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DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING : ODISHA.

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NO. 23662 /Dated 15.12.15
VI-A-15-15/16

From:

Sri M.C.Jena,
Accounts Officer.

To

The Principal,
Govt. Polytechnic, Bolangir.

Sub: Forwarding the DAR No.11/15-16 on account of Govt. Polytechnic, Bolangir for the year 2013-14 & 14-15.

Sir;

With reference to the above noted subject , I am to forward herewith the Draft Audit Report No.11/15-16 on accounts of Govt. Polytechnic, Bolangir for the year 2013-14 & 14-15 for taking further action at your end . The report discloses some ir-regularities and recovery which can be sttled through compliance. You are, therefore, requested to furnish compliance to all the paras within 30 days for taking further action at this end.

Further, you are requested to intimate the recovery position to person concerned for immediate compliance.

Yours faithfully,

14.12.2015
Accounts Officer.

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D.A.R No. 11/15-16

1- Name of the institution :- Govt. Polytechnic, Bolang

2- Period of accounts audited :- For the year 2013 and 2014-15 both Cash Co and Stock Store.

3- Time alloted for audit :- 19 working days.

4- Time taken for audit :- 19 working days.

5- Name of Head of office :-

1- Sri B.N. Routray, I/c Principal 30.3.12 to 23.6.14

2- Sri M.R. Samal, I/c Pl. 24.6.14 to 2.7.14

3- Sri H.K. Barik, Principal 3.7.14 to Onw

6- Name of the Auditor :- Sri P.K. Barsal, Audit

Introduction :- The inception of the instituti named Govt. Polytechnic, Bolangir started on 30.3.12. So the first audit of the institution by departmental auditor started on 4.9.15 for the period 2013-14 and 2014-15 both Cash Cont. and Stock Store.

Scope of audit :- The list of records and books of accounts maintained and produced by the institution befor audi is placed at annexure 'A' to th

Para - 1 - Physical Cash verification of the institution :-

The physical cash verification of the institution was conducted by the department auditor on 7.9.15 in the presence of the Cashier and Principal. The institution has maintained 7 nos. of Cash books, the details of which given below and the physical cash verification report is attached to this report at annexure 'B' which tallied with the cash books figure ~~and~~ excluding D.E.T Expenditure done for Rs. 19,000=00. So immediate step m be taken to recovered the amount from D.E.T fund and expenditure booked in D.E.T account.

Name of the Cash book	Hand Cash	Paid Voucher	Temp. Advance	Cash at Bank	Cash in D.D.O account	Total
1- Govt. Cash	231	45,927	-	-	14,15,679	14,61,8
2- P.L Cash	-	-	-	34,90,285	-	34,90,2
3- Exam. Cash	-	-	-	66,117	-	66,1
4- Edusat Cash	-	-	40,138	12,000	-	52,1
5- Hostel Cash	2,000	-	-	44,000	-	46,0
6- D.E.T. Cash	-	-	-	13,130	-	13,1
7- Ignou Cash	-	-	-	18,200	-	18,2
				35,73,732		50,77,7
Due to insufficient Cash in D.E.T. fund Rs. 19,000=00 drawn from Bank of other head Cash and expenditure made in D.E.T head without ref. to any Cash book			(-)	19,000	(-)	19,0
Total :-	2,231	45,927	40,138	35,54,732	14,15,679	50,58,7

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Para - 2. <u>Temporary advance for Rs. 40,138=00</u>

While verifying the physica
Cash position of the institution, it
noticed that Sri M.R. Samal, Lect. ha
taken temporary advance of Rs. 40,13
for purchase of materials on dt. 4.3.
But till 7.9.15 he has neither purc
any materials nor refunded the advan
So reasons for keeping Edusat fun
for Rs. 40,138=00 since 4.3.2015 !
Sri Samal may be pointed out to a
Further immediate step may be ta
to recovered the advance with inte
from Sri M.R. Samal ~~and~~ as pointed ou
to audit.

Para - 3. <u>Common Irregularities</u> :-

The common irregularities,
which were noticed during the period
under audit are enumerated as follo
So action in this matter may please
taken to avoid such irregularities i
future.

i) Analysis of closing ca
balances in every cash book at the
of each month is not worked out w
T.V nos. and date.

ii) Temporary advance given
staff of the institution for purchase of

materials etc. from local market out of available cash not maintained in imme col. in expenditure side of concern cash book as per S.R-37, OTC Vol.I

iii) Duplicate key register of iron chest has not been maintained by the institution.

iv) Bill register has not been reviewed by the head of institution at the end of each month as per S.R-37 of OTC Vol.I.

v) Security deposit in shape of fidelity bond as required under S.R-269 of OTC Vol I has not been obtained from person handling cash and store.

Para - 4 - Loss of interest by keeping money at D.D.O Current account

While conducting physical cash verification of the institution on dt. 7.9.15 it is noticed that huge ~~amount~~ ~~of~~ quantity of cash is kept in current account, ~~for~~ for which ~~not~~ no interest can given by the bank. During the period from 28.2.2015 to 16.10.2015 the institution has received Rs. 1,62,00,000=00 from D.T.E&T, Odisha through R.T.G.S to D.D.O account and Rs. 50,000=00 from out source employment agency as security money. ~~So the entire amount are kept in at Rs.~~ Out of the total amount of Rs. 1,62,50,000=00 the institution has spent only 18,19,173=00 towards purchase of Tools Equipment etc., during 27.6.2015 to 5.10.15. So there is a balance of Rs. 1,44,30,827=00 which kept in current account without accumulating any interest. So it is suggested that immediate steps may be taken to keep the money in savings account to get some interest

-5- Irregular Bank charges for Rs. 200=00 :-

while checking the expenditure side of Govt. Cash book, it is noticed that on dt. 3.3.15, SBI, Bolangir has charged Rs. 200=00. for issue of cheque book irregularly : As it is a government institution and the bank account is a current account, the Bank should not charge such amount. So the Bank may be informed to credit Rs. 200=00 in current account, otherwise the amount of Rs. 200=00 will be recovered from the cashier Sri M.M. Dash,.

should not charge this amount. So the bank may be informed to credit Rs. 200=00 in current account, otherwise the amount may be recovered from the cashier Sri M.M. Dash, Head Clerk.

6. Non-maintenance of Daily Collection register:-

During the period of audit it is noticed that no daily collection register is maintained by the institution. So immediate steps may be taken to open a daily collection register to record the collection amount daily and then transfer it to concerned cash book.

7. No property register maintained:-

The institution has not maintained property register to record the details of building handed over by the builder, electrical fittings handed over by G.E.D and sanitary fittings handed over by G.P.H.D. So immediate steps may be taken to record it categorically and intimated it to audit.

8- Index register not maintained :-

It is noticed that no index register is maintained by the institution. So it is suggested that separate index register for registers and files should be maintained, in which how many register of books and files maintained will be located there. Hence immediate steps may be taken to open the two registers and pointed out to audit.

9- No log books are maintained for machinery and vehicles.

During the period under audit it is noticed that no log books are maintained for Vehicles, Machinaries and Computers. So it is suggested that for each item of the above the sectional incharges may be instructed to open log books. By which every maintenance and present position of each machine etc. can be located from the Log book and every entry in the log book must be signed by the head of the department.

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a-10. Receipt and expenditure Statement :-

The Receipt and expenditure statement of General Cash, P.L Cash, Examination Cash and Hostel Cash ~~is~~ are attached to this report from annexure 'C' to 'H' to this report for the period from 2013-14 to 2014-15.

a-11. Remarks :- It would be ~~seen~~ from the above objected paras and the maintenance of books of records and accounts, said to be not satisfactory. Hence it may be improved in future.

(P. K. Baral)
Auditor
17.10.15