

**PROVABLE  
AUDIT OBSERVATIONS &  
DISPOSAL**

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DIRECTORATE OF AUDIT,

**Audit** : An independent & systematic examination of the books, accounts, records etc of a business/ organization in order to ascertain/ verify whether the accounting records reflect the true & fair view of the state of affairs & the financial operations of the organization and the result thereof.

## Types of Audit :

### Financial Audit

- Determine whether the financial statements are free from any material misstatements

### Compliance Audit

- Verify that the financial transactions complies with the applicable laws, rules, regulations & instructions issued by the competent authority

### Performance Audit

- Ascertain whether the desired objectives have been achieved with due regard to Economy, Efficiency & Effectiveness in public expenditure

# Audit Observations & ATR :

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
1	Un-utilized fund amounting to Rs..... lakh under different scheme of State and Central Fund Grant: Observation thereon.	Rule 62(1) & (2) of GFR 2017, provides that fund provided during the financial year and not utilized before close of that financial year shall stand lapsed at the close of the financial year and no savings shall be held in reserve for possible future excesses.	Work Completion Report, FTO copies, Cash Analysis, Utilization Certificates
2	Non submission of Utilization Certificate (UC) amounting to Rs ..... Lakh by the Line Department/ Implementing Agency.	<p>Utilization Certificate (UC) is required to be furnished to the sanctioning authority certifying the full utilization of the amount sanctioned after satisfying all the terms and conditions mentioned in the sanctioned order.</p> <p>Rule 238(1) of GFR, 2017 also provides that in respect of non-recurring grants to an institution or organization, a certificate of actual utilization of grants received for the purpose for which it was sanctioned in Form-12-A should be insisted upon in the order sanctioning the grants-in-aids. The UC in respect of grants referred to in Rule 230(10) should also disclose whether the specified, quantified and qualitative targets that should have been reached against the amount utilized, were infact reached and if not, the reasons therefore. The UC should be submitted within 12 months of the closure of the financial year by the institution or Organization concerned. Receipt of such certificate shall be scrutinized by the Ministry of Department concerned.</p>	Utilization Certificates

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3 (a)	Non incorporation of provision for deduction of Labour Cess.	As per provision of Section 3 of the Building & Other Construction Workers Welfare Act, 1996 as implemented in Tripura from January, 2007, all concerned/ department/ organization are required to deduct at source cess @ 1% on gross bill for any building and other construction works whether executed	Technically Sanctioned Revised Estimate
3 (b)	Non-deposition of 1% Labour Welfare Cess to the tune of Rs .....	<p>departmentally or through contractor and transfer the same to the Tripura Building &amp; Other Construction Workers Welfare Board within 30 days.</p> <p>According to Section 8 of the said Act, if the any employer fails to pay any amount of cess payable within the time specified, such employer is liable to pay interest in the amount payable at the rate of 2% for every month or part of a month comprised in the period from the date on which such payment is due.</p>	Cess Deposit Challan, FTO copies

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4	Purchase of different articles worth Rs..... without observing codal formalities / taking approval of the competent authority.	<p>Rule 22 of the <a href="#">DFPRT 2019</a> states that there shall be committees at different levels to recommend rates and terms of contract in respect of stores, services and works in an advisory capacity. As per Rule 22(2), the financial ceiling upto which the rates &amp; terms of contract for purchase of store may be recommended by various committees shall be as follows:</p> <table border="1" data-bbox="691 551 1406 1305"> <thead> <tr> <th data-bbox="691 551 807 639">Sl. No.</th> <th data-bbox="807 551 1116 639">Name of Purchase Committee</th> <th data-bbox="1116 551 1406 639">Financial Ceiling Limit</th> </tr> </thead> <tbody> <tr> <td data-bbox="691 639 807 733">1</td> <td data-bbox="807 639 1116 733">Lower Purchase Committee (LPC)</td> <td data-bbox="1116 639 1406 733">Up to Rs. 5.00 lakh</td> </tr> <tr> <td data-bbox="691 733 807 828">2</td> <td data-bbox="807 733 1116 828">Higher Purchase Committee (HPC)</td> <td data-bbox="1116 733 1406 828">Up to Rs. 50.00 lakh</td> </tr> <tr> <td data-bbox="691 828 807 1053">3</td> <td data-bbox="807 828 1116 1053">Departmental Purchase Committee (DPC)</td> <td data-bbox="1116 828 1406 1053">Upto Rs. 2.00 crores for goods/services and consultancy From Rs.50.00lakh to Rs. 5.00 crores for works</td> </tr> <tr> <td data-bbox="691 1053 807 1216">4</td> <td data-bbox="807 1053 1116 1216">Supply Advisory Board (SAB)</td> <td data-bbox="1116 1053 1406 1216">Above Rs.2.00 crores for goods/services and consultancy</td> </tr> <tr> <td data-bbox="691 1216 807 1305">5</td> <td data-bbox="807 1216 1116 1305">Works Advisory Boards (WAB)</td> <td data-bbox="1116 1216 1406 1305">Above Rs. 5.00 Crores for works.</td> </tr> </tbody> </table>	Sl. No.	Name of Purchase Committee	Financial Ceiling Limit	1	Lower Purchase Committee (LPC)	Up to Rs. 5.00 lakh	2	Higher Purchase Committee (HPC)	Up to Rs. 50.00 lakh	3	Departmental Purchase Committee (DPC)	Upto Rs. 2.00 crores for goods/services and consultancy From Rs.50.00lakh to Rs. 5.00 crores for works	4	Supply Advisory Board (SAB)	Above Rs.2.00 crores for goods/services and consultancy	5	Works Advisory Boards (WAB)	Above Rs. 5.00 Crores for works.	<p>Ex-post facto approval of the competent purchase committee need to be obtained.</p> <p>For non observance of codal formalities, the comments/ views received from the competent higher authority need to be furnished for settlement of the para.</p>
Sl. No.	Name of Purchase Committee	Financial Ceiling Limit																			
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		<p>Government of Tripura, RD (Village) Department vide Memo No F.3(5-56)-GL/PR/2010/15551-721 dated 4<sup>th</sup> November 2010 and subsequent order, constituted Local Purchase Committee (LPC) at GP/VC Level with the following officials:</p> <ol style="list-style-type: none"> <li>1. PO or PEO Supervising the VC/Village Committee – Chairman</li> <li>2. J.E or Technical Assistant allocated to GP/VC – Member</li> <li>3. Panchayat Secretary/RPS/Village Secretary (two persons) - Member</li> <li>4. Implementing Officer of the Project - Member</li> </ol> <p>In addition, if any purchase is related to any line department, technical staff of the concerned department may be invited. This committee is competent to purchase up to Rs. 20,000/- (Rupees Twenty Thousand) only. Purchase above Rs. 20,000/- should be referred to the concerned Panchayat Samity/ BAC Lower Purchase Committee for consideration.</p>	

<b>Sl. No.</b>	<b>Audit Observation</b>	<b>Related Rule/ Govt. Order</b>	<b>Documents to be submitted with ATR</b>
5	Non recordance of various items/ articles worth Rs ..... in the stock register.	<p>Rule 208 of General Financial Rules (GFR), 2017 regarding receipt of goods and materials from private suppliers inter alia the following:</p> <p>(1) While receiving goods and materials from a supplier, the officer-in-charge of stores should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.</p> <p>(2) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.</p> <p>(3) Details of the material so received should thereafter be entered in the appropriate stock register. The officer-in-charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.</p>	Copies of relevant pages after making entries in the stock register.



Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
6	Irregularities in maintenance of Cash Book .	<p>As per CTR Rules 77(A) and also Memorandum No. F-10(4)-FIN(G)/2015 dated-28/08/2015 of the Finance Department, Government of Tripura regarding instruction for maintenance of Cash Book by all DDOs, the following points should be observed while maintaining the cash book:-</p> <p>(i) The cash book should be closed regularly and completely checked. The higher authority should verify the totaling of the cash book, or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct.</p> <p>(ii) Further, at the end of each month, the higher authority should verify the cash balance in the cash book and record a signed and dated certificate to that effect. The authority should sign in both receipt and payment side against each entry in the cash book as token of check.</p> <p>(iii) Bank Reconciliation Statement should be prepared at the end of each month.</p> <p>(iv) Monthly Cash Analysis should be done head wise with proper classification of each transaction.</p>	Copies of relevant pages of the cash book after making necessary corrections.
7	Mismatch between Manual Cash Book/ Bank Pass Book and eGramSwaraj balance amounting to Rs ..... as on .....	.....	Reconciliation Statement to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
8	Irregular payment of wages to third party instead of actual beneficiaries to the tune of Rs .....	<p>Rule 87(1) of GFR-2017 provides that transfer of benefits should be done directly to beneficiaries under various Government schemes and programmes using Information and communication Technology (ITC). Necessary process remaining to minimize intermediary levels and to reduce delay in payments to intended beneficiaries with the objective of minimizing pilferage and duplication should be done for all Government schemes and programmes. The process for implementation of DBT as prescribed should be adopted.</p> <p>Rule 87(2) provides that DBT should include in-kind and cash transfers to beneficiaries as well as transfers/honorariums given to various enablers of government schemes like community workers, etc. for successful implementation of the schemes.</p> <p>Rule 87(5) also provides that Ministries /Departments will use PFMS platform for processing of payments for cash/ in kinds transfer to individual beneficiaries as framework laid down by the department of expenditure, Ministries of Finance.</p> <p>Memo No. F.3(5-73)/-GL/PR/2010-11/15483-543 Dt. 30-11-2011 issued by the Director of Panchayat, Govt. of Tripura states that payment of wages of the labourers (un-skilled) engaged under PDF, Finance Commission Grant and own source of fund would be made through bank account opened by each labourers like MGNREGA Scheme. MR in all respect and also measurement of the works are to be taken by the Technical Staff after completion of Works. MB/Field book recording should be made for every work and one Muster Roll (cover page for a total project) measurement sheet indicating % of output should be prepared by Technical Staff and must be attached with Adjustments/MR.</p>	Comments/ views of the Panchayat Dept. needs to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
9	In-Complete shape of adjustments worth Rs ..... submitted by Implementing Officers	As per Sl. No. 7 of Memorandum issued by the Panchayat Department, Govt. of Tripura vide No. F.3(5-73)/-GL/PR/2011/15483-543 dated 30-11-2011, work order should be issued based on the technical sanctioned estimate. BDOs are to take necessary action in preparation of estimate and approval thereof. Measurement of the works is to be taken by the Technical staff after completion of works. MB recording should also be made for every	Adjustments in complete shape needs to be furnished.
10	Non maintenance of Field Book/ Measurement Book (MB) towards execution of works/projects.	work and one measurement sheet prepared by the Technical staff should be attached with the adjustment/MR.	Copy of Field Book/ MB after recording the works to be furnished.
11	Non availability of proper credentials in support of entry reflected in the cash book as well as Bank Pass Book amounting to Rs.....	.....	Matter need to be scrutinised & the result thereof may be forwarded to Panchayat Deptt. for comments and the Comments received thereon to be furnished to audit.

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12	Execution of works amounting to Rs..... without having Technically Sanctioned Estimate.	<p>Rule 23(1) of DFPRT 2019, lays down the extent of financial and technical powers delegated to the Engineering Officers of various Departments of the Government of Tripura. Notwithstanding anything contained in Rule 22 of these rules, the extent of financial and technical powers delegated to the Engineering Officers of various Departments of the Government of Tripura are as shown below:</p> <table border="1" data-bbox="633 594 1416 935"> <thead> <tr> <th rowspan="2">Subject</th> <th colspan="5">Extent of Power Delegated</th> </tr> <tr> <th>E-in-C / C.E.</th> <th>Addl. C.E</th> <th>S.E</th> <th>E.E</th> <th>A.E</th> </tr> </thead> <tbody> <tr> <td>Technical Sanction to detailed estimates</td> <td>Full Power</td> <td>250.00</td> <td>150.00</td> <td>25.00</td> <td>2.00</td> </tr> </tbody> </table> <p>As per Sl. No. 7 of Memorandum issued by the Panchayat Department, Govt. of Tripura vide No. F.3(5-73)/-GL/PR/2011/15483-543 dated, 30-11-2011, work order should be issued based on the technical sanctioned estimate. BDOs are to take necessary action in preparation of estimate and approval thereof.</p>	Subject	Extent of Power Delegated					E-in-C / C.E.	Addl. C.E	S.E	E.E	A.E	Technical Sanction to detailed estimates	Full Power	250.00	150.00	25.00	2.00	Ex-post facto Technically Sanctioned Estimate to be furnished.
Subject	Extent of Power Delegated																			
	E-in-C / C.E.	Addl. C.E	S.E	E.E	A.E															
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13	Unadjusted I/O Advance to the tune of Rs.....	<p>Rule 323(1) of GFR 2017, lays down that the Head of the Office may sanction advances to a Government Servant for purchase of goods or services or any other special purpose needed for the management of the office.</p> <p>Rule 323(2) of GFR 2017, further states that the adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).</p> <p>As per instructions contained in Para 8.1 of the Memorandum No.F.8(7)RD/2005/1761-015, dated, 06.05.2006 issued by R.D. Department, Government of Tripura, Implementing Officers should submit adjustment against the fund advanced :</p> <p>A) Within 15 days if the fund drawn under any A.C. Bill.</p> <p>B) Within one and a half month if advance is required for execution of any work order against fund received by the authority through Cheque or Draft.</p> <p>C) Within one week if advance is against fund drawn in Grants-in-Aid bill or Cheque for disbursement to any individual beneficiary.</p>	Adjustment copies duly countersigned by expenditure passing authority.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
14	<p>(a) Short deposition of revenue collected amounting to Rs .....</p> <p>(b) Non-reflection of Deposit at Call (D/Call) money to the tune of Rs..... lakh in the cash book</p>	<p>Rule 7(1) of Central Treasury Rules (CTR) Volume-I provides that "All the moneys received by or tendered to Government officers on account of the revenues of the Government shall, without undue delay be paid in full into a treasury and shall be included in the accounts of the Government. Moneys received as aforesaid shall not be appropriated to meet departmental expenditure, nor otherwise kept apart from the accounts of the Governments."</p> <p>Rule 77 A(i) and (ii) of the CTR provides that every officer receiving money on behalf of the Government should maintain a cash book in Form TR-4 and all monetary transactions should be entered in the Cash Book as soon as they occur and attested by the Head of Office in token of check.</p> <p>Rule 77 A(v) of the CTR also provides that entries made in the cash book regarding remittance of receipts to the accredited bank for credit into Government accounts should be attested by the Head of Office after verifying them with reference to the bank' receipt recorded in the pay in slip or challans. When the credit appears in the receipt scroll from the bank, the actual date of realisation of the cheque/ bank draft should be indicated in the cash book against the original entry in the cash book so as to keep track of outstanding items.</p>	<p>Revenue deposit challan copy.</p> <p>D/Call needs to be recorded in the cash book &amp; deposited to Govt. A/c</p>

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR																						
15	Loss of Govt. proceeds due to non collection of non-tax revenue of Rs ... in the shape of sale of "Tender Forms"	<p>As per Notification vide No. F.8(5)-PWD©/2012 dated 25.03.2014, issued by the Deputy Secretary, PWD (R&amp;B) where it is mentioned that a proposal from PWD was sent to the Finance Department for enhancement of Non-Tax revenue of the Govt. &amp; accordingly the Council of Ministers had approved the proposal of PWD along with other Departments for additional resource mobilisation especially on non-tax revenue as follows:</p> <table border="1" data-bbox="600 729 1431 1293"> <thead> <tr> <th data-bbox="600 729 691 879">Sl No</th> <th data-bbox="691 729 875 879">Item</th> <th data-bbox="875 729 1054 879">Components</th> <th data-bbox="1054 729 1219 879">Existing Rate (Rs)</th> <th data-bbox="1219 729 1431 879">Revised Rate (Rs) (w.e.f. 01.04.2014)</th> </tr> </thead> <tbody> <tr> <td data-bbox="600 879 691 975">1</td> <td data-bbox="691 879 875 1293" rowspan="4">Cost of Tender Form (based on Estimated Cost put to tender)</td> <td data-bbox="875 879 1054 975">Upto 1 Lakh</td> <td data-bbox="1054 879 1219 975">150.00</td> <td data-bbox="1219 879 1431 975">500.00</td> </tr> <tr> <td data-bbox="600 975 691 1071">2</td> <td data-bbox="875 975 1054 1071">1.00 to 50 Lakh</td> <td data-bbox="1054 975 1219 1071">500.00</td> <td data-bbox="1219 975 1431 1071">1000.00</td> </tr> <tr> <td data-bbox="600 1071 691 1198">3</td> <td data-bbox="875 1071 1054 1198">Above 50 Lakh upto 200 Lakh</td> <td data-bbox="1054 1071 1219 1198">1500.00</td> <td data-bbox="1219 1071 1431 1198">2500.00</td> </tr> <tr> <td data-bbox="600 1198 691 1293">4</td> <td data-bbox="875 1198 1054 1293">More than 200 Lakh</td> <td data-bbox="1054 1198 1219 1293">1500.00</td> <td data-bbox="1219 1198 1431 1293">5000.00</td> </tr> </tbody> </table>	Sl No	Item	Components	Existing Rate (Rs)	Revised Rate (Rs) (w.e.f. 01.04.2014)	1	Cost of Tender Form (based on Estimated Cost put to tender)	Upto 1 Lakh	150.00	500.00	2	1.00 to 50 Lakh	500.00	1000.00	3	Above 50 Lakh upto 200 Lakh	1500.00	2500.00	4	More than 200 Lakh	1500.00	5000.00	To be referred to competent Higher Authority & comments received thereon to be intimated to audit.
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1	Cost of Tender Form (based on Estimated Cost put to tender)	Upto 1 Lakh	150.00	500.00																					
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16	Loss of Govt. Revenue due to non accrual of Bank interest on saving bank account.	<p>Para 3(i) &amp; 5(A) of Policy of Bank Deposits 2021 [Bank of India (BOI)] contained that interest paid on SB Deposits shall be at the rate/rates as decided by ALCO from time to time. The same shall be calculated on daily product basis and will be credited in the SB Account in the month of May, August, November and February respectively every year or at the time of closing of SB Account. The formula for calculation of interest is as follows:</p> <p>Monthly Interest = Amount (Daily balance) * (No. of days) * Rate of Interest/Days in the year.</p>	<p>Matter need to be scrutinized with the bank. If required, the result thereof may be forwarded to Panchayat Dept. for comments and the Comments received thereon to be furnished to audit.</p>
17	Payments made in cash/As through bearer cheque amounting to Rs .....	<p>As per Finance Department Memo No F.28(6)/FIN(G)/75, dated 25/07/2005, to minimize the risk and trouble of drawl and disbursement Govt. fund in cash and to avoid liability of payment of banking cash transaction tax, decision has been taken to introduce the system of disbursement of govt. fund including salary through Bank A/C. Decision had been taken to issue following clarifications:</p> <p>(a) All 3<sup>rd</sup> party bills above Rs. 500 may be paid through cross cheek only by the DDO's as envisaged in the memo.</p> <p>(b) Salary and others claims of the employee / officials to be paid through their Bank Account.</p>	<p>Laid down provision to be followed.</p> <p>The matter to be referred to the higher authority for comments &amp; the comments received thereon may be furnished to audit.</p>



Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
18	In-operative Bank Account amounting to RS.....	<p>Memo F.2 (7-1)-PE/PR/2002-Part/14847-93 dt. 19<sup>th</sup> Nov. 2011 circulated by Joint Secretary, Govt. of Tripura provides that PRI &amp; ADC Village who have more than 2 Bank Accounts should close down the bank account immediately and balance amount, if any, may be transferred to other bank accounts such as if the balance fund available is under SGRY, JGRY, JRY etc. may be transferred to the Account of MGNREGA or if other, it may be transferred to the Bank Account maintained for PDF etc.</p> <p>Panchayat Department vide Memo No. F.1(5-161) -ESTT/PR/15/21493-572 dated 20/12/2016 has asked all PRIs for closure of Savings Bank/Current Deposit Accounts operated by the DDOs &amp; the unspent balance (if any) shall be deposited in the Public Accounts under Head of Account 8443-00-800-Other Deposit in accordance with Finance Dept. <u>Memorandum No.F.28 (6)-FIN (G) 75(S) dated 09/12/2016.</u></p>	Unspent balance needs to be deposited to the Public A/c under intimation to audit & comments of the higher authority in this regard also needs to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
19	Blockade of fund due to non commencement/ unsuccessful works/projects aggregating Rs.....	Memo No. F-10(4)-FIN (G)/2015 dated 28th August, 2015 issued by Finance Department, Govt. of Tripura states that there shall not be any amount in the Cash Book which is drawn more than 1(one) year before. The amount should be drawn from Government A/c as & when required and should be utilised efficiently & effectively within a specified time frame as per the concerned scheme guidelines & as per the estimate concerned. If the amounts are reflected in the cash book for more than one year, it should be kept in Civil Deposit and drawn as & when required. The amount kept in Civil Deposit should be drawn within 31 <sup>st</sup> March to avoid lapse of the said fund.	Work Completion Report, FTO copies, Cash Analysis, copies of UC.  Comments of the higher authority need to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
20	<p>Excess deduction of Group Insurance (G.I) contribution aggregating to Rs ..... lakh</p>	<p>As per Para 3.1 of the "Tripura State Government Employees' Group Insurance Scheme, 1983" it is clearly mentioned that contract employees, person on deputation from the Central Government and other State Government, public sector undertakings, or other autonomous organization, persons appointed on contract, casual labourers, persons paid at daily rated, persons not in whole time employment, persons in seasonal employment, persons appointed in short term vacancies and ad-hoc employees will not be covered by the 'scheme'. The 'scheme' will also not apply to persons recruited under the State Government after attaining the age of 50 years.</p> <p>Para 5.3 of the Tripura State Government Employees' Group Insurance Scheme, 1983 also states that in the event of regular promotion of an employee from one Group to another, his subscription shall be raised, from the next anniversary of the 'scheme' to the level appropriate to the Group to which he is promoted. Until the date of the next anniversary of the 'scheme' he shall continue to be covered for insurance for the same amount for which he was eligible before such promotion.</p>	<p>The amount of excess realization is required to be refunded to concerned incumbent after observing accounting procedure with specific note in the bill for which the excess amount has been drawn.</p> <p>The content of memo/bill to be recorded in the Service Book of the incumbent concerned.</p>

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21	Non-maintenance of 8 (eight) nos. Model Accounting System (MAS) formats in online mode through PRIAsoft/ eGS.	<p>Para 1.7 of <a href="#">Guidelines for Financial Audit of PRIs</a> issued by the C&amp;AG states that, in case of Panchayati Raj Institutions (PRIs), the financial reporting framework would be Financial Statements as per State Panchayat Accounts Rules and/or as per CAG's Model Accounting System (MAS). The CAG's MAS requires preparation of Annual Receipt and Payment Account having both budget provisions and actuals.</p> <p>Para 2.3 also states that, according to MAS for PRIs, the following 8(eight) Model Accounting System (MAS) formats to be maintained :</p> <p><b>Format-I</b> : Monthly/ Annual Receipts and Payments Accounts,  <b>Format-II</b> : Consolidated Abstract Register,  <b>Format-III</b> : Reconciliation Statement,  <b>Format-IV</b> : Statement of Receivable and Payable,  <b>Format-V</b> : Register of Immovable Property,  <b>Format-VI</b> : Register of Movable Property,  <b>Format-VII</b> : Inventory Register,  <b>Format-VIII</b> : Register of Demand, Collection and Balance.</p>	Proper maintenance of the 8 MAS formats to be ensured and related documents to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
22	Non-compliance to earlier outstanding audit paras	Rule 213 of the CTR, Vol-1 provides that "every government servant must attend promptly to all objections and orders communicated to him by audit".	Compliance/ ATR along with supporting documents to be furnished.
23	Non-conduction of Gram Sabha	Para 7(1) of The Tripura Panchayat Act, 1993 (Tripura Act No.7 of 1993) envisages that the periodicity and procedure for convening and conducting the meeting of the Gram Sabha or the Gram Sansad, as the case may be, shall required to be held by the Gram Panchayat.	Minutes of gram Sabha to be furnished.
24	<b>Non deduction of 10 % Contractor's Profit to the tune of Rs.....: Recovery thereof</b>	<p>Preface point no 7.5 of PWD SOR-2020 states that at the end of each item 15% of the cost of item is added towards contractor's profit (10%) &amp; overhead (5%). This provision covers apart from contractor's profit the expenditure towards the salaries &amp; other expenses of staff right from project manager, store keeper, site engineers to office attendant, the expenditure on construction of site office etc.</p> <p>This provision of 10% Contractor's Profit (CP) &amp; 5% Overhead (OH) is applicable in case the works are executed through Contractors / agencies and not through departmental I/Os.</p>	Excess paid amount need to be recovered and photocopy of documentary evidence in support of such recovery need be furnished to audit.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
25	Irregular payment of Medical Reimbursement claim amounting to Rs..... lakh	<p>(i) Medical treatment at patient residence or doctor residence/chamber is permissible up to 10 days. If treatment beyond 10(ten) days the patient should be referred to a Govt. Hospital.</p> <p>(ii) If the treatment at hospital indoor or O.P.D there is no limit of duration/period of treatment.</p> <p>(iii) Medicine should be prescribed for 10 days, beyond 10 days of medicine it will not reimbursable, if medical treatment at doctor residence/chamber.</p> <p>(iv) X-Ray, Laboratory charge etc. obtained from <b>Dr. Lal Path Labs, Agartala or any Govt. Hospital, PHC, etc.</b> as per Health &amp; Family Welfare Department G.O No.-03 &amp; 04 dated, 30.06.2005 &amp; 14.08.2006.</p> <p>(v) ILS Hospital being a referral institute, the cost of treatment at ILS will be admissible on referral by Standing Medical Board.</p> <p>(vi) As per Health &amp; Family Welfare Deptt. Notification No. 3(352)-HFW/1999 dated 13.07.2015, Medical Officers of Tripura Health Services who have opted for private practice may charge fees from the person attending the chamber as per following manner and rates:</p>	Recovery need to be made from the concerned employees and photocopy of documentary evidence in support of such recovery may be furnished to audit.

Sl. No.	Audit Observation	Related Rule/ Govt. Order				Documents to be submitted with ATR
		Category of Medical officer	1 <sup>st</sup> consultation fee	2 <sup>nd</sup> consultation fee	3 <sup>rd</sup> / beyond 3 <sup>rd</sup> consultation fee	
		Super Specialist	Rs 250	Free	Rs 150	
		Medical officer having P.G degree/ Diploma	Rs 200	Free	Rs 100	
		Medical officer without having P.G degree/ Diploma	Rs 150	Free	Rs 75	
		<p>The following points also need to be checked:-</p> <p>(a) The attending doctor is Authorized Medical Attendant (A.M.A)</p> <p>(b) The medicines were consumed within the treatment period so that excess medicines were not purchased.</p> <p>(c) Cost of X-Ray, Laboratory charges etc. obtained from the private pathological laboratory is not reimbursable. However, such charges from a private laboratory may be reimbursed provided a certificate from the Govt. hospital authority should be obtained to that effect that such tests are not available in the hospital.</p>				

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
26	Un-adjusted TA advances to the tune of Rs .....	<p>The amount of advance granted shall be <b>adjusted within 15 days</b> from the completion of tour or the date on which the government servant resumes duty after completion of tour.</p> <p>Under SR 194-A, if the govt. servant has not submitted the adjustment bill in due time and consequently his right to T.A claims stands forfeited and advance so drawn shall be recovered from his pay bill or any other dues in one installment by the competent authority.</p>	Compliance/ ATR along with supporting documents to be furnished.
27	Non deduction of Goods & Service Tax (GST) amounting to Rs.....	<p>As per Notification issued by the Chief Commissioner of State Tax, Government of Tripura vide No.F.1-11(66)-TAX/GST/2017/8877-8929 Dated, 29th September 2018 in respect to bringing Section 51 of the GST Act(provision related to Tax Deduction at Source) will come into force w.e.f. 01.10.2018</p> <p>Further Para (ii) of salient features of the TDS provisions under GST in the above Notification mentioned that the deductor is liable to deduct tax at the rate 2% of IGST in case of inter-state supply and in case of intra-state supply at the rate 1% SGST and 1% CGST from the payment made credited to the supplier of taxable goods or services or both where the total value of supply under a contract exceeds two lakh and fifty thousand rupees.</p>	Documents in support of GST deduction and deposition to be furnished.



Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
28	<p>Non deduction of Income Tax (IT) on Salary u/s 192 of Income Tax Act, 1961 to the tune of Rs..... lakh: Observation thereon</p>	<p>Section 192 of Income Tax Act deals with provision regarding TDS (Tax Deducted at Source) on Salary. When an employee receives arrears of salary for the previous years, which was not taxed, earlier on due basis, then salary received is taxed on receipt basis. However, one can claim relief under Section 89(1) for arrears of salary or advance salary as per prescribed arithmetical formula specified under Section 89.</p> <p>Apart from this, employee would be required to report the salary arrears along with the taxes deducted at source by the employer in the tax return form. The relief, if any, claimed has to be reported in the schedule titled "relief" of the tax return form to be complaint from disclosure perspective.</p> <p>Accordingly, an employer would be liable to deduct TDS at the applicable income tax slab rate at the time of payment of salary arrears and deposit the same into the government treasury within the specific time.</p> <p>Rule 222 of CTR, Vol-1 also provides that deduction from pay bills an account of Income Tax shall be made strictly in accordance with the relevant provisions of the Income Tax Act, 1961 (43 of 1961), as accorded from time to time and the rules and order issued thereafter.</p>	<p>Steps need to be taken either to recover the due Income Tax as per provision of Income Tax Act, 1961 from the concerned payee and deposit to the Govt. exchequer or the matter may be brought to the notice of concerned employee to deposit the due tax immediately and copy of deposit challan may be communicated to audit.</p>

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
29	Non deduction of Income Tax (IT) on works contract amounting to Rs .....	<p>(a) Section 194C of Income Tax Act 1961 provides that Income Tax @ 1% in case of Individual/HUF &amp; 2% in case of any other entity is required to be deducted that at source where the amount credited or paid to a contractor or sub contractor exceed Rs.30,000/- in a single payment or Rs.100,000/- in aggregate during a financial year.</p> <p>(b) Section 194J of Income Tax Act, 1961 provides that, any person who is responsible for paying to a resident any sum by way of fees for professional services or fees for technical services, shall deduct tax at source @10%.</p> <p>Tax shall be deducted at the time of credit of such sum to the account of the payee or at the time of payment thereof in cash or by issue of a cheque or draft or by any other mode, whichever is earlier. <b>In case there exist no PAN of the deductee, income tax @ 20% is to be deducted from the gross bill of the contractor.</b></p>	Income Tax to be deducted & FTO/ Challan in support of deposit of IT amount to be furnished
30	Non deposition of Income Tax worth Rs .....	Section 200 of Income Tax Act, 1961 provides that any person, who has deducted any sum at source as provided in Section 192 to 196D, is obliged to pay the tax deducted at source to the credit of Central Government within one week from the last day of the month in which the deduction is made. However time limit for deposit of TDS for the entire month of March is rationalized to 30 April.	Deposit Challan, FTO

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
31	Inadmissible claim of Rs ..... on account of supplies made at prices exceeding the printed MRP of packaged items	<p>(a) As per The Legal Metrology (Packaged Commodities) Rules 2011, "Retail Sale Price" means the maximum price at which the commodity in packaged form may be sold to the ultimate consumer and the price shall be printed on the package and is inclusive of all taxes.</p> <p>(b) As per Department of Co-operation Memo No.F.1-3(13)/Cons/Co-op/2006, dated 26/03/07 as well as Tripura Co-operative Development Scheme 2015:</p> <p>(i) Sale price should not exceed the printed Maximum Retail Price (MRP) of the packaged goods.</p> <p>(ii) 5% service charge may be added in the sale price in the event of door step supply.</p>	Inadmissible payment made needs to be recovered/ adjusted under intimation to audit.
32	Procurement of food grains valued at Rs..... lakh directly from different Co-operative societies without verifying the open market issue price	As per Deptt. of Co-operation, Govt. of Tripura Memo No.F.1.3(13)/Cons/Co-op/2006 dated 26/03/07 and as per Tripura Co-operative Development Incentive Scheme 2015, " <i>Retail sale price of food grains &amp; essential commodities will be fixed as per open market retail issue price of food grains &amp; essential commodities published by Food, Civil Supplies &amp; Consumer Affairs Deptt. on daily/ regular intervals for public use</i> ".	Comments of higher authority to be furnished.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
33	Drawal of inadmissible House Rent Allowance (HRA)	<p>As per Finance Department Memo F.5(15)/FIN(G)/75 dated 02-01-1976 and Memo of even number dated 19-01-1977, if both husband and wife are employees of State Government /Central Govt, autonomous body (public undertaking/semi Govt Organization such as Municipality) the entitlement of H.R.A is subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. If both husband and wife working at the same station i.e within 8 K.M house rent allowance shall be admissible for one of them only.</li> <li>2. If both husband and wife reside together at the same place though posted at different station, house rent allowance is admissible for one of them (Ref. Finance Deptt. Order No.F.5 (5)/FIN (G)/75-1 dated 01.08.2001.</li> </ol> <p>Option is required for surrender of H.R.A one of them.</p> <p>An undertaking in form incorporated by the Finance Department shall be given by incumbent concerned and a joint declaration shall be given by them.</p>	Joint Declaration to be collected & furnished to audit.

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
34	<p>Non Production of vouchers amounting to Rs..... lakh</p>	<p>Rule 205 of CTR (Vol-I) provides that a government officer entrusted with the payment of money shall obtain for every payment he makes, including repayment of sums previously lodged with the government, a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the accounts. Every voucher must bear or have attached to it, an acknowledgment of the payment signed by the person by whom or in whose behalf the claim is forth forward. The acknowledgment shall be taken at the time of payment.</p> <p>Further, Rule 210 of CTR states that vouchers and acquaintances which are not required to be submitted to the Accountant General shall be filed and retained carefully in the officer concerned as important documents till these are destroyed under the order of the competent authority.</p>	<p>Copies of vouchers need to be furnished along with ATR.</p> <p>Comments of the higher authority need to be furnished.</p>

Sl. No.	Audit Observation	Related Rule/ Govt. Order	Documents to be submitted with ATR
35	Non-Submission / Non-Maintenance / Improper Maintenance of Records/ Register.	<p>The following register(s)/record(s) shall be required to be maintained properly :</p> <ul style="list-style-type: none"> <li>• Budget Control Register</li> <li>• Maintenance of bill register</li> <li>• Office copies of Establishment bills</li> <li>• All TR-5 receipt register</li> <li>• A.C &amp; D.C.C bill register</li> <li>• Maintenance of Cheque and draft receipt/ issue Register</li> <li>• Implementing officer-wise advance/outstanding register</li> <li>• Cash analysis statement</li> <li>• Remittance Register</li> <li>• Maintenance of work/Project Register</li> <li>• Acuitance Rolls</li> <li>• Maintenance of Pay check register</li> <li>• Vouchers</li> <li>• Register of Advance Payment</li> <li>• Counterfoils of cheques</li> <li>• Bank Reconciliation Statement</li> <li>• Register of TR-5/Cheque (stock Register)</li> <li>• Maintenance of Stock Book/Register(General)</li> <li>• Maintenance of Assets Register</li> <li>• Maintenance of Measurement book by the implementing officer</li> <li>• Maintenance of disbursement register</li> <li>• Maintenance of challan Register in respect TVAT, Income Tax,</li> <li>• Professional Tax, GST collection &amp; deposition register etc.</li> </ul>	Maintenance of the vital /essential registers to be ensured and related documents to be furnished in support of maintenance of all these registers.

**THANK YOU**