

Audit and Inspection Note on the Accounts of Municipal Committee, Solan District Solan (Himachal Pradesh)

Period 4/76 to 3/82.

Part-I

1. Last Audit Note :- (i) Following audit paras of the old audit notes remained outstandings. Earnest efforts may be made to settle these outstanding audit paras and compliance reported to this department, immediately :-

(a) Audit Note for the period from 3/70 to 12/70.

Audit Para Nos. 5,8 and 10.

(b) Audit Note for the period from 4/72 to 3/73.

Audit Para No.9.

(c) Audit Note for the period from 4/73 to 3/75.

Audit Paras Nos. 7,8(d) (e) (f) (Partially outstanding on the quotations were not shown) 9,10 (Partially outstanding as Rs.308.94 remained to be recovered) 11(b) (c) (d) (e), 12(b) (c), (d), (e), 13(iii), 14,15(1) ^{to} (iv).

(d) Audit Note for the period from 4/75 to 3/76.

Audit Paras Nos. 6, 7(a) (c), 12(i) to (iii) (iv) (Partially outstanding as quotations etc in a few cases were not shown), 13(ii) (iii), (v) to (vii), 14,16,18,21,22 (Partially outstanding as Rs.270 shown against. Sr. No. 1 were again not recovered), 23,25, 26(iii) and (iv).

(e) Old objection statements.

Old objection statements for the under mentioned periods were not put up. The same may be traced out and shown at the time of next audit.

Period

Pending items.

4/73 to 3/75.

Objection statement not put up.

4/75 to 3/76.

Objection statement not put up.

(ii) Settled Audit Paras :-

Following audit paras of the old audit notes were settled by the committee constituted for the settlement of old audit paras in its meeting held at Solan on 29 & 30.8.81 :-

(a) Audit Note for the period from 1/62 to 12/62.

Audit Para No.8.

(b) Audit Note for the period from 1/63 to 12/63.

Audit Para No.2 (c).

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- (c) Audit Note for the period from 1/66 to 12/66.
Test audit note.
- (d) Audit Note for the period from 1/67 to 2/68.
Audit Para No. 3(b).
- (e) Audit Note for the period from 3/68 to 2/69.
Audit Paras Nos. 1(a) to (c), 5, 10, 11 and 13.
- (f) Audit Note for the period from 3/69 to 2/70.
Audit Paras Nos. 13, 14, 15 and 16.
- (g) Audit Note for the period from 3/70 to 12/70.
Audit Paras Nos. 2, 3, 4, 11 and 12.
- (h) Audit Note for the period from 4/72 to 3/73.
Audit Paras Nos. 1(a) (f) (c), 2, 3, 4(a) & (b), 5, 7, 8, 11, 12, 13 and 14.
- (i) Audit Note for the period from 4/75 to 3/76.
Audit Paras Nos. 8, 9, 17 and 20.
- (iii) Audit Paras settled during present Audit.

Following audit paras were settled during the course of present audit :-

- (a) Audit Note for the period from 4/73 to 3/75.

Audit Paras Nos. 4, 5, 8(a) to (c) (f), 10 (Partially settled as Rs. 146.64 were recovered), 11(a), 12(a) 13(1) to (11) and 15 (vi).

- (b) Audit Note for the period 4/75 to 3/76.

Audit Paras Nos. 4, 5, 7(b), 10, 11, 12(iv) (Partially settled as few quotations etc were seen) 13(1) (iv), 15, 19, 22 (All the items settled except item No. 1 as Rs. 2.70 were still not recovered) 24, 26(1) (11) (v) and (vi).

Part II

2. Present Audit :-

The present test audit and examination of accounts for the period from 4/76 to 3/82, The results of which are set forth in the succeeding paragraphs, was conducted by Sh. K. K. Dhamani, Senior Auditor w.e.f. 4.3.82 to 3.11.82. The accounts for the months of 6/76, 8/76, 12/76, 3/77, 5/77, 8/77, 11/77, 3/78, 5/78, 7/78, 10/78, 3/79, 6/79, 8/79, 11/79, 3/80, 5/80, 10/80, 12/80, 3/81, 5/81, 9/81, 10/81 and 3/82, were subjected to detailed check. The record required in audit was duly put up except that mentioned hereinafter.

3. Finances :- (a) The financial position of the fund is exhibited below in a comparative form :-

1976-77

Opening Balance	Rs. 1,71,393.93
Income.	Rs. 21,23,088.21
Total.	Rs. 22,94,482.14
Expenditure	Rs. 17,71,875.20
Closing Balance.	Rs. 5,22,606.94

1977-78

Opening Balance	Rs. 5,22,606.94
Income	Rs. 25,22,273.83
Total	Rs. 30,44,880.77
Expenditure	Rs. 27,62,686.94
Closing balance	Rs. 2,82,193.83

1978-79

Opening balance	Rs. 2,82,193.83
Income	Rs. 25,70,354.33
Total	Rs. 28,52,548.16
Expenditure	Rs. 21,63,132.75
Closing balance.	Rs. 6,89,415.41

1979-80

Opening balance	Rs. 6,89,415.41
Income	Rs. 25,05,538.95
Total	Rs. 31,94,954.36
Expenditure	Rs. 23,82,779.60
Closing balance	Rs. 8,12,174.76

1980-81.

Opening balance	Rs. 8,12,174.76
Income	Rs. 30,49,858.33
Total	Rs. 38,62,033.09
Expenditure	Rs. 32,14,214.15
Closing balance	Rs. 6,47,818.94

1981-82.

Opening balance	Rs. 6,47,818.94
Income	Rs. 25,26,322.95
Total	Rs. 31,74,141.89
Expenditure	Rs. 36,08,415.77
Closing balance.	Rs. 5,65,726.12

Closing Balance as per Cash Book
3,84,807-12

Closing Balance as per
P.L.A. (G.I.A.) 1,80,319-00

In P.L.A. the closing balance as on 31.3.82 was however shown as Rs. 1,90,319-00. There was a difference of Rs. 9600/-

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in closing balance of the Personal ledger Account due to the reason that payments made vide cheques detailed below were not shown debited in the P.L.A. during the month of 9 and 10/81. The discrepancy may be reconciled with the treasury and compliance intimated to this department.

Month.	Cheque No. & Date.		Amount.
9/81	030691	Dt. 9.9.81	Rs. 1100-00
-do-	030692	Dt. 9.9.81.	200-00
-do-	030694	Dt. 29.9.81.	350-00
-do-	030695	Dt. 29.9.81.	100-00
-do-	030697	Dt. 29.9.81.	700-00
-do-	030698	Dt. 29.9.81.	200-00
10/81	30700	Dt. 1.10.81.	1650-00
-do-	30701	Dt. 1.10.81.	300-00
-do-	30702	Dt. 14.10.81.	4350-00
-do-	30703	Dt. 14.10.81.	550-00
-do-	30704	Dt. 14.10.81.	100-00
Total :-			Rs. 9600-00

(b) Investments :-

The following investments were held by the Municipal Committee, Solan as on 31.3.82 :-

Nature of Investment	Amount	Date of Investment.	Date of Maturity.
i) Term Deposit FDR No. 55518 for 61 months.	25,000/-	16.6.77	16.7.82.
ii) Term Deposit FDR No. 555722 for 61 Months.	2,00,000/-	20.6.77	20.7.82.
iii) 7 years N.S.C. No. K/0 187995 to 99.	25,000/-	1.1.79	1.1.86.
iv) Term Deposit FDR No. 555813 for 61 Months.	3,00,000/-	16.8.77	16.9.82.
v) 7 years N.S.C. No. K/0 345237 to 46.	50,000/-	23.3.79	23.3.86.
vi) 7 years N.S.C. No. NAK 193991, 92 and 97, 381599, 381600 381522, 193749 to 62. 20 Number for Rs. 5000/- each.	1,00,000/-	4.3.80	4.3.87.
vii) 7 years N.S.C. IV issue No. 7 N3 KO. 193995 and 96 193763 to 193800, 381641 to 60 60 No. for Rs. 5,000/- each.	3,00,000/-	2.3.81	2.3.88.
Total :-			Rs. 10,00,000/-

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Besides, the above deposit of Rs. 10,00,000/- (Ten Lacs only) in fixed deposit, a sum of Rs. 2,00,000/- had been deposited into Post Office saving Bank Account No. 650021 on 30.3.82.

(C) Investments out of contributory Provident Fund of employees :-

A sum of Rs. 8,50,000/- stood invested out of the contributory Provident Fund of the Municipal employees as under :-

Sr. No.	Nature of Investment	Amount Rs.	Date of Investment	Date of Maturity
i)	Term Deposit BDR No. 948724 for 61 months.	1,00,000/-	27.1.82	27.2.87.
ii)	5 year time deposit Account No. 748103.	2,00,000/-	12.12.78	12.12.83.
iii)	3 year time deposit Account No. 500050	1,00,000/-	28.3.80	28.3.83.
iv)	3 year time Deposit Account No. 500046.	1,50,000/-	4.3.80	4.3.83.
v)	5 year time Deposit Account No. 748193.	3,00,000/-	23.3.81	22.3.86.

Besides placing Rs. 8,50,000/- in various investments as above, Rs. 4,99,692.13 P. were lying in Post Office Saving Bank Account Number 180435 as on 31.3.82 on account of contributory Provident Fund of the Municipal employees of the Municipal Committee, Solan.

4. Audit fee :-

The audit fee due worked out to Rs. 8720/- (Rupees eight thousand seven hundred twenty only) as detailed in the Appendix "A" to this audit note. The Secretary, Municipal Committee, Solan was requested vide Senior Auditor's requisition No. 9MR-77 (C) dated 3.11.82 to credit this amount into the Government treasury under head "065-other Administrative Services-C-other Services, Fee for Govt. Audit (H.P.)", under intimation to this office.

5. Government Grants :-

(a) Grants as per details given in Appendix 'B' to this audit note were received by the Committee during the period mentioned therein. The committee may ensure that these grants are utilised according to the terms and conditions of the sanctioning letters and unspent balances may be refunded to the Government.

(b) The sanctioning letters of the grants-in-aid received by the committee from serial number 1 to 36 of the Appendix 'B' to this audit note were ~~not~~ not shown to audit. These may be traced out and shown at the time of next audit.

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6. Temporary Advances:-

Register in printed form R.12 for watching the adjustment of temporary advances given to various officials for meeting emergent expenditure and in respect of payments relating to festival advance etc was not maintained. The advances paid for various purchases were also not being entered in the register of temporary advances. This was irregular. The irregularity was also pointed out in the previous audit notes, but no action had been taken to maintain the same. The register may be maintained on prescribed printed form and all the payments of advances so far made may be entered therein and compliance shown at the time of next audit.

7. Arrears:- (a) Rent of Municipal Buildings

A sum of Rs.68,909.31 from various persons was outstanding as on 31.3.82 as arrears of Rent of Municipal buildings as per details given in Appendix 'C' to this note. The collection of rent should be expedited. The progress of recovery made may be intimated to this department from time to time.

(b) Sanitation and Water tax:-

A sum of Rs.1,21,867.00 and Rs.12,078.00 on account of arrears of sanitation tax and water tax respectively was outstanding as on 31.3.82 as per details given in Appendix 'D' to this audit note. Immediate steps should be taken to effect the recovery and progress of collection of arrears made be intimated to this department.

(c) Octroi:-

A sum of Rs.19,126.61 was outstanding as arrears of octroi against the different departments as on 31.3.82, as per details given in Appendix 'E' to this audit note. Recovery of the amount outstanding as arrears may be expedited and progress of collection of arrears made may be intimated to this department.

8. Cement Accounts:-

A sum of Rs.1518/- on account of cost of cement issued to various Municipal Contractors for Municipal works was recoverable as per details given below. Immediate steps may please be taken to recover the cost of cement ~~xxx~~ from the contractors and compliance shown at the time of next audit.

Sr. No.	Name of contractor	Date of Issue	Quantity	Rate	Cost.
1.	S/Sh. Labhoo Ram	2.5.81	10 bags	@ 3/- each	30-00
2.	Nek Ram	5.1.82	10 "	38/- "	380.00
3.	Gulzari Lal	7.1.82	5 "	38/- "	190.00
4.	Sukh Ram	7.1.82	5 "	38/- "	190.00
5.	Nek Ram	7.1.82	4 "	38/- "	152.00

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6. Sehaj Ram	18.1.82	5 bags	38/-each	190.00
7. Ashwani Kumar	20.3.82	2 "	38/- "	76.00
Total :-Rs.				1518.00

9. Log Book of the Jeep :- (a) A perusal of Log Book of the Jeep No. 4397 revealed that following private journeys were undertaken in this vehicle which did not fall under the purview of the official duties. A sum of Rs. 2061.75 P. was recoverable from the officials/members of the committee. The amount in question may be recovered from the following persons at once and compliance intimated to this department:-

Sr. No.	Date	No. of Kilometers covered.	By whom used.	Purpose of journey	Amount to be recovered.
1.	7.11.77	144 K.M.	Sh. Balki shan O.M.	Private @ 0.75 P. per K.M.	108.00
2.	27.11.77	25 K.M.	Sh. Bakhtora Ram, Jamadar.	Marriage ceremony @ 75 P. per K.M.	18.75
3.	6.12.77 & 7.12.77	74 K.M. & 74 K.M.	Sh. Durga Singh Peon.	-do-	111.00
4.	16.7.80	144 K.M.	Sh. Bimal Kumar J.E.	Patient taken to Chandigarh @ Rs. 1/- per K.M.	144.00
5.	2.7.80	50 K.M.	Sh. Vishal Mani Super-visor.	Private	50.00
6.	25.7.80	100 K.M.	Sh. Khushi Ram Driver	Private	100.00
7.	6.8.80	421 K.M.	Sh. Khem Chand Vice-President	-do-	421.00
8.	21.8.80	414 K.M.	Name not mentioned.	Dead body taken to Hamirpur	414.00
9.	23.9.80	50 K.M.	Harman Singh Shop keeper	Private	50.00
10.	24.9.80	150 K.M.	Hira Nand Keyman	Private Solan to Chandigarh.	150.00
11.	27.12.80	30 K.M.	Nathu Ram Record Keeper	Private	30.00
12.	12.2.81	300 K.M.	Sh. Garib Dass Peon.	Solan to Hamirpur Private Journey.	300.00
13.	5.5.81	90 K.M.	Sh. Balkrishan O.M.	Marriage ceremony.	90.00
14.	12.5.81	75 K.M.	Mrs. Purni Jamadami	-do-	75.00
Total :-Rs.				2061.75	Contd. 8/-

The applications of the above persons for hiring the Jeep for private journey may also be traced out and shown at the time of next audit.

(b) Following irregularities were also noticed in the log Book of the Jeep No.4387:-

(i) On 22.11.76 Jeep was taken to Beeto Auto Store, Chamba-ghat for preparation of estimate of repair of jeep. The Journey from Solan to Beeto Auto Store was 10 K.M. as per entry shown in log book on 8.10.80, but the distance covered was shown as 25 K.M. in the log Book for this journey. Thus 15 K.M. were shown as excess. The irregularity may be accounted for.

(ii) On 10.2.77, 50 K.M. journey was shown in the log Book of the jeep for "Inspection of salogra et c." As there was no indication / type of Inspection carried out in the log book and the same was written just to complete the formality, Journey seemed to be irregular and may be fully justified. In future the nature of inspection etc may be clearly mentioned in the log Book.

(iii) Monthly average of mileage covered was not worked out as well as the signatures of the person(s) by whom the Jeep was used were not recorded in the log book in most of the cases. The omission may be accounted for.

(c) Shri Ras Bihari Lal Sharma, Octroi Superintendent who was getting Rs.112.50 as conveyance allowance (Scooter Allowance) for checking the octroi posts w.e.f. 1.1.79 performed the following journeys during day time in the Municipal Jeep No. 4387 for checking octroi posts on the following dates. This was irregular. The use of Jeep during day time was not admissible to Sh. Ras Bihari Sharma, who was also in receipt of scooter allowance. The omission may be fully accounted for :-

Date	No. of K.M.	Purpose of Journey.
1.8.81	20 K.M.	Checking of octroi Posts.
22.6.81	5 K.M.	No barrier checked during night
15.7.81	5 K.M.	-do-
14.9.81	30 K.M.	Checking of Octroi post.
10.10.81	5 K.M.	No barrier checked.
28.10.81	8 K.M.	No barrier checked during night.

(d) Vr.No.62 of 5/78 for Rs.370.80

A sum of Rs.68.40 was paid to M/S Durga Service Station, Solan vide bill No.3817 dated 31.3.78 on account of Petrol charges on the following dates :-

Date	Petrol purchased	Amount.
9.2.78	5 Liter.	Rs. 17.10
14.3.78	5 Liter.	17.10
3.3.78	10 Liters	34.20
Total :-		Rs.68.40

As 10 liters petrol added in the bill on 3.3.78 was never received by the committee, as was no stock entry in the stock register of petrol and log Book of the jeep, Rs.34.10 paid on this account may be recovered and compliance shown at the time of next audit.

(e) Vr.No.62 of 5/78 for Rs.3370.80 paid to M/S Durga service station, Solan on account of purchase of petrol and Mobil oil on the following dates. Mobil oil and petrol was purchased as per bill No. 3332 dated 30.4.78 of the firm. But, there was no ~~xxx~~ entry in the stock register of the petrol as well as in the log book of the Jeep. Hence the petrol of Mobil oil was misappropriated Rs.26.70, as detailed below, may be recovered from the official at fault, who misappropriated the petrol of and mobil oil and recovery pointed out at the time of next audit:-

Date	Quantity of PETROL / MOBIL OIL	Amount involved.
21.4.78	½ Liter Mobil Oil	Rs. p. 4.80
22.4.78	5 Liter Petrol (purchased 10 liter but entered 5 Liter petrol)	17.10
22.4.78	½ Liter Mobil oil	4.80
Total:-Rs.		26.70

10. Short Realisations / Short credits of octroi :-

A sum of Rs.712.71 was short realised/credited by applying incorrect rates of octroi or by working out wrong totals in the selected dates subjected to detailed check. However, a sum of Rs.401-65 was recovered at the instance of audit. The details of Rs.311.06 which remained to be recovered are given in the succeeding sub paras :-

i) In the following cases, a sum of Rs.127-71 was short realised/credited by applying incorrect rates of octroi. The amount in question may be recovered from the concerned parties or officials at fault and credited in to the Municipal fund and compliance intimated to this department:-

Book & Receipt Number.	Date.	Amount charged	Amount chargeable	Short Realisations.
277/109	18.12.76	10.35	28.35	18.00
277/148	19.12.76	9.60	18.60	9.00
668/170	18.8.77	15.00	22.50	7.50
1/153	19.3.77	4.80	7.20	2.40
1/136	19.3.77	7.20	10.80	3.60
263/73	20.3.79	22.05	25.00	2.95
263/71	-do-	95.42	99.90	4.48
14/96	22.6.79	4.94	6.96	2.02
388/10	24.8.79	4.00	10.50	6.50
388/3	25.8.79	8.30	10.32	2.02
106/27	26.3.80	10.04	13.34	3.30
388/10	24.8.79	4.00	10.50	6.50
3/81	23.6.79	0.12	12.00	11.88
00377/127	21.8.79	0.35	2.72	2.37
0.8/18/99	23.12.80	18.88	28.30	9.42
0.8/21/40	22.9.81	13.74	20.61	6.87

88/8	21.10.81	14.00	28.00	14.00
76/140	25.3.81	103.28	113.28	10.00
41/194	21.10.80	145.60	147.70	2.10
41/193	-do-	95.20	98.00	2.80
			Total:-Rs.	<u>127.71</u>

ii) A sum of Rs.69.90 was short realised/credited by applying incorrect rates of octroi or by working out the wrong totals as detailed in Item No.1(a)&(b) of the objection statement. The amount in question may be recovered immediately and credit shown at the time of next audit.

iii) The octroi of 105 bags of chips of marbles was charged Rs.18.90 @ Rs.18.90 per quintal vide R/Wo 194/172 dated 23.12.80 but the weight of the marbles was not mentioned in the 0.4 receipt. Actually the weight of 105 bags of chips marbles was 52 quintal and 50 kg. and octroi was to be charged Rs.73.50 @ 1.40 instead of Rs.18.90. Thus Rs.54.60 were short realised. The amount may be recovered from the party concerned or official at fault and compliance intimated to this department.

(iv) The octroi of 4 quintals 50 kg. roof tin sheets was charged Rs.2.25 @ 0.50 P. per quintal vide R/Wo 298/40 dated 26.12.80 instead of Rs.3/- per quintal. Thus Rs.11.25 were short realised, which may be recovered from the official at fault and credit shown at the time of next audit.

(v) The ~~wt~~ weight of 30 bags of sugar imported vide 0.4 R/W 88/115 dated 23.10.81 was shown as 3 quintals instead of 30 quintals in the receipt and the octroi was charged Rs.5.40 @ Rs.1.80 per quintal for 3 quintal instead of Rs.54/- Thus Rs.48.60 were charged less. The amount in question may either be recovered from the concerned party or the official at fault and compliance intimated to this department:-

<u>Details</u>		Rs.
Total amount Short Realised.		713.71
Recovered at the instance of audit		<u>401.65</u>
Balance amount :-		<u>312.06</u>
Sub. Para (i)	127.71	
" ii)	69.90	
" iii)	54.60	
" iv)	11.25	
" v)	48.60	
Total amount recoverable:- Rs.		<u>312.06</u>

11. Water bills (Surcharge)

(a) According to the condition No. 2 of the water consumption bill issued by the committee to the consumers, the payments due on account of water consumption charges are required to be made to the committee with ~~in~~ 15 days from the date of issue of the bills, failing which the surcharge @ 10% was to be charged under clause 5 of the water bill from the consumers.

But, in the following cases the payments were made after 15 days from the date of issue of bills. The surcharge @ 10% was not charged from the defaulters on late payments. Rs.622.15 P. were found short realised on account of surcharge in the selected months subjected to detailed check. However, a sum of Rs.78.70

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was recovered at the instance of audit. The balance amount of Rs. 543.45 may please be recovered from the defaulters and compliance intimated to this department.

(b) A sum of Rs. 273.45, as detailed below on account of less realisation of surcharge may be recovered from the defaulters / officials at fault and credited into Municipal fund and compliance intimated to this department.

Account Number.	Receipt No. & date.	Amount of surcharge not Realised.
		Rs. p.
C-154	127/12 Dt. 13.3.78	2.25
C-I	22 -do-	2.00
A. 38	38 -do-	4.25
C-78	26 -do-	2.50
C-233	66 -do-	2.30
C-150	68 -do-	2.30
C-69	130/89 -do-	2.20
B-139	128/64 10.3.78	2.00
B-179	89 -do-	4.00
F. 23	131/50 15.3.78	8.00
D-80	77 -do-	3.40
E. 175	87 -do-	4.00
F. 95	132/14 16.3.78	2.00
G. 32	22 -do-	2.35
G. 33	23 -do-	2.50
F. 66	57 16.3.78	2.50
F. 59	58 -do-	2.80
A(2) 66	10/14 6.3.79	4.80
A(1) 121	22 -do-	8.30
A(1) 153	28 -do-	3.00
B(4) 28	87 -do-	2.20
G 86	95 -do-	2.10
A(2) 38	12/61 9.3.79	3.60
A(2) 13	62 -do-	3.20
B(5) 174	74 -do-	2.25
A(2) 19	75 -do-	9.30
A(2) 103	77 -do-	2.25
A(2) 92	78 -do-	2.00
A(2) 136	92 -do-	3.95
C(6) 95	1/12 12.3.79	3.50
C(6) 94	13 -do-	8.40
C(7) 53	26 -do-	2.00
C(7) 120	44 -do-	2.65
B(5) 80	84 -do-	2.00
C(7) 70	14/2 -do-	2.00
D(9) 11	65 -do-	2.65
D(9) 12	66 -do-	2.50
A(2) 166	13/16 5.6.79	3.20
1(1) 39	12/59 2.6.79	11.00
A(1) 121	13/23 5.6.79	6.50
A(2) 17	13/40 6.6.79	2.40
A(2) 66	42/4 4.6.79	5.00
A(2) 1	13/64 6.6.79	5.90
A(2) 134	13/69 -do-	7.80
A(2) 160	3/84 6.6.79	2.75
A(2) 38	14/15 -do-	6.50
A(2) 38	14/18 7.6.79	5.80

A(2)13	14/19	7.6.79	3.30
A(2)19	14/20	-do-	1.10
A(2)87	14/25	8.6.79	3.40
A(1)94	14/34	8.6.79	2.75
A(2)92	14/37	-do-	3.15
A(2)103	14/39	-do-	4.05
A(2)5	14/62	-do-	6.30
A(1)150	14/85	-do-	2.00
A(2)122	15/15	-do-	2.70
A(4)40	15/20	-do-	3.50
B(13)81	17/20	14.6.79	4.50
B(11)17	36/73	14.11.79	6.00
B(4)18	96/3	3.3.80	3.10
C(6)95	137/12	14.10.80	2.50
C(6)94	137/13	-do-	9.60
B(11)252	277/32	16.3.81	4.00
B(11)25	277/34	-do-	4.75
B(11)33	277/37	-do-	2.50
B(11)80	277/40	-do-	2.10
D(8)135	26/52	14.9.81	2.00
F(12)119	28/32	18.9.81	4.50
F(2)52	28/34	-do-	2.00
F(13)79	31/7	28.9.81	3.00
B(11)65	31/24	30.9.81	2.30
B(5)57	35/69	26.10.81	2.00
F(13)93	75/29	17.3.82	2.00
		Total :- Rs.	273.45

(C) ✓ A sum of Rs. 270/- as detailed in the objection statement was also found short realised on account purchase. The amount in question may be recovered from the defaulters and compliance shown at the time of next audit.

Total short Realisation Para 10 (a)(i)	273.45
10 (c)(ii)	270.00
Total :-	Rs. 543.45

(d) Disconnection of Meters.

In the following cases, the water connection were disconnected, but the recovery of the amounts due from the consumers was not forthcoming. Thus Rs. 37.49 were not realised from them. The amount in question may be recovered from the defaulters immediately and compliance intimated to this department:-

Account Number.	Name of Consumer.	Year/Date of Disconnection.	Amount due at the time of disconnection. Rs. p.
D-53	D. S. Chauhan C.M.O. Residence, Solan.	26.4.77	104.80
B(7)143	Shiv Dutt Bhardwaj Krishna lodge Solan.	July, 79.	17.95
F(12)6	Bhadur Singh Phobi-ghat, Solan	Dec. 79.	28.00
C(7)50	Gulzari Lal Khanna Lodge, Solan.	1979	

A(2)39	M/S Datta Scientifics 1979 Works Chambaghat.	117.72
B(5)37	Duni Chand, Halwai upper Bazar Solan.	31.7.80 15.50
B(5)38	-do-	-do- 43.67
B(11)98	K.C. Sood Sr. Sub Judge Solan	8/80 Total Rs. <u>47.70</u> <u>47.49</u>

(e) Short Realisation of arrears of Water Charges:-

A sum of Rs. 149.20, as detailed below, was short realised as the balances of the amounts due were not carried over to the Registers of subsequent year, with the result that the amounts remained un recovered. The recovery may be effected immediately and compliance intimated to this department :-

Account Number.	Name of the consumer.	Arrears of the Year.	Amount.
D(9)24	Sh. Phani Ram Gandhi Mohalla Solan.	1980-81	Rs. p. 9.30
B(10)-120	Smt. Sureshi Devi Randeep Villa, Solan.	-do-	23.90
B(4)11	Sh. Baldev Kumar Salogra	1981-82	3.30
B(4)13	Sh. Brij Lal, Solan Brewary	1981-82	17.70
F(13)35	Sh. Gopal Singh	-do-	17.00
A(1)185	Sh. Parkash Singh Govt. Colony Solan.	1980-81	27.85
A(2)125	M/S New Asian Biscuits Solan.	1980-81	13.20
F(13)130	Sh. Surinder Singh Sunny side Solan.	1979-80	6.00
B(6)-40	Sh. Inder Parkash lower Bazar Solan.	-do-	23.00
B(5)-42	Smt. Dipti Devi	1978-79	6.45
F(12)124	Sh. Sudesh Sehgal	1978-79	11.50
Total:- Rs.			<u>149.20</u>

12. Building Rent:-

A sum of Rs. 300/- was received vide receipt No. 61/98 dated 13.3.81 from Sh. Bala Ram S/O Sh. Nek Ram, Stall No. 11 on account of Rent for 12/80 to 3/81, but the amount was posted in the D & C register against Sr. No. 20 & 66 i.e. against the name of Sh. Bala Ram S/O Sh. Hari Singh near Bus Stand, Solan and Sh. Bala Ram S/O Sh. Nek Ram, Purani Kachhri Road Solan. Thus the posting of the Rs. 300/- was made twice ..p..14

against one recovery from Sh. Bala Ram S/o Nek Ram. Thus Rs. 300/- due from Sr.No. 20 Bala Ram S/o Sh. Hari Ram were not carried forward in the Register for the year 1980-81 resulting into less realisation of Rs. 300/- from the above named person. Rs. 300/- wrongly posted against his name may be recovered from the concerned person and compliance shown at the time of next audit. Proper check may be exercised in future while posting the amounts in Demand and collection registers.

13. Sanitation Tax :-(a)

While checking the posting of sanitation tax in the Demand and collection Register, it was observed that the balances of the tax were not properly carried over to the Register of the next financial year, with the result that the short realisation of several hundred Rupees was noticed, as per details given hereinafter in sub paragraphs ~~xxxxxx~~ (i) to (v). The recovery may be effected immediately and compliance intimated to this department:-

(i) Rs. 22/- on account of sanitation tax pertaining to Sh. Bhajan Lal Sr.No. 37 of ward No. 9 for the year 1979-80 were not carried over to the next years demand and collection Register on account of arrears. The same may be recovered from the concerned person and compliance shown at the time of next audit.

(ii) The arrears of sanitation tax against Sh. Amlok Ram Sahni Sr.No. 13 of ward No. 7 were 671.60 for the period 12/73 to 3/77, but these were taken as Rs. 400-25 in the next year's demand and collection register of 1977-78. Thus resulting into short realisation of Rs. 271.35, which may be recovered and compliance intimated to this department.

(iii) Rs. 1307.05 were the total recoverable amount from Sh. Parkash Sahni, cloth Merchant Sr.No. 15 of ward No. 7, out of which Rs. 693/- were recovered vide RN 46/42 dated 31.3.77, but the balance amount of Rs. 614.05 recoverable from Sh. Parkash Chand was not carried over to the next year's demand and collection Register of 1977-78. This resulted into short realisation of Rs. 614.05. The amount may be recovered immediately and compliance intimated to this department.

(iv) Rs. 608-25 were due as arrears from Sh. Sidesh Kumar Sr.No. 16 of ward No. 7 upto 3/77, but Rs. 480-25 were carried over as arrears of tax to the next year's demand and collection register resulting into short realisation of Rs. 128/- which may be recovered from the person at fault and compliance intimated to this department.

(v) Rs. 529/- were outstanding on account of arrears of sanitation tax against Shri Babu Lal Goyal, House No. 81 as on 31.3.82, but The same were not carried over to the next year's demand and collection register of 1982-83. This amount may be recovered from the person at fault and compliance shown at the time of next audit.

Total of Short Realisations pointed out in sub Paras

i)	22.00
ii)	271.35
iii)	614.05
iv)	128.00
v)	529.00
Total Rs.	<u>1564.40</u>

(b) Posting of taxes in D & C Register:-

From the perusal of the demand and collection registers of the sanitation tax and water tax, it was observed that tax received in current financial year which pertained to the previous financial year was being posted in the register of previous financial year instead of working out the arrears and carrying forward the arrears in the current financial year's registers. This was irregular. The correct procedure may be followed, in future.

(c) :- The arrear against Sh. Ranjeet Singh, Sr. No. 49 of ward No. 6 was Rs. 218.75 as on 31.3.77 which was taken over as Rs. 143.75 in the next year's D & C register, resulting into short realisation of Rs. 75/- However, Rs. 82.50 (Rs. 75 + 7.50 surcharge) were realised at the instance of audit. Proper check should be exercised in such cases, in future.

(d) A sum of Rs. 246.55 was also short realised while carrying over the arrears of previous year to the next financial year as detailed in Item Nos 3(a) & (b) of the objection statement. The amount may be recovered from the defaulters and compliance shown at the time of next audit.

14. Slaughter House :- (a) Short credits:

A sum of Rs. 37.00, as detailed below, was short credited into the Municipal fund. The amount may be recovered from the official at fault immediately besides taking suitable action as deemed fit :-

Receipt No.	Date	Amount realised	Amount credited	Short credit.
		Rs.	Rs.	Rs.
3640	11.10.81	2.00	1.00	1.00
3641	-do-	2.00	1.00	1.00
3642	-do-	2.00	1.00	1.00
3647	15.10.81	3.00	2.00	1.00
3648	-do-	3.00	1.00	2.00
3651	17.10.81	4.00	2.00	2.00
3653	18.10.81	2.00	1.00	1.00
3656	21.10.81	3.00	2.00	1.00
3657	21.10.81	2.00	1.00	1.00
3660	23.10.81	2.00	1.00	1.00
3662	25.10.81	2.00	1.00	1.00
3344	6.3.82	2.00	1.00	1.00
3381	21.3.82	2.00	-	2.00
450	1.3.78	1.00	-	1.00
593	1.7.78	1.00	-	1.00
1106	23.10.78	4.00	3.00	1.00

Cont d.. Page.. 16/-

1433	4.3.79	4.00	3.00	1.00
1476	31.3.79	4.00	2.00	2.00
3594	4.9.81	3.00	2.00	1.00
3600	6.9.81	4.00	3.00	1.00
3604	10.9.81	3.00	1.00	2.00
3606	11.9.81	3.00	2.00	1.00
3618	18.9.81	3.00	2.00	1.00
3620	19.9.81	2.00	1.00	1.00
3626	25.9.81	3.00	2.00	1.00
3630	27.9.81	2.00	1.00	1.00
3631	27.9.81	2.00	1.00	1.00
3591 to 93	3.9.81	6.00	5.00	1.00
3536	4.10.81	3.00	2.00	1.00
3551 to 54	10.3.82	7.00	4.00	3.00
			Total:- Rs. 37.00	

(b) The counterfoils of the following receipts alongwith the income realised against these receipts were not put up to audit. These receipts/counterfoils may be traced out and put up at the time of next audit for verification :-

3654, 55, 1428, 3338 to 42, 45 to 50, 75, 76, 79, 3054, 62, 63, and 64, 466, 483, 768, 908, 931 and 54.

15. Food Licences:-

While checking the income of food licences, it was observed that no uniform policy with regard to charging the composition fee for late renewal of licences was adopted. In some of the cases it was charged @ Rs. 2/- per licence whereas in other cases it was exempted. The reason for this variation in charging the composition fee may be furnished and the committee may adopt a uniform policy in respect of licence holders, in future.

16. Fire Station:-

Fire station which was under the control, of the M.C. Solan was taken over by the H.P. Fire Service, and the services of 12 employees i.e. One station Officer, Two leading Fireman, 7 Fireman and Two Drivers were transferred to H.P. Fire service.

The details of the property transferred to the H.P. Fire service by, the Committee is given in Appendix 'F' to this audit note.

The office was still housed in the existing premises owned by the Municipal Committee, Solan, but no rent was being charged from the concerned department w.e.f. 1.1.82.

The commandant, Home Guards, Solan who was now the in-charge of the department had informed the committee that it was obligatory on the committee to provide accommodation to the Fire-Station. The case for charging the rent of building hired by the Fire station may be initiated with the Government and compliance shown at the time of next audit.

17. Income from Rest House :-

(a) Shri Ramesh Chander, President, N.G.S.F., H.P. stayed in the Municipal Rest House w.e.f. 4.8.78 (8 P.M.) to 6.8.78 (10 P.M.), but Rs. 20/- @ Rs. 10/- per day were not deposited in the Municipal Fund

and were shown as "Not Paid" as per remarks recorded in the visitor Book. The amount in question may be recovered and credit shown at the time of next audit.

(b) The staff of Michal Philadelphia Hospital, Ambala city booked two rooms Nos 3 and 6 w.e.f. 30.5.77 to 7.6.77 for 8 days @ Rs.10/- per room. But Rs.160/- were not paid by the concerned party, as there was no entry of payment in the visitor book. The amount in question may be recovered and credit shown at the time of next audit.

(c) Sh. Jagjit Kumar D.S.P. Solan stayed in the Rest House w.e.f. 4.4.77 (7 P.M.) to 25.5.77 (5 P.M.) and paid Rs.76.50 @ Rs.1.50 per day for 51 days. The committee vide its resolution No.21/77 dated 6.4.77 resolved to revised the rates from Rs.1.50 to Rs.10/- per day for all the occupants irrespective of bussiness man or Govt. servant of any class. The resolution was made effective vide endorsement No.1013-14 dated 13.4.77. Sh. Jagjit Kumar stayed in the rest house w.e.f. 4.4.77 (7 P.M.) to 25.5.77 (5 P.M.) and paid Rs.1.50 per day whereas he should have been required to pay @ Rs.10/- per day w.e.f. 13.4.77 to 25.5.77 for 43 days Thus Rs.365.50 may be recovered from the officer concerned.

The officer had given an under taking in the visitor Book that in case the enhanced rates become applicable w.e.f. April, 77, he may be intimated to make the balance payment. Thus the amount in question may be recovered from the officer concerned and compliance shown at the time of next audit.

18. Establishment:-

(a) Payments of A.D.A. :-

Additional Dearness Allowance was overpaid to the following employees:-

The recovery may be effected immediately and compliance intimated to this Department :-

Sr. No.	Name of the employees.	Period	A.D.A.-due	A.D.A. paid.	Excess payment of A.D.A.
1.	Sd. Inder Sain CM	1.3.76 to 31.12.76	108.20	110.00	18.00
2.	" Ram Krishan	-do-	108.20	110.00	18.00
3.	" Baldev Singh Peon	1.1.77 to 31.8.77	81.50	91.00	76.00
4.	Raj Kumar Peon	-do-	82.70	83.00	2.40
5.	Gandhoser Singh	1.9.77 to 31.12.77	90.40	91.40	4.00
6.	-do-	1.1.78 to 30.11.78.	97.40	98.40	Rs.11.00
7.	Ram Parkash G. Inspector.	1.1.78 to 30.11.78	148.80	150.00	13.20

Contd..Page..18/-

8. Mohan Lal Sweeper	1.1.78 to 30.11.78	96.10	96.70	6.60
9. Sant Ram Sweeper	-do-	96.10	96.70	6.60
10. Mohan Lal S/O Pritam Sweeper.	-do-	96.10	96.70	6.60
11. Mohan Lal S/O Mangal Sweeper.	-do-	96.10	96.70	6.60
12. Sat Paul Sweeper	-do-	96.10	96.70	6.60
13. Sanbhu Ram Sweeper	-do-	96.10	96.70	6.60
14. Kavita Devi Sweeper	-do-	96.10	96.70	6.60
15. K.K. Verma Accountant	1.12.78 to 31.7.79.	215.30	215.70	3.20
16. Hardyal Singh Typist	-do-	181.20	183.80	20.80
17. R.L. Shanna Octmri Supdt.	-do-	194.90	196.60	13.60
18. Dina Nath Head Mohorror.	-do-	185.80	188.10	18.40
19. Raj Kumar Peon	-do-	104.80	105.80	Rs.8.00
20. Bimal Kumar J.E.	-do-	181.20	183.80	20.80
21. S.S. Bakshi M.E.	-do-	201.60	203.00	11.20
22. Darshan Singh Hiranen.	-do-	153.00	153.70	5.60
23. Jagat Ram O. Inspector	-do-	190.30	192.30	16.00
24. K.K. Verma Accountant	1.1.78 to 31.3.78	36.00	36.90	2.70
25. Ram Charan Sweeper	-do-	54.60	58.80	4.20

Total :- Rs. 313.30

(b) Sh. Devi Ram, Peon who retired from Municipal services after putting in 26 years of service was paid Rs. 5050.50 as gratuity vide v.r.No. 309 of 3/81. Actually he was to be paid Rs. 4420/- as The element of Additional Dearness Allowance was not to be included in the basic pay while calculating The amount of gratuity payable. The excess payment of Rs. 630.50 as detailed below, may be recovered and compliance intimated to this department :-

<u>Year of service completed</u>	<u>Gratuity due for.</u>	<u>Basic pay.</u>	<u>Gratuity due.</u>	<u>Gratuity paid.</u>	<u>Excess-payment.</u>
26	13 Months	Rs. 340/-	Rs. 4420/-	Rs. 5050.50	Rs. 630.50

$$\begin{aligned} & \text{Pay ADA} \\ & 340 + 48.50 \\ & = 388.50 \times 13 \end{aligned}$$

(c) :- Sh. S. D. Modgil, who retired from the Municipal Service w.e.f. 28.2.79 as Secretary was paid his leave salary for unutilised earned leave for 180 days. He was paid Rs. 150/- as arrear of compensatory allowance @ Rs. 25/- per month for 6 months for his unutilised earned leave vide Vr.No. 46 of 6/79. As the element of C.A. was not admissible in the leave salary The excess payment of Rs. 150/- made to Sh. S. D. Modgil. Ex-Secretary may be recovered and credited into the Municipal fund and compliance intimated to this department.

(d) - The Municipal Committee, Solan vide its resolution No. 169/75 dated 11.9.75 resolved to close the Sogra Municipal Dispensary w.e.f. 1.12.75 and Sh. Inder Sain-Ex compounder was offered the post of octroi moharrar, but he did not accept it and tendered his resignation w.e.f. 18.8.76 (AN) But he was paid Rs. 1600/- as gratuity vide Vr.No. 152 of 8/76, as he had put in 10 years 10 months and 15 days service in the Municipal Committee, Solan. As Sh. Inder Sain Ex-Compounder resigned from the service, the benefit of gratuity was not admissible to him. The irregular payment may be fully accounted for and recovered.

(e) Service Books :- (i)

The Service of Shri Hardyal Singh, Typist was not verified for the period 1.4.78 to 31.3.82. The needful may be done now and compliance shown at the time of next audit.

ii) The service Books of the following employees were not maintained, although These employees had put in more than 4 or 5 years of service in the Municipal Committee. This was highly irregular. The needful may be done now immediately and compliance shown at the time of next audit.

Sr.No.	Name of employee.	Designation
1.	Sh. Vishal Mani	Supervisor.
2.	Sh. Shakti Chand	Electrician.

(iii) The service Book of Sh. K. K. Verma, Accountant was not verified for the period from 1.4.78 to 31.3.82, Pay fixation in the revised pay scale w.e.f. 1.1.78 was also not signed/verified by the Secretary in the Service Book of the official. The needful may be done now and compliance ^{shown} at the time of next audit.

(iv) Sh. R. B. Sharma, Octroi Supt. was drawing Rs. 265/- as basic pay w.e.f. 14.6.78 in the pay scale of Rs. 155-10-265/15-385. His pay was to be raised from Rs. 265/- to Rs. 280/- after obtaining the sanction of competent authority to cross his efficiency bar. But, his pay appeared to have been raised to Rs. 280/- w.e.f. 14.6.79 without obtaining the sanction of competent authority. The omission may be accounted for.

Service was also not verified w.e.f. 1.4.81 to 31.3.82.

The pay of Sh. Sharma was also not fixed in the revised pay scale, so far. The needful may be done now and compliance shown at the time of next audit.

(f) Overdrawal of pay by Sh. Hardyal Singh, Typist :-

Sh. Hardyal Singh, typist was drawing Rs. 234/- as basic pay on 1.4.77, as such in the revised pay scale of Senior Clerks of Rs. 510-800, as per fitment table, his pay was to be fixed at Rs. 625/- as on 1.1.78 with date of next increment on 1.4.78. It was, however, noticed that pay of Sh. Hardyal Singh was fixed at Rs. 640/- on 1.1.78 with date of next increment on 1.4.78. This resulted into over payment as detailed below:-

<u>Period</u>	<u>Due</u> Rs.p.	<u>Drawn</u> Rs.p.	<u>Difference</u>	<u>Overpayment</u> Rs.p.
1.1.78 to 31.3.78	620/-	640/-	@ 20/-per month.	60.00
1.4.78 to 31.3.79	640/-	660/-	@ 20/--do-	240.00
1.4.79 to 31.3.80	660/-	680/-	@ 20/--do-	240.00
1.4.80 to 31.3.81	680/-	700/-	@ 20/--do-	240.00
1.4.81 to 31.3.82	700/-	725/-	@ 25/- -do-	300.00
			Total:-	Rs. 1080.00

Dearness Allowance and other allowances over paid may be worked out departmentally and the recovery may be effected from the concerned official and compliance intimated to this department.

(g) Special pay drawn by Shri Hardyal Singh, Typist :-

Shri Hardyal Singh, typist was getting a special pay of Rs. 25/- per month w.e.f. 1.1.1978 in the revised pay scale. According to Govt. Letter No. Fin(C)-B(7)-9/79 dated 2.11.79, only the post of Steno-typist carries a special pay of Rs. 25/- per month in Govt. department and no such special pay was allowed in the case of typist in Govt. department. As Shri Hardyal Singh was holding the post of typist, no special pay was admissible to him. Moreover he was getting the Special pay of Rs. 25/- w.e.f. 1.1.78 without the approval of the Committee. The grant of special pay to him may be fully justified according to Govt. instructions failing which the recovery may be effected and compliance intimated to this department.

(h) Absentee statement of the employees on leave or deputation on Form G.17 were not being attached with the pay bills. The needful may be done, in future.

(i) Shri R.P. Kohli, Clerk in the scale of Rs. 110-240 was promoted as octroi Inspector in the pay scale of Rs. 130-5/160 -8/200-10-270 vide committee Resolution No. 156/76 dated 7.1.77. His request for the promotion to the higher post w.e.f. 2.4.77 was approved by the committee in its resolution No. 107/77 dated 8.8.77 and was considered as promoted w.d.f. 2.4.77. His pay as octroi Inspector on 2.4.77 was fixed as Rs. 210/- under FR 22(C). The scale of the post of octroi Inspector was revised to Rs. 450-800 w.e.f. 1.1.78.

On 30.7.81 Sh. R.P. Kohli sought his reversion from the post of octroi Inspector to the post of Clerk. He was reverted to his substantive post vide committee resolution No. 1086 dated 30.7.81 w.e.f. 1.8.81. If a Government Servant holding a lien or suspended lien or a provisional lien on a permanent non-tenure post, is appointed substandally to a lower post at his own Request his pay will ordinarily be fixed under FR 22(a) (ii). If, however, the maximum of the time scale of lower post is less than his substantive pay in the old post, he will draw that maximum as his initial pay under FR 22 (a) (iii) and not his substantive pay. Sh. Kohli sought his reversion to the post of clerk. The scale of the post had not been mentioned in the office order No. 1086 dated 30.7.81 whether he was to be placed in the scale of Rs. 400-600 or in the Senior Scale of Rs. 510-800. The committee may pass the appropriate order and his pay may be re-fixed accordingly.

19. Works :-

(a) A sum of Rs. 4169/- was paid to Sh. Labhu Ram, Contractor vide Vr.No. 340 of 1/78 on account of his final bill for the work namely "Improvement of Road near Dhobighat". The relevant papers i.e. tenders, Estimate, and completion certificate etc. were not put up to audit. The same may be traced out and shown at the time of next audit.

(b) Improvement of Road/Drain near Hari Mandir Ward No. 12:-

The work namely "Improvement of Road/Drain near Hari Mandir ward No. 12" was completed in 1979-80. According to the ~~completion~~ completion Report on expenditure of Rs. 10425/- was incurred on this work. The original estimate was prepared for Rs. 6000/- including contingencies and premium. Thus Rs. 4425/- was spent in excess of the estimate. As the expenditure on this work was much higher than the value of work done, full justification for this may be given.

(c) Construction of Mathura Tank:-

A sum of Rs. 20,000/- was paid vide Vr.No. 160 of 8/81 to M/S Himachal Construction Co. Solan on account of construction of Mathura Tank. The estimate was originally prepared for Rs. 2800/- on 9.11.79, but the tenders were opened on 12.2.80 and the work was allotted to M/S Himachal Construction Co. @ 1990/6 premium. The estimate was revised to Rs. 7,000/- on 30.7.81. The estimate was revised from Rs. 2800/- to Rs. 7000/- without recording any reason for the revision of estimate on form W.I.A. Page 2 The reason for revision of estimate to such on higher amount may be fully justified.

(d) Detailed completion report and certificates in respect of the following works of the Municipal Committee were not shown to audit. However, the blank forms were found attached with the final bills. It is not understood as to how the final payments were made without completion report & certificate submitted by the municipal Engineer, as required under rule 201 of the H.P. Municipal Account Code, 1975. The irregularity may be accounted for :-

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Sr.No.	Name of Contractor	Name of Work.	Vr.No. & Month	Amount Paid. Rs.p.
1.	Sh. Bishn Dass	xxxx Improve- ment of Road/ Drainage in Ward No. 12.	208 of 10/81	8357.00
2.	Sh. Nek Ram	Const of Bench & Airdied in city	210 of 10/81	1221/- 109000/-
3.	Sh. Shyam Lal	Imp. of Road/ Drainage in ward No. 2.	213 of 10/81	5000/- 1921/-
4.	Sh. Vashni Kumar	Imp. of Nallah in Ward No. 1.	214 of 10/81	5000/-
5.	-do-	Imp. of Road in Ward No. 7.	-do-	5000/-
6.	-do-	Imp of Drainage in Ward No. 2.	-do-	5000/-
7.	Sh. Ashwani Kumar	Imp. of Road in Ward No. 13.	215 of 10/81	5000/-
8.	Sh. Sehaj Ram	Covering Bauli in Ward No. 1.	216 of 10/81	8016/-
9.	-do-	Repair of Ware House.	-do-	5941/-

(e) Earnest Money:-

According to Rule 19(i)(c) of H.P. Municipal Account Code, 1975, no tender submitted in response to a notice issued under the provisions of rule 190 shall be deemed to be a valid tender unless it is accompanied by a deposit of earnest money in Cash or currency notes or Banker's deposit at call receipt in favour of the committee or in Govt promissary notes. It was, however, observed during audit that, The provisions of the rule was not being followed in most of the cases and the same was being deducted from the Ist Running bill or at the time of payment of I Running Bill. This was highly irregular. Non-observance of Rule may be fully explained and such omission may not be repeated, in future.

(f) Improvement of Road / Drain in Ward No. 5.

The tenders for the work namely "Improvement of Road/ Drain in Ward No. 5" against the estimate of Rs. 9,000/- were called and Sh. Parvesh Kumar, contractor quoted the lowest rate @ 55% above the schedule of rates. However the work was allotted to Sh. S.D. Bhalla, Contractor by the President who recorded the reason for allotting the work to Sh. S.D. Bhalla, such as "Since Sh. Parvesh Kumar has got sufficient work in hand the work may be allotted to second lowest @ 55% above the schedule of rates. The work allotted to Shri S.D. Bhalla was not completed by him and the remaining work was carried out by Sh. Vashni Kumar, Contractor later on and completed on 12.6.78. The payment of I & Final bill was,

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however, released to Sh. S.D. Bhalla & Sh. Vashni Kumar as M.4113/- & M.4727/- vide Vr.No. 112 & 118 of 7/78 respectively.

As Sh. S.D. Bhalla, Contractor failed to complete the work, as such penalty according to the terms and conditions of the contract/agreement was required to be imposed, but no such penalty was imposed upon the contractor. The irregularity may be accounted for.

(g) During the month of March, 1978, The payments were released twice against the works detailed below, but the measurements were recorded in the measurement Book only once. This was highly irregular. The omission may be fully accounted for and in future the provisions of Rule 199 of H.P. Municipal Account code may be adhered to strictly and separate entries be made for separate running bills in the M.B :-

Sr.No.	Name of Contractor	Name of work	Vr.No.	Amount	Month	M.B. Page No.
1.	Sh. Vashni Kumar	Imp. of Road/Drain in Ward No.6.	369	Rs.p. 43000/-	13/78	52 to 54
			372	5000/-		78
2.	Sh. -do-	Imp-of Road/Drain near Prem Bhaven	369	6380	-do-	73 to 75
			372	7500		78
3.	-do-	Const. of Road/Drain near the House of Sh. Ram Parkash.	369	4640	-do-	78
			372	2500		78
4.	Sh. Gulzari Lal	Const. of Labortary Block near Bus stand.	370	480	-do-	79 to 88
			373	742		78.

(h) Refund of Security :-

During the course of Audit, it was observed that securities were being refunded to the contractors by getting the undertaking for damage etc. before the expiry of 6 months after the completion of a particular work. The Rule under which the securities could be refunded to the contractor before the expiry of 6 months may be quoted or the irregular practice stopped forthwith.

(i) Construction of Badminton Hall :-

The Municipal Committee vide its resolution No.89/74 dated 27.7.74 approved the construction of a Gymnasium/Badminton Hall at the estimated cost of Rs.82200/- The estimate was prepared by the Municipal Engineer and this estimate was technically approved by the S.E.III circle, H.P.P.W.D. Solan. The work was allotted to Sh. Girdhari Lal, Contractor, who commenced the work on 15.10.77. and the following payments had already been made to him,

I	Running Bill	Vr.No.263 of 11/77	for Rs.22468/-
II	-do-	Vr.No.318 of 1/78	for Rs.14696/-
III	-do-	Vr.No.341 of 1/78	for Rs.25000/-

A sum of Rs.25000/- received as Grant-in-aid from the Education Department had been spent vide IIIrd Running bill.

From the correspondence it appeared that due to land slide some portion of the building was damaged during 1978 and the work was suspended. The Technical advice was sought from the PWD authorities and after inspection by the authorities, the committee had agreed to pay 1% of capital cost under section 18 of H.P. Municipal works Rules, 1973 for supply of design and extending technical guidance by the P.W.D. authorities. The designs were under preparation with the P.W.D. authorities and were still awaited.

Due to prolonged correspondence between the committee and the P.W.D. authorities the work of Bedminton Hall suspended during 1978 had still not been resumed although 2 years time limit was kept in the estimate technically approved by the Suprintending Engineer. The cost of material etc has increased to a great extent in period of 5 years and the committee was likely to suffer a huge loss in this way. The delay in resumption of this work may be fully justified.

Moreover, the security deposited by the Contractor had also been refunded to him on the following dates :-

date	Amount	Bill
3.7.82	1650.00	I Running bill.
-do-	703.00	II -do-
-do-	1350.00	III -do-

The above security was refunded vide committee resolution No.94/82 dated 18.6.82. The authority under which the security could be refunded, while the work was still not completed, may be quoted.

2). Record of Fire Station Solan.

The fire station Solan was taken over by the H.P. Fire service on 1.1.82. Prior to 1.1.82, the fire station was under the control and management of the Municipal Committee, Solan. The relevant record i.e. stock registers, overtime allowance registers, livery registers, Log Book and ~~xxxxx~~ maintaince register of Jeep etc were not put up inspite of audit Requisition No.9MR-40 (a) dated 7.8.82.

The connected registers of the following payment vouchers may be obtained from the concerned department and put up at the time of next audit ~~xxx~~ with out fail :-

Vr.No.	Month	Amount	Particulars.
398	3/77	1770.50	Livery.
42	5/77	45.00	Repair of Jeep No.4816.
		92.40	

149 8/77 82.50 -do- Contd..Page..

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6

31/11/76
-:- 25 :-

154	8/77	245.51 203.56 95.99 171.78	Purchase of Petrol for fire Jeep No. 4816.
61	5/78	514.64	-do-
56	5/78	60.93	2 Liter enamel paint.
273	3/79	12393.50	Purchase of Fire fighting equipments
44	6/79	121.00	Insurance of Fire Brigade.
48	-do-	3724.24	Livery articles.
77	8/79	180.00	Overtime allowance.
146	11/76	320.00	Stitching charges of liveries.
133	11/79	2835.11	Bills of petrol.
153	-do-	237.00	-do-
148	-do-	1263.50	Overtime allowance of Rs. 180/-
238	3/80	8455.00	Stitching charges of Liveries.
46	5/80	195.00	Overtime allowance.
181	10/80	860.00	Stitching charges of Liveries.
191	10/80	30.49	Repair of fire Jeep.
241	12/80	315.00	Overtime allowance to Sh. Devi Dyal Driver.
315	3/81	2673.00	Purchase of Liveries.
324	-do-	210.00	Overtime allowance.
31	5/81	319.85 501.97	Purchase of Petrol for Jeep No. 4816.
41	-do-	45.00 105.00	Overtime allowance
323	3/81	414.61 94.95	Purchase of furniture.
150	8/81	180.00	Overtime allowance to Sh. Devi Dyal Driver.
165	9/81	154.20	Purchase of electric goods.
21.	Payments :- 1530.31		39525.21

(1) Vr. No. 123 (1) of 8/76 for Rs. 276.48. Rs. 276.48 were paid to M/S Anupam Store, Solan on account of supply of crockery to the Rest House of the Municipal Committee, Solan. As per quotation No. 277 dated 3.6.76 of M/S Anupam Store,

there was no stipulation of payment of sales tax extra. However, the sales tax was charged @ 8% i.e. Rs. 20.48. On the total bill of Rs. 256/- by the firm. Thus Rs. 20.48 paid irregularly may be recovered from the firm and compliance shown at the time of next audit.

(ii) :- Vr.No. 123 (2) of 6/76 for Rs. 75.32.

was paid to M/S Nagar Mal & sons, Solan on account of purchase of utensils for the Rest House of the Committee. The quotations were invited vide office Memos No. 1840 to 42 dated 27.5.76 from M/S Nagar Mal & sons, Pinch Barten store & Goyal Brothers Solan. From the perusal of the quotations of M/S Nagar Mal and sons and pinch Barten store, Solan it was observed that these quotations were dated 3.5.76. It was not understood as to how the quotations from the above firm were received on 3.5.76 before calling the quotations on 27.5.76. This may be booked into .

(iii) Vr.No. 79 of 6/76 for Rs. 7200/-

Paid to Shri Ashok kumar on account of purchase of 480 quintals of Fire wood for use at cremation ground @ Rs. 15/- per quintal. The quotations were invited from Shri Ashok Kumar and Shri Babu Lal Sood, Sh. Babu Lal Sood quoted the rate of Rs. 14/- per quintal plus 7% as sales tax, whereas Ashok Kumar quoted the rate of Rs. 15/- per quintal. The purchase was required to be effected from Sh. Babu Lal Sood who quoted the lowest rate and Price of 480 quintals of Fire wood worked out to Rs. 7190.40, whereas Rs. 7200/- were paid to Shri Ashok Kumar Rs. 9.60 excess paid may be recovered and compliance shown at the time of next audit. No notice inviting tenders for purchase of wood was also shown to audit.

(iv) Vr.No. 83 of 6/76 for Rs. 4843.78.

Paid to M/S Jolly paints Solan on account of purchase of G.I. Pipe :-

12+21.6" @ 3.75	Rs. 4657.50
S.T. 4%	Rs. 186.28
Total:-	Rs. 4843.78

1. The disposal of the above pipe was not shown during audit. Needful may be done at the time of next audit.
2. The completion certificate of the Municipal Engineer was also not on the record. The same may be shown at the time of next audit.

(v) Vr.No. 288 of 12/76 for Rs. 1497.60.

Paid to H.P.S.E.B. Solan on account of purchase of 100 numbers of Fluorescent tubes. Bill was not put up to audit. The same may be traced out and shown at the time of next audit for applying necessary check.

(vi) Vr.No. 39 of 3/77 for Rs. 878/-

Paid to M/S Nagina
Contd..Page

Electric Press, Jullunder city on account of purchase of following articles:-

8000	0.15 Form	Rs.	
	0.09 Form	=	780.00
3	Consumer ledgers	=	8.00
		=	90.00
	Total :-	=	878.00

The rate of consumer ledger quoted by the M/S Bharat printing Press, Moga was @ Rs.12.50 per consumer ledger where as the same was purchased from M/S Nagina Electric Press, Jullunder @ Rs.30/- per ledger Rs.52.50 excess paid to the firm may be recovered and compliance shown at the time of next audit.

(vii) Vr.No.128 of 8/76 for Rs.72/-

A sum of Rs.72/- was paid to M/S Sant Ram Mangat Ram, Jain, Chandigarh on account of purchase of Silver plaque for presentation to Hon'ble Minister of state on the occasion of forest forming held in 1976. The plaque was purchased by the District Authorities and the cost was recovered from the Municipal Committee later on. As this was not a valid charge on the Municipal Fund, the amount in question may be recovered from the quarters concerned and compliance shown at the time of next audit.

(viii) Vr.No.140 of 8/76 for Rs.2156/-

Paid to M/S General Electric company, Chandigarh on account of purchase of 10 Fluorescent Street Lanterins :-

10 Fluorescent Light Lenterens @ 224.00	2240.00
less 12% discount	280.00
Add S.T. @ 10%	1960.00
	196.00
Total :-	2156.00

The stock entries as well as the disposal thereof was not shown to audit. The same may be shown at the time of next audit.

(ix) Family Planning Programme :-

A sum of Rs.48,500/- was disbursed @ Rs.100/- to each resident of Municipal area by the Municipal Committee, Solan during 7/76 to 3/77 as resolved by the Committee vide Resolution No.79/76 dated 19.7.76 for under going vesectomy oprations under the family planning programme to acheive the planning programme to achieve the family planning target. As per Govt. letter No.LSG-P(6)-4/76 dated 16.7.76, the grant-in-aid was to be sanctioned by the Govt. but no such grant appeared to have been received by the committee. This may be looked into and the factual position be intimated to this department.

(ix) Vr.No.157 of 8/77 for Rs.34.10

Sh.B.K. Verma, Junior Engineer alongwith Accounts clerk of the committee under +

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the journey to Simla from 21.7.77 (12 AM) to 22.7.77 (8.30 P.M.) to compile the C.D.S. Returns and was paid T.A. & D.A. as under.

21.7.77 Bus Fare	Rs. 3.95
2 D.A.	Rs. 8.00
22.7.77 Rail Fare	Rs. 6.15
One D.A.	Rs. 16.00
Total:-	Rs. 34.10

The above payment called for the following Remarks :-

1. There was no justification for the Junior Engineer to accompany the Accounts Clerk to Simla to compile C.D.S. returns. The avoidable payment of T.A./D.A. to the Junior Engineer may be recovered.

2. Fare charged by rail was not admissible Rs. 20 paid in excess may be recovered from him.

(xi) Vr.No. 38 of 3/78 for Rs. 136.80.

A sum of Rs. 136.80 was paid to M/S Ram Chander, Shop keeper on account of purchase of lime and sutli etc for Foot ball match organised by the Mohan Meakin Brewery, Solan. This was not a valid charge on the municipal fund. The amount in question may be recovered and compliance shown at the time of next audit.

(xii) Vr.No. 32 of 3/78 for Rs. 1241.10

Paid to M/S Sat Pal Padam Parkash, Solan on account of purchase of 16.57 quintals of char Coal. The purchase called for the following remarks :-

1. The Coal was purchased vide bill No. 40 dated 10.3.78 whereas the same was found entered in The stock register on 1.3.78. It is not understood as to how the char coal was received on 1.3.78, whereas the same was purchased on 10.2.78. This may be fully explained.

2. Although the expenditure on char Coal exceeded Rs. 1000/-, tenders as required under rule 170 (4) of H.P. Municipal Account code, 1975 were not called only the quotations were called. The irregularity may be accounted for.

xiii) Vr.No. 67 of 5/78 for Rs. 150/-

Paid to Sh. Hardyal Singh, typist for purchase of stationery articles for Municipal elections Bill and actual payees receipt were not put up to audit. The stock entries were also not shown to audit. The connected record may be shown at the time of next audit for applying necessary check.

(xiv) Vr.No. 268 of 3/79 for Rs. 1420/-

Paid to M/S Vijay Tent House, on account of making arrangements for according welcome to Hon'ble Chief Minister, who visited Solan in Connection with oath taking ceremony of Pradhans & up Pradhans of Panchayats on 30.1.79 and the expenditure was passed by the committee vide its resolution No. 123/78 dated 8.2.79.

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As this was a Distt. Level function and the arrangements were to be made by the Deputy Commissioner, Solan the expenditure may be got reimbursed into Municipal Fund and compliance shown at the time of next audit.

(xv) Vr.No.86 of 8/79 for Rs.3020.65

(a) Overtime allowance @ Rs.50/- to each employee of the water supply Department of the Committee was paid during summer season when the water supply scarcity occurred in the town.

While checking the overtime allowance paid vide ~~xxxxx~~ above voucher, it was observed that Sh.Mathu Ram, Mitter at Sr.No.1 of the list produced the medical certificate for doing light duty who was on leave and joined duty on 16.5.79.

Sh. Khali Ram was assigned the duty of Sh.Mathu Ram for Extra heavy work and he was paid @ Rs.25/- per month for the period 1.3.79 to 31.7.79. But Sh.Mathu Ram was also allowed overtime allowance for the below mentioned period:-

16.5.79 to 31.5.79	Rs.24.19
June, 79	Rs.48.33
July, 79	Rs.50.00
Total :-	Rs.122.52

The payment of above allowance was not justified, as Sh.Khali Ram was assigned the duty of Sh. Mathu Ram, Mitter for doing extra work. The amount irregularly paid may be recovered from the official concerned and compliance shown at the time of next audit.

(b) :- In the above voucher the overtime allowance was also paid to the following employees, who were not entitled to such allowance. The payment of overtime allowance to these employees may either be fully justified or else amount recovered and compliance shown at the time of next audit:-

1. Sh.Shyam Lal, Meter Mechanic	Rs.p. 173.87
2. Sh.Natar Singh, Helper.	133.06

(xvi) Vr.No.266 of 3/79 for Rs.141.96.

Paid to M/S Shovie Duplicating Ltd. Chandigarh on account of purchase of Duplicating ink. Payment was made for Rs.141.96 whereas APR received was for Rs.138.46. The discrepancy may be accounted for.

(xvii) :- Payment of beneficiary Share:-
Vr.No.72 of 6/80 for Rs.2,00,000/-

A sum of Rs.2 Lacs was paid to the Executive Engineer, P.W.D. Solan for installation of Buster Pumps at Ashwani Khad to increase the pumping capacity of the existing pumping system.

Various meetings regarding augmentation of Solan water supply scheme were held under the chairmanship of D.C. Solan. Initially an estimate of Rs.19 Lacs was prepared by the Executive Engineer, P.W.D.

Contd..Page..30/-

Solan for augmenting the existing water supply scheme. The Municipal Committee vide its resolution No. 30/80 dated 10.6.80 resolved to pay Rs. 2 Lacs as 25% in the public interest, as beneficiary share to augment the existing water yield. It was also resolved that this work was for improvement of town and expenditure should be borne by the state Govt. i.e. the P.W.D., Department under the development plan scheme.

At present the M.C. Solan is paying the monthly water bill to the H.P.P.W.D., being the cost of supply of water in bulk.

Sections 4 & 5 of H.P. water supply Act, provide that the state Govt. shall levy a water rate from time to time to recover the capital cost as specified in clause (a) & (b) of sub-section (1) of section 4 of the Act and the cost of maintenance, Replacement and interest Thereon and such water rate shall be payable by the consumer in whose name the connection is registered. This showed that the water rate so fixed by the Govt. covered the entire capital cost and the cost of maintenance and replacement and interest Thereon, and the question of payment of beneficiary share of 25% of the capital cost by the Municipal Committee did not arise. The development, management and control of the water supply scheme of was that of P.W.D. and the committee had not taken over the water supply scheme and it was being maintained by the P.W.D. The Municipal Committee, Solan pays the cost of water to the P.W.D. as a consumer. By augmenting the water supply capacity more water will be sold by the P.W.D. to the Committee and to cost of water is to be borne by the Committee. The audit is of the view that. The Committee could not be considered as beneficiary, hence Rs. 2 Lacs paid to the P.W.D. for installation of Buster pumps at Ashwani Khad may be got refunded from the concerned quarters and compliance intimated to this department.

xviii) Vr.No. 238 of 12/80 for Rs. 128.54

In the above voucher, a sum of Rs. 60.75 was paid to Sh. Roop Ram, Fire man on account of reimbursement charges of Medical bill. The prescription chit attached to the medical bill was dated 20.10.80 whereas the cash memo / bill No. 11759 was dated 17.10.80. The purchase of medicines without the prescription of Medical Officer could not be reimbursed. The amount may be recovered from the official concerned.

xix) Vr.No. 236 of 12/80 for Rs. 69,600/-

A sum of Rs. 69600/- was deposited with the Land Acquisition Officer, Solan for further disbursement to Sh. Sant Ram, Resident of Solan on account of compensation of the land measuring 1441, Sqr. meters and comprised in Khasra No 1099, 1149, 1150, 1151, 1152 and 1154 situated in Thodo ground of the Municipal Committee as per award sanctioned by the L.A.O. Solan on 17.11.80.

The committee vide letter No. 2307 dated 5.12.80 and subsequent reminder dated 31.7.81 requested the land Acquisition Officer, Solan for necessary demarcation of the land. But, the necessary demarcation and revenue entries had still not been changed in the name of the Municipal Committee, Solan. The concerned officer may again be requested for necessary early demarcation and the record, duly completed be shown at the time of next audit.

xx) Vr.No.201 of 10/81 for Rs.13200/-

Rs.13,200/- were paid as an advance to the President, N.A.C. Dhalli for purchase of 20 M.T. X by the L.S.G. Deptt. Simla, as per office note of the Committee. The matter for procurement of cement was pursued by the under Secretary (L.S.G.) to the Govt. of H.P. with the Regional cement controller, Government of India, New Delhi.

The under Secretary (LSG) to the Govt. of H.P. vide his letter No. 14-3/73 LSG dated 1.9.82 had informed to collect the authorisation letter from the office of the cement controller, Govt. of India, New Delhi. Efforts may be made to procure the cement at the earliest and adjustment account be shown at the time of next audit.

(xxi) Vr.No.195 of 10/80 for Rs.79/- (Rs.49+Rs.30/-)

Rs.79/- were paid to M/S Lovely Arts, Solan on account of painting, charges of 2 sign Boards "D.C. Residence". The expenditure incurred was not a valid charge on the fund. The amount may be refunded, into municipal fund forthwith.

xxii) Vr.No.196 of 10/80 for Rs.2000/-

Rs.2000/- were paid to Mohamad Hanif as advance on account of celebration of Dussehra festival. The full address was not on the record. The settlement of contract was not shown to audit.

Similarly Rs.2250/- were also paid as advance vide vr. No.182 of 10/81 to Mohamad Hanif for fire works to celebrate the Dussehra festival. The settlement of contract in this case was also not shown to audit. The omissions may be accounted for and supplied at the time of next audit.

(xxiii) Vr.No.160 of 9/80 for Rs.20488.54.

In the above voucher, a sum of Rs.18,208-99 was paid vide bill No.11967 dated 11.8.80 to M/S Mathura Radio Co. Solan on account of purchase of electric goods.

In the above bill 500 number of tubes were purchased for Rs.9,000/- and shown entered at page 2 of the Electricity stock register for the year 1980-81. Out of the 500 tubes, 100 tubes were shown consumed "as a sample" as per wads recorded on the stock register on

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11.8.80, but there was no detail of consumption in the register and only one entry was made without mentioning the name and place where these were fixed. However the rest of 100 number of tubes were shown issued on different dates at different places. It appeared that these 100 tubes were misappropriated. The matter may be looked into and factual position intimated to this department.

Similarly, in the above bill 100 chokes were purchased and entered at page 16 of the stock register for the year 1980-81. 20 chokes were shown consumed on 11.8.80 "as a sample" as per words recorded in the stock register, whereas remaining 80 chokes were shown issued on different dates at different places. It appeared that 20 Nos of chokes were also misappropriated by the officials. The matter may be looked into and factual position reported to this department.

(xxiv):- Vr.No. 160 of 9/80 for Rs. 451.26.

18'-60" G.I. Pipe of 1 1/2 size was purchased and the same was entered at page 99 of the stock register of 1980-81. The pipe was shown to have been issued to electricity department for installation of new points. But, there were no signatures or acknowledgment of the person to whom the pipe was issued. The number of points to be installed was also not mentioned in the stock register. The omission may be supplied at the time of next audit.

xxv):- Vr.No. 7 of 5/78 for Rs. 10177/-

78 Number street light points were shown to have been installed in July, 1978 as per stock register of electrician at Page 75. Thus 78 tubes were shown as fixed against the new street light points. The connected record where the new points were provided, were, however not shown to audit. The omission may be supplied at the time of next audit.

xxvi):- Vr.No. 331 of 3/81 for Rs. 1178/-

Paid to M/S Piara Lal, Tailor on account of stitching charges of Liveries. As per quotation of Sh. Prem Lal, the rate for stitching Pant and shirt of Head Jamedar was quoted as Rs. 7.00 & 6.50 respectively whereas Rs. 14.50 were charged in the bill for stitching of 6 Nos. uniforms, Rs. 6/- excess charged by the tailor may be recovered and by the tailor may be recovered and compliance shown at the time of next audit.

xxvii):- Vr.No. 15 of 4/81 for Rs. 250/-

Rs. 250/- were paid to Sh. Vishal Mani, supervisor as an advance on 20.4.81 for the purchase of Bleaching Powder from Chandigarh, 2 Bags of bleaching powder were purchased vide bill No. 0000 39 dated 22.4.81 from M/S H.D. Mehra Chuni Lal works, 14 Industrial Area Chandigarh. The carriage, loading unloading charges etc. were charged by Sh. Vishal Mani as under :-

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- | | |
|---|-----------|
| 1. Scooter charges to locate the firm at Chandigarh. | Rs. 35.00 |
| 2. Loading & unloading charges of 2 bags at Chandigarh. | Rs. 15.00 |
| 3. Paid Coolieage charges. | Rs. 2.00 |
| 4. Bus Fare | Rs. 3.10 |

The above expenditure called for the following remarks.

(a) Rs. 35/- paid as scooter charges to locate the firm at Chandigarh by the employee may be fully justified.

(b) Rs. 15/- paid to Sh. Palla Ram collie as loading & unloading charges of 2 bags of bleaching powder including Rikshwa charges were shown as paid on 21.4.81, whereas the purchase was effected on 22.4.81. This seemed to be a fictitious payment, as Sh. Vishal Mani showed his return journey as per his T.A. bill on 24.4.81.

(c) Similarly Rs. 2/- were paid to Handa Singh as loading charges of 2 bags of bleaching powder at Kalka on 21.4.81, whereas the purchase was effected on 22.4.81 and Sh. Vishal Mani showed his return journey on 24.4.81 from Chandigarh. This was a fictitious payment. The amount may be recovered from the official at fault.

xxviii:- Vr.No.41 of 5/81 for Rs.1871.20.

In the above voucher a sum of Rs.90.04 (45.02 + 45.02) was paid to Shri Vishal Mani, Supervisor for undertaking journey to Chandigarh on two different occasions to bring bleaching powder :-

(a) T.A. Bill dated 21.4.81 to 24.4.81.

Sh. Vishal Mani, Supervisor proceeded to Chandigarh on 21.4.81 at 7.AM to procure 2 bags of bleaching powder. The purchase was effected vide bill No.00039 dated 22.4.81 and the bags were shown to have been received in the Committee on 22.4.81 as per entry in stock register at page 87. But, Sh. Vishal Mani had shown his return journey on 24.4.81 from Chandigarh to Solan whereas as per voucher No. 15 of 4/81 he paid loading & unloading charges of 2 bags at Chandigarh & Kalka.

It is not understood that how Sh. Vishal Mani remained at Chandigarh upto 24.4.81 (8 AM) whereas the bags were brought to Solan by him on 22.4.81, as per entry in the stock register. It appeared that half shown on 22 and 23.4.81 at Chandigarh was fictitious. The daily allowance claimed for 23.4.81 as Rs.9.35 may be recovered from the official at fault and compliance shown at the time of next audit.

(b) T.A. Bill dated 27.4.81 to 30.4.81.

Sh Vishal Mani, Supervisor again proceeded to Chandigarh

Contd. Page..3/-

on 27.4.81 for booking the 20 bags of bleaching powder for Solan Municipal Committee. As per record he attended the office of the firm on 27.4.81, but he showed his halt up to 30.4.81 at Chandigarh. The halt at Chandigarh from 28.4.81 to 30.4.81 (FN) may be fully justified or Daily allowance of Rs. 18.70 for two days may be recovered from the official and credited into Municipal fund and compliance intimated to this department.

22. Stock Registers of Sanitation Department.

The maintainance of stock registers of the sanitation department was not satisfactory. The stock entries of consumable and non-consumable articles had been mixed up in the register of consumable and non-consumable articles e.g. one hand compression sprayer purchased in 7/76 was entered at Page. 59 of the stock register of consumable articles of the sanitation department. The second spray pump purchased in 4/80 was entered in the same register at page 55. This was highly irregular, as by adopting this practice, There was every possibility of misappropriation of articles. Single page may be allotted to each kind of consumable and non-consumable articles. Separate new registers may be maintained for consumable and non-consumable articles and all the balances may be carried over to the new stock registers and compliance shown at the time of next audit.

23. Stock Register of Rest House.

Utensils/crockery for the Municipal Rest House were being purchased every year, but the same were being entered in one stock register from the Cash Memos/Bills on a single page at one place, with the result that the articles of permanent nature e.g. spoons, Frypen, Jug etc. were also entered with the crockery on different pages bill wise. Neither the balances of the articles were carried over nor the single page allotted to each article. So, the balance of each type of articles could not be ascertained from stock register. This was highly irregular. Separate stock registers for consumable and non-consumable articles may be maintained and all the balances in the old stock registers may be worked out and carried over to the new stock registers and compliance shown at the time of next audit.

It is also suggested that Municipal Engineer/Junior Engineer of the Committee may be made incharge of the Rest House like P.W.D. Rest Houses and the responsibility of maintenance of stock & store accounts of Rest House may be entrusted to him.

24. Stock Register of Electrician.

From the perusal of the Stock registers of electrician of the Committee, it was noticed that. The registers were not maintained properly. The balances in a few cases, as detailed below, were not carried over to the next year's register and thus the articles were misappropriated :-

i) 24 numbers Bulb Head lights were in balance at Page 73 of the stock register for the year 1978-79. But these were not carried over to the new register. ?

ii) M.V.L. chokes 4 number 40 Watt. were in balance at page 99 in the stock register for the year 1978-79 but these were not carried over to the new register. ?

iii) one 40 Watt. tube lying in balance as on 30.5.81 at page 63 of stock register for the year 1980-81 at page 63 of stock register for the year 1980-81 was not carried over to the next year's register. The above lapses may be accounted for at the time of next audit.

25. Livery stock Register.

16 sets of suits comprising one shirt, one pant and one cap were got stitched and issued on 23.11.76 as per per stock register of Livery articles for the year 1976-77. There were 2 sets of suits in balance, but these were neither carried over to the next years register nor shown issued. The omission may be accounted for.

26. Stock Register of Fuel Wood.

(a) Misappropriation of 569.85 quintals of Fuel wood.

There was a balance of 569.85 quintals of fuel wood in the stock register as on 13.9.77. A new stock register of Fuel wood was started w.e.f. 23.9.77 and the balance of 569.85 quintals of fuel wood was neither carried over to the new stock register nor the disposal of fuel wood was shown. Thus 569.85 quintals of fuel wood worth Rs. 10,684.69 approximately was misappropriated. This is a serious irregularity. The cost of fuel wood may be recovered from the official at fault. This serious irregularity was also brought to the notice of the Secretary, Local Self Govt. for taking suitable action in the matter.

(b) The balances of the stock of Fuel wood were also carried over less on the following dates in the stock registers, as detailed below, The amount may be recovered from the official at fault.

Date	Fuel wood carried over less.	Cost of Fuel Wood.
8.9.76	1 quintal	18.75
10.11.76	0.40 Kg.	7.50
20.11.76	0.60 Kg.	11.25
20.6.77	1 quintal	18.75
8.5.77	0.10 Kg.	0.80
1.7.78	0.50 Kg.	10.00
29.3.79	0.45 Kg.	12.07
20.12.79	1 quintal	15.10
11.8.80	2 quintal	40.00
3.2.81	1 quintal	20.00
Total :-		Rs. 154.22

Cont d. Page. 36/-

27. Actual Payees Receipts:- Actual payee's receipts in respect of the following payments were not put up. These may be put up at the time of next audit positively:-

<u>Sr.No.</u>	<u>Vr.No. & Month</u>	<u>Particulars</u>	<u>Amount</u>
1.	78 of 6/76	Advance for Solan fair	4000.00
2.	74 of 6/76	Freight for purchase of Plymokil	55.00
3.	109 of 6/76	Advance for Solan fair	5000.00
4.	381 of 3/77	Managir Vir Partap.	66.06
5.	143 of 8/77	Electric goods from Bazas Electric, Jullunder	1053.71
6.	57 to 5/78	-do-	10177.20
7.	42 of 5/80	Refund of lease money to Khalsa Hotel.	420.00
8.	329 of 3/77	Estrella Batteries	83.85

28. Calling of quotations :-

Under the provisions of rule 170 of H.P. Municipal Account code, 1975 quotations are required to be called in all cases where the purchase exceeded Rs.200/- and if the amount involved was Rs.1000/-, tenders should be invited. It was, however, noticed that the quotations were not invited in most of the cases. A few instances are given below:-

While making purchases of fuel wood for cremation ground, quotations were not called in most of the cases, and the supply of water fitting meterail was also split up in small lots to avoid the inviting of quotations with the result that the benefit of healthy market competition could not be availed of. The omission may be accounted for.

<u>Bill/Month</u>	<u>Particulars</u>	<u>Amount.</u>
742 of 12/80	Purchase of 100 quintals of fuel wood.	2000.00
48 of 5/81	Purchase of 200 quintals of fuel wood.	5600.00
43 of 5/8	Purchase of 250 quintals of fuel wood.	5000.00
14814 of 4.4.79	Purchase of sylvania tubes	204.64
14815 of 19.4.79	-do-	204.64
14818 of 23.4.79	-do-	204.64

Contd. ... Page ... 3/-

14820 of 26.4.79	Purchase of sylvania tubes.	204.64
381 of 3/78	Purchase of stationery	533.45
367 of 3/77	Purchase of M.S. Grill from Flora Paints & chemicals, Solan.	1145.20

29. Oct 21:- Missing Transit Passes.

Since April, 1976 to March, 1982, 128 cases of missing transit passes were entered in the register of missing Transit Passes as detailed in the Appendix "G" to this audit note. Besides these cases transit passes, as detailed below, were also not entered in the register of passes. Notices in some of the cases were issued to some of the defaulters and a sum of Rs. 82.20 was recovered at the instance of audit. The action as required under rule 54 (5) of H.P. Municipal Code, 1975 may be taken against all the defaulters and results thereof intimated to this department:-

Details of Transit Passes not entered in the register.

Sl. No. & Date	Name of party	Description of material Net weight or value	Amount.
21/3 20.3.77	Harish Brothers	Paint 4 liter	Rs. 136.00
26/75 20.12.76	Mohamandkhan	cement 5 quintal	4.00
259/47 19.12.76	Sadiq	Potato 22 quintal	21.60
420/29 16.3.78	Gopi Nath & Sons	Cigarettes.	20.40
419/100 19.3.78	Jeet Ram	Biris.	3.00
315/79 17.11.77	Bashir Ahmed	Dhania	rate not mentioned.
79/31 15.5.77	Sohan Singh	143 NO. Goats	35.75
478/60 16.5.78	Dhien Singh	Biris	4.08
483/16 18.5.78	Gurdas	Vegitable 100 quintal	80.00
328/40 15.7.78	Bhoshan Lal & Sons	Seed Rohi, Geed-Bohim	1.40
330/54 17.7.78	Guman	Ballan 80 quintal	16.00
479/54 19.10.78	Chattar Singh	5 Bags Peas	2.00
481/3 -do-	Kishan Chand	stone 6 quintal	0.48
457/58 18.10.78	Babu Ram	plastic Boot 6 bags.	4.90

Contd..Page.36/-

467/39	19.10.78	Rajinder Kumar Akhrot	4.90
585/32	18.3.79	Ranjit Dass	Match Boxes 2.25
12/82	21.3.81	-	Cows 8 Nos 4.00

30. Stock entries wanting.

the following material were not shown to audit. These may be shown at the time of next audit, without fail :-

<u>Vr.No.</u>	<u>Month</u>	<u>Amount</u>	<u>Particulars.</u>
147 of	8/76	1774.63	Electric goods purchased from Philips India Co. New Delhi.
366 of	3/77	158.00	Electric goods.
377 of	-do-	376.97	One dupligraph drum.
392 of	-do-	1359.91	Electric goods from Central Switchgear Co. Delhi (Cautious Light Signals)
128 of	7/77	665.13	Purchase of water meters from U.P. Instruments Ltd. Ludhiana (Spare parts)
143 of	8/77	1053.71	Electric goods.
154 of	-do-	76.70	Purchase of Petrol.
52 of	5/78	3960.00	40 Tubes purchased from Genelac Ltd. Chandigarh.
179 of	10/78	198.00	Electric goods.
179 of	10/78	198.00	Electric goods.
179 of	6/79	170.00	Electric goods purchased from
-do-	-do-	15.25	Sardar Electric works.
240 of	12/80.	100.00	Poster & Hand bills for Solan fair.
40 of	5/80	733.61	Purchase of Bleaching Powder.

31. Miscellaneous :- (a) Receipt Book :-

The following receipt books of the different departments were not put up to audit. The same may be traced out and shown at the time of next audit for applying necessary check.

<u>Month</u>	<u>Details of income received</u>	<u>Receipt Book No.</u>
7/78	Parking Fees	104 and 123
5/77	-do-	125
8/77	-do-	170 & 191
11/77	-do-	20.
24.3.80.	-do-	499
26.8.79	0.2	28 & 197
8/76	unclassified Income	14.
8/76	Water bills.	157
5/78	-do-	144, 146, 147, 150 & 152.

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7/78	Water bills	162, 163, 164, 165, 169 & 170.
10/78	-do-	192, 193, 195, 196, 197, 199 to 200.
3/79	-do-	8, 15, 16 & 17.
5/81	-do-	278.

(b) Short Realisation of water rates:-

In the following cases, Rs. 112.40 were short realised while working out the water rate. The amounts due may be made good and compliance intimated to this department.

Account No.	Name of Consumer	Month/ Date.	Amount due.	Amount reali- ased.	Short realis- ation.
			Rs.	Rs.	Rs.
E(11) 65	Smt. H.P. Sharma Rajgarh Road, Solan.	9/79	49.50	27.50	22.00
B(4) 39	Sh. Jodh Singh	12/80	25.20	14.00	11.20
-do-	-do-	1/81	25.00	14.00	11.00
C(7) 146	Smt. S. Bhandarkan	5/81	38.70	21.50	17.20
A(2) 96	Sh. Krishan Lal	6/81	20.70	11.50	9.20
E (11) 68	Sh. H.D. Kainthla	10/80	12.60	7.00	5.60
-do-	-do-	3/81	3.60	2.00	1.60
E(11) 94	Sh. K.C. Suri	6/80	2.70	1.50	1.20
-do-	-do-	7/80	9.00	5.00	4.00
E(11) 9	Smt. Kamla Devi	11/80	2.70	1.50	1.20
-do-	-do-	12/80	4.95	2.75	2.20
A(2) 48	M/S Flora Paints	3/80	7.20	4.00	3.20
A(2) 107	Sh. Mali Ram	1/80	9.00	5.00	4.00
-do-	-do-	2/80	6.30	3.50	2.80
B(4) 74	Sh. Rattan Lal Gupta.	6/80	9.00	5.00	4.00
A-37	Sh. Chandan Lal Kapoor.	8/77 to 3/78.	24.00	12.00	12.00
Total:-					<u>Rs. 112.40</u>

(c) Sanitation Tax :-

While checking the building rent, it was noticed that due regard was not paid while posting this ledger, with the result that rent was being charged twice from one and the same person. To quote an instance, Rs. 100/- were received from Sh. Parkash on account of rent of stall.

No. 11 for the periods 1978-79 & 1979-80 vide G.8 No. 19/66 dated 16.6.79, but the rent for the same period was again realised from him (Sh. Ram Parkash) vide G.8 receipt No. 29/9 dated 9.10.79. The irregularly occurred due the reason that the entry of previous receipt No. 19/66 dated 16.6.79 was omitted to be made in the register.

(d) Down Pipes:-

In some cases, the down pipes were fixed by the committee in private houses and the cost of providing the down pipes was recovered later on as per instances given below:-

R/No. 49/57 dated 6.12.76 for Rs. 141.39
R/No. 49/58 dated 6.12.76 for Rs. 36.85

It may be ensured that recovery in all such cases is duly made by the committee, where the down pipes were fixed at the cost of the committee. It may also be clarified as to why the down pipes were fixed by the committee in some of the private houses, whereas this work should have been got executed by the house owners/tenants themselves.

It at all this work was done, the proper record showing the number of cases where these down pipes were fixed and the amounts recovered in all such cases may be shown at the time of next audit.

32. Objection Statement :-

It has already been forwarded to the President of the Municipal Committee, Solan, for disposal, in advance of the audit note.

33. Conclusion:-

Immediate action may be taken on the following audit ~~Para~~ :-

- i) Para 7(a) Regarding recovery of arrears of rents of Buildings.
- ii) Para 7(b) :- Regarding ~~the~~ recovery of arrears of Sanitation and water tax.
- iii) Para 7(c) :- Regarding recovery of arrears of octroi.
- iv) Para 9(a) :- Regarding recovery of charges of private Journey made in Municipal Vehicle amounting to Rs. 2061.75.
- v) Para 10 :- Regarding recovery of short realisation of octroi amounting to Rs. 312.06.
- vi) Para 11 :- Regarding recovery of Surcharge amounting to Rs. 543.45.
- vii) Para 13(a) :- Regarding recovery of short realisations of sanitation tax amounting to Rs. 1564.40.

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- viii) Para 14:- Regarding recovery of slaughter House fee amounting to Rs. 37/-
- ix) Para 18 (b):- Regarding recovery of wrong payment of gratuity amounting to Rs. 630.50.
- x) Para 21(xviii):- Regarding payments of beneficiary share.
- xi) Para 26:- Regarding misappropriation of 569.85 ~~quintals~~ quintals of fuel wood.
- xii) Para 29. Regarding missing Transit Passes.

The accounts stand in need of improvement and closer supervision.

Sd/-
(B.L. THAPAR)
Assistant Examiner,
Local Fund Accounts,
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Encl. No. V(4)/75 Fin(LA) Vol. III, Dated: 12 APR 1983

Copy forwarded for information and necessary action to :-

- (i) The President, Municipal Committee, Solan District Solan (H.P.) with the request that the annotated copy showing the action taken on the Audit and Inspection Note may please be sent to this department at an early date.
- (ii) The Deputy Commissioner, Solan, District Solan (H.P.).
- (iii) The Secretary (L.S.G.) to the Govt. of H.P.
- (iv) Shri K.K. Dhamani, Senior Auditor, C/O.....

12.4.83
Assistant Examiner,
Local Fund Accounts,
Himachal Pradesh, Shimla-171002.

(OFFICE COPY)
