

"ജലം ജീവാതം"

E-mail : mdhokwa@gmail.com  
Website : www.kwa.kerala.gov.in



Tel : 91-0471-2328654  
Fax : 91-0471-2324903

## KERALA WATER AUTHORITY

Jala Bhavan  
Thiruvananthapuram-695 033  
Kerala, India

No.KWA/HO/IA-1103/2019

Dated, 09.12.2019

From

The Internal Auditor

To

The Chief Engineer,  
WASCON,  
Kerala Water Authority,  
Thiruvananthapuram

Sir,

Sub:- KWA – Internal Audit of the records and registers of O/o the Chief Engineer, WASCON, KWA, Thiruvananthapuram for the transaction period from 01.04.2008 to 31.03.2019 – Report forwarding of -  
Regarding

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

The Audit report of Internal Audit conducted from 04.11.2019 to 31.03.2019 for the period from 01.04.2008 to 31.03.2019 of your office is herewith forwarded. You are requested to furnish replies to the remarks within 4 weeks from the date of receipt of the report.

Yours faithfully,

Acc: Internal Audit report – 1 No.

Internal Auditor

Copy submitted to the Managing Director/Technical Member, CE(HRD&GL), FM&CAO, Kerala Water Authority for favour of information.

**AUDIT REPORT ON THE AUDIT OF RECORDS AND REGISTERS OF**  
**O/o THE CHIEF ENGINEER, WATER AND SANITATION**  
**CONSULTANCY WING(WASCON), KERALA WATER AUTHORITY,**  
**THIRUVANANTHAPURAM FOR THE PERIOD FROM 01.04.2008 TO**  
**31.03.2019**

**Part – I**

**A. INTRODUCTION**

The Water and sanitation wing of Kerala water authority (WASCON) was established in February 2008 (vide G.O.(Rt).No.45/2008/WRD dated, 08.11.2008 with the objective of undertaking Consultancy/construction work in Civil Engineering and to provide services to the Local Self Governments(LSGs) in infrastructure development projects in Water Supply Sanitation so as to ensure technical sanction.

The WASCON deals with the designing of all works related to water supply and sewerage system which include design of intake wells, pumping station, water treatment plant etc., verification and approval of design of various works prepared by contractors preparation of detailed project reports of water supply and sewerage projects and appraisal of project reports prepared by outside agencies and also survey of all projects of KWA with effect from 24.02.2016. In addition to the O/o the Chief Engineer, WASCON, the KWA vide board resolution No.10261 dated, 17.12.2015 decided to constitute a Project Planning and Development Unit (PPD). The PPD consists of three regional circle offices at Thiruvananthapuram, Kochi and Kozhikode and PPD Camp offices in all districts headed by Assistant Engineers. The audit is conducted during the period from 04.11.2019 to 20.11.2019 covering the period from 01.04.2008 to 31.03.2019.

**B. OFFICERS IN CHARGE****CHIEF CONSULTANT(CHIEF ENGINEER)**

| Sl. No                                 | NAME  | Period        |               |
|--|---|---------------|---------------|
|  |   | From          | To            |
| 1                                      | Er. THRESIAMMA XAVIER (ACTING)                      | 08-02-2008 AN | 12-09-2010 AN |
| 2                                      | Er. T. P. MOHANLAL                                  | 13-09-2010 FN | 31-03-2011 AN |
| 3                                      | Er. THRESIAMMA XAVIER (IN CHARGE)                   | 01-04-2011 FN | 14-07-2011 AN |
| 4                                      | Er. C. CHANDRIKA                                    | 15-07-2011 FN | 12-05-2013 AN |
| 5                                      | Er. PHILOMENA HYCINTHIA<br>(FULL ADDITIONAL CHARGE) | 13-05-2013 FN | 27-06-2013 FN |
| 6                                      | Er. VIJI TITUS                                      | 27-06-2013 FN | 30-11-2014 AN |
| 7                                      | Er. V.G. REKHA (FULL ADDITIONAL<br>CHARGE)          | 30-11-2014 AN | 05-12-2014 FN |
| 8                                      | Er. ABDUL LATHEEF K. A.                             | 05-12-2014 AN | 31-03-2015 AN |
| 9                                      | Er. V.G. REKHA (FULL ADDITIONAL<br>CHARGE)          | 01-04-2015 FN | 05-04-2015 AN |
| 10                                     | Er. GRACE SAMUEL                                    | 06-04-2015 FN | 31-05-2015 AN |
| 11                                     | Er. V.G. REKHA (FULL ADDITIONAL<br>CHARGE)          | 01-06-2015 FN | 18-06-2015 AN |
| 12                                     | Er. M. LUQMAN (FULL ADDITIONAL<br>CHARGE)           | 19-06-2015 FN | 20-12-2015 AN |
| 13                                     | Er. A. ZEENATH BEEGAM                               | 21-12-2015 FN | 23-02-2016 AN |
| <b>CHIEF ENGINEER (PPD&amp;WASCON)</b> |   |               |               |
| 1                                      | Er. . A. ZEENATH BEEGAM                             | 24-02-2016 FN | 29-04-2017 AN |
| 2                                      | Er. M. LUQMAN (FULL ADDITIONAL<br>CHARGE)           | 29-04-2017 AN | 04-05-2017 AN |
| 3                                      | Er. M. SULEKHA                                      | 04-05-2017 AN | 31-07-2017 AN |
| 4                                      | Er. M. LUQMAN (FULL ADDITIONAL<br>CHARGE)           | 01-08-2017 FN | 02-08-2017 AN |
| 5                                      | Er. REKHA V. G.                                     | 03-08-2017 FN | 31-07-2018 AN |
| 6                                      | Er. M. LUQMAN (FULL ADDITIONAL<br>CHARGE)           | 01-08-2018 FN | 12-08-2018 AN |
| 7                                      | Er. SETHUKUMAR S.                                   | 13-08-2018 FN |               |

**PRINCIPAL CONSULTANT  
(DEPUTY CHIEF ENGINEER)**

| Sl. No | NAME  | Period        |               |
|--------|---|---------------|---------------|
|        |   | From          | To            |
| 1      | Er. THRESIAMMA XAVIER                       | 08-02-2008 AN | 31-11-2012 FN |
| 2      | Er. P. C. DEVIS (FULL ADDITIONAL<br>CHARGE) | 01-12-2012 FN | 07-01-2013 FN |
| 3      | Er. MATHEW PHILIP                           | 07-01-2013 FN | 02-03-2013 FN |

|   |  |               |               |
|---|--|---------------|---------------|
| 4   | Er. GRACEN J. PANICKER<br>(FULL ADDITIONAL CHARGE) | 02-03-2013 FN | 20-03-2013 FN |
| 5   | Er. PHILOMENA HYCINTHIA                            | 20-03-2013 FN | 31-08-2014 AN |
| 6   | Er. HARIS S. (FULL ADDITIONAL CHARGE)              | 31-08-2014 AN | 24-10-2014 AN |
| 7   | Er. V.G. REKHA                                     | 24-10-2014 FN | 19-06-2015 FN |
| 8   | Er. M. LUQMAN                                      | 19-06-2015 FN | 23-02-2016 AN |
| <b>DEPUTY CHIEF ENGINEER (PPD&amp;WASCON)</b> |  |               |               |
| 1   | Er. M. LUQMAN                                      | 24-02-2016 FN | 17-05-2019 FN |
| 2   | Er. SIVASANKARAN M. V.                             | 17-06-2019 FN |               |

### ADMINISTRATIVE OFFICER

| Sl. No | Name  | Period        |               |
|--------|---|---------------|---------------|
|        |   | From          | To            |
| 1.     | Smt. P. B. Nadeera                          | 01-08-2016 FN | 31-07-2017 AN |
| 2.     | Sri. Vinod Jacob K (full additional charge) | 01-08-2017 FN | 10-08-2017 AN |
| 3.     | Smt. P. Mohanakumari Amma                   | 11-08-2017 FN | 31-07-2018 AN |
| 4.     | Sri. Vinod Jacob K (full additional charge) | 01-08-2018 FN | 12-09-2018 AN |
| 5.     | Sri. Saju S.                                | 13-09-2018 FN | 05-08-2019 FN |
| 6.     | Sri. Rani Premila Raphel                    | 05-08-2019 FN |               |

### **Part – II**

**A. Nil**

**B.**

**1. Non – realization of Consultancy charges**

(File No. KWA/WASCON/SC-II/23/2015) note file – 6 pages

- As per letter No. DB2-288/14 Dated 17/03/2015, the Executive Engineer, Project Division, Perumbavoor had requested to prepare appropriate design of RCC structure of canal crossing portion according to the specifications mentioned therein, in connection with the replacement of damaged AC distribution mains in Vazhakkulam, Kizhakkambalam and Kunnathunadu Panchayaths. The Executive Engineer has informed to realize the charges from the Contractor Sri. P.C. Varghese, Parambil House, Mambra, Karukutty P.O,. Accordingly invoice No. 1002/2015-16 for Rs. 1,14,000/-

(One lakh fourteen thousand only) including service tax was served to Sri. P.C. Varghese, Contractor through Executive Engineer, Project Division, Perumbavoor vide letter dated 19/05/2015. Reminder is seen issued on 24/06/2015 to Executive Engineer, Project Division, Perumbavoor to direct the Contractor to remit the amount or to deduct the same from the contractors work bill. No further action is seen taken by this office to recover the said amount from the Contractor. Urgent action shall be taken to recover the above mentioned amount along with interest, as per rules and intimated to audit. Reason for not taking any action to recover the amount shall also be intimated.

2. As per letter No. KWA/JICA/CE/KKD/P3R1/5370/2011 Dated 20/02/2016, the Chief Engineer (JICA Project) has requested to prepare the design for providing pipe carrying bridge pillar to lay the 300 mm diameter MS distribution pipe main at Moozhikkal. Chief Engineer, (JICA) has also requested to inform the remuneration for the same. Accordingly approved drawings of pipe line bridge at Moozhikkal was forwarded to Chief Engineer (JICA) vide letter No. KWA/WASCON/SC-II/23/2015 Dated 22/09/2016. But invoice for the same is not seen issued. Reason for non-recovery of consultancy charges shall be intimated to audit. Urgent action shall be taken to realize the consultancy charges under intimation to audit.

### 3. **Non Realization of pending consultancy charges from various agencies**

On verification of local audit reports of Accountant General, it is noticed that a sum of **₹ 325.10 lakh** is pending towards consultancy charges from various agencies during 2008-09 to 2015-16. Out of the above amount, **₹ 34.13 lakhs** pertains to the period 2015-16 and the balance **₹ 290.97 lakh** pertains to previous years ie from 2008-09 to 2014-15. Accountant General also observed that out of the total dues **₹ 203.34 lakh** is due from various agencies other than KWA and the balance pertains to KWA. The agencies other than KWA includes KSUDP, ESIC

Medical College, KINFRA and Kannur Municipality. No records or registers are available for verification of the above details ie. the remittance details of the above amount. It shall be informed whether the above amount had been realized or not. Details of recovery shall be furnished.

#### **4. Delay in forwarding invoices for consultancy charge**

NABARD – RWSS to Mallappally, Anikadu and Kottangal panchayath – Phase I – Construction of 10 MLD WTP at Pulikkamala and construction of 9m dia intake well cum pump house near Kozhimannilkadavu.

On verification of file No. KWA/WASCON/AEE VI/224/2017, it is noticed that the design and drawing of intake well cum pump house and design and drawing of transformer buildings was approved by Chief Engineer, WASCON as per request dated 31/03/2017 and 31/01/2018 respectively received from the contractor Sri.P.C. Shaji. The invoice for consultancy charge of design and drawing of intake well cum pump house is seen forwarded to Superintending Engineer, PH Circle, Thiruvalla on 30/05/2017. But the invoice for consultancy charge of design and drawing of transformer building is not seen issued till date.

Reason on the following shall be intimated to audit.

1. Delay in raising invoice for the consultancy charge for the design of transformer building.
2. The drawing and design is submitted by the contractor and invoice is addressed to PH Circle, Thiruvalla.

#### **5. Collection of Consultancy charge + GST from KWA**

On verification it is seen that the approval of the designing and drawing of the work of KWA is being done by the WASCON. The invoice for consultancy charges is seen prepared and send to the concerned Superintending Engineers for remitting the amount ie the remittance is to be done by the KWA itself. In addition, the GST for consultancy charges are also to be paid by KWA. This

means financial loss to KWA. Hence urgent action shall be taken to explore the chances for collecting consultancy charges with GST from the contractor, funding agency etc. by incorporating necessary provisions for the same in the NIT.

#### **6. Incorrect booking of Head of Accounts**

₹ 12118 is seen paid towards training expenses to Sri. S. Rajesh, Assistant Executive Engineer, WASCON for conducting training on PRICE software. But the amount is booked under the head of account 3641 bank charges. Booking of amounts under different heads of account will lead to incorrect accounting system. Hence head of account as per KWA Accounts Manual shall be strictly adhered to. Similar mistakes, if any, shall be identified and necessary corrections shall be done under intimation to audit.

#### **7. Non Collection of Consultancy Charges**

On verification of invoice registers of consultancy charges from 2015-16 to 2018-19, it is noticed that an amount of ₹ 5.72 lakhs as per list appended is pending towards consultancy charges for outside work. No follow up action is seen done to collect the amount. Urgent necessary action shall be taken to collect the amount under intimation to audit.

#### **8. Recovery towards irregular settlement of LTC claims**

In the local audit report for the year 2017-18, A.G has observed that the amounts as detailed below had been disbursed to the following officers due to irregular sanctioning of LTC claims.

- |  |   |             |
|--|---|-------------|
| 1. Sri. Ramesh Babu,<br>AEE, PPD Camp Office, Kozhikode        | - | Rs. 22965/- |
| 2. Sri. Abdul Latheef K. A,<br>Chief Consultant, WASCON, Tvpm. | - | Rs. 24870/- |
| 3. Smt. Grace Samuel<br>Chief Consultant, WASCON,KWA, Tvpm.    | - | Rs. 1639/-  |

4. Sri. P.C. Devis  
Superintending Engineer, SDC Cell - Rs. 1080/-

Details of recovery effected shall be furnished.

#### **9. Irregular payment of HR**

Strict direction was issued by Kerala Water Authority to discontinue the system of engaging labourers through contractors and payment through Hand Receipts. On verification of the consolidated trial balance for the period from 2014-15 to 2018-19, it is noted that amount as detailed below is seen incurred towards H.R payments.

| Year    | Amount  |
|---------|---------|
| 2014-15 | 313840  |
| 2015-16 | 276481  |
| 2016-17 | 2764793 |
| 2017-18 | 9198383 |
| 2018-19 | 1312943 |

1. Reason for the huge expenditure towards H.R payment shall be intimated to audit.
2. Action may be taken to discontinue H.R payment and to engage persons through Employment Exchange till regular hands joins duty.

#### **10. Irregular disbursement of special allowance for cash handling**

1. Special allowance for handling cash was introduced by Government considering the risk involved in handling of cash drawn from treasuries (Bank in the case of KWA) in bulk, mainly for payment of salaries. But due to the introduction of electronic methods of transaction, cash transaction has undergone drastic changes and now almost all salary payments and other claims including contingent claims are transferred electronically to Bank or account of employees and other beneficiaries.



Thus, Officers are not dealing with physical cash. Government as per G.O(P) No. 125/2017/81/Fin dated 23/09/2017, discontinued w.e.f 01/04/2017, the special allowance allowed to various categories of employees.

On verification of pay bill register it is seen that the above allowance is seen disbursed to the following employees.

Sri. Vinod K, Junior Superintendent - @ Rs. 500/- p.m from 2/2016 onwards till his incumbency in this office and @ Rs. 350/- p.m. from his date of joining in this office to 1/2016.

Sri. G. Asokan, Office Attendant - @ Rs. 150/- p.m. from 2/2016 onwards and @ Rs. 100/- prior to 1/2016 from the date of joining duty in this office (as treasury duty allowance)

It may be ascertained whether the above employees had actually dealt with physical cash during the above period. If not, the erroneous payment made shall be recovered and intimated to audit.

2. The allowance being allowed to Sri. G. Asokan, Office Attendant shall be discontinued with immediate effect under intimation to audit.
3. Similar cases, if any, shall be identified and irregular payment, if any, made shall be recovered and intimated to audit.

#### **11. Excess payment of salary**

As per Rule 93 part I KSR, an officer availing half pay leave is entitled to leave salary equal to

- i. half of duty pay ie. half of the pay admissible had he been on duty during the period of leave.
- ii. Dearness allowance applicable to the amount admissible under clause (i) above.

Exception in the above clauses as per G.O(P) No. 73/2017/Fin dated 25/05/2017 is in the case of officers whose basic pay does not exceed Rs. 35700/- in the revised scale of pay where in the officer is eligible for full DA.

Smt. Jayakumari B, Senior Grade Typist had availed HPL for 6 days during 5/2019. Her basic pay is Rs. 45100/-. In view of the above G.O, she is eligible for basic pay and dearness allowance as detailed below.

|   | Basic Pay    | DA (20%)    |
|---|--------------|-------------|
| Full pay for 25 days                        |              |             |
| $\left[ \frac{45100 \times 25}{31} \right]$ | 36371        | 7274        |
| Half pay for 6 days                         |              |             |
| $\left[ \frac{45100 \times 6}{3} \right]$   | 4365         | 873         |
|   | -----        | -----       |
|   | 2            |             |
| <b>Total</b>                                | <b>40736</b> | <b>8147</b> |
|   | =====        | =====       |

It is seen that an amount of Rs. 9020/- is admitted as DA instead of the eligible amount of Rs. 8147/-. The excess amount of Rs. 873/- disbursed towards DA shall be recovered and intimated to audit.

## 12. Debiting of Bank charges

On verification of bank statement of Non operative account No. 67058685740 up to 10/2019, it is seen that the following amounts are debited as bank charges.

As per available bank statement, the details of debited amounts are as shown below

|         |   |        |
|---------|---|--------|
| 7/2017  | - | 862.50 |
| 12/2017 | - | 885    |
| 3/2018  | - | 590    |
| 6/2018  | - | 590    |
| 9/2018  | - | 590    |
| 12/2018 | - | 590    |
| 3/2019  | - | 590    |

6/2019 - 590

10/2019 - 595

Even though Kerala Water Authority is an autonomous body the services is purely bonafide for public interest and hence KWA is bound to get all concession just like government departments.

Urgent necessary action shall be taken to identify the total debited amount up to 10/2019 and re credited the same. Action shall also be taken to avoid such debiting in future.

### **13. Non maintenance of Register**

As per Kerala Water Authority manual and circular, it is specified that all ARU's should maintain Trial balance Register, Ledger and Journal Register for strengthening of the KWA accounting system. The office of the Chief Engineer PPD&WASCON has not maintained the above mentioned registers. The reason for non maintenance of the above registers shall be intimated to audit.

### **14. Excess payments made to provisional hands**

1. Smt. Shaharban A. Office Attendant (No.1) was engaged through Employment Exchange for 179 days on a purely provisional basis has joined duty on 10/11/2017 as provisional employee and terminated from service as on 07/05/2018 on completion of 179 days. During her provisional period she has availed 10 days of casual leave and 3 days of earned leave. And also surrendered E/L for 13 days as on 07/05/2018 is seen sanctioned. As per GO (P)No. 271/2011/Fin dated 27/06/2011, the provisional employees are eligible for availing casual leave only for 6 days. Also E/L for provisional employees engaged for 179 days is limited to for 15 days. Hence the salary for casual leave availed in excess (4 days) and excess surrendered (1 day) shall be recovered and reported to audit.

2. Smt. Yamuna S:- has been appointed as LD Clerk provisionally through Employment Exchange and joined duty on 01/08/2018 and terminated on 25/01/2019 on completion of 179 days. During the provisional period she has availed 10 days of casual leave. As per the rule the provisional employees are eligible for availing casual leave only for 6 days. Hence the salary for excess availed C/L for 4 days shall be recovered and intimated to audit.
3. Sri. Nabin K.S:- has been engaged as LD Clerk (provisional) through employment exchange and joined duty as on 17/11/2017 and terminated on 14/05/2018 on completion of 179 days. During the period of provisional service he has availed 10 days of casual leave instead of eligible 6 days. As per the rule the provisional employees are not eligible for availing casual leave for 10 days. Hence the salary for excess availed C/L for 4 days shall be recovered and intimate to audit.

#### **15. Non Settlement of Temporary Advance and Imprest Account**

On verification of trail balance as on 31/03/2019, it is noticed that Rs. 127172/- and Rs. 109065/- exists as debit balance against account code 1532 and 1659 respectively. It reveals the non settlement of Imprest and temporary advance.

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

of the advance from the date of drawal to the date of recovery. Hence the reason for non settlement of temporary advance and Imprest shall be intimated to audit.

#### **16. Debit Balance against Head of Account 9219**

On verification of trial balance and consolidated trial balance as on 31/03/2019, it is seen that Rs. 404757/- and Rs. 134109/- exist as debit balance in account code 9219. It reveals that the journal entry has not been done during the preparation of trail balance. Necessary action may be taken to rectify these defect under intimation to audit.

#### **17. Huge Payment towards travelling Allowances**

On verification of the consolidated Trial balance and cash book, it is seen that huge amount is paid to officers / staff as travelling allowance. The details are as shown below.

| Year   | 3514   | 3515    | Total   |
|--------|--------|---------|---------|
| 3/2015 | 167040 | 11827   | 178867  |
| 3/2016 | 116109 | 19146   | 135255  |
| 3/2017 | 530923 | 199525  | 730448  |
| 3/2018 | 975530 | 1245784 | 2221314 |
| 3/2019 | 172844 | 306748  | 479592  |

Reasons for the huge payment of travelling allowance shall be intimated to audit. It shall also be informed whether the quarterly / annual limit admissible as per G.O (P) No. 137/2016/Fin Dated 09/09/2016 is adhered to.

#### **18. Non Settlement of Advnce TA**

On verification of trail balance it is noticed that an amount of Rs. 77884/- exists as debit balance in account code 1651. Audit observes the following.

1. Advances paid towards travelling allowances is not seen settled.

Advance TA is seen paid to the following officers from 4/2018 to 7/2018

| Date       | Name                  | Designation    | TA paid | TA admissible as per rule |
|------------|-----------------------|----------------|---------|---------------------------|
| 25-04-2018 | Renjith B             | Surveyor Gr. I | 1400    |                           |
| 25-04-2018 | Dinesh G              | “              | 1100    |                           |
| 25-04-2018 | Sarathchandrakumar C. | “              | 1100    |                           |
| 02-05-2018 | Soorajkumar S         | “              | 8000    |                           |
| 02-05-2018 | Amesh M. S.           | “              | 8000    |                           |
| 02-05-2018 | Arun V. V.            | “              | 8000    |                           |
| 02-05-2018 | Niyas M.              | “              | 8000    |                           |
| 07-07-2018 | Jayakumar             | AEE            | 12000   |                           |
| 07-07-2018 | Dinesh G              | Surveyor Gr. I | 6000    |                           |
| 07-07-2018 | Sarathchandrakumar C. | “              | 6000    |                           |
| 07-07-2018 | Renjith B             | “              | 6000    |                           |

Details of settlement of the above advances paid shall be furnished to the audit. On verification the following are also observed.

2. TA register is not maintained properly ie Name of Officer, Amount of advance sanctioned/ Amount of TA admitted, Month for which the TA claimed etc. is not shown in the register. Hence it cannot be ascertained whether advances if any taken have been settled, whether quarterly / annual limit is exceeded or not etc.
3. Certificate to the effect that the journey performed is for official purpose and the claim has not been drawn previously etc is not furnished in many of the TA bills.

The above defects shall be rectified and intimated to audit.

#### **19. Non Recovery of unutilized portion of TA sanctioned as LTC**

Leave Travel Concession allowed to Govt. employees was extended to the employees of KWA also as per proceedings No. KWA/JB/E1-11561/14 dated 20/05/2015 of the Managing Director, Kerala Water Authority.

An amount of Rs. 29964/- is seen disbursed to Smt. Prabodhini T. N, D'man Gr. I, PPD Regional Office, Kochi as advance towards LTC vide cheque no. 020263

dated 07/04/2018. She had submitted TA bill amounting Rs. 21894/- as final settlement of LTC for the journey performed by herself and family from Kochi to Srinagar by train. On verification of the TA bill, the following are observed.

1. Taxi fare of Rs. 600/- (330+300) is admitted for travel from residence to railway station on 12/04/2018 and from Railway station to residence on 16/04/2018. This is irregular as per para 8 of G.O(P) No. 5/2013/Fin dated 02/01/2013, which states that “the assistance admissible will be the actual fare admissible subject to entitlement, for the actual distance travelled from the home town of the Government servant to the declared destination”. Hence shall be recovered.
2. The incumbent has claimed II AC train fare from Ernakulam to Srinagar. The total distance travelled by train shown as 5700 km (2850x2), is incorrect. The distance from Ernakulam to Srinagar by rail shall be ascertained and TA for the eligible class of journey shall be admitted limiting the distance as 6500 Km as instructed in the G.O cited above.
3. Unutilised portion of advance sanctioned shall be recovered as per the instructions contained in para 10.C of the G.O cited.

Urgent action shall be taken to rectify the above defects and intimated to audit.

## **20. Excess payment of Rs.1163 towards TA**

Rule 13(b) Part II KSR insists that official journey shall be performed by the shortest direct route ie the route by which traveler can most speedily reach his destination by ordinary modes of travelling.

Smt. Vijayam S, Deputy Chief Engineer, PPD Thiruvananthapuram was nominated to attend a course on “Pump & pumping machinery for public health engineering jobs” conducted by the Institution of Public Health Engineers, Kolkotta from 21/02/2017 to 28/12/2017 as per order No. KWA/HO/Trg-11/53/2016-17 Dated 25/01/2017. TA for Rs. 38027/- was admitted and payment

effected vide cheque no. 427707 dated 30/06/2017. The actual expenditure claimed for the journey from Trivandrum to Kolkotta (via Chennai) is Rs. 6382/- and for return journey from Kolkotta to Trivandrum is Rs. 5219.60/-. As per Rule 13(b) Part II KSR, the amount of Rs. 6382/- allowed for journey from Trivandrum to Kolkotta is irregular. (Excess payment made is Rs. 1163/-).

The incumbent has also claimed taxi fare as detailed below.

| Date       | Details of travel                                | Amount claimed  | Amount admissible | Excess         | Remarks   |
|------------|--|-----------------|-------------------|----------------|---|
| 18-02-2017 | Residence to Railway Station , Tvm.              | Rs. 200/-       | Rs. 50/-          | Rs. 150/-      | Auto fare from Head Quarters to Railway station and from Railway station to Head Quarters. Starting point is Head Quarters not residence. |
| 03-03-2017 | Trivandrum Railway station to residence          | Rs. 200/-       | Rs. 50/-          | Rs. 150/-      |   |
| 20-02-2017 | Kokotta Railway station to Salt Lake City (20km) | Rs. 400/-       | Rs. 300/-         | Rs. 100/-      | Maximum distance of a single journey by car etc limited to 15 km as per order No. 7/2016/Fin dated 20/01/2016                             |
| 01-03-2017 | Salt Lake City to Kokotta Railway station (20km) | Rs. 400/-       | Rs. 300/-         | Rs. 100/-      |   |
|            | Total  | 1200/-<br>===== | 700/-<br>=====    | 500/-<br>===== |   |

Excess payment of Rs. 1663/- (1163+500) shall be recovered and intimated to audit.

## 21. Stock register of service postage stamps

The above register is not maintained in this office. Instead details of stamp purchased and utilized is shown in the despatch register itself. Stamp account is not seen verified by the Controlling Officer. This is irregular.



1. Separate register for recording the stock of service postage stamps shall be maintained and register shall be verified by the head of Office and see that the actual book balance at the time of inspection agree with the physical balance.
2. On verification of the despatch register, it is seen that the balance as on 16/12/2017 is stamp worth Rs. 301/-. Stamp worth Rs. 2000/- is seen purchased on 26/12/2017 and taken into account. On 26/12/2017, stamp worth Rs. 10/- is used and the balance is arrived as Rs. 1990/- i.e., 2000-10. Stamp worth Rs. 301/- outstanding as on 16/12/2017 is not taken into account till 28/10/2019.

The above amount of Rs. 301/- shall be realized from the custodian of stamp during 12/2017 and the fact shall be intimated to audit.

## **22. Uniform Allowances**

On verification it is seen that uniform allowances has been sanctioned to Sri. Sadiq Ali M.M., Driver Gr. II @ Rs. 2400/- for the year 2017&18, vide order No. KWAJB/E2-CONS/ 248/08 dated 20/06/2017 & 12/06/2018 respectively and to Sri. Noushad, Driver Sr. Gr. for year 2019 vide order dated 5/03/2019.

As per circular No. 38/2017 Fin dated 23/05/2017, Government had issued instructions to streamline payment of uniform allowance and to enforce uniform among officers who are paid uniform allowance. Accordingly uniform allowance will be paid as reimbursement to the cost incurred for purchase of uniform. The allowance shall be paid subject to production of claim from the employees supported by the undertaking specified therein.

The said GO also insist that all employees who are in receipt of uniform allowance should wear uniform during their duty time. If any employee is found not in uniform while on duty time, action should be initiated to recover full

amount of allowances paid along with penal interest @ Rs. 12% per annum till the date of recovery.

Disbursement of uniform allowance shall be in accordance with the instructions issued vide the GO cited. Instruction with Government Order shall be adhered to and intimated to audit.

**23. Improper maintenance of invoice register for Consultancy charges**

On verification of the above register the following defects were noticed.

1. Invoices of consultancy charges are recorded only from 2015-16 onwards.
2. The amount collected is not seen recorded in the register. For eg. ₹ 85500/- received on 17/08/2018 and ₹ 65700/- received on 13/04/2016 is not recorded in the register till date.
3. Invoices of consultancy charge for outside work is not recorded in the proper register (eg. Women's College work is included in the list of KWA work).
4. Works related to KIIFB, AMRUT, JNNURM, NABARD and KSCADC are included in the list of KWA work.

Urgent necessary action shall be taken to rectify these defects under intimation to audit.

**24. Defective maintenance of Service Book**

1. On verification of the service book of Smt. Stella J. L, who had been recruited as Overseer Gr. III through KPSC and joined duty in Kerala Water Authority on 30-08-2006, it is seen that earned leave for the first year of service is calculated @ 1/11 instead of 1/22. This is irregular. Earned Leave account should be recalculated, excess payment, if any, made consequent to surrender of earned leave should be recovered and intimated to audit.

2. Recasting of earned leave as per G.O(P) No. 75/07/Fin dated 27-02-2007 is not seen done in the case of Smt. Stella J.L.
3. Special leave for miscarriage for 45 days from 01-02-2015 to 17-03-2015 is seen sanctioned (Page no. 39 of S.B). As per Rule 101 Part I KSR leave can be allowed up to six weeks (42 days) in case of miscarriage including abortion; on the strength of medical certificate. Hence sanctioning of leave for 45 days irregular. Medical certificate and fitness certificate is not pasted in the service book. Leave taken in excess of 42 days shall be regularized by other eligible leave and leave account recalculated and intimated to audit.
4. Entries regarding promotion of the incumbent as D'man Gr. II is not seen recorded in the service book. Necessary entries in this regard shall be made and intimated to audit.
5. Sri. Aji V. S. is appointed as LD Clerk in Kerala Water Authority through KPSC and joined duty on 1-11-2018 in WW (C) Sub Division, Thiruvananthapuram. Consequent to his transfer to O/o Chief Engineer, PPD&WASCON, he was relieved from WW (C) Sub Division, Thiruvananthapuram on 22-12-2018 and joined this office on 22.12.2018 AN. But no entries regarding his joining duty in the O/o Chief Engineer, WASCON is seen made in the service book of the incumbent even after a lapse of more than 10 months. Necessary entries shall be made and intimated to audit.
6. Sri. Ajithkumar S is recruited through KPSC and appointed as Overseer Gr. III in Kerala Water Authority and joined duty on 21-11-1996. His probation in the category of Overseer Gr. III is declared w.e.f 21-11-1998 as per order No. E1-3293/94 dated 06-01-1999 of Executive Engineer, PH Division, Thiruvalla. Accordingly the incumbent is eligible for the second increment only on 21-11-1998. In the pay fixation statement issued vide order No. E-538/96 dated 1/99 of the Assistant Executive Engineer, PH Sub

Division, Changanacherry and also the pay fixation statement as per pay revision order No. G.O(P)54/99/IrD dated 19-08-1999, the date of second increment is shown as 01-11-1998. In the order dated 1/99 of Assistant Executive Engineer, Changanacherry it is state that monetary benefit is admissible w.e.f 01-11-1998. This is irregular. Excess payment, if any, made consequent to erroneous sanctioning of increment w.e.f 01-11-1998 instead of 21-11-1998 shall be recovered and intimated to audit.

7. Sri. Ajithkumar S, D'man Gr. I is transferred from PH Sub Division, Thiruvalla and posted to O/o Chief Engineer, PPD&WASCON vide order No. 9133/E4(B)/ 2018/KWA dated 27-08-2019 of the Deputy Chief Engineer (GL), KWA and was relieved from PH Sub Division, Thiruvalla on 29-08-2019 AN and joined in this office on 02.09.2019AN. Entries regarding his joining duty in this office is not entered in the service book of the incumbent. The service book may be updated and produced before audit for verification.
8. On verification of the service book of Smt. Remya S. R, U.D. Clerk, it is noted that the commuted leave availed on 04-11-2017, 18-11-2017, 04-12-2017 & 16-12-2017 (total – 4 numbers) is not seen deducted while calculating earned leave. Hence the earned leave account shall be recalculated and intimated to audit.
9. Entries regarding the following items in the service book is not seen updated.
  - a) Details regarding admission, nomination etc. to G.P.F, SLI, GIS etc is not entered in the service books.
  - b) Up to date entries regarding Certificate of verification of service is not recorded.
  - c) Details of enhancement of DA, disbursement of arrears etc is not seen entered in the service book.

- d) Register of Service Books is not maintained. This shall be opened and reviewed by the concerned authority periodically and produced before the audit for verification.

## 25. Defective maintenance of Cash Book

On verification of cash book from 4/2008 to 3/2019, the following defects were noticed.

1. Authentication of the writer of cash book is not seen
2. As per Chapter III E-3(Page 11) of Accounts Manual, transfer from non-operative account to Head Office shall be recorded in the payment side of cash book in non-operative bank column under the Head IOB-Bank Non-operative account
3. The amount credited into the non operative account is normally swiped to FM&CAO's account. But the entry regarding the withdrawal in code no: 9134 is not seen entered in the cash book.
4. H R wages is booked under the code No. 3352 instead of 3359
5. Interest remitted to non operative account is booked under code no. 9134 instead of 9139.
6. Closing and opening balance of Non operative column is seen wrong. On many pages of cash book (For example closing balance of 8/2012 is ₹ 1545949/-. But opening balance of 9/2012 is written as ₹ 2621354/-)
7. Cash book written only up to 30/09/2019.

## 26. Non reconciliation of Bank Accounts

On verification of Bank statement and Cash book as on 31/03/2019, it is seen that there is a difference exist in Non operative account. The details are as shown below.

| Bank A/c No. | Balance as per Bank statement | Balance as per Cash book | Difference |
|--------------|-------------------------------|--------------------------|------------|
|--------------|-------------------------------|--------------------------|------------|

|             |      |        |        |
|-------------|------|--------|--------|
| 67058685740 | 4435 | 837948 | 833513 |
|-------------|------|--------|--------|

It reveals that this occurred due to lack of reconciliation of bank account. As per Chapter III 6 & 7 (Page 12) of accounts manual, the bank reconciliation shall be done on a monthly basis. Reconciliation shall be prepared in form CB 25. Such reconciliation in form CB25 and post reconciliation entries shall be verified by DA/JS. Urgent necessary action shall be taken to reconcile the account and necessary entries shall be made in the cash book under intimation to audit.

#### **27. Reckoning of IPD allowance for Earned Leave Surrender**

On verification, it is seen that IPD allowance is reckoned while sanctioning Earned leave surrender from the financial year 2016-17 onwards. As per rules, allowances shall not be reckoned for Earned leave surrender. Hence excess payment made in this regard shall be recovered and intimated to audit.

#### **28. Pay Bill Register**

1. Details of employees such as scale of pay, date of increment, date of joining, date of completion of probation, Account number of GPF, SLI, GIS etc, GPF loan, MCA, HBA, PAN No., Bank account number to which salary is credited etc. which are mandatory and required for future verification is not seen updated.
2. Use of whitener in Pay Bill Register shall be dispensed with. Mistakes if any, detected should be corrected by drawing the pen through the incorrect entry and inserting the correct one between the lines.

#### **29. Short Recovery towards GPF Subscription**

Minimum rate of subscription towards General Provident Fund shall be 6% of the Basic pay of the employee. In the case of Sri. Vinayakumar S, Assistant

Executive Engineer, recovery towards GPF subscription form 01/2017 to 6/2017 is seen as Rs. 3500/-p.m. (basic pay Rs. 87000/-) which is below 6%. Care should be taken to recover at least the minimum rate of recovery towards GPF subscription ie. 6% of Basic pay.

### 30. Non recovery of SLI & GIS

As per Rule 22 A Part I KSR and G.O (P) No. 556/08/Fin dated 16/02/2008, all new entrants in government service shall subscribe to SLI policy within one month of joining duty. GIS was extended to the employees for Public Sector Undertakings and Semi Government bodies as per G.O (P) No. 26/04/Fin dated 12/01/2004. On verification of salary bill for 2018-19 and 2019-20, it is observed that premium towards SLI and GIS is not recovered from the salary of the following staff.

| Sl. No. | Name & Designation               | SLI | GIS |
|---------|----------------------------------|-----|-----|
| 1.      | Sri. M. Luqman, DyCE             | Nil | Nil |
| 2.      | Sri. S. Saju, AO                 | Nil | Nil |
| 3.      | Sri. Sone C. Varghese, AEE       | Nil | Nil |
| 4.      | Smt. Meeti Jayan, AEE            | 500 | Nil |
| 5.      | Sri. Naushad A, Driver (Sr. Gr.) | Nil | Nil |
| 6.      | Sri. M. V. Sivasankaran, DyCE    | Nil | Nil |
| 7.      | Sri. Sunilkumar P, AEE           | 600 | Nil |
| 8.      | Sri. Ajith kumar S, D'man Gr.I   | Nil | 400 |
| 9.      | Sri. Vinayakumar S, AEE          | Nil | Nil |
| 10.     | Sri. Rajesh S, AEE               | Nil | Nil |
| 11.     | Smt. Vinitha V. N., AE           | Nil | Nil |
| 12.     | Sri. E. V. Rajagopal, SE         | Nil | Nil |
| 13.     | Sri. Shyju P. Thadathil, EE      | 600 | Nil |
| 14.     | Smt. Liny Francis, AEE           | 600 | Nil |
| 15.     | Smt. Deepa Paul, AEE             | Nil | Nil |

|     |                                     |     |     |
|-----|-------------------------------------|-----|-----|
| 16. | Smt. Renuka M. S., HC               | 500 | Nil |
| 17. | Sri. P. B. Murali, Head Surveyor    | Nil | Nil |
| 18. | Smt. Pamila Pavanan, UDC            | 300 | Nil |
| 19. | Smt. K. K. Girija, Sl. Gr. Typist   | Nil | Nil |
| 20. | Sri. Poulouse Jose, OA              | 300 | Nil |
| 21. | Smt. M. A. Gracy, AE                | 600 | Nil |
| 22. | Sri. V. Ashok kumar, HS             | Nil | Nil |
| 23. | Sri. Binish P.C., Surveyor          | 300 | Nil |
| 24. | Smt. Sujatha V. K., Surveyor        | 300 | Nil |
| 25. | Sri. Eldho P. Mathew, Surveyor      | 300 | Nil |
| 26. | Sri. Arun Gopinathan, Driver Gr. I  | 300 | Nil |
| 27. | Sri. Giran Chandran, AE             | 500 | Nil |
| 28. | Smt. Rema A. P, HS                  | Nil | Nil |
| 29. | Sri. T. M. Varghese, Surveyor Gr. I | Nil | Nil |
| 30. | Smt. Kala K. K., Surveyor Gr. I     | 500 | Nil |
| 31. | Smt. Nitha K. T., Surveyor Gr.II    | 500 | Nil |
| 32. | Smt. Anju Asokan, Surveyor Gr.II    | 500 | Nil |
| 33. | Sri. Rajesh P. N., Lascar           | 500 | Nil |
| 34. | Sri. Narayanan M. C., AE            | 500 | Nil |
| 35. | Sri. Krishna Prasad S, HS           | Nil | Nil |
| 36. | Sri. Rajkumar K. M, Surveyor Gr. I  | 300 | Nil |
| 37. | Smt. Lekha K. L, Surveyor Gr. I     | 300 | Nil |
| 38. | Sri. Jovin Varghese “               | 300 | Nil |
| 39. | Sri. Hashim M. A “                  | Nil | Nil |
| 40. | Sri. Mohanan Namboodiri, SE         | Nil | Nil |
| 41. | Sri. Ramesh Babu, EE                | Nil | Nil |
| 42. | Sri. Ajish V. C, AEE                | 500 | Nil |
| 43. | Sri. Abdul Saleem K., D'man Gr.I    | Nil | Nil |
| 44. | Smt. Sruthi C. K., D'man Gr.I       | 800 | Nil |



|     |                              |     |     |
|-----|------------------------------|-----|-----|
| 45. | Smt. Divyasree G. K., LDC    | Nil | Nil |
| 46. | Smt. Ramla T. T., OA         | 500 | Nil |
| 47. | Smt. Savithri P. G., HS      | Nil | Nil |
| 48. | Smt. Sheeba. M, Surveyor     | 300 | Nil |
| 49. | Smt. Subha P, “              | 300 | Nil |
| 50. | Sri. Biju S, Surveyor        | 300 | Nil |
| 51. | Smt. Pushpalatha, Surveyor   | 300 | Nil |
| 52. | Sri. Sanalkumar A.V, Lascar  | 300 | Nil |
| 53. | Smt. Renju Mohan, AE         | 500 | Nil |
| 54. | Smt. Sunaishabi. P, Surveyor | Nil | Nil |
| 55. | Sri. Shanmughan P. V., “     | Nil | Nil |
| 56. | Sri. Muralikumar M, Surveyor | Nil | Nil |
| 57. | Sri. Sinith P., AE           | Nil | Nil |
| 58. | Sri. Sanilkumar K., HS       | Nil | Nil |
| 59. | Sri. Praveen V. V., AE       | Nil | Nil |
| 60. | Sri. M. Valsarajan, HS       | Nil | Nil |
| 61. | Smt. Daisy V. I, AE          | Nil | Nil |

Reason for non – recovery towards SLI/GIS in respect of the above officers shall be intimated to audit. Urgent action may be taken for admission of the above employees to GIS and SLI and intimated to audit.

### **31. Huge Expenditure on account of Hire Charges**

On verification of consolidated trail balance it is noticed that the following amounts are paid towards hire charge of vehicle.

|        |   |         |
|--------|---|---------|
| 3/2015 | - | 180357  |
| 3/2016 | - | 26821   |
| 3/2017 | - | 262238  |
| 3/2018 | - | 8796462 |
| 3/2019 | - | 1987896 |

Reason for the huge payment towards hire charges of vehicle shall be intimated to audit.

### **32. Improper booking towards Consultancy charges**

On verification of cash book and trial balance, it is noticed that the following amounts are collected during the period 2016-17 to 2018-19 as consultancy charges. The details are as shown below.

|           |   |           |
|-----------|---|-----------|
| 2016-17   | - | ₹. 65700  |
| 2017-18   | - | ₹. 105633 |
| 2018-2019 | - | ₹. 85500  |

But this amount is not booked under the head of account 3622. Hence the income towards consultancy charges cannot be ascertained. Urgent necessary action shall be taken to rectify the defect for the proper accounting system of KWA and intimate to audit.

### **33. Availing of excess Casual Leave**

Casual Leave Registers for the year 2016, 2017 & 2018 were not maintained.

1. Smt. Philomina Hycinthia, Principal Consultant :- On verification of the attendance register for the month of December 2013, it is seen that the incumbent had not marked the attendance on 22/12/2013, 26/12/2013 to 28/12/2013 and 31/12/2013. No absence or leave marked on the above days by the concerned authority. She has availed 16½ days of casual leave as on 30/11/2013. Hence the salary for the excess leave availed shall be recovered and intimated to audit
2. Smt. Christian Sheena R, Assistant Engineer :- On verification of attendance register for the month of 12/2013, the incumbent had not marked the attendance from 26/12/2013 to 28/12/2013. But no leave is seen marked in the attendance register for the above absence by the concerned officer. She had already availed her eligible casual leave as on

30/11/2013. Hence the salary for the excess leave availed shall be recovered and report to audit.

3. Sri. Vinod Jacob K.

On verification of attendance register for the year 2016, it is seen that the incumbent had availed 20 casual leave as on 30/09/2016. Again casual leave is seen marked on 07/10/2016 FN, 19/10/2016 to 24/10/2016 (except 23/10/2016 Holiday), 02/11/2016, 05/11/2016, 02/12/2016 AN, 03/12/2016 and absent on 31/12/2016. Casual leave taken in excess of 20 numbers shall be regularized by sanctioning eligible, leave account shall be recalculated, excess salary, if any, disbursed shall be recovered and intimated to audit.

4. Sri. K. R. Prasad, Assistant Executive Engineer:- He had not marked the attendance on 14/12/2017, 19/12/2017, 20/12/2017 and 30/12/2017. Absent or leave on the same days on the attendance register had not been marked. The excess leave if any availed by the incumbent, the salary for the excess period may be recovered and report to audit.

5. Smt. Manju J. Nair, Assistant Executive Engineer:- On verification of the attendance register on 12/2017, the incumbent had not marked the attendance on 23/12/2017, 27/12/2017, 28/12/2017 AN, 29/12/2017 and 30/12/2017. No leave is seen marked on the attendance on the above period. Absence shall be regularized. If the excess leave any availed by the incumbent, the salary of the excess period shall be recovered and reported to audit.

6. Sri. Sadiq Ali M. M., Driver:- On verification of the attendance register for the year 2017, the incumbent had availed 19.5 days of casual leave up to 30/11/2017. He was absent on 16/12/2017 and from 26/12/2017 to 30/12/2017. The absence shall be regularized, leave account recalculated and excess salary, if any, paid shall be recovered and reported.

7. Smt. Merina S, U.D. Clerk :- Total leave of the incumbent for the year 2016 is noted as 36 in the attendance register for the month of 11/2016. The Reasons for the same shall be reported to audit.

The incumbent has availed commuted leave on 22/08/2016 and subsequently she has availed casual leave casual leave on 23/08/2016. Again she has availed commuted leave for 2 days on 29/08/2016 and 30/08/2016 without joining duty after availing of casual leave on 27/08/2016 (28/08/2016 is Sunday and holiday). As per rule casual leave and commuted leave cannot be combined together. Hence the casual leave availed shall be treated as commuted leave and the leave account shall be recalculated and reported to audit.

#### 34. Improper maintenance of Registers

1. Audit objection register
2. Register for recording special kinds of leave
3. Register for recording recoveries based on audit objection
4. Asset register
5. KCWWF register and GST register

The following registers are maintained but not in proper form

| Sl. No. | Name of Register                           | Remarks   |
|---------|--|---|
| 1.      | Stationery register                        | Not verified by higher officers. Not acknowledged by recipients   |
| 2.      | Stock registers of furniture and computers | It is seen that laptop issued to Sri. P.C. Devis, Smt. Thresiamma Xavier and Smt. Gracen J. Panicker is not returned as per the entries in the register. It may be ascertained whether the valuables were returned. If so the name of the present custodian shall be intimated. Not acknowledged by the recipient |
| 3.      | Despatch register                          | Should be maintained in prescribed form   |
| 4.      | Movement register                          | Not verified by higher officers.  |

Action shall be taken to maintain the above registers properly and intimate to audit.

### 35. Details of pending LAR's

| Sl. No. | Year    | Part/Para            | Audit objection  |
|---------|---------|----------------------|--|
| 1.      | 2008-11 | Part II B-I          | Non payment of service tax amounting to ₹ 5.34 lakh  |
| 2.      | 2014-15 | Part II B<br>Para-I  | Non achievement of target and accrual of deficit in WASCON - ₹ 877.38 lakh   |
| 3.      | "       | Para II              | Non realization of consultancy fees to be received from KSUDP  |
| 4.      | "       | Para III             | Consultancy charges pending realization  |
| 5.      | "       | Para V               | Non payment of service tax   |
| 6.      | "       | Para VI              | Loss of consultancy fees due – ₹45 lakh from Kannur Municipality   |
| 7.      | "       | Para VII             | Expenditure on free hold land in trial balance   |
| 8.      | "       | Para VIII            | Integrated program on water supply and sanitation in Kuttanadu area – non receipt of consultancy fees                        |
| 9.      | "       | Para IX              | Non conduct of physical verification of stock  |
| 10.     | 2015-16 | Part II B-<br>Para I | Non implementation of Board decision on Alternate Innovative Technology  |
| 11.     | "       | II                   | Consultancy charges pending  |
| 12.     | "       | III                  | KSUDP – non payment of DPR appraisal charges – reg.  |
| 13.     | "       | IV                   | Non receipt of consultancy fee – investigation and identifying water source for ESIC, Medical College and Hospital Paripally |
| 14.     | "       | V                    | Consultancy charges from KINFRA – Non realization – reg.   |
| 15.     | "       | VI                   | Internal control mechanism<br>Maintenance of cash book<br>Non reconciliation of bank accounts                                |
| 16.     | 2017-18 | Part II B-<br>Para I | Formation of Project, Planning and Development Unit – Poor – out – turn.   |
| 17.     | "       | II                   | Consultancy charges pending realization  |
| 18.     | "       | III                  | Training to staff – reg.   |

|     |   |    |   |
|-----|---|----|---|
| 19. | ” | IV | Irregular settlement of LTC claims<br>1. Ramesh Babu<br>2. Abdul Latheef<br>3. Grace Samuel<br>4. P. C. Devis |
| 20. | ” | V  | Cheque issued but not presented for payment   |

Urgent necessary action shall be taken to drop the above paras and intimate to audit

**ACKNOWLEDGMENT**

The office of the Chief Engineer(WASCON), Thiruvananthapuram was very co-operative in the smooth conduct of audit.

**Internal Auditor**

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