bolero LX 4WD Vehicle (3 Nos.) LX 2WD Vehicle (21 Nos.)	24 No	Rs. 12881235/-	96 of 1/2013
9	M/s Academia Books International , New Delhi – Supply of Reference Books		Rs304925/-	92 of 2/2013
10	M/s Academia Books International , New Delhi – Supply of Reference Books		Rs72045/-	93 of 2/2013
11	M/s TATA Motors Ltd, - Supply of Water tanker	5 Nos	Rs6983105/-	99 of 3/2013
12	M/s Educational Books Center Mumbai - Supply of Reference		Rs 363450/-	129 of 3/2013

	Books			
13	M/s Adithya Books Pvt. Ltd., Noida - Supply of Reference Books		Rs 70515/-	130 of 3/2013
14	M/s Sidco Marketting -Supply of I Pad	30 Nos.	Rs 859536	99 of 4 /2013
15	M/s Sidco Marketting -Supply of I Pad	1 No	Rs 47500/-	77 of 8/2013
16	M/s Com Sol Pvt Ltd -Supply of 3 Nos Computer and 1 Printer		Rs 94600/-	135 of 7/2014
17	M/s Sidco -Supply of Almirah		Rs 44547/-	101 of /2015

Reason for not adhering the rules in force with details of acknowledgement obtained from the recipients and present status of equipments / commodities may be reported to audit.

Besides the above, it is noticed that some agreements have been made during the period and so many supply orders were placed and the relevant files have not produced for audit . On going through the agreement register which was the prime record available to audit some agreements executed in respect of the some suppliers and no up to date details are available whether the payment have been affected or not to which firms , the orders were placed have effected supplies and completed the order . Available records in the agreement registers reproduced below:

Sl. No	Work order No and date	Agreement No and date	Descripenceies of matireilas	Amount
1		10/2008-09 Dated 14-08-2009	Purchase of 150 Nos American Tourist Brand Bag	
2		16/2009-10 Dated 16-07-2009	Purchase of 160 Nos Hand Brief Case	560000
3		17/2009-10 Dated 16-07-2009	Purchase of 100 Nos VIP Brief Case	200000
4	KWA/JBIC/61 44/15/LEQZ/ 08/08 Dated: 30-03-2009	30/2009-10 Dated 13-10-2009	Laboratory equipments	1137650
5	KWA/JBIC/61 44/15/LEQZ/ 08/08 Dated: 22-05-2009	32/2009-10 Dated: 13-10-2009	Laboratory equipments	479180
6	KWA/JBIC/H Q/9368/08	32/2009-10 Dated: 14-10-	Computer (1)	38000

	Dated: 12-10-2009	2009		
7	KWA/ JBIC/H Q/6144/IS/LEQ Z/08-09 Dated: 30-03-2009	53/2009-10 Dated: 31-12-2009	Laboratory equipments	836432
8		06/2008-09 Dated: 31-12-2009	Laboratory equipments	322000
9	KWA/ JBIC/H Q/6144/IS/LEQ Z/08-09 Dated: 02-05-2009	58/2009-10 Dated: 31-12-2009	Weighing balance (1)	101475
10	KWA/ JICA/H Q/720/IS/CU/T NDR/09 Dated: 18-02-2010	03/2010-11 Dated: 12-04-2010	Supply & Installation of LD equipments	
11	KWA/ JBIC /HQ/6365/IS/E QP/Tools/08 Dated: 22-04-	08/2010-11 Dated:	Supply of 3 Nos 9 KL Tanker lorries	

	2009			
12	KWA/JBIC/H Q/2428/10-11	21/2010-11 Dated: 16-07-10	Supply of 1 No 9 Panasonic PTLB 90 Metal LCD Projector	123888
13	KWA/JBIC/H Q/4467/10-11 Dated: 23-12- 2010	40/2010-11 Dated:	Supply of tools for maintenance van (2 Nos.)	360700
14	KWA/JBIC/H Q/5991Furnitur e Dated: 21- 02-2011	42/2010-11 Dated: 9-3- 2011	Supply of 22 gage 62 Kg Steel Almirah 1 No	36282
15	KWA/JBIC/H Q/5991Furnitur e Dated: 15- 03-2011	44/2010-11 Dated: 18-3- 2011	Supply of 22 gage 62 Kg Steel Almirah 1 No	36282
16	KWA/JBIC/H Q/5991Furnitur e Dated: 24- 03-2011	014/2011-12 Dated: 05-04- 2011	Supply of 22 gage 62 Kg Steel Almirah 1 No	36282
17	KWA/JBIC/H	02/2011-12	Supply of computer	

	Q/9368/08 Dated: 21-02-2011	Dated: 05-04-2011	Desktop 1 No	
18	KWA/JBIC/H Q/2428/2010-11 dated: 1-6-2011	04/2011-12 Dated: 14-07-2011	Supply of Xerox Digital copier WC 5225	
19	KWA/JBIC/H Q/6057/ISWC/2008-09 dated: 27-06-2011	05/2011-12 Dated: 01-09-2011	Supply of computer Desktop 1 No	
20	KWA/JBIC/H Q/6057/ISWC/2008-09 dated: 27-06-2011	06/2011-12 Dated: 01-09-2011	Supply of Lacer Printer 1 No	
21	KWA/JBIC/H Q/MIS/ 07-08/5564 dated: 10-08-2011	07/2011-12 Dated: 01-09-2011	Supply of TATA 207 DI Pick Up 14 Nos	
22	KWA/JBIC936 8/2008 / Qtn dated: 19-09-2011	09/2011-12 Dated: 25-10-2011	Supply and installation of 1 No Personal Computer	
23	KWA/JBIC/H Q 6144/IS /	19/2012-13	Supply of lab	2478180

	LEQ2 /08 dated: 12-10- 2012	Dated: 02-11- 2012	equipments	
24	KWA/JBIC/H Q 4275/10 dated: 02-11- 2012	23/2012-13 Dated: 29-11- 2012	Supply of Books for training centre	304925
25	KWA/JBIC/H Q 4275/10 dated: 02-11- 2012	22/2012-13 Dated: 29-11- 2012	Supply of Books for training centre	80818
26	KWA/JBIC/H Q 4275/10 dated: 02-11- 2012	24/2012-13 Dated: 30-11- 2012	Supply of Books for training centre	374011
27	KWA/JBIC/H Q 6365/IS/Equip/ Tools /08 dated: 04-10- 2012	33/2012-13 Dated: 03-01- 2013	Purchase of 6 KL Water Tanker 2 Nos	2091922
28	KWA/JBIC/H Q 6144/IS/LEQ 2/08 dated: 12-10-2012	35/2012-13 Dated: 26-01- 2013	Supply of lab Equipment	497847
29	KWA/JBIC/H Q	43/2012-13	Supply training and maintenance of 3 Nos	9690074

	720/IS/LD/TN DR /09 Part File dated: 18-02-2013	Dated	GPR	
30	KWA/JBIC/H Q 638/IS/IPAD /3/13 dated: 20-03- 2013	04/2013-14 Dated: 5-4-13	Purchase of I Pad 4	1387350
31	KWA/JBIC/H Q 6344/IS/LEQ2 /3/08 dated: 12-10- 2012	09/2013-14 Dated: 21-6-13	Supply of lab equipments	3500000
32	KWA/JICA/H Q 4467/2010 / dated: 07-06- 2013	10/2013-14 Dated: 25-6-13	Supply and Installation of tools for maintenance Divisions KWA	2160825
33	KWA/JBIC/H Q 6365/IS/EQP/ Tools /08 / dated: 13-03- 2013	18/2013-14 Dated: 29-6-13	Purchase of 9 KL Water Tanker 5 Nos	6983105

Details of the acknowledgement obtained from the recipients and present status of equipment / commodity may be reported to audit.

In addition to the above the KWA has earmarked an amount of Rs.4167000/- towards re organization of KWA and Rs.4167800/- towards re engineering of KWA under the head of institutional strengthening and agreements were executed vize vide Nos.22/2010-11 dated; 17-10-10 & 25/2010-11 dated 17-7-2010 are seen executed . But with whom the agreement was executed are not mentioned in the register. The relevant files to the above works are not produced for audit .

In this connection , the present position of the above works may be reported to audit. So also the financial expenditure and the achievements gained through this work may also be explained

III Agreement Register

The agreement register was not maintained properly several pages were kept blank and in some pages, entries are seen cancelled without any authentication. The agreement register which is a vital record of office but is handled with utmost negligence which may invite audit objection under the criteria of major irregularity.

Eg; Agreement Register Vol II Agreement No 23/2009-10 dated; 21-8-2009 page 157 not authenticated by the Chief Engineer . Agreement No 24/2009-10 dated; 21-08-2009 page 159 not authenticated by the Chief Engineer

Agreement No 30/20088-09 dated 13-10-209 and agreement no

31/2008-2009 dated; 13-10-2009 Not authenticated by the Chief Engineer.

Eg; Agreement Register Vol III - page No. 20, 21, 34, 35, 121, 164, 165 are seen left blank .

Agreement Register Vol IV, Page No 4 , 5, 6, 7, 52&53 is seen as cancelled but not authenticated by any officer. Page 48, 49 & 87 is seen left blank.

Agreement Register Vol VI – Page 33 & 34 is seen as cancelled but not authenticated.

More over while executing the supplemental agreement the agreement number is mentioned as a new one. This practice is totally incorrect on execution of the supplemental agreement bearing the original number with supplemental agreement numbers 1, 2,3 with original agreement number and year.

Eg; Agreement No 9/2006-07 executed on 31-01-2007. Supplemental agreement for the same work executed may be mentioned as 9/2009-10 dated: 8-5-2009

Agreement No 2/2005-06 executed on 31-3-2006 Supplemental agreement executed vide No 2/2008-09 on 28-04-2008.

Agreement No 3/2005-06 executed on 31-3-2006 Supplemental agreement executed vide No 3/2008 -09 on 28-4-2008.

IV Award of Works by Waving of tender Calls

As per PWD manual 2012 the works within the powers waving of Tender calls allowing tender excess up to a maximum limit of the estimate

cost based on the market rate fixed by the executive engineer of concerned District(PWD Manual 2012 Rule 2013 (1)) .

The quotation No. 3/2009/10 invited for providing and fixing new window curtain to conference hall of JICA with due date on 5-5-2009 for Rs. 33600/- Received three no offers and all are quoted above of the estimate rate . Out of this lowest offer quoted by Sri.Shibu MS Chanthavila veedu , Kunnamangalam Peyad PO at 28% above of estimate rate sanctioned by the CE(JICA) .

- In addition to the above the following quotations were seen sanctioned above of Estimate rate.
- Quotation No 4/2009-10 - 8% above of estimate sanctioned for Rs. 52594/-
- Q 7/2009-10 -20% above of estimate sanctioned for Rs 21959/-
- Q 8/2009-10 – 15% above of estimate sanctioned for Rs 13102/-
- Q 15/2009-10 – 30% above of estimate
- Q 21/2010-11 – 10% above of estimate sanctioned for Rs 28546
- Q 28/2010-11 -10 % of above of estimate sanctioned for R 13108/-
- Q05/2012-13 – 12% above of Rs 343339/

Vide audit enquiry No 38, reason for allowing excess for the above quotations was sought but no reply is received until the completion of audit.

Some quotations are passed and paid beyond the delegation of power. (No.KWA/HO/WN/33/97dated: 14-9-1999). As per the existing powers Chief Engineer is competent to pass quotations up to Rs 50000/- only. In the

following cases quotations were passed without obtaining sanction from higher authorities.

- Quotation No 12/10-11 for Rs 150000
- Q 13/2010-11 fro Rs 170567/-
- Q 1/2011-12 for Rs 155253/-

Reason for sanctioning the above quotations beyond that office limit may be reported to audit.

V Missing Vouchers and acknowledgment

- (i) The following payments were made to M/ Infinity , Vazhuthacadu towards supplying and sound system, stage decoration etc in connection with the inauguration of Thiruvananthapuram JICA Project

Sl No.	Name Firm	Amount	Head	CBV No
1	M/s Infinity Vazhuthacadu	44296/-	9219	96 of 7/10
2	M/s Infinity Vazhuthacadu	49855/-	9219	97 of 7/10
3	M/s Infinity Vazhuthacadu	170568/-	9219	98 of 7/10

The monthly accounts consisting of above months the related voucher were not seen attached .Hence admissibility of the above claim is in uncertainty .

- (ii) Vide audit enquiry no 15 it was directed to produce the copy of

bills mentioned below for audit due to uncertainty.

31/05/2013	3515	CB 27 Receipt	8		4900.00
30/06/2013	3515	CB 27 Receipt	13		3600.00
01/04/2012	3515	CB 27 Receipt	1		7335.00

(iii) An amount of Rs. 898800/- is seen paid to M/s Jai Associates Ulloor Thiruvananthapuram towards the payment for supply of generator and pump sets charging the expenditure in the head 9219 Vide CBV 42 of 8/2010 instead of account in 2812 sundry creditors suppliers. The same maybe corrected. It is seen that the purchase order were not recorded in the supply order register. More over the receipt of the same were not seen taken through GRS by the concerned Assistant Engineer. It is seen that the equipments were directly handed over to Assistant Engineer VI filter house section and obtained signature. But the proper acknowledgement of the Executive Engineer of the concerned Division was not seen obtained.

(iv) An amount of Rs. 14700 has been paid to M/s Sabari Electricals Thiruvananthapuram towards elimination work in connection with Exhibition of JICA from 15-5-2010 to 18-5-2010 charging under the expenditure under the head 9219 vide CBV 133 of 7/2010 The admissibility of the above claim cannot be verified since the monthly accounts of related month is not produced for audit . The copy of the voucher may be produced for audit with remarks.

(v) An amount of Rs 290000/- has been paid M/s GITPAC International Thiruvananthapuram towards KWA management development programme at

Thiruvananthapuram and Kozhikkode booking the expenditure under the head 9132 instead of 16611/ 1662 vide CBV 112 of 2/12 related monthly accounts is not produced for verification hence the audit party was not in a position to ascertain the admissibility of voucher claim. Hence a copy of proceedings for conducting the programme with voucher may be produced for audit and also report the advance paid were regularized or not.

(vi) An amount of Rs 165000/- has been paid M/s GITPAC International Thiruvananthapuram towards training programme conducted MDP for KWA Officers roll out of pilot programme at Ernakulum and Kozhikkode Charging the expenditure 3461 vide CBV 164 of 8/12. Related monthly accounts is not produced for verification hence the audit party was not in a position to ascertain the admissibility of voucher claim. Hence a copy of proceedings for conducting the programme with voucher may be produced for audit and also report the advance paid were regularized or not.

(vii) The following payment made to various consultants against invoice for Jan 2010

1	M/s Tokiyo Engineering Consultants Company Ltd.	Rs.1561699/-	9219	CBV 116 of 4/2010
2	M/s Sha Technical Consultants Pvt. Ltd.	Rs.3445233/-	9219	CBV 117 of 4/2010
3	M/s Sha Technical Consultants Pvt. Ltd.	Rs.133925/-	9219	CBV 118 of 4/2010
4	M/s CED	Rs.4394761/-	9219	CBV 119 of

				4/2010
5	M/s CED	Rs.6230/-	9219	CBV 120 of 4/2010

While verifying the monthly accounts the copy of vouchers is not seen attached towards the payments related to above consultants . So the auditors are not in a position to ascertain the admissibility of above claim. Copy of the same may be produced to Internal Audit.

(viii) An amount of Rs 260540 has been paid to M/s C-Dac towards JICA assisted Kerala Water Supply Project Maeenad and adjoining villages Package II towards re inspection of SCADA Telemetric system vide CBV 11 of 6/12. Sanctioned estimate for re inspection charge of SCADA is comes to Rs. 530080/- As per the proceedings No KWA/JBICA/HQ/PA/MND/1462/2005 dated 13-6-18 Chief Engineer JICA Project has sanctioned to release an amount of Rs265040 to M/s C-Dac (advance) with direction to effect recovery of entire amount spent for re inspection charges from M/s SPML Hence details of recovery effected from M/s SPML with CBR No may be reported to audit.

(ix) An amount of Rs. 2867800/- has been paid to IIM Bangalore towards the professional fee for the consultancy projects financial reengineering of KWA by Professors Shamul Rai and Sankaran Basu and re organization of KWA by Professor Abhi Hoja and A Damodaran charging the expenditure head 346 vide CBV 65 of 8/2010 A copy of orders for engaging the IIM Bangalore may be produced to audit for verification.

(x) An amount of Rs 79829/- has been paid to M/s Aimil Ltd New Delhi

towards the cost of Strong motion accelerograph vide CBV 58 of 4/10 and payment is seen booked under the head 9219 instead of 2812

An amount of Rs 38856/- has been paid to M/ S Crescent Lab Equipment Kaloor towards the purchase of Entech water proof handy turbidity meter vide CBV 78 of 8/10 under the head 9219 instead of 2812.

1. Expenditure booked may be corrected as 2812.
2. Present status of the above equipment may be reported.
3. If it has been handed over to any other offices the copy of acknowledgement may be furnished.
4. Copy of Asset Register maintained in the JICA office may be produced

VI Consultation Fee

It is observed during the audit that an amount of Rs2330196/- has been expended under the head 3621 , 3363 towards the fee for legal consultation and filing statement of facts etc. It may be noted that KWA has provided the service of a standing council at Ernakulum for High Court cases and several advocates were deputed to attend lower court for which the KWA is already paying huge amount towards advocate fee/ standing counsel fee. KWA has a legal Cell comprising Chef Law Officer, Law Officer, Deputy Law Officer Legal Assistants etc with sufficient administrative staff. That circumstances under which an additional expenditure incurred for private legal consultation may be reported to audit.

VII Consultancy Service

On scrutiny of monthly accounts it is observed that huge amounts under the heads 3622, 3623 and 9219 @ Rs 122356103/- Rs 194212933/-,

Rs.844696958/- respectively have been expended towards the consultancy charges. The consultancy service has been assigned to five firms. But , on going through the observations of the consulting firm it is understood that there is no valuable proposals are seen furnished by them. The proposals submitted by the consultancies can be obtained from KWA officials itself and hence the matter may be taken up with higher level officials and take a policy decision whether the consultancy service were essential or not.

VIII Third Party Inspection Payment Effected

An of Rs. 454814 has been paid to Ms Iteng Engineering Mumbai towards third party inspection charge under package III of Meenad vide CBV 136 of 8/2010 booking the expenditure under head 9219 instead of 2811 . As per the existing rules the inspection charges . Shall be paid only from Head Office .Hence clarification was sought vide audit enquiry No 34 that why the above third party inspection charges Rs.454814/- has been paid from JICA office. Explain the circumstances under which the payment has been made from the JICA Office may be reported to audit

IX Non Renewal of bank guarantee

- (i) As per the bank guarantee Rule a bank is liable to pay the guarantee amount only if a demand or claim is lodged with the bank in writing on or before the expiry date of the bank guarantee shall be forfeited after the expiry of validity and the bank shall be relieved and discharged from all liabilities if no claims is made with in the validity period.

Due to non renewal of bank guarantee within the time limit stipulated by the bank authorities the KWA stands at the risk of losing the bank

guarantee amount if the contractor leaves the work in midway action may be taken to renew the following bank guarantee (List separately attached as Annexure A) and details of renewal maybe intimated to audit.

- (ii) As per para 15:4:1 of KPWA code the balance under deposit, unclaimed for more than three completed years should be credited into revenue as lapsed deposit. Hence urgent action may be taken to forfeit the above amount with up to date interest and to credit in Non Operative Account.

Total EMD is 117 Nos. out of this 77 Nos (List separately attached as Annexure B). are in the form of bank guarantee while verifying the tender register the validity period of all bank guarantees are seen expired. Available register produced for audit contains detail recorded only from 31-5-2016 onwards. Hence vide audit enquiry No , it was directed to furnish the present status of above BG s and action taken in the case of DD s for pledging as EMD. No reply is received till the completion of audit. Remarks may be furnished to audit.

X Conversion of Bank Guarantee in to Fixed deposit

On verification of the cash book it is found that the following bank guarantees produced by the contractors are credited to operative account and converted to Fixed deposit

(i) Package 5 under JICA project, Thiruvananthapuram

Vide CBV no 13(a) of 8/2018 ,an amount of Rs. 22920000 has been transmitted from one of the operative account and converted to fixed deposit

by depositing in three separate accounts.

1. Ac number 37860880537, Rs 10000000
2. Ac number 37860881531, Rs 10000000
3. Ac number 37860882228, Rs 2920000

But it is not known from the cash book, from where the amount has been received since no corresponding entry has been made in the receipt side of the cash book. The entries pertaining to the conversion of the amount in to FD were also not seen made in the receipt side of the cash book. So that the FD s are not taken to JICA account. No register is maintaining in this regard

(ii) **Meenad scheme**

Vide CBV no 10(a) of 9/2018 an amount of Rs. 58911780 has been converted to Fixed deposit by booking under the code 1541 by depositing in three separate accounts

- (1) Account number 37939806454, Rs. 19637260
- (2) Account number. 37939805008, Rs. 19637260
- (3) Ac no 37939801795, Rs. 19637260

Total, Rs 58911780

Corresponding entries of receiving the funds and converting the same to FD are not seen made in the receipt side of the cash book. Out of Rs. 58911780 (19637260X3), two numbers of FD along with interest (20150432+20256326) has been encashed on 26-.3-2019 and 8.5.2019 and credited to one of the operative accounts and entered in the receipt side of the cash book.

(iii) **Pattuvam scheme**

Vide CBV number 11 of 6/2019 an amount of Rs. 10931000 has been

debited from account and converted into Fixed deposit vide account number 38510309675 . The cash book is silent in this case also , by not carrying the required entries in the receipt side. Remarks may be furnished after making necessary entries in the cash bok

XI Non-maintenance of register

(i) Audit Objection Register

According to Art. 63 of KFC Vol 1, every office should maintain a register in the prescribed format to watch the clearance / action taken in respect of the Audit Objections raised by Accountant General / Internal Audit Team during the audit. The register is not seen maintained in the Office.

(ii) Work Register(FA 1)

As per accounts manual 1993 Chapter III A register is to be maintained in Offices to up keep the accounting system of related works with the details of expenses incurred advertisement charges, LAR , road restoration etc. with all payments made to contractor in separate folio If this register maintain properly we can easily go through the status of work In the Account manual it is directed to maintain the register in every Offices..

(iii) Tender Sale Register (FA 2)

This register is intended to record the sale of tender forms. But not maintained in this office.

(iv) Details of Asset Purchased Form (FA 7)

The relevant accounts section shall upon receipt of duly verified and approved details of asset procured by Account Rendering Units (ARU's) (Such as purchase of Furniture, Equipment machineries Vehicle computer etc.) shall

account such transaction under the head "Control Account-Capital Expenditure [Others" Account Code 9219). Details of such purchase shall be forwarded to Head Office in "DETAILS OF ASSET PURCHASED" [in form FA 7) on a monthly basis.

(v) **FA 8 Register(Contractors Register)**

This register intended to maintain payment made to each contractor. But the same is not maintained in this office.

(vi) **Retention Register (FA 10)**

This register is maintained but not in the prescribed form as mentioned in the Accounts Manual

(vii) **FA 11 Register (Abstract of Work register)**

As per the Account Manual FA 11 is to be prepared monthly which is dealt with details of work which shall be consociated from FA 1. This practice is not followed in this Division. The error may be rectified and reported to audit.

(viii) **FA 12 Register (Work Completion/ Commission Certificate)**

This form is used for entering work / scheme commissioning and transfer to maintenance Division as and when it completed with recording the total expenditure of a scheme / work but the most of the scheme / work transfer. This form is not put in use All the Scheme handed over to maintenance Division in earlier period prepare the F12 and forwarded with asset transfer note in FA 18. On verifying this Division the preparation of FA 12 and FA 18 are not done properly and simply the scheme is handing over with a list of balance materials. Superior Officers may also direct the subordinate offices to submit FA12 and FA18 while releasing the security deposit and report to audit.

(ix) **Capital Work Cost Analysis (FA 13)**

As directed in Accounts manual, this register is not maintained in the office.

(x) **Asset Register (FA 15)**

This register is maintained but not in the prescribed format mentioned in the accounts manual .

(xi) **Asset Transfer Note (FA 18)**

In respect of transfer of assets from one unit to another, the 'ASSET TRANSFER NOTE' in Form FA 18 prepared by the transferor unit shall be duly authorized and two copies forwarded to transferee unit. The transferee unit upon transfer of an asset from one unit to another, forward a copy of such note Form FA 1B to Head office based on which the 'Asset Register' [Form FA 15) shall be appropriately as mentioned Chapter para 7 of Accounts Manual

(xii) **Goods Received Sheet (MA 1)**

On receipt of the materials based on the each supply order the Assistant Engineer is responsible for the section shall inspect the materials in relation to the specification of the purchase order copy with him and after satisfying the Assistant Engineer shall proceed to prepare Goods Received Sheet in form no MA 1 pre numbered to have control in triplicate .

(xiii) **MA 9 Register (Register of Supply Order)**

This register is to need be maintained for each and every supply orders. This register should be maintained strictly and details reported to audit.

(xiv) **Case Register**

While verifying the files so many cases are dealt with various court, but the position of each cases and posting dates are not known in that office. Hence it is advised to maintain a register for the speedy access of the details regarding court cases .

(xv) Non Operative Control Register

Non Operative control register not produced for audit.

(xvi) CB 2 Receipt Book & Register

On verification of NOP account it is noticed that huge amount is outstanding in the account. Only two CB2 books were produced to audit and the connected register is not seen maintained in the JICA Office.

XII Purchase of Computers

As per the delegation of powers , the supply of computers is coming under the centralized purchase system. But on verification of the Cash Book, it is found that vide CBV No. 44 of 6/19 an amount of Rs 70752/- has been spent towards the purchase of 2 Nos of Desk Top from the firm Tecno Lime Systems Cochin. It is understood from the files that two letters for want of two computers were sent to the Secretary, KWA on 2-11-2018 and 19-2-2019 and sanction has not been accorded yet. The purchase of computers without obtaining sanction from Head Office and without complying the existing provisions related to the purchase of computers may be intimated to audit.

In reply to the audit enquiry the Deputy Chief Engineer (JICA &ADB) project has reported that two numbers of desktops were purchased for the smooth functioning of the office and the Chief Engineer (P&O) has accorded sanction for the purchase.

The JICA / ADB Project office is not empowered to purchase the office equipments coming under the centralized purchase system of Kerala Water Authority and hence necessary ratification for interfering in the centralized purchasing and accounting system of Kerala Water Authority may be obtained from the Head Office and intimated to audit.

XIII Hiring of Vehicle

- (i) Vide audit enquiry no 16, it was directed to produce files related to hiring of vehicle with agreement from 1-4-2010 to 31-3-2019. But the same not produced till the completion of audit.

The JICA Project Office Thiruvananthapuram is using one hired vehicle in addition to the departmental vehicle. The status / working condition of the departmental vehicle may be furnished along with detailed expenditure statement. Remarks if any in this regard may also be furnished.

- (ii) The agreement of hired vehicle shows that a vehicle has been hired for one year since 8.5.2019,ie up to 7.5.2020.The rate per kilo meter as per agreement is Rs 25000 (minimum) up to 1000 KM. The rate is enhanced thereafter. The distance traveled by the hired vehicle for the last one year is as shown below :

12/2018	-	432 Km
1/2019	-	285 km
2/2019	-	463km

3/2019	-	608km
4/2019	-	273km
5/2019	-	534km
6/2019	-	269km
7/2019	-	274km
8/2019	-	396km
9/2019	-	252km
10/2019	-	676km
11/2019	-	963km

That is, the average use per month is 452km. Though the vehicle has been used for a very small quantity, the JICA office is liable for making payments for 1000 km as committed in the agreement. GO(P) 45/2018/TRAN dated: 11-12-2018 may be adhered in this regard in the tender process of hiring of vehicle.

After implementation of GST a statutory recovery towards GST is need to be effected while making payment towards hiring of vehicle, if exceeds Rs 2.5 lakhs per annum.. In this case the yearly payment exceeds the limit. And GST need to be effected based on the letter No. 24/18/Dy AM/Fin/KWA dated: 30-6-2018 of FM &CAO and press release of GST department dated: 28-6-18.

It may be noted that GST can be collected only from the contractors having GST registration.

Both factors reveals the necessity of a new tender for hiring of vehicle

It may also be ensured that the contractors having GST registration alone are participating the tender. GO(P) No 45 /20018/TRAN dated; 11-12-2018 and letter No. B1/212/2018/TRANS dated;12-12-2018 of the principal Secretary , transport Department may be adhered while conducting tenders for hiring of vehicles

XIV Purchase of Stationary

Vide audit enquiry No 19, it was directed to produce stationary register for audit. But the same has not been produced for audit till the completion of audit.

On verification of the Cash Book it is found that an amount of Rs.832859/- has been spent towards the purchase of Office stationary for the period from 2010 to 2019 and Rs 134471/- has been spent towards the purchase of office stationary for the last three years. On verification of the stationery vouchers it is found that the price of some items are appears to be higher than the existing market rate. Therefore the present system of purchasing stationary items from 'one store' may be discontinued and competitive quotations may be invited from open market for reducing the stationary expenses. Remarks may be furnished to audit.

XV Asset Register

- (i) Vide CBV number 113 of 9/2010 a temporary advance for Rs 10000 is seen settled with 8 vouchers. Out of which one voucher for 1825 is pertaining to the purchase of pedestal fan. It may be clarified whether the fan is listed in

the asset register and is in working condition. The fact may be intimated to audit .

- (ii) Vide CBV number 88 of 9/2010, a note book (PC) of model No. VOCS 137 – Sony is seen purchased .Vide audit enquiry No. 45, The details of PC including the working condition had been sought for but no reply is received till the end of the audit. Therefore the copy of asset register where the PC is listed along with working status may be reported to audit.

XVI Monthly accounts and vouchers

While verifying the accounts it is noticed that many passed CB3 forms are not accompanied with the relevant vouchers. So also , it is noticed that many vouchers produced were not having revenue stamp . As per rule, the payment of Rs 5000/- and above are to be made after affixing revenue stamp.

Eg: payment form the temporary advance of Smt.Smitha SS Assistant Engineer paid to Bhavatheeram Communications & Rs 20800/- paid to Vivekanda Stone works (vide CBV 61 of 3/2017) .

(i) Maintenance of Cash Book - Irregularities observed

On verification of cash book for the period from 01-04-2013 to 31-03-2019 some irregularities are noted as detailed below:

- As per GO(P) 639/78/Fin dated: 22-8-1978,a certificate duly signed by the controlling officer regarding machine numbered pages of the cash book is need to be written before beginning of a cash book. This was not seen followed in the cash Book .Eg; cash Book started from 5/2015
- Authentication of Divisional Accounts Officer is seen not done for several months eg: 8/2013.
- Over writings in the cash books were observed in audit which should

have been avoided as per the proviso contained in KTC Vol I Rule 92(A). Mistake if any occurred has to be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. Some entries in the Cash Book were corrected by over writings/ correction liquid in some pages. The corrections so made were also not attested by the Drawing and Disbursing Officer. Eg CBV 51 of 11/2013.

- Page nos.190 to 200 were left blank (June -2014)
- As per Rule 92(a) of KTC Vol.I, Cash book should be closed regularly and actual balance held in cash chest should be stated invariably both in words and figures. This must be initialed by a responsible officer other than the writer of the cash book . This was not seen followed. Eg 6 of 2014
- Entry of 'No transaction' has to be recorded in the cash book when there is no transaction for a day/period. No such entry was recorded throughout the audit period.
- Scoring of figures without specifying sufficient reasons and signature of the person who made corrections are not made in the following dates and pages: eg Cash Book for the month of 10/2015 ie; CBR 20 of 5/2014.
- Some Cash Books are seen maintained in vigorous a manner in which the head of accounts are not properly mentioned. Hence almost the all the cash book has to be re casted, according to the accounting system. Otherwise the expenditure will be booked under fall sets.
- On verification of the cash book up to April 2018, it is found that most of the monthly entries are started without showing Opening balance .

- The Cash Book shows a cash balance of Rs. 8320/- each month. But no cash balance is seen kept in cash chest. While enquiring it was reported that the said amount is not kept in the cash chest and were carried over for the last few years by oversight. Reason for the same may be furnished
- While auditing the cash book for the year 2010-11, 2011-12 and 2012-13 it is found that most of the entries related to payment are not revealing the purpose of the payment. In some cases the cheque memo registers were also silent in this regard. According to PW Account Code each and every entries of the cash of cash book must contain complete information regarding the payment.
- While verifying the monthly accounts for the month of 5/2018, monthly abstract shows **(-34048)** paid vide CBV No. 13 of 5/2018. Vide CBV No. 52 it was directed to rectify the error and report to audit. No reply is received till the conclusion of audit.
- Vide audit enquiry No. 2 , Counter Foils of Cheques issued and cancelled were asked to produce but the same not produced for audit.

(ii) **Trial balance , Ledger and Journal register**

As per Kerala Water Authority manual and circular, it is directed that all ARU's should maintain, Trial balance, Ledger and Journal register for strengthening of the Kerala Water Authority accounting system. The JICA Office is not maintaining the above mentioned registers. In response to audit enquiry No. 14, it is reported that computer printout for the same will be filed and kept from 1-4-19. It is directed to file the same from 1-4-10 instead of 1-4-19.

(iii) Bank reconciliation Statements.

As per Rule 92(a) (v) KTC, when ,money is paid in to treasury or Bank , the head of office making such payments shall compare the receipt of the treasury bank challan / pass book with entry in the cash book before attesting it and satisfy himself that the amount have been actually credited in to bank/ treasury.

While verifying the Non Operative Account No 5704724640 an amount of Rs. 7901737 /- is seen as closing balance in the cash book for the month November 2019 . At the same time the bank statement shows a balance in November 2019 as Rs 2275067 (difference in amounts comes to Rs 5626670.) The amount shown in Cash Book and bank statement disagree with Rs.12399/- that the amount outstanding against 9134 in trial balance

In addition to the above in the Operative Account No. 67170561587(Work) an amount of Rs. 69153901 /- is seen as closing balance in the cash book for the month November 2019 . At the same time the bank statement shows a balance in November 2019 as Rs 82690731 (difference in amounts comes to Rs 13536830.)

In addition to the above in the Operative Account No. 67058426784(Establishment) an amount of Rs. 16728754 /- is seen as closing balance in the cash book for the month November 2019 . At the same time the bank statement shows a balance in November 2019 as Rs 17799359/- (difference in amounts comes to Rs 1070605/-)

On verification of the cash book, reconciliation of Non Operative Account Operative Account were not conducted from the very beginning.

Vide audit enquiry no. 35, it was requested to furnish the details of CB2 collection from 1-4-2010 to 31-3-2019. But the same not produced the same for audit. More than 10 Crore is outstanding in the above three accounts and the amount may be transferred to Head Office and report to audit.

(iv) Non Remittance of Bank Interest to Non Operative Account

On verification of the cash Book up to march 2019, It is found that the interest credited by bank in the two SB account maintained in the JICA office up to March 2019 has not been transmitted to Non Operative Account. As per the existing norms the interest deposited in various bank accounts shall be transferred to Non Operative account.

Therefore the bank interest received from the very beginning to march 2019 may be transferred to Non Operative Account with intimation to audit.

(v) Non Collection of 1 % Service Charges from KCWWF Recovery and Non remittance to Non Operative Account

On verification of the Cash Book, it is found that the KCWWF service charge @ 1% has not been transmitted to the Non Operative Account account till the date. So also while making payment to the CEO, KCWWF the deduction entries are not seen made in the receipt side of the cash book. Therefore the amount recovered towards KCWWF from various contractors may be verified and service charge @ 1% may be arrived and deducted from the future payments to KCWWF department. After arriving the amount@ 1% up to March 2019, the same may be transferred to the NOP account with intimation to audit. The future recoveries towards KCWWF may be transferred to the CEO, KCWWF within one month from the date of effecting recoveries and corresponding recovery of 1 % may be transmitted to NOP without delay.

(vi) Income tax form Contractors / Suppliers Non remittance.

Some amounts are seen outstanding against the head 2841, Income

tax form Contractors / Suppliers. Vide audit enquiry no 28, it was requested to furnish the reason for the same. No reply received till the completion of audit.

Date	Debit	Credit
31/03/2011	79179717.00	
30/04/2011		347731.00
30/04/2011		26174.00
30/04/2011	1453091.00	
31/05/2011		3156506.00
31/05/2011		15079.00
31/05/2011	3156506.00	
31/05/2011	213239.00	
30/06/2011		3495734.00
30/06/2011		2105.00
30/06/2011	3542675.00	
30/06/2011	60545.00	
31/07/2011		1069751.00
31/07/2011		1547.00
31/07/2011	2410327.00	
31/07/2011	58507.00	
31/08/2011		1143045.00
31/08/2011		1574.00
31/08/2011	1143045.00	
31/08/2011	93900.00	
30/09/2011		4458679.00
30/09/2011		1967.00
30/09/2011	4458679.00	

30/09/2011	6500.00	
31/10/2011		1104311.00
31/10/2011		1642.00
31/10/2011	1104311.00	
31/10/2011	131400.00	
30/11/2011		3428871.00
30/11/2011		1852.00
30/11/2011	3428871.00	
30/11/2011	73077.00	
31/12/2011		3767094.00
31/12/2011		4903.00
31/12/2011	3767094.00	
31/12/2011	150375.00	
31/01/2012		4123122.00
31/01/2012		2920.00
31/01/2012	3098828.00	
31/01/2012	750.00	
29/02/2012		3861108.00
29/02/2012		687.00
29/02/2012	4820865.00	
29/02/2012	139317.00	
31/03/2012		11623869.00
31/03/2012		50251.00
31/03/2012	8250784.00	
31/03/2012	889702.00	
01/04/2012		9640.00
01/04/2012		2002856.00
01/04/2012	91213.00	

01/04/2012	5440478.00	
31/05/2012		3465.00
31/05/2012		2213445.00
31/05/2012	118471.00	
31/05/2012	2106595.00	
30/06/2012		5898.00
30/06/2012		7555323.00
30/06/2012	120021.00	
30/06/2012	8071181.00	
30/06/2012		8895.00
30/06/2012		780565.00
31/07/2012	11331.00	
31/07/2012	1136146.00	
31/08/2012		7651.00
31/08/2012		1310578.00
31/08/2012	3207.00	
31/08/2012	1309061.00	
30/09/2012		849.00
30/09/2012		1506662.00
30/09/2012	58849.00	
30/09/2012	14894469.00	
31/10/2012		7603.00
31/10/2012		1127651.00
31/10/2012	475.00	
31/10/2012	1060235.00	
30/11/2012		3555.00
30/11/2012		3241903.00
30/11/2012	5201.00	

30/11/2012	3309319.00	
31/12/2012		4106.00
31/12/2012		4979129.00
31/12/2012	3788.00	
31/12/2012	4979129.00	
30/01/2013		5310.00
30/01/2013		2282454.00
30/01/2013	4001.00	
30/01/2013	2230445.00	
28/02/2013		1591.00
28/02/2013		4277354.00
28/02/2013	5376.00	
28/02/2013	5402003.00	
31/03/2013		6891.00
31/03/2013		8511597.00
31/03/2013	7793.00	
31/03/2013	7413507.00	
30/04/2013		1408287.00
30/04/2013		7745.00
30/04/2013		120000.00
30/04/2013	1433764.00	
30/04/2013	3358.00	
30/04/2013	8589135.00	
31/05/2013		2173911.00
31/05/2013		27920.00
31/05/2013		247642.00
31/05/2013	2266312.00	
31/05/2013	24393.00	

30/06/2013		2194635.00
30/06/2013		17259.00
30/06/2013	2439428.00	
30/06/2013	40711.00	
31/07/2013		3727888.00
31/07/2013		10212.00
31/07/2013	3853613.00	
31/07/2013	6728.00	
31/08/2013		191723.00
31/08/2013		4453.00
31/08/2013	180182.00	
31/08/2013	7719.00	
30/09/2013		3796350.00
30/09/2013		4001.00
30/09/2013	3807891.00	
30/09/2013	7032.00	
31/10/2013		2893155.00
31/10/2013		4588.00
31/10/2013	709111.00	
31/10/2013	2123.00	
30/11/2013		2368956.00
30/11/2013		7928.00
30/11/2013	4520659.00	
30/11/2013	1537.00	
31/12/2013		640166.00
31/12/2013		4614.00
31/12/2013	728200.00	
31/12/2013	7977.00	

31/01/2014		5105270.00
31/01/2014		6861.00
31/01/2014	4258499.00	
31/01/2014	6934.00	
28/02/2014		1170148.00
28/02/2014		2679.00
28/02/2014	6458652.00	
28/02/2014	5627.00	
31/03/2014		5631618.00
31/03/2014		7769.00
31/03/2014	6010199.00	
31/03/2014	10025.00	
01/04/2014		4702.00
01/04/2014		370086.00
01/04/2014	665584.00	
31/05/2014		3483583.00
31/05/2014		7776.00
31/05/2014	2734540.00	
31/05/2014	10575.00	
30/06/2014		4515.00
30/06/2014		1311346.00
30/06/2014	2028539.00	
30/06/2014	4246.00	
31/07/2014	3302244.00	
31/07/2014	4898.00	
31/07/2014		1886049.00
31/07/2014		3989.00
31/08/2014		2618236.00

31/08/2014		4615.00
31/08/2014	4105400.00	
31/08/2014	1429.00	
30/09/2014		1172840.00
30/09/2014		4014.00
30/09/2014	2493600.00	
30/09/2014	4049.00	
30/10/2014		1504360.00
30/10/2014		3797.00
30/10/2014	2123562.00	
30/10/2014	1514.00	
30/11/2014	36341.00	
30/11/2014	6842.00	
30/11/2014		822314.00
30/11/2014		3872.00
31/12/2014		874367.00
31/12/2014		3938.00
31/12/2014	785973.00	
31/01/2015		1807464.00
31/01/2015		1617.00
31/01/2015	844567.00	
31/01/2015	1438.00	
28/02/2015		2249948.00
28/02/2015		1592.00
28/02/2015	1701418.00	
28/02/2015	1617.00	
31/03/2015		1133767.00
31/03/2015		1471.00

31/03/2015	6212911.00	
31/03/2015	1592.00	
30/04/2015		1074544.00
30/04/2015		10601.00
30/04/2015	3139505.00	
30/04/2015	1471.00	
30/05/2015	2421121.00	
30/05/2015	10020.00	
30/05/2015		733446.00
30/05/2015		3663.00
30/06/2015		85098.00
30/06/2015		3736.00
30/06/2015	733446.00	
30/06/2015	1163.00	
30/07/2015		2734707.00
30/07/2015		1590.00
30/07/2015	106556.00	
30/07/2015	1236.00	
25/08/2015		1321795.00
25/08/2015		11621.00
25/08/2015	3938350.00	
25/08/2015	1590.00	
29/09/2015		279955.00
29/09/2015		3879.00
29/09/2015	4121.00	
29/10/2015		1881744.00
29/10/2015		996.00
29/10/2015	279955.00	

29/10/2015	3879.00	
30/11/2015		229915.00
30/11/2015		955.00
30/11/2015	1881744.00	
30/11/2015	996.00	
30/12/2015		663630.00
30/12/2015		3516.00
30/12/2015	229915.00	
30/12/2015	3455.00	
29/01/2016		649986.00
29/01/2016		3666.00
29/01/2016	663630.00	
29/01/2016	1016.00	
26/02/2016		1702167.00
26/02/2016		955.00
26/02/2016	649986.00	
26/02/2016	1166.00	
31/03/2016		1814553.00
31/03/2016		5973.00
31/03/2016	1902167.00	
31/03/2016	955.00	
28/04/2016		607416.00
28/04/2016		3492.00
28/04/2016	1814553.00	
28/04/2016	973.00	
31/05/2016		446996.00
31/05/2016		1070.00
31/05/2016	607416.00	

31/05/2016	992.00	
23/06/2016		481058.00
23/06/2016		3388.00
23/06/2016	446996.00	
23/06/2016	3570.00	
30/07/2016		513075.00
30/07/2016		3383.00
30/07/2016	481058.00	
30/07/2016	8264.00	
29/08/2016		356013.00
29/08/2016		3465.00
29/08/2016	1543733.00	
29/08/2016	883.00	
30/09/2016		499511.00
30/09/2016		3307.00
30/09/2016	1052010.00	
30/09/2016	329.00	
31/10/2016		340405.00
31/10/2016		3323.00
31/10/2016	499511.00	
31/10/2016	1443.00	
26/11/2016		474593.00
26/11/2016		3380.00
26/11/2016	340405.00	
26/11/2016	823.00	
30/12/2016		1039542.00
30/12/2016		2770.00
30/12/2016	185707.00	

30/12/2016	880.00	
31/01/2017		628073.00
31/01/2017		2874.00
31/01/2017	1039542.00	
31/01/2017	922.00	
27/02/2017		248647.00
27/02/2017		915.00
27/02/2017	597050.00	
27/02/2017	874.00	
31/03/2017		903.00
31/03/2017		1109880.00
31/03/2017	248647.00	
31/03/2017	915.00	
01/04/2017	903.00	
01/04/2017	1099880.00	
01/04/2017		848.00
01/04/2017		20748.00
31/05/2017	20748.00	
31/05/2017	848.00	
31/05/2017		383693.00
31/05/2017		900.00
27/06/2017		478625.00
27/06/2017		925.00
27/06/2017	383693.00	
27/06/2017	900.00	
27/07/2017		196749.00
27/07/2017		4142.00
27/07/2017	478625.00	

27/07/2017	925.00	
31/08/2017	5644.00	
31/08/2017	310894.00	
31/08/2017		1502.00
31/08/2017		114145.00
28/09/2017		6000.00
28/09/2017		292.00
31/10/2017	1000.00	
31/10/2017	6000.00	
31/10/2017		3508.00
31/10/2017		339352.00
23/11/2017		846.00
23/11/2017		24000.00
23/11/2017	349352.00	
23/12/2017	587.00	
23/12/2017	24000.00	
23/12/2017		924.00
23/12/2017		88506.00
31/01/2018		306802.00
31/01/2018		631.00
31/01/2018	88506.00	
31/01/2018	1183.00	
28/02/2018	306802.00	
28/02/2018	631.00	
28/02/2018		242438.00
28/02/2018		2651.00
31/03/2018		469173.00
31/03/2018		830.00

31/03/2018	242438.00	
31/03/2018	851.00	
30/04/2018		871.00
30/04/2018		218855.00
30/04/2018		795.00
30/04/2018	469173.00	
31/05/2018	218855.00	
31/05/2018	795.00	
30/06/2018	871.00	
30/06/2018		128098.00
30/06/2018		922.00
31/07/2018		199499.00
31/07/2018		4930.00
31/07/2018	922.00	
31/07/2018	128098.00	
31/08/2018		943.00
31/08/2018		153948.00
31/08/2018	199499.00	
31/08/2018	4930.00	
30/09/2018		920.00
30/09/2018	41662.00	
31/10/2018		155220.00
31/10/2018		898.00
31/10/2018	920.00	
30/11/2018		114643.00
30/11/2018		925.00
30/11/2018	155220.00	
30/11/2018	898.00	

31/12/2018		111374.00
31/12/2018		4508.00
31/12/2018	237157.00	
31/12/2018	4525.00	
31/01/2019		973.00
31/01/2019		280306.00
31/01/2019	111374.00	
31/01/2019	908.00	
28/02/2019		367076.00
28/02/2019		250.00
28/02/2019	280306.00	
28/02/2019	973.00	
31/03/2019		267218.00
31/03/2019		2418.00
31/03/2019	367056.00	
31/03/2019	939.00	
01/04/2019		625.00
01/04/2019		20000.00
01/04/2019	267218.00	
01/04/2019	2418.00	
31/05/2019		627.00
31/05/2019		199852.00
31/05/2019	625.00	
31/05/2019	374679.00	
29/06/2019		285148.00
29/06/2019	627.00	
29/06/2019	199852.00	
31/07/2019	646.00	

31/07/2019	675286.00	
31/07/2019		42232.00
31/07/2019		573.00
		157854576.00
		125938292.00
	283792868.0	283792868.00
	0	

(vii) **Income tax form Staff**

Some amounts are seen outstanding against the head 2843, Income tax form Staff Vide audit enquiry no 29, it was requested to furnish reason for the same. No reply is received till the completion of audit.

Date	Debit	Credit
31/03/2011		546505.00
30/04/2011		128540.00
31/05/2011		19500.00
30/06/2011		49200.00
31/07/2011		52200.00
31/08/2011		91900.00
30/09/2011		3500.00
31/10/2011		75200.00
30/11/2011		68700.00
31/12/2011		152819.00
31/01/2012		8000.00
29/02/2012		124359.00
31/03/2012		848652.00
31/03/2012	28404.00	
01/04/2012		112876.00

01/04/2012	264.00	
31/05/2012		99300.00
30/06/2012		111200.00
30/06/2012		100300.00
31/07/2012	150791.00	
31/08/2012		216600.00
31/08/2012	213100.00	
30/09/2012		14000.00
31/10/2012		111300.00
31/10/2012	106800.00	
30/11/2012		101300.00
30/11/2012	113800.00	
31/12/2012		225700.00
31/12/2012	227700.00	
30/01/2013		15000.00
30/01/2013	12000.00	
28/02/2013		291600.00
28/02/2013	297300.00	
31/03/2013		904390.00
31/03/2013	833991.00	
30/04/2013		255444.00
30/04/2013	330023.00	
31/05/2013		107403.00
31/05/2013	103993.00	
30/06/2013		86000.00
30/06/2013	89500.00	
31/07/2013		138000.00
31/07/2013	119410.00	

31/08/2013		116500.00
31/08/2013	127000.00	
30/09/2013		146500.00
30/09/2013	118000.00	
31/10/2013		138500.00
31/10/2013	151500.00	
30/11/2013		161500.00
30/11/2013	158500.00	
31/12/2013		152300.00
31/12/2013	167300.00	
31/01/2014		241800.00
31/01/2014	160300.00	
28/02/2014		446175.00
28/02/2014	512800.00	
31/03/2014		685859.00
31/03/2014	728820.00	
01/04/2014		154358.00
01/04/2014	150358.00	
31/05/2014		208100.00
31/05/2014	182100.00	
30/06/2014		200800.00
30/06/2014	213800.00	
31/07/2014	199800.00	
31/07/2014		198800.00
31/08/2014		180400.00
31/08/2014	189900.00	
30/09/2014		177400.00
30/09/2014	181400.00	

30/10/2014		177400.00
30/10/2014	171400.00	
30/11/2014	201400.00	
30/11/2014		192400.00
31/12/2014		154800.00
31/12/2014	155627.00	
31/01/2015		155050.00
31/01/2015	139550.00	
28/02/2015		169800.00
28/02/2015	768500.00	
28/02/2015	175800.00	
31/03/2015		378040.00
31/03/2015	392040.00	
30/04/2015		103450.00
30/04/2015	77550.00	
30/05/2015	155600.00	
30/05/2015		134700.00
30/06/2015		97100.00
30/06/2015	102100.00	
30/07/2015		96850.00
25/08/2015		202100.00
25/08/2015	146850.00	
29/09/2015	1321795.00	
29/09/2015	91250.00	
29/10/2015		91250.00
29/10/2015	89750.00	
30/11/2015		103250.00
30/11/2015	99250.00	

30/12/2015		95750.00
30/12/2015	90250.00	
29/01/2016		103750.00
29/01/2016	112750.00	
26/02/2016		128750.00
26/02/2016	126750.00	
31/03/2016		492362.00
31/03/2016	501362.00	
28/04/2016		31300.00
28/04/2016	33800.00	
31/05/2016		47800.00
31/05/2016	47800.00	
23/06/2016		41300.00
23/06/2016	41300.00	
30/07/2016		39300.00
30/07/2016	41300.00	
29/08/2016		41300.00
29/08/2016	46300.00	
30/09/2016		42600.00
30/09/2016	45100.00	
31/10/2016		44100.00
31/10/2016	46600.00	
26/11/2016		56600.00
26/11/2016	59100.00	
30/12/2016		63252.00
30/12/2016	65100.00	
31/01/2017		53100.00
31/01/2017	55100.00	

27/02/2017		95901.00
27/02/2017	95901.00	
31/03/2017		201746.00
31/03/2017	201746.00	
01/04/2017	57400.00	
01/04/2017		57400.00
31/05/2017	61600.00	
31/05/2017		65600.00
27/06/2017		71100.00
27/06/2017	67100.00	
27/07/2017		67800.00
27/07/2017	75800.00	
31/08/2017	137600.00	
31/08/2017		137600.00
31/10/2017	75800.00	
31/10/2017		75800.00
23/11/2017		88300.00
23/11/2017	91100.00	
23/12/2017	91300.00	
23/12/2017		91300.00
31/01/2018		91300.00
31/01/2018	91300.00	
28/02/2018	181550.00	
28/02/2018		179750.00
31/03/2018		286167.00
31/03/2018	286167.00	
30/04/2018		82400.00
30/04/2018		82400.00

30/04/2018	83230.00	
31/05/2018	82400.00	
30/06/2018	82400.00	
30/06/2018		82400.00
31/07/2018		74900.00
31/07/2018	74900.00	
31/08/2018		149800.00
31/08/2018	74900.00	
30/09/2018	75843.00	
31/10/2018		62700.00
31/10/2018	62700.00	
30/11/2018		61700.00
30/11/2018	61700.00	
31/12/2018		64700.00
31/12/2018	64700.00	
31/01/2019		60700.00
31/01/2019	60700.00	
28/02/2019		65889.00
28/02/2019	65200.00	
31/03/2019		11860.00
31/03/2019		75765.00
31/03/2019	87625.00	
01/04/2019		54600.00
01/04/2019	54600.00	
31/05/2019		54600.00
31/05/2019	54600.00	
29/06/2019		646.00
29/06/2019	61600.00	

31/07/2019	56600.00	
31/07/2019		56600.00
		14157358.00
	14157358.0 0	14157358.00

(viii) Amount Outstanding against the Head 9219 as on March 31

Month	Debit	Credit
31-3-2011		
31-3-2012	830346014	
31-3-2013	830346014	
31-3-2014	831827164	
31-3-2015	839146958	
31-3-2016	843028958	
31-3-2017	844696958	
31-3-2018	844696958	
31-3-2019	844696958	

(ix) Amount Outstanding against the Head 2811 as on March 31

Month	Debit	Credit
31-3-2011	13650411328	
31-3-2012	13650411328	
31-3-2013	13650411328	
31-3-2014	15148886790	
31-3-2015	16010405583	
31-3-2016	16584467099	
31-3-2017	17036005565	
31-3-2018	17252096864	
31-3-2019	17415093334	

(x) Amount Outstanding against the Head 2812 as on March 31

Month	Debit	Credit
31-3-2011	5366107	
31-3-2012	6745303	
31-3-2013	6745303	
31-3-2014	6745303	
31-3-2015	6745303	
31-3-2016	19448645	

31-3-2017	19448645	
31-3-2018	19448645	
31-3-2019	19448645	

(xiii) Amount Outstanding against the Head 9211 as on March 31

Month	Debit	Credit
31-3-2011		
31-3-2012		3259212
31-3-2013		3259212.00
31-3-2014		3259212
31-3-2015		3259212
31-3-2016		3259212
31-3-2017		3259012
31-3-2018		3259012.00
31-3-2019		3259012.00

(xiv) Amount Outstanding against the Head 9122 as on March 31

Month	Debit	Credit
31-3-2011		

31-3-2012		
31-3-2013	14249291	
31-3-2014	14288762	
31-3-2015	14288762	
31-3-2016	14288762	
31-3-2017	14288762	
31-3-2018	14288762	
31-3-2019	14288762	

(xv) Amount Outstanding against the Head 1662 as on March 31

Month	Debit	Credit
31-3-2011		745605
31-3-2012		745605
31-3-2013		745605
31-3-2014		745605
31-3-2015		745605
31-3-2016		745605
31-3-2017	3930142	
31-3-2018	3930142	

31-3-2019	3930142.00	
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(xvi) Amount Outstanding against the Head 9123 as on March 31

Month	Debit	Credit
31-3-2011		
31-3-2012		
31-3-2013	9122732	
31-3-2014	9122732	
31-3-2015	9122732	
31-3-2016	9122732	
31-3-2017	9122732	
31-3-2018	9122732	
31-3-2019	14288762	

(xvii) Amount Outstanding against the Head 9139 as on March 31

Month	Debit	Credit
31-3-2011		

31-3-2012		3259212
31-3-2013		3259212.00
31-3-2014		3259212
31-3-2015		3259212
31-3-2016		3259212
31-3-2017		3259012
31-3-2018		3259012.00
31-3-2019		3259012.00

XVII Temporary Advance

(i) Register of temporary advance/imprest

Vide audit enquiry No. 2 , Register of temporary advance/imprest were asked to produce .The register in this regard produced for audit is seen not updated. Hence vide audit enquiry No. 73, it was requested to furnish whether temporary advance is paid to Smt. Smitha SS, Assistant Engineer in between 22-7-2014 and 27-2-2017 but reply was not received until the conclusion of audit.

(ii) Settlement of Temporary Advance

Temporary Advance is sanctioned to Assistant Engineers to meet urgent contingencies,. Usually the Assistant Engineers are bound to submit the

vouchers and settled the accounts with in the span of 3 months (KPWA Code 6.6.14) where more than one temporary advance is given to an officer the accounts of each of their advances should be distinct and rendered separately . The Unspent balance if any should be remitted back to the disbursing office after expiry of the period of three months and suitable adjustments are in the accounts. As per GO(P) 509/92 Fin dated: 28-5-1992 if the final bill of temporary advance is not prepared and submitted at the end of each financial year or within three months of receipt of advance, interest @12.5% on the whole amount has to be recovered from the concerned official But most of the recipients are not submitted their claim properly. In the case of Smt. Saritha Baduri KV she has claimed Rs.100000/- on 13-5-2010 and settled only on 27-9-2010. In response to audit enquiry No 67 she has replied that the delay happened due to the delay in getting vouchers and busy schedule of work. But as sought in the audit enquiry No 67 the details of other late settlement are not reported to audit.

On verification of Trail balance register the amount detailed below are shown against end of the financial year

Month	Debit	Credit
31-3-2011	150043	
31-3-2012	87928	
31-3-2013	86528	
31-3-2014		20688

31-3-2015		20688
31-3-2016	91528	
31-3-2017	110200	
31-3-2018	110200	
31-3-2019	110145	

(iii) Travelling Allowance is an allowance granted to an officer to cover expenses incurred by him in travelling in the interest of public service. It includes allowances granted for the maintenance of conveyance . On verification of the cash Book for 5/2011 & 10/2011, it is noticed that payments were made to six self drawing offices from temporary advance towards travelling allowance claim as cash under the head 3514. On verification of monthly accounts for 10/2011. Travelling Allowance Claims of some gazated Officers are claimed in a single bill. More over an advance amount of Rs. 6000/- is seen adjusted in the bill without recording the recipient's name, which is irregular. Vide enquiry No 71 It was directed to rectify the same and report to audit . But the reply in this regard has not been received till the completion of audit.

(iv) A temporary advance amounting RS 100000/- has been sanctioned to Smt. Soumya S Mohan on 17-5-2010 while submitting settlement claim, an amount of Rs. 50000 has been paid to M/s Sabari Electricals Thiruvanathapuram towards the charges for lighting arrangements with generator at authority compound and Rs 45000/- has been paid to M/s

Prasanna printers Thiruvananthapuram towards printing and supply of invitation cards in connection with the inauguration of JICA Project vide CBV 269 to 277 of 8/2010 on verification of the above claims the related others vouchers were not seen attached with original accounts submitted only the receipts for cash / Cheques payments Copy of CB12 claim settlement is also not seen attached copies for the same may be furnished to audit.

It is also noted that the competitive quotations / tenders are not invited for the above work Reason for the same may be explained to audit.

XVIII Huge Expenditure towards Entertainment Expenses

(i) As per the existing provisions for expenses to meet entertainment charges, the chief engineer has a maximum limit of Rs 50000 per annum. But the monthly accounts and cash book shows that the expenditure towards entertainment charges exceeds the limit as shown below :

- 1.4.2011-31.3.2012 -Rs 69324
- 1.4.2012 -31.3.2013 -Rs103831
- 1.4.2014 - 31.3.2015 - Rs 61755
- 1.4.2016 - 31.3.2017 -Rs. 55733
- 1.4.2018 -31.3.2019 -Rs 59577

In response to Audit enquiry No 40, It is reported that Chief Engineer (JICA Project) has powers to sanction amount up to Rs. 1 lakh per annum towards entertainment expense without producing supporting documents supporting their arguments. It is reported that the expenses for the above month were much less compared to the Rs.279618/-the amount expenditure

during 2008-2009. The amount spend during 2008-09 was ratified by KWA board and the amount for the above mentioned year is seen not ratified. Vide audit enquiry No17 it was requested to produce the minutes , files and registers related to meetings convened between 1-4-2010 to 31-3-2019. The same was not produced till the ending of audit. Most of the entertainment expense are incurred for arranging special lunch to a minimum of 20 people .eg; while auditing temporary advance register it is noticed that Rs 4000/- has been expended for special lunch arranged to the audit exit meeting on 17-11-2017. The reason for unwanted expenditure may be reported to audit.

- (ii) Vide CBV No. 124 of 9/2010 a temporary advance for Rs 9000/- is seen steeled with voucher @ Rs210/-, Rs. 1243/- and Rs.7547/- The voucher for Rs. 7547/- is seen booked under the head 3492 entertainment charges for one training programme.

The copy of proceeding sanctioning the training programme along with the list participants were not fond either in the monthly accounts or in the files . The register of minutes of meeting is also silent in his regard. Reply may be furnished along with the coy of said documents.

- (iii) On verification Rs.17189/-(7367+4911+4911) paid to M/s Mascot Hotel vide CBV No. 6 of 6/2018 and certificate by Assistant Engineer is seen not written in the bill.

XIX Postage charges

- (i) A stamp account has to be maintained as per the provision contained in the Government Order dated 7.7.1988 and Manual of Office Procedure. The

Office were not maintaining such a register. Courier Service is used instead of Postage Stamp.

(II) **Un wanted expenses in Postage charges**

While verifying the temporary advances settled , it is noticed that on various occasions huge amount paid to M/s Professional couriers under the head 3499 (miscellaneous office expenditure) .It reveals that since 2010, the Office is sending dispatched articles through Professional Couriers and Speed post instead of using ordinary postage stamp. Hence, vide audit enquiry No 18, it was requested to furnish the amount paid to M/s Professional couriers from 1-4-2010 to 31-3-2019 and agreement executed with M/s Professional couriers. The same was not produced until the completion of audit. It is noticed that the State Public Information Officer of this office , sending reply to applications received under Right to Information Act through speed post instead of ordinary post. Total 169 applications were received after 2014 and avoidable amount of more than Rs 7000/- $(169 \times 48 - 169 \times 5)$ expended. The details of amount paid to Professional Courier for the finical year 2018 -2019 furnished below:

Apr-18	40	832	200	632
May-18	45	789	225	564
Jun-18	78	1390	390	1000
Jul-18	70	1233	350	883
Aug-18	48	981	240	741
Sep-18	0	0		0
Oct-18	49	935	245	690
Nov-18	11	1800	55	1745
Dec-18	0			0

Jan-19	41	1051	205	846
Feb-19	68	1750	340	
Mar-19	57	961	285	676
				8430

During the audit period , it is assumed that KWA has a loss of around one lakh rupees due to the practice . The JICA Project is directed to produce the supporting documents for sending the despatched articles through Professional Courier.

XX Establishment Matters

On verification of office records, Out of three OA posts, two persons are engaged though employment exchange and one through contractor on HR basis . Reason for not reporting one post to employment exchange may be reported to audit

(i) Service Book

On verification of the service Books produced for audit it is seen that the General instruction in page no 13 of SB and details of admission of employees to various schemes such as Group Insurance Scheme, State Life Insurance, GPF etc is not noted in the concerned pages of the Service Book and nominations there of is not pasted in the Service Book. Necessary entries in this regard shall be made in the Service Books and nominations is not seen pasted in the concerned . In response to audit enquiry No. 6 it is reported that the same has been rectified, but not produced the same after rectification.

While verifying the Attendance for 2018 Smt. Latha Kumari , Overseer III has availed Commuted Leave on 19&2 of June 2018. This Leave is seen not recorded in the body and Leave account in the Service Book. Vide audit enquiry No 20, It was directed to examine similar cases and rectify under intimation to audit. But no reply received in the case of Smt. Latha Kumari Overseer and others.

(ii) **Earned Leave Re Casting**

AS per GO(P) No 75/2007/Fin dated 27-2-2007, Employees who have completed 3 years of service will be eligible for earned leave at the rate of 1/11 for the period spent on duty for the first year of service as admissible to permanent employees. GO(P) No.75/2007 Fin 27/2/2007 is seen not complied yet in the case of employees working the Office. Eg: Smt Shajila AS, Assistant Engineer. It was also directed to examine Similar cases and rectify under intimation to audit. But the direction in the audit enquiry No 11 not complied under the conclusion of audit.

(iii) **Earned Lave Account Terminal Surrender**

While working as Office Attend , Sri. BS Jeenal demised between 14-7-2018 and 16-07-2018. On verification , it is found that his Earned Leave terminal Surrender is not sanctioned yet. As per GO(P) 617/79/ Fin dated:17-7-79 &GO(P) No .108/81/ Fin dated 9-2-81, Government shall suo moto sanction surrender of earned leave at credit of an employee at the time of retirement and encashment of earned leave at the credit of an officer who dies while in service . It is as clarified that no application from the officer is necessary for sanction of surrender of earned leave at his credit.. In response to audit enquiry no 9 , the same was sanctioned vide order no KWA/HO/JICA/E1/2018/KWA dated:16-11-19. Similar cases not reported to audit as in the audit enquiry.

(iv) **Travelling Advance- Non settlement**

As detailed in the table furnished below Rs . 211224/- is seen not settled under the Head 1651 ,Tour advance. The ledger account shows on 31-8-2011

vide CBV No 13 of 8/11 Rs. 6000 paid as Travelling Advance. On verification of Cash Book the same is paid vide CBV 182 of 31-8/11 from the Temporary advance of Sri.BS Vinod, AE. The same not entered in the TA cum Advance Register and not settled yet.

The ledger account shows on 1-4-2012 vide CBV No 1 of 4/12 Rs. 7600 paid as Travelling Advance to Smt.Seeja Selin Dy PC. On verification of Cash Book the same is paid vide CBV 86 of 14-4-12 and the same is entered in the page No. 154 of Travelling Allowance cum Advance Register. The same is seen not recovered yet.

The ledger account shows on 30-06-14 vide CBV No 9 of 6/14 Rs. 29000 paid as LTC to Sri. S Ratheesh , CE. On verification of Cash Book the same is paid vide CBV 74 of 20-6-14. The same not entered in the TA cum Advance Register and not settled yet.

The ledger account shows on 30-09-14 vide CBV No 17 of 9/14 Rs. 78750 paid as LTC to Maria Goretti Fernandez , . On verification of Cash Book the same is paid vide CBV 63 of 05-09-14. The same not entered in the TA cum Advance Register and not settled yet.

On 9-12-11, Sri.P.Sreekumaran Nair, Proj. Coordinator has claimed Rs.13000 towards Travelling Allowance Advance. The same is seen settled on 31-5-12.

On 14-03-12, Sri.P.Sreekumaran Nair, Proj. Coordinator has claimed Rs.3000 towards Travelling Allowance Advance. The same is seen settled on 30-11-2012.

As per Article 88 of KFC, If the adjusted bill is not submitted before the close of the next month it has to be recovered in lump sum with 12.5%

interest and credited to the Receipt Head.

Vide audit enquiry No. 3, it was directed to examine and rectify Similar cases but reply not furnished until the completion of audit.

(v) **Leave Travel Concession (LTC)**

Vide G.O(P)No. 512013/Fin. Dated : 02/ 01 / 2013government issued guidelines/Rules in respect of the LTC. The Government's assistance will be limited to the fare by the shortest direct route calculated on a through ticket fare, irrespective of the fact whether the journey was performed by shortest or any other route. 'Shortest direct route' means the route by which a traveler can most speedily reach his destination by ordinary modes of traveling. On verification of LTC Claim of Smt. Anitha Puthiya Purayil , Executive Engineer , she has claimed Rs 125443/- towards LTC by breaking journey from Trivandrum to Chennai and Chennai to Prot Blare even though direct flight was available from Trivandrum to Prot Blare . The amount paid as excess may reviewed and reported to audit

(vi) **Travelling Allowance Claim Exceeding Ceiling**

As per GO(P) No. 74 of 2012/ Fin dated: 28-1-2012 , ceiling is applicable(monthly 3500 quarterly 10500) to all travelling allowance claim. Monthly ceiling can be exceeded by a maximum of 20% but the increase should be adjusted within the limit of respective quarter itself. The quarterly ceiling shall not be exceeded on any account, The TA Claim of Sri.S Ratheesh, Chief Engineer seems exceeded this limit since he has claimed Rs 6526/- for the month of 7/2012 and Rs. 10266/- for 8/2013. Moreover drawing and disbursing officer shall certify in the TA Bill that the claimant has not exceed

the monthly/ quarterly ceiling in order to check the irregular drawing of TA claims. As per Rule 115 , the travelling allowance bills of gazette officers required counter signature of controlling offices. No TA bills shall be paid unless it is signed or counter signed by the controlling officers except who have no controlling officer. Vide audit enquiry it was directed to verify similar cases and report after recovering excess amount paid to. But no reply is received till the completion of audit.

(vii) **Travelling Allowance - Room Reimbursement**

As per order No KWA/HO/TRG II/86/19 dated: 16-3-2019 of MD , Sri.Vinod Assistant Executive Engineer has visited Coimbatore in connection with study the model 24x7 Water Supply Project for Coimbatore City Municipal Corporation on 19-3-20109. In his TA Bill he has claimed room rent Rs 1500/- As per GO(P) No 26 /16/WRD/ dated: 27-9-16 room rent for Rs.1500/- can be reimbursed on production of the voucher. More over mandatory certificates are seen not written in the bill. He has not produced the vouchers as mentioned in the Government Order. Vide audit enquiry 76, it was directed to report similar cases after recovering the such room rent . But no reply was received till the completion of audit.

(viii) **Non Subscription of SLI and GIS**

As per Rule 22A Part I KSR and G.O(P)No.556/08/Fin dated 16.2.2008, all new entrants in Government service shall subscribe to SLI policy within one month of joining duty GIS was extended to the employees of Public Sector Undertaking and Semi Government bodies as per GO(P) No.26/04/fin dated 12.01.04. On verification of the salary bill for 10/19 it is seen that SLI &GIS is not recovered from the salary of the many staff. it was

also directed to examine the cases and report but the direction in audit enquiry No. 10 not complied until the completion of audit.

(ix) **Subscription of minimum PF**

KWA is following Kerala PF Rules. As per this minimum subscription is 6% of the basic pay. On verification of the pay bill it was noticed minimum PF subscription is not subscribed from Sri. Mohammed Haneefa , Vehicle Inspector . Vide audit enquiry no 12 it was directed to examine similar cases and rectify under intimation to audit. But no reply furnished until the completion of audit.

(x) **Attendance Register**

Office procedure in Kerala Water Authority is regulated as per the Manual of Office Procedure published by Government of Kerala. An attendance register in the prescribed form will be kept in the custody of the Superintendent each section . All employees should mark their attendance in the attendance register as soon as they come to Office. It will be closed by the superintendent , 10 minutes after the office opens and will be laid before his immediate superior officer.

All staff should mark their daily attendance (in the Forenoon and Afternoon) in their regular attendance register. If any member of the office does not attend office punctually, the word late will be entered against his name in the column for that date. If comes later on, the hour at which he arrives should be entered by the immediate superior While verifying the Attendance for 2018 , Smt. Shajila Assistant Engineer was absent on 21-6-18, 17-11-18, 19-11-18, 3-12-18,11-11-18, 14-11-18, 24-11-18 & 26-11-18.

It was directed to regularize absence by eligible leave, and also directed to recalculate the leave account . It was also directed to intimate to audit after recovering Excess pay and allowances, if any, drawn. It was again directed to examine similar cases, if any, and directed to regularize by sanctioning eligible leave. In this regard it was reported that the Absence in the case of Smt. Shajila, Assistant Engineer and Smt Latha Kumari , Overseer was regularized as eligible leave. But similar cases were not reported as directed in the enquiry.

(xi) **Casual Leave to Temporary Employees Recruited Through Employment Exchange**

Temporary employees recruited through employment exchange for the period of 179 days vide Rule 9 (a)(i) of the General rules KS&SSR Rule 1958 and as per GO(P) 651/2010 Fin dated: 1-2-10 shall be eligible for Casual Leave at the rate of one day for a month subject to a maximum of 6 days. On condition that the number of days of absence from duty , including holidays, shall not exceed 4 days at a time . But in the case of Smt. Asha P, Smt. Viji A & Sri. Mahim Aboobacker, it is noticed that more than 6 casual Leave sanctioned to them. Casual Leave sanctioned as excess may be converted as other kind of leave and recover the amount paid as excess. As directed in the audit enquiry no 8 salary paid as excess deducted from their earned leave surrender and copy of the same was produced but similar case were not reported as directed in the enquiry.

(xii) **Movement Register**

As per Manual of Office Procedure, all sections has to maintain Movement Register. Superintendent is the custodian of attendance Register

and movement register. The employees those who want to leave the section should note the time of departure expected time of return and the purpose, before leaving the section. The superintendent should scrutinize the entries and initial the register at the close of every day. The movement register shall be produced for the perusal of the head of office on the first working day of each month. The middle level officers should make surprise inspections to the sections under their control and check the movement register . Vide Audit Enquiry No. 19, it was asked to produce the movement register . But the office failed produce the same until the completion of audit.

(xiii) Cash Declaration Register

Vide audit enquiry no. 19, it was directed to produce Cash Declaration register. But the same not produced for audit until the completion of audit.

(xiv) SLI/ LIC Non remittance

Some amounts are seen outstanding against the head 2825, SLI/ LIC. Vide audit enquiry no 27, it was requested to furnish reason for the same. No reply is received till the completion of audit.

Date	Debit	Credit
31/03/2011		113259.00
30/04/2011		143299.00
30/04/2011	103053.00	
31/05/2011		29617.00
30/06/2011		81802.00
30/06/2011	251826.00	
31/07/2011		90349.00
31/07/2011	92989.00	

31/08/2011		147580.00
31/08/2011	70038.00	
30/09/2011		4720.00
31/10/2011		88856.00
30/11/2011		85334.00
30/11/2011	182827.00	
31/12/2011		172134.00
31/12/2011	170245.00	
31/01/2012		3394.00
29/02/2012		89388.00
29/02/2012	85527.00	
31/03/2012		90120.00
01/04/2012		91870.00
01/04/2012	173324.00	
31/05/2012		77525.00
30/06/2012		84595.00
30/06/2012	265054.00	
30/06/2012		78955.00
31/08/2012		146276.00
30/09/2012		11539.00
31/10/2012		74063.00
30/11/2012		68967.00
30/11/2012	309771.00	
31/12/2012		152638.00
31/12/2012	13400.00	
30/01/2013		8590.00
30/01/2013	3850.00	
28/02/2013		63031.00

31/03/2013		62198.00
31/03/2013	338400.00	
30/04/2013		145273.00
30/04/2013	149747.00	
31/05/2013		72533.00
31/05/2013	63607.00	
30/06/2013		57859.00
30/06/2013	67621.00	
31/07/2013		81718.00
31/07/2013	74726.00	
31/08/2013		65386.00
31/08/2013	67791.00	
30/09/2013		82343.00
31/10/2013		67964.00
31/10/2013	150254.00	
30/11/2013		80613.00
30/11/2013	83477.00	
31/12/2013		79592.00
31/12/2013	79976.00	
31/01/2014		59975.00
31/01/2014	52926.00	
28/02/2014		64218.00
28/02/2014	72803.00	
31/03/2014		68266.00
31/03/2014	65967.00	
01/04/2014		64183.00
01/04/2014	65686.00	
31/05/2014		64183.00

31/05/2014	64183.00	
30/06/2014		61800.00
31/07/2014	50900.00	
31/07/2014		67268.00
31/08/2014		57197.00
31/08/2014	71882.00	
30/09/2014		54561.00
30/09/2014	54416.00	
30/10/2014		57289.00
30/10/2014	55366.00	
30/11/2014	59072.00	
30/11/2014		62200.00
31/12/2014		67847.00
31/12/2014	73511.00	
31/01/2015		80871.00
31/01/2015	78699.00	
28/02/2015		77805.00
28/02/2015	80246.00	
31/03/2015		81329.00
31/03/2015	77977.00	
30/04/2015		76008.00
30/04/2015	82171.00	
30/05/2015	75299.00	
30/05/2015		75299.00
30/06/2015		77974.00
30/06/2015	78258.00	
30/07/2015		79565.00
30/07/2015	74804.00	

25/08/2015		153054.00
25/08/2015	98192.00	
29/09/2015	61644.00	
29/10/2015		51628.00
29/10/2015	54282.00	
30/11/2015		67127.00
30/11/2015	63322.00	
30/12/2015		77283.00
30/12/2015	59283.00	
29/01/2016		60047.00
29/01/2016	67781.00	
26/02/2016		61546.00
26/02/2016	62310.00	
31/03/2016		62864.00
31/03/2016	54152.00	
28/04/2016		27974.00
28/04/2016	36686.00	
31/05/2016		24149.00
31/05/2016	24149.00	
23/06/2016		24149.00
23/06/2016	24149.00	
30/07/2016		26449.00
30/07/2016	24749.00	
29/08/2016		24449.00
29/08/2016	24449.00	
30/09/2016		29060.00
30/09/2016	29060.00	
31/10/2016		30858.00

31/10/2016	30858.00	
26/11/2016		30858.00
26/11/2016	30858.00	
30/12/2016		38807.00
30/12/2016	38807.00	
31/01/2017		31331.00
31/01/2017	31331.00	
27/02/2017		31342.00
27/02/2017	31342.00	
31/03/2017		32899.00
31/03/2017	32899.00	
01/04/2017	31528.00	
01/04/2017		31528.00
31/05/2017	31514.00	
31/05/2017		31516.00
27/06/2017		31516.00
27/06/2017	31514.00	
27/07/2017		27443.00
27/07/2017	27443.00	
31/08/2017	33732.00	
31/08/2017		64108.00
28/09/2017	30376.00	
31/10/2017	30421.00	
31/10/2017		30421.00
23/11/2017		30651.00
23/11/2017	30651.00	
23/12/2017	36238.00	
23/12/2017		45738.00

31/01/2018		37413.00
31/01/2018	37638.00	
28/02/2018	45732.00	
28/02/2018		43382.00
31/03/2018		43382.00
31/03/2018	36432.00	
30/04/2018		42217.00
30/04/2018		42217.00
30/04/2018	56917.00	
31/05/2018	34967.00	
30/06/2018	35402.00	
30/06/2018		42352.00
31/07/2018		41353.00
31/07/2018	34403.00	
31/08/2018		83017.00
31/08/2018	33593.00	
30/09/2018	33593.00	
31/10/2018		33269.00
31/10/2018	27819.00	
30/11/2018		41123.00
30/11/2018	101773.00	
31/12/2018		45477.00
31/12/2018	45477.00	
31/01/2019		34822.00
31/01/2019	34822.00	
28/02/2019		34595.00
28/02/2019	34595.00	
31/03/2019		34595.00

31/03/2019	95395.00	
01/04/2019		29395.00
01/04/2019	34595.00	
31/05/2019		34595.00
31/05/2019	34595.00	
29/06/2019		34595.00
29/06/2019	34595.00	
31/07/2019	34595.00	
31/07/2019		34595.00
		6002407.00
		19920.00
		6022327.00

(xv) Irregular Deployment of Post

Office formation , staff deployment, post shifting , abolishing of post are to be ordered only through Establishment Wing of head office. But vide order no KWA /JB/DCE/(JICA)/EAP/1598/2016 dated: 5-10-18 of Managing director , the JICA Project office was converted as PMU for ADB Projects and staff are deputed to PMU for ADB Project. In this order the post of the vehicle inspector is seen not mentioned and the post is still maintained in the PMU for ADB Project. Moreover Local Audit party has objected the same in their report for 2018-19. Hence it was directed to explain whether matter was reported to Head Office seeking rearrangement / reposting of vehicle.

(xvi) Transfer and Posting Non adherence of directions

Most of the audit enquiries were not replied and it was responded in words that the predecessors not handed over the previous records. In the

transfer orders , it is directed to hand over charges along with the file and documents including memorandum of works to relieving officers suggested by the controlling officers. It is also directed to submit the copy of same (list of files and memorandum of works) to controlling officers . The controlling offices should ensure that none of the incumbents relieved without the submission of memorandum of works and list of files to strengthen the institutional memory and professional business continuity. Vide audit enquiry No 59, it was directed to produce the copy of memorandum of works and list of files in the case of Sri.Pramod P, Assistant Executive Engineer, Smt.Sujatha B, Divisional Accounts Officer, Sri. Vinod CR, Junior Superintendent and Sri.Robert VJ, Vehicle Inspector. The Office could not produce the same.

XXI Details of loss theft misappropriation etc.

Vide audit enquiry No 35, it was directed to furnish the details of loss theft misappropriation etc. during the audit period. But no reply furnished until the completion of audit.

XXII Conclusion

Some irregularities, procedure lapse and supervisory lapse have been noticed .

PART III

The Internal Audit of this office by Audit Wing was not conducted till date.

PART IV

Best practices noticed

Substantial points were not observed

PART V

There was full cooperation of the Project Office for the satisfactory conduct of audit. The Audit party expresses its gratitude for the cooperation extended by the Executive Engineer and staff towards the smooth conduct of audit.


Accounts Member ✓


Internal Auditor