

## **Annual Administrative Report of Local Audit Department for the year 2012-13**

### **(i) Particulars of organization, function and duties:-**

It is a State Govt. Department meant to conduct the audit income/expenditure of Local Funds, which are normally not a part of Consolidated Fund of the State and are not audited by AG. The audit of Universities and H.P. Board of School Education, Marketing Board and five major Market Committees is conducted by this department under pre-audit system. The AG generally does not conduct the audit of these institutions. The department is responsible to conduct the audit of following institutions:

#### **Name of Institutions/Funds**

1. H.P. University, Shimla.
2. Ch. Sarwan Kumar H.P. Krishi Vishav Vidyalaya, Palampur.
3. Dr. Y.S. Parmar University of Horticulture & Forestry Nauni, Solan
4. H.P. Board of School Education.
5. H.P. Marketing Board.
6. Market Committees.
7. (a) Govt Educational Institutions(Pupil Funds)  
(b) Sanchiyaka Accounts of Schools /Colleges
8. H.P. Hindu Public Religious Institutions and Charitable Endowments
9. HIMUDA
10. Municipal Corporation Shimla
11. Nagar Parishads /Panchayats
12. H.P. Poly Technical pupil's Fund and ITI's
13. H.P. Technical Education Board.
14. The H.P. State Legal Services Authority.
15. Tourism Development Board
16. Fish Farmer's Development Agency
17. H.P. Homeopathic Council
18. H.P. Academy of Arts Cultural & Language.
19. CM Relief Fund/Distt Relief Fund.
20. CM's Sainik Welfare Fund.
21. H.P. Sectt. Canteen
22. Fair & Festivals
23. H.P. Veterinary Council
24. Board of Ayurveda and Unani System of Medicine.
25. H.P. Defence Forces Benevolent Fund Flag Day Fund
26. Rajya Sanik Board Special Fund for R.R. and Sanik Rest House Fund.
27. Small Saving Prize money in all districts, Distt. Sports Cultural Educational Library & Other Development Fund.
28. E-Governances
29. Indira Gandhi Complex Shimla .
30. Mountaineering Institutions & Allied Sports, Manali.
31. HIMCOPS, Shimla

### **(ii) Powers and Duties of Officers and Employees of the Department :**

The department functions under the overall administrative control of Principal Secretary (Finance) to the Govt. of H.P.

**Director-cum-Examiner, Local Fund Accounts:** - Special Secretary (Finance) holds the charge of the post of Director-cum-Examiner, Local Fund Accounts, H.P., Shimla. He is also the Head of the Department.

***OFFICERS/OFFICIALS POSTED IN H.Q. OFFICE OF THE LOCAL AUDIT DEPARTMENT :***

**Additional Director:** He is the Head of the Office as well as Controlling Officer of the employees of the department who are subordinate to him.

**Deputy Director-I:** - He is the incharge of the Technical Section. He is responsible for the conducting audit of HIMUDA and vetting of Audit Reports of all the three Universities & Board of School Education Dharamshala, Urban Local Bodies and other work as allotted by higher authorities .

**Deputy Director –II:** - - He is the Incharge of Administrative/Accounts Section. He is also responsible for vetting the audit reports of HP Marketing Board Shimla, Market Committees, Temple Trusts, E-Governance, Technical Education Board Dharamshala and all other major miscellaneous institutions and any other work allotted by higher authorities.

**Assistant Director:** - He is responsible for vetting of Audit reports of all Govt. Schools/ Colleges, ITI & Polytechnic of the state besides other smaller miscellaneous institutions and any other work allotted by higher authorities .

**Section Officer (Establishment):-** He is functioning as DDO besides holding the charge of the Administration and Accounts Section.

**Section Officer (Technical Section):** She is holding the charge of the Technical Section of the H.Q. Office.

**Jr. Auditors:** - Functioning as dealing Assistants of Accounts, Establishment and Technical Sections in the H.Q. Office of the Local Audit Department.

**Clerks :-** Typing work of drafts and comparison of Audit Notes. They also function as Diarist and Despatcher etc.

***THE OFFICERS POSTED IN THE RESIDENT AUDIT SCHEMES:***

Joint Controller/Deputy Controller/Assistant Controller and Section Officers are functioning as incharges of the Resident Audit Schemes in the case of Universities, H.P. Board of School Education, Marketing Board and Market Committees respectively. The function of these Officers is to conduct the audit of concerned institution and supervision of the work of the subordinate staff posted there.

***JUNIOR AUDITORS POSTED IN RESIDENT AUDIT SCHEMES:*** Junior Auditors posted in Resident Audit Schemes conduct the pre-audit/post audit in the Resident Audit Schemes.

***OFFICERS/OFFICIALS POSTED IN THE FIELD:-***

Assistant Controllers/Section Officers and Junior Auditors have been posted in the field audit circles to conduct the post audit of the institutions under auditorial jurisdiction of the Local Audit Department. Besides, Additional Director/Deputy Director/Assistant Director also supervise the Audit Parties from time to time.

(iii) ***Procedure followed in the decision making process, including channels of supervision and accountability:***

The correspondence received in the department is processed by the dealing Assistant (Jr. Auditors/Clerks) who put up the same to the Section Officer/Assistant Director/Deputy Directors as the case may be, and the same is finally disposed of at the level of Additional Director or Director or Principal Secretary (Finance) to the Govt. of H.P, depending upon the importance of the case.

In Resident Audit Schemes the initial work of conducting pre/post audit is processed by the Auditors and put up to Section Officer/Assistant Controller/Deputy Controller/Joint Controller as the case may be for scrutiny and final disposal. In circles, incharges of the audit parties are required to take on the spot decisions for conducting post audit depending upon the nature of the cases. However, the staff of Resident Audit Schemes as well as field parties work under the overall control and supervision of the Headquarter of the Department.

(iv) ***The norms set by it for the discharge of its functions:***

The norms to conduct the pre-audit/post audit have been framed/issued by the department to the staff posted for conducting the audit. The norms fixed by the department are as under:

1. Time allotment for conducting the audit.
2. Rates of charging of audit fees.
3. Quantum of audit prescribed for pre-audit and post audit of the various institutions.
4. Month Selection criteria for detailed check in the audit.
5. The department conducts the pre and post audit of the institutions under its auditorial jurisdiction as per procedures laid down in the Acts/Manuals/ Ordinances/Statutes/Rules of concerned institutions and instructions issued by the respective institutions/Govt. from time to time.

(v) ***Rules, Regulations, Instructions, Manuals and Records held by it or under its control :***

The Department follows the Govt. Rules, Instructions, and Guidelines issued from time to time in its day-to-day functioning. The department also follows the guidelines contained in the H.P. LAD Audit Code/Manual.

(vi) ***A statement of the categories of the documents that are held by it or under its control :***

1. Service record related to its employees.
2. Audit notes of the various institutions under the auditorial jurisdiction of the department.
3. Annual Administrative Report of Local Audit Department.
4. Record of Demand and Collection of Audit Fee due and realized from the various institutions under the auditorial jurisdiction of the Department.

(vii) ***The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof :***

The department is primarily responsible to conduct the pre/post audit of the institutions under jurisdiction of the department and special audit, if any, assigned by the Govt. from time to time and it does not have direct public dealing.

(viii) ***A statement of the board, councils, committees and other bodies consisting of two or more person constituted as its part of or for the purpose of its advice and as to whether meeting of those Boards councils, Committees and other bodies are open to the public or the minutes of the such meetings are accessible for public :***

The requisite information may be treated as nil, since no board, councils, committees and other bodies consisting of two or more persons have been constituted in this department.

(ix) ***A directory of its Officers and Employees :***

A directory of the Local Audit Department is enclosed as per Annexure – ‘B’

(x) ***The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations :***

The pay scales as sanctioned by H.P. Govt. for its employees have been made applicable in this department. No extra remuneration over and above the pay scales is in vogue. The post-wise pay band and grade pay of various posts in the department may, however, be seen at **Annexure-“C”** The Article Assistants engaged by the department for conducting the field audit work are paid remuneration @ Rs. 500/- per working day as per scheme approved by the Govt.

- (xi) *The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :*

Budget is allocated to this department for meeting the expenditure of its establishment and affairs connected there with. There is no agency working under its control to whom the budget allocation is required to be made by the department or the Govt.

- (xii) *The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes ;*

Required information may be treated as nil as no subsidy programmes are handled by this department.

- (xiii) *Particulars of recipients of concession, permits or authorizations granted by it ;*

No concession, permits or authorization are granted by this department.

- (xiv) *Details in respect of the information available to or held by it, reduced in an electronic form :*

The record of the department, at present, has been kept either in manuscript or in typed form and gradually facilities are being explored to convert the record in electronic form.

- (xv) *The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained for public use.*

All citizens can have the information from the department under RTI Act. However, there is no library or reading room facility available in the department.

- (xvi) *The names, designations and other particulars of the Appellate Authority*

**Public Information Officers & Assistant Public Information Officer in respect of Local Audit Department, H.P.**

**Headquarter Office :**

Sr. No.	Name and Designation of Public information Officer & Assistant Public information Officer (PIO & APIO)	Complete Office Address	Office Telephone No.
1.	Sh. Rajesh Sharma, Director, Local Audit Department <b>Appellate Authority</b>	Local Audit Department Kasumpti, Shimla-9	0177-2620757
2.	Sh. Anil Dutt Sharma, Additional Director, <b>(Public Information Officer)</b>	Local Audit Department Kasumpti, Shimla-9.	0177-2620046
3.	Sh. Basant Singh Kanwar Deputy Director <b>(Assistant Public Information Officer)</b>	Local Audit Department Kasumpti, Shimla-9	0177-2620881

**Public Information Officer of the Resident Audit Schemes of the Local Audit Department, H.P.**

Sr. No.	Name of Resident Audit Schemes	Designation	Telephone number
1.	Resident Audit Scheme, Ch. Sarwan Kumar H.P. Kishi Vishava Vidyalya, Plampur	Joint Controller(Audit)/Deputy Controller(Audit)	01894-230354
2.	Resident Audit Scheme, H.P. Board of School Education, Dharamashala.	Deputy Controller(Audit)	01892-229333Ext.138
3.	Resident Audit Scheme, H.P.University,Shimla-5.	Joint Controller/ Deputy Controller (Audit)	0177-2830892
4.	Resident Audit Scheme, Dr. Y.S.Parmar,University of Horticulture & Forestry, Solan.	Deputy Controller(audit)	01792-252171
5.	Resident Audit Scheme, H.P.Marketing Board Khalini,Shimla-2	Assistant Controller(Audit)	0177-2621316
6.	Resident Audit Scheme, Market Committee, Shimla & Kinnaur at Dhalli, Shimla.	Section Officer(Audit)	0177-2841167
7.	Resident Audit Scheme, Market Committee, Solan.	Section Officer(Audit)	01792-230459
8.	Resident Audit Scheme, Market Committee, Kangra	Section Officer(Audit)	01892-265195
9.	Resident Audit Scheme, Market Committee, Mandi, (H.P.)	Section Officer(Audit)	01907-265592
10.	Resident Audit Scheme, Market Committee, Kullu(H.P.)	Section Officer(Audit)	01902-222208

**Important Contact Numbers :**

Sr.No.	Name & Designation	Code	Telephone No.	Residence No.
1.	Sh. Rajesh Sharma, Director.	0177	2620757	9418381433
2.	Sh.Anil Dutt Sharma, Additional Director.	0177	2620046	9418083689

(xvii) Such other information as may be prescribed under the Act. Nil

**Other Important Informations of the Department:-**

**1. Position of audit conducted :**

During the period under report the audit of 206 institutions was conducted by the department.

**2. Staff Position:**

The total sanctioned strength of the staff was 130 as on 31.3.2013 out of which 104 were filled up and 26 posts were lying vacant.

### **3. Empanelment of Article Assistants for outsourcing of audit works :**

The Govt. has framed a policy/scheme of outsourcing audit work by empanelling suitable persons as Article Assistants with commerce background Graduate/Post Graduate on assignment basis.

### **4. Income and Expenditure of the Department :**

During the period under report, the position of income and expenditure was as under:

<u>Year</u>	<u>Budget/Expenditure of the department</u>	<u>Govt. revenue generated in the shape of audit fee by the department</u>	<u>Percentage of revenue generated against expenditure.</u>
2012-13	5.83 Crore	1.47 Crore	25.21

### **5. Serious irregularities detected during 2012-13**

The following serious irregularities were detected on the basis of audit reports of various institutions issued during the year 2012-13 :

#### **1. Municipal Council Hamirpur 4/09 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
4	Non recovery of house tax and rent of buildings	118.46
4.3	Non recovery of rent of shops and stalls	31.53

#### **2- Municipal Council Hamirpur 4/11 to 3/12**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
6	Outstanding recoveries from Mobile Towers Companies	0.85
7 (क)	Outstanding dues of house tax as on 31-3-2012	115.66
8 (क)	Outstanding recovery of rent as on 31-3-2012	40.30

#### **3. Municipal Council Rohru 01-04-2010 to 31-03-2012**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹(Lacs)</b>
4 (च)	Difference in the amount of Financial Position and Bank Accounts of the Committee	3.48
6	Loss of additional income of interest due to financial mismanagement	5.00
8 (क)	Outstanding recovery of rent of shops and stalls as on 31-3-2012	8.87

9 (क)	Non recovery of outstanding house tax.	72.63
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#### 4. Municipal Council Dharamshala - 01-04-2010 to 31-03-2012

Para No.	Brief Description of irregularities	₹ (Lacs)
7 (क)	Non accountal of the interest income in the cash book	14.14
11 (क)	Outstanding recovery of tax	116.87
11 (ख)	Financial loss due to irregular rebate of house tax	7.80
12	Outstanding recovery of house rent	11.75
13 (ङ)	Financial loss due to non issuing of cement from departmentally	33.00

#### 5. Municipal Council Theog - 01-04-2007 to 31-03-2011

Para No.	Brief Description of irregularities	₹ (Lacs)
6.6	Irregular transfer of 3 <sup>rd</sup> financial Commission grant to pension fund	15.06
7	Outstanding recovery of house tax upto the year 2010-11	72.69
8	Outstanding rent as on 31-3-2011	22.06
9	Financial loss due non receipt of lease money from the shops of commercial complex.	7.71

#### 6. Municipal Council Kangra- 01-04-2007 to 31-03-2011

Para No.	Brief Description of irregularities	₹ (Lacs)
6.2	Outstanding recovery of house tax, shop rent etc.	41.70
6.4	Financial loss due to non charging 10 % surcharge on outstanding house tax.	3.17
6.5	Financial loss due to not realizing of house tax on prescribed rates.	3.55
6.7	Loss of revenue due to non recovery of Trade Tax	1.18



**7. Municipal Council Nurpur - 01-04-2007 to 31-03-2011**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5	Non taking of action to realize outstanding house tax and shop rent	36.11

**8. Municipal Council Chamba - 04/07 to 03/2010**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
7	Non recovery of house rent	27.10
9.4	Outstanding house rent as on 31-3-2010	34.92
9.8	Non production record of misc. outstanding advances.	150.00
15.15	Irregular payment to contractors for construction of retaining wall.	2.14

**9. Municipal Council Ghumarwin – 04/09 to 03/2012**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
8(i)	Outstanding recoveries of house tax, shops rent as on 31-3-2012.	61.86

**10. Municipal Council Nagrota Bagwan – 4/2009 to 3/2012**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5.3	No efforts were made for recovery of due arrears amount house tax, mobile towers and rent of shops/buildings.	27.16
5.4	Financial loss due to non recovery of house rent on prescribed rates.	5.45

**11. Municipal Council Bilaspur 1-4-09 to 31-3-2011**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5.4	Irregular payment of salary out of grant-in-aid.	13.34
6.1	outstanding amount of rent and interest.	57.16
6.2	Regarding pending cases in the Hon'ble Court on account outstanding recovery of rent and interest.	14.41
6.4.2	Financial loss due to short realization of rent of Dhaulara Rest House of from DAV Public School.	3.63

**12. Municipal Council Nahan- 1-4-2007 to 31-3-2011**

Para No.	Brief Description of irregularities	₹(Lacs)
6	Outstanding recovery of house tax	212.56
7	Outstanding recovery of sanitary tax	11.56
10	Outstanding recovery of rent of shops, stalls and Garage etc.	64.93
12	Outstanding licence fee from various traders.	28.63

**13. Municipal Council Nalagarh - 4/07 to 3/10**

Para No.	Brief Description of irregularities	₹(Lacs)
7	Regarding non realization of shop rent	28.75
7.1	Non recovery of rent of plots as on 31-03-2010.	3.20

**14. Municipal Council Parwanoo – 4/09 to 3/11**

Para No.	Brief Description of irregularities	₹(Lacs)
7	Outstanding recovery of house tax, sanitary tax and shops rent as on 31-03-11	55.30
10	Non deduction of labour cess from the Contractor's bills.	3.09

**15. Nagar Panchayat Bhunter -04/2007 to 03/2011**

Para No.	Brief Description of irregularities	₹(Lacs)
7 and 9	Non realization of the arrear of shop rent.	37.42
13	Non recovery of Teh Bazari	9.82
14	Non recovery of outstanding house tax.	4.21

**16. Nagar Panchayat Jawalamukhi -04/2009 to 03/2012**

Para No.	Brief Description of irregularities	₹(Lacs)
8 (क)	Outstanding recovery of house tax as on 31-3-12.	88.32
8 (ख)	Financial loss due to non recovery of house tax on prescribed rate.	30.98
9	Outstanding recovery of the shop rent as on 31-3-2012.	54.00

**17. Nagar Panchayat Nadaun – 4/2010 to 3/2012**

Para No.	Brief Description of irregularities	₹(Lacs)
6 (क)	Outstanding recovery of house tax	40.14

7	Outstanding recovery of rent.	11.68
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**18. Nagar Panchayat Sujanpur – 04/1995 to 03/2004**

Para No.	Brief Description of irregularities	₹(Lacs)
8	Non realization of rent on enhanced rates @10 % as per agreement.	6.49
9	Non realization of outstanding house tax.	12.83
10.6	Non deduction of income tax from Contractors.	4.40
12.1	Non adjustment of outstanding staff advances	6.50

**19. Nagar Panchayat Chowari – 04/2011 to 03/2012**

Para No.	Brief Description of irregularities	₹ (Lacs)
7 (2)	Non recovery of house tax.	3.37
7 (5)	Non recovery of the arrear of shop rent	4.34

**20. Nagar Panchayat Jubbal – 04/2007 to 03/2012**

Para No.	Brief Description of irregularities	₹(Lacs)
8 (क)	Outstanding recovery of house tax.	5.95
8 ख)	Financial loss due realization of house tax at reduced rates.	5.26
8 (ङ)	Outstanding recovery rent of shops	12.44

**21. Nagar Panchayat Sunni - 04/2008 to 03/2011**

Para No.	Brief Description of irregularities	₹(Lacs)
5.2	Irregular payment out of grant in aid received during the period 4/08 to 03/11 under 3 <sup>rd</sup> Finance Commission.	25.46
7	Non recovery of the arrear of house tax.	18.23
7.2	Financial loss due to non-charging house rent on the rates prescribed by the Government .	8.79

**22. Nagar Panchayat Kotkhai – 04/2011 to 03/2012**

Para No.	Brief Description of irregularities	₹(Lacs)
16	Irregular payment of wages in contravention to rules.	3.85
21	Non receipt of Utilization certificates of deposit works.	50.00

25	Non registration and insurance of Hydraulic Tipper and incurring of unfruitful expenditure on purchase of this vehicle due to its lying idle/without use.	7.68
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**23. Nagar Panchayat Narkanda – 4/07 to 3/11**

Para No.	Brief Description of irregularities	₹(Lacs)
7	Outstanding recovery of house tax as on 31-3-2011	3.26
8	Outstanding recovery of rent as on 31-3-2011	14.86
12	Regarding non recovery of over payment of pay and allowances.	1.78

**24. Nagar Panchayat Santoshgarh – 04/10 to 03/12**

Para No.	Brief Description of irregularities	₹(Lacs)
6 (ख) (i)(ii)(iii)(iv)(v) (vi)(vii)	Outstanding recovery of house tax, shop rent and chullah tax.	55.15
9 (क)(ख)	Over payment to the contractor	10.67
12 (च)	Payment of secured advance to the contractor without supplying material.	6.00
13 (ग)	Irregular payment to contractor.	5.57

**25. Nagar Panchayat Mehatpur – 04/2007 to 03/2011**

Para No.	Brief Description of irregularities	₹ (Lacs)
6.1	Outstanding recovery of house tax, shop rent and chullah tax.	185.46

**26. Nagar Panchayat Daulatpur Chaunk – 4/07 to 3/11**

Para No.	Brief Description of irregularities	₹(Lacs)
6 (2)	Outstanding recovery of house tax, shop rent and Chula tax.	20.05
9.2	Non recovery of secured advance.	1.58

**27. Nagar Panchayat Gagret – 4/07 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
6	Regarding non realization of outstanding dues.	32.43
8.6	Irregular purchase of furniture out of grant in aid.	1.98

**28. Nagar Panchayat Rewalsar 4/09 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
6 (ख)	Regarding outstanding recovery of house tax as on 31-3-11.	32.46
6 (ग)	Outstanding recovery rent of shops.	1.96

**29. Nagar Panchayat Jogindernagar – 4/07 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Outstanding recovery of house tax as on 31-3-2011.	42.92
8	Outstanding recovery of rent of shop as on 31-3-2011.	3.80

**30. Nagar Panchayat Rajgarh – 4/08 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
8	Outstanding recovery of rent shops	1.84
11	Outstanding recovery of rent of “Rain Basera” from GDC Rajgarh.	0.52

**31. HIMUDA Headquarter Shimla - 04/10 to 03/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
4	Amount recoverable from allottee on account of ground rent as on 31.03.11.	18.38
4.1	Loss of interest to HIMUDA due to grant of irregular financial assistance in crores to various departments.	4164.00
5	Non adjustment/recovery of TA, LTC, Medical, Staff and Misc. advances for so many years.	7.36
8.7	Irregular showing of closing balance of investments without verifying facts.	11.91
8.11	Loss of interest on fixed deposit investments due to non taking of proper decision.	33.02
15	Irregular debt of establishment expenditure (pay and allowances) in works/ projects and schemes.	250.83
16	Amount shown in reserve and surplus schedule without giving proper detail.	366.16
17	Non recovery of outstanding amount and non cancellation of allotment of different residential colonies for so many years .	57.29
17.1	Non forfeiture of security deposit.	26.36
18	Irregular adjustment payment of advances of FBT by showing it as expenditure in the profit & loss account.	20.75

**32. HIMUDA Parwanoo – 04/10 to 03/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹(Lacs)</b>
4(1)	Outstanding amount recoverable on account of water and maintenance charges.	90.79
6	Over payment of 10 CC claim for construction work of SC/ST Hostel of Nalagarh.	1.10
12(3)	Non utilizing the stock articles for so many years.	37.59

**33. HIMUDA Electrical Division New Shimla 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5	Outstanding amount of secure advance of contractors.	23.84
6	Non receipt of utilization certificates of deposit works from Electricity Board.	5108.51

**34. HIMUDA Electrical Division Hamirpur 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5	Non receipt of utilization certificates of deposit works from Electricity Board.	366.00
6	Non realization of unspent amount on account of lesser execution of deposit works from State Electricity Board.	14.51
7	Non adjustment of secured advances paid to contractors.	48.50

**35. HIMUDA Dharamshala- 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
4	Incurring of excess expenditure by the division over the amount received on deposit works of different departments as on 31.3.2011.	304.31
5	Outstanding misc. advances for adjustments on 31-3-11.	58.78
6	Outstanding amount of recovery of maintenance charges as on 31-3-2011.	116.15

**36. HIMUDA Division No.I Shimla - 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
4	Outstanding amount of recoverable staff advances.	1.76
4(1)	Outstanding amount of recoverable miscellaneous advances.	34.79

5(1)	Outstanding amount of recoverable maintenance charges.	16.94
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**37. HIMUDA Division No.1 Shimla- 4/11 to 3/12**

Para No.	Brief Description of irregularities	₹ (Lacs)
4(ख)	Outstanding miscellaneous advances (out of which 33.38 lacs are lying pending since long time).	43.51
4 (ग)	Outstanding amount of water charges recoverable from house/plot owners.	2.44
4 (घ)	Outstanding amount recoverable of account of maintenance charges.	20.83
5 (क)	Non-reconciliation of cash settlement suspense account for so many years.	8.24
5 (ख)	Non utilizing of stock articles for so many years.	10.97

**38. HIMUDA Division Mandi - 4/11 to 3/12**

Para No.	Brief Description of irregularities	₹ (Lacs)
4(क)	Outstanding amount of miscellaneous advances for adjustment.	102.22
4 (ख)	Non recovery of penalty from the contractor on account of rescinding of work due to its non completion.	34.00
5	Outstanding amount of recoverable maintenance charges.	26.87
6	Amount recoverable on account of incurring of excess expenditure on deposit works over the amount received from various departments as on 31-30-12.	939.69
10	Irregular payment due to wrong calculations of 10 CC claim .	2.28

**39. HIMUDA Electrical Division Hamirpur - 4/11 to 3/12**

Para No.	Brief Description of irregularities	₹ (Lacs)
4	Non receipt of utilization certificates.	417.83
5	Non recovery of amount from State Electricity Board on account of lesser execution of work as compared to deposit amount.	14.51
6	Non recovery of secured advances from the contractors.	83.64

**40. HIMUDA Division Shimla-II - 4/11 to 3/12**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹(Lacs)</b>
4	Non adjustment of miscellaneous advances.	14.16
4.2	Non recovery of maintenance charges from various housing colonies.	19.81
4.2	Non recovery of water charges from various housing colonies.	9.21
5	Non recovery of amount spent in excess on deposit works as on 31-3-12.	107.40
6	Non adjustment of secured advances for long period.	16.94
7	Excess payment to the contractor for the construction work of PSFS, Chhabroti Kasumpti.	4.06
8	Over payment made to contractor for construction work of Police Building Solan.	1.80
9	Excess payment made to the contractor for the construction of work of PSFS, Chhabroti Shimla-9 Group-IV.	1.61
10	Excess payment to the contractor for the construction of work Police Building Solan under modernization scheme..	1.37

**41. HP Marketing Board Khalini Shimla - 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5	Difference in the reconciliation of amount in the Balance Sheet of Marketing Board which was received from various Market Committees for execution of deposit works.	197.97
6	Non adjustment of income tax refundable amount.	44.06
8	Outstanding recoverable amount of loan from the various Market Committees.	125.52

**42. Market Committee Paonta Sahib, Distt. Sirmour-4/06 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5(i)	Non accountal of income of interest of fixed deposits in the cash book.	101.17
12	Recoverable amount of rent through Tehsildar Recovery.	1.80

**43. Market Committee Kullu & Lahaul Spiti at Kullu - 4/10 to 3/11**

<b>Para No.</b>	<b>Brief Description of irregularities</b>	<b>₹ (Lacs)</b>
5	Outstanding recoverable amount of rent of shops and plots as on 31-3-2011.	10.64
6	Outstanding recoverable amount market fees from various licensees as on 31-3-2011.	8.53
7	Outstanding recoverable amount of market fees from various potato traders.	5.26
8	Outstanding recovery of market fees from M/S Lahaul Potato Grover Society as on 31-3-11.	1.17



**44. Market Committee Dhalli - 04/10 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Outstanding recovery of rent of shops.	26.20
17(ii)	Non production of utilization certificates to the audit.	99.47

**45. Market Committee Mandi (Kangni) 4/10 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
6	Outstanding recovery rent of shops.	7.57
8	Short realization of Market Fees in contravention of rules.	10.74

**46. Market Committee Kangra-4/10 to 3/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Non recovery of outstanding rent of shops.	9.18
8	Non recovery of rent of six rooms constructed in Market Yard Kangra.	3.46
22	Non recovery of compounding market fees from M/s Vaishno Fruit Company, Shop No. 18 of Market Yard Jassur.	1.10

**47. Fish Farming Dev. Agency Solan-01-04-10 to 31-3-11**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Non adjustment of advances.	5.00

**48. HP Technical Education Board Dharamshala-4/11 to 3/12**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Regarding non adjustment of outstanding advances as on 31-3-2012.	9.44
9	Payment to the Director Technical Education HP without approval of the Govt.	500.00

**49. Temple Trust Sh. Mata Brijeshwari Devi ji Kangra - 1/11 to 12/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
7	Outstanding recovery of rent of shops and buildings.	1-58

13	Unfruitful expenditure on construction Gau-Sadan which is lying unfunctional.	27.95
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**50. Temple Trust Sh. Sidh Baba Balaknathji Deothsidh - 1/10 to 12/10**

Para No.	Brief Description of irregularities	₹ (Lacs)
17	Wasteful expenditure on advertisements published in magazines of various organizations.	6.73
18 (iii)	Loss of revenue after purchase of Yarti Niwas w.e.f 7/10 to 12/10.	3.22

**51. Temple Trust Sh. Chamunda Nandikeshwarji - 1/11 to 12/11**

Para No.	Brief Description of irregularities	₹ (Lacs)
9	Non production of utilization certificates in audit.	1.50
10(i)	Undue benefits given to the contractor.	4.60
12	Irregular payment made to central pool.	3.50

**52. Temple Trust Sh. Maha Maya Balasundari ji Trilokpur, Nahan-22-05-02 to 03/2010.**

Para No.	Brief Description of irregularities	₹ (Lacs)
4(ii)	Short accountal of 50 gram gold in stock register.	1.50
4(iv)	Short accountal of 3262.600 gram silver in stock register.	1.83
7	Wasteful expenditure on advertisements	23.39
8	Irregular payment of grant in aid to Red Cross Society Nahan.	8.00
9	Irregular payment to the different departments in the shape of articles and money	3.26
31	Irregular purchase of articles from the open market without inviting quotations.	7.15
39	Regarding outstanding recovery of misc. advances.	21.90
40	Short realization of room rent from Yatri Niwas.	8.25
41	Loss of revenue due to defective system of auction of the small temples in the complex of temple trust.	2.43
42	Short realization of money from the contractors on account of auction relating to small temples during fairs in the complex of temple trust.	4-30

**53. HP Board of School Education Dharamshala-2010-2011**

Para No.	Brief Description of irregularities	₹ (Lacs)
49	Non adjustment of advances as on 31-3-2011.	1799.33
14	Non adjustment of amount received from HP Education Department on account of purchase of books.	225.84
वार्षिक लेखा टिप्पणी 3(घ) व (ङ)	Irregular transfer of money under Head-318/1 and 318/2 of the Board to pension scheme and gratuity reserve account.	1288.00
3(i)	Difference between cash book and bank account since inception of the Board.	122.43
18	Loss of interest due to premature of FDRs	10.50
34	Irregular payment of honorarium to the officers and employees of the Board.	2.87
13	Outstanding recovery of examination fee.	2-36

**54. CSK HPKV, Palampur - 2010-2011**

Para	Brief Description.	₹(Lacs)
7	Re-imbursement of excess expenditure incurred against the grants-in-aid received from various funding agencies.	1166.16
10	Withdrawal of ACP benefit of Technical Assistants Gr-1 (Field) given before the grant of 3- tier pay scale .	17.60
11	Heavy Loss of interest due to wrong drawl of advances and retention of huge amounts of contingent advances out of University Account.	2.77
16	Payment on account of award given by the arbitrator in case of C/O 11 No. Teacher's Residences.	1.74
17	Violation of statutory provisions/rules in the payment to the President HOFF under RKVY Project "Promotion of organic Agriculture" by the university administration	26.60
18 (i)	Short realization on account of supply of green tea leaves to Co-operative Factory Kallu-Di-Hatti.	9.18

**55. Dr. Y.S.Parmar university of Horticulture and Forestry, Nauni - 2010- 11**

Para	Brief Description.	₹(Lacs)
4 (a) and (b)	Non adjustment of temporary advances	380.39
46(2)(a)	Unclaimed amount in the various GPF and CPF accounts.	21.05

18	Purchase of furniture and customized products in violation of prescribed procedure and by ignoring principals of financial propriety.	31.02
19	Unfruitful expenditure	1.42
21	Purchase of fans in violation of prescribed procedure	3.65
28	Purchase of costly vertical blinds in violation of prescribed procedure.	0.95

**56. HP University, Shimla-2008-2009**

<b>Para No</b>	<b>Brief Description.</b>	<b>₹(Lacs)</b>
5	Non adjustment of Temporary advances	217.51
11	Non obtaining of Administrative approval and expenditure sanction and non submission of Enquiry Report in case No. CMP-397/2008 titled HP University V/s Virender Pal Singh and Harinder Pal Singh-	90.17
15	Irregular and excess payment on account of conveyance allowance and hotel rent out of student fund over and above the rates fixed by the HP Government.	4.47
16	Expenditure on account of remuneration to teachers of ICDEOL-irregularities thereof.	1.28
26	Income tax wrongly deducted at source from the proceeds of FDR's by the Union Bank of India	4.16
27	Loss of interest due to investment for very short period	4.15

**Audit conducted by the Local Audit Department under the provision in respective Acts/Rules/Notifications and instructions of the Government**

Sr.No	Name of Institutions/Funds	Act/Letter No./Notification/Instructions
1.	H.P. University, Shimla.	Under Section 29(1) of H.P. University Act, 1970.
2.	Ch. Sarwan Kumar H.P. Krishi Vishav Vidyalya, Palampur.	Under Section 45(3) of H.P. Universities of Agriculture Hort. & Forestry Act read with the provisions relating to audit contained in University's Statutes framed thereunder
3.	Dr. Y.S. Parmar University of Horticulture & Forestry Nauni, Solan	Section 45(3) of H.P. Universities of Agriculture Hort. & Forestry Act read with the provision contained under section 13.2 of the University's Statutes framed there under
4.	H.P. Board of School Education.	Under Section 48(2) - A of H.P. Board of School Education Act, 1968.
5.	H.P. Marketing Board.	U/S 48(2) H.P. A & Hort. Produce Marketing Act, 2005
6.	Market Committees.	Under Section 100 (3) of rules framed under Agriculture Produce Marketing Act – 1971 .
7 (A)	Govt Educational Institutions(Pupil Funds)	Under Rule 136(b) of H.P. Education Code.
(B)	Sanchiyaka Accounts of Schools /Colleges	Vide letter No.Fin-2-C(a)-55-6684, dated 9-9-96
8.	H.P. Hindu Public Religious Institutions and charitable Endowments	Under Section 23(2)C(ii) of H.P. Religious institutions and charitable endowments Act, 1984 as amended by notification No. Bhasha-A(D)-3/85-II, dated 17-1-1989 F/B(P-173)
9.	HIMUDA	Notification No.H SG-4(d)1/92-II dated 13-9-04(under Sub Section 3 of Section 28 of H.P. Housing & Urban Development Authority Act, 2004(Act No.9 of 2004)
10.	Municipal Corporation Shimla	Sub Section 3 of Section 161 MC Act 1994 amended made vide Act No. -19. of 2007 - Notification No.1-376/81–Fin(LA)–Vol-4] Date 16.10.2008
11	Nagar Parishads /Panchayats	Sub Section 1 of Section 255 of Municipal Act, 1994-Notification No.1-376/81–Fin(LA)–Vol-4] Date 16.10.2008
12.	H.P. Poly Technical pupil's Fund and ITI's	Vide Rule 7 of notification No.STV(I.T)F(5)-5/85 dated 4-11-1986
13.	H.P. Technical Education Board.	Under Section 20 of H.P. Takniki Shiksha Board, Act 1986
14.	(a) The H.P. State Legal Services Authority.	H.P. State Legal Services Authority & Regulation 1996 under section 8(5)
15.	Tourism Development Board	Under Section 14(2) of H.P. Tourism Development and Registration Act. -2002
16.	Fish Farmer's Development Agency	GIA Rules No.5 (3) notified vide No. Fish-F (5)-1/82-Vol-1 dated 29-3-86.
17.	H.P. Homeopathic Council	Under Rule 26 of H.P. Homeopathic Practitioner Rules, 1983

18.	H.P. Academy of Arts Cultural & Language.	Under Section 20 of Constitution notified vide Govt. Deptt. of Languages & Cultural affairs vide No. LCA(9)-2/84, dated 10-12-1984 F/F.(P-207)
19.	CM Relief Fund/Distt Relief Fund.	Vide instruction No. 8 of the Fund
20.	CM's Sainik Welfare Fund.	Vide Govt. of HP(GAD-E-Section)Notification No. GAD-E(C)8/99 dt.2-11-99
21.	H.P. Sectt. Canteen	Letter No. Per(SA-I)F(6)-1/84, dated 8-5-1998,18-3-88,16-10-99
22.	Mela Festival Accounts	No. Language-C(13)_-2/92-loose, dated 11-5-99 from F.C.-cum-Secy.LAC
23.	H.P. Veterinary Council	Notified in GIA Rules of HP Veterinary Council vide notification No. AHY-A(5)5/86 dated 3-1-94
24.	Board of Ayurveda and Unani System of Medicine.	Letter No. H & FW(c)(1)-21/76 dated 22-6-1977.
25.	H.P. Defence Forces Benevolent Fund Flag Day Fund	Vide Rule no.9 of the Rules for utilization of the fund notified vide notification No.11-58/66-GAD"A" dated 19-10-1977
26.	Rajya Sanik Board Special Fund for R.R. and Sanik Rest House Fund.	Under H.P. Defence Security relief Fund National Security Relief Fund vide instruction No.9.
27.	Small Saving Prize money in all Distt. Distt. Sports Cultural Educational Library & Other Development Fund.	Letter No. Fin© 15-25/77(w & M) dated 29-12-1978
28.	E-Governances	Notification no.-TPT-F(1)2/2000 –E-Governance Date -03-09.2005
29.	Indira Gandhi Complex Shimla .	Director Youth Services and Sport vide letter no. -4-31/83 Y.S.S. 4388 Date -09/07/2003 .
30.	Mountaineering Institutions & allied Sports, Manali.	Notification GAD -3 –c (4) -13/76 Date -18.03.1978
31.	HIMCOPS, Shimla	Vide Directorate Police Communication and technical services H.p. Vide Letter no. 4142 date -25.03.2011 as decided by meeting at Governing body of HIMCOP as on 11.03.2011

**Annexure – B****Directory of the Officers/Officials of the Local Audit Department****(1) Headquarter Office :**

Sr. No.	Name and Designation Address	Office Telephone No.
1.	Sh. Rajesh Sharma, Director	0177-2620757
2.	Sh. Anil Dutt Sharma, Additional Director	0177-2620046
3.	Sh. Basant Singh Kanwar Deputy Director	0177-2620046
4	Sh. Suneel Kumar Angra, Deputy Director	0177-2620881
5	Sh. Des Raj Chauhan, Section Officer	0177-2620046
6	Smt. Nirmala Verma, Section Officer	0177-2620881

**(2) Resident Audit Schemes of the Local Audit Department, H.P.**

Sr. No.	Name & Designation of the Officer Incharge	Name of Resident Audit Schemes where posted	Telephone number
1	Shri Dharam Singh Chaudhary, Joint Controller	Resident Audit Scheme, Ch. Sarwan Kumar H.P. Kishi Vishava Vidyalya, Plampur	01894-230354
2	Sh. Deena Lal Thakur, Joint Controller	Resident Audit Scheme, H.P.University, Shimla-5.	0177-2830892
3	Sh. Kashmir Singh Verma, Deputy Controller	Resident Audit Scheme, H.P. Board of School Education, Dharamashala.	01892-229333Ext.138
4	Sh. Baldev Raj Sharma, Deputy Controller	Resident Audit Scheme, Dr. Y.S.Parmar, University of Horticulture & Forestry, Solan.	01792-252171
5	Sh. Jagjit Singh Patial, Asstt Controller	Resident Audit Scheme, H.P.Marketing Board Khalini, Shimla-2	0177-2621316
6	Smt Meera Gautam, Section Officer	Resident Audit Scheme, Market Committee, Shimla & Kinnaur at Dhalli, Shimla.	0177-2841167
7	Sh. Ram Singh Chauhan, Section Officer	Resident Audit Scheme, Market Committee, Solan.	01792-230459
8	Sh. Mukesh Kumar Snehi, Section Officer	Resident Audit Scheme, Market Committee, Kangra	01892-265195
9	Sh. Ram Lal, Section Officer	Resident Audit Scheme, Market Committee, Mandi (H.P.)	01907-265592

10	Smt. Indira verma Section Officer.	Resident Audit Scheme, Market Committee, Kullu(H.P.)	01902-222208
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### Annexure - C

Sl No.	Designation of the post	Number of Posts	Grade pay	Revised Pay scales
1.	Additional Director	1	7600	15600-39100
2.	Joint Director/Joint Controller	2	6600	15600-39100
3.	Deputy Director/Deputy Controller	7	5400	10300-34800
4.	Assistant Director/Assistant Controller	9	5000	10300-34800
5.	Section Officer	34	4400	10300-34800
6.	Junior Auditor	61	3800	10300-34800
7.	Junior Assistant	3	3600	10300-34800
8.	Clerks	4	1900	5910-20200
9.	Driver	1	2000	5910-20200
10	Gestetnor Operator	1	1650	4900-10680
11.	Daftri	1	1650	4900-10680
12	Peons	6	1300	4900-10680
	<b>Total</b>	<b>130</b>		