

**INTERNAL AUDIT REPORT ON THE INSPECTION OF
RECORDS AND FILES IN PH DIVISION**

SULTHAN BATHERY

**THE INTERNAL AUDIT WAS CONDUCTED
FROM 03-03-2016 TO 18-03-2016**

OFFICERS IN CHARGE

(2) Madhusoodhanan K M, UD Clerk

The incumbent was sanctioned paternity leave for 10 days from 10-02-2014 to 19-02-2014 vide order No. E135512000 dated 10-02-2014.

While sanctioning EL for 30 days as on 01-04-2015 the above leave is not seen deducted in calculation of period in days from 01-04-2014 to 31-03-2015. The Earned Leave account shall be requested.

(3) Sathian U K, D'Man Grade I

The incumbent was on EL for 4 days from 20-02-2013 to 23-02-2013 vide order No. E/397/07 dated 08/03/2013. The four days is not seen deducted in calculation of period in days from 01-04-2012 to 31-03-2013.

Also the incumbent was on diesnon on 21-08-2012 and 08-01-2013. Two days shall also be deducted and EL account recasted.

(4) Prasanna Kumari PG, Typist (Selection Grade).

The incumbent was on diesnon on 08-01-2013. The same is not seen deducted in calculation of period in days from 01-04-2012 to 31-03-2013 while sanctioning EL for 30 days as on 01-04-2013. The EL account shall be recasted.

(5) Jaison K Thomas, UD Clerk

The following periods of commuted leave was sanctioned to the incumbent.

CML for 10 days as on	09-04-2013 to 10-04-2013
	15-04-2013 to 19-04-2013
	25-04-2013 to 27-04-2013
2 days as on	07-05-2013 to 09-05-2013
3 days as on	06-06-2013 to 12-06-2013
5 days as on	25-09-2013
	31-08-2013
	03-10-2013
	04-10-2013
	05-10-2013

(a) Necessary certificate as per Rule 33 Part I KSR is not seen recorded in SB

days is not seen deducted in calculation of period in days from 03/05/2012 to 31/05/2013. The EL account shall be recasted.

(3) Suresh P S, Operator

The incumbent was sanctioned paternity leave for 10 days from 11/02/2014 to 20/02/2014. Vide order No. EI 1531/2009 UDI II dated 22/02/2014. 10 days is not seen deducted from the period in days from 01/04/2014 to 31/03/2015 while sanctioning EL surrender for 30 days as on 01/04/2015. The Earned Leave account shall be recasted.

(4) Similar cases as para (2) & (3) shall be verified and corrected and fact initiated to audit.

(5) A Rejini, Peon

The incumbent was sanctioned commuted leave for 30 days from 02/05/2014 to 31/05/2014 and 10 days from 22/12/201 to 31/12/2014. Only 10 days is seen deducted from period in days while sanctioning EL surrender for 30 days as on 01/04/2015. The EL account shall be recasted.

(6) Joseph C V, Operator

The incumbent was sanctioned EL for 7 days from 14/11/2012 to 20/11/2012 by calculating period in days from 30/04/2012 to 31/10/2012. Sanctioned surrender of EL for 30 days as on 01/04/2013 by calculating period in days from 01/11/2012 to 31/03/2013. But EL availed for 7 days is not seen deducted. The EL account shall be recasted.

(7) Mrudula P C, LDC

(a) The incumbent was sanctioned Earned Leave for 3 days from 20/02/2013 to 22/02/2013. Sanctioned surrender of Earned Leave for 15 days as on 28/02/2013. 3 days Earned Leave is not seen deducted in calculating period in days from 01/04/2012 to 28/02/2013.

(b) Availed 2 days Earned Leave as on 15/10/2013 and 18/10/2013. 2 days is not seen deducted in calculating period in days from 01/10/2013 to 19/03/2014, while sanctioning Earned Leave surrender for 30 days as on 19/03/2014.

(c) Availed commuted leave for 13 days from 11/08/2014 to 23/08/2014 vide order No. EI 1531/2009Nol II dated 12/09/2014. 13 days is not seen deducted in calculating period in days from 20/03/2014 to 10/03/2015 while sanctioning Earned Leave Surrender for 30 days as on 10/03/2015. The Earned Leave account shall be recasted taking into account of a, b and c.

(8) Sivaraman AT, Peon

- (e) Sivarajan AT - DA credited to 80%
- (f) Vinu KK — DA credited to 53%
- (g) Santhosh Joseph - DA credited to 53%
- (h) Anuroop AB - DA credited to 73%
- (i) VT Ramakrishnan Nair - DA credited to 73%

At present DA enhanced upto 92%. There is inordinate delay is seen in crediting DA arrear to GPF account of the incumbents. This leads to huge loss of monetary benefit to the employees on account of interest. It is a severe lapse and shall be explained and avoided in future.

PH SUB DIVISION KALPATTA

On verification of service books the following facts are noticed.

(1) Sri KS Santhosh, HC

As per service book entries it is noted that the incumbent was on suspension with effect from 10/02/2010 to 30/06/2011. The suspension is revoked and reinstated in service vide order No. AI 2776/2009 dated 28/06/2011 of the SE PH circle Trissur and also stated that the incumbent is deemed to have joined duty as on 25/06/2011. The suspension period from 10/02/2010 to 16/06/2011 is regularised by treating it as duty as per order No. KWA ESH/B1-2011/2010 dated 18/10/2012. The clause "period of suspension period spent on duty for all purpose". (Rule 56 As Such) is not recorded in SB.

The irregularities noted are:

- (a) The order No. AI 2776/2009 dated 28/06/2011 of the SE PH Circle Trissur is not seen pasted in SB.
- (b) Order No. KWA ESH B1/2011/2010 dated 18/10/2012 of MD Jalabhavan is not seen pasted in SB.

The order shall be pasted in SB.

- (c) Suspension period from 10-02-2010 to 16-06-2011 is seen regularised and treated as duty. The incumbent is deemed to have joined duty as on 05/06/2011. As such, there is a break in service for the period from 17/06/2011 to 24/06/2011. The entries regarding the status of the above period is not seen recorded in SB. The status may be reported. The circumstances under which the incumbent was deemed to have joined duty with effect from 25/06/2011 shall be reported. Date of reinstatement may be reported. Also copy of the order of reinstatement shall be made available.

Increment is seen sanctioned with effect from 17/04/2013 enhancing the pay from Rs. 10740 to 11310. Pay from 13/04/2102 to 16/04/2013 is noted as 10740.

The incumbent is eligible for enhanced pay due to declaration of probation with effect from 26/03/2012. The discrepancies noted shall be regularised and fact initiated to audit. Also pay fixation of probation is not seen recorded in the SB. The same shall be recorded.

(4) GPF advances register and pass book

On random verification of the register and pass book the following facts are noticed.

(a) The register is maintained properly. But the entries from Sl. No. 65 to 70 in page 10 is seen not authenticated by Assistant Executive Engineer. The same shall be get authenticated. Page number certificate shall be recorded with due authentication.

(b) M Mariyam S G, Typist

The incumbent was sanctioned temporary advance Rs. 149980, CA Rs. 233280 by order No. KWA Division SBY/GPF/E2-91/09Nol. II dated 12/06/2012 of the Executive Engineer PH Division, Sulthan Bathery. Recovery is (a) 6480/36 instalment onwards 2 instalment per month. That is 6480*2 is seen recovered from the salary of the incumbent.

The reason for such recovery shall be explained.

Internal Auditor