### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

#### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-01

**Sub:** Requisition for records/files

Following records/registers for the period from February 2017 to March 2024 may please be furnished to audit for observation.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

1	File Index Register	21	Report returns to higher authorities
2	All Cash Books including PL cash	22	UC files
	books		
3	Bill Register	23	Recruitment of staff records
4	Book of drawal	24	All receipt orders and files
5	Contingent Register	25	Annual establishment review
6	Money receipt books& its Register	26	Annual Activity Report
7	Bank Passbooks, PL Pass books	27	Purchase file
8	GIA files	28	Monthly Progress Report on Target &
			Achievement
9	Advance ledger	29	Tender/quotation files
10	Allotment/ Budget register/ files	30	Circular guard file
11	BD/DCR register	31	Voucher Guard files
12	Acquaintance rolls	32	Log books of vehicles
13	Undisbursed Pay and allowance	33	Records of hiring of vehicles
14	Service book and leave accounts	34	Copies of Treasury Challans
15	All stock registers	35	Files relating to Contracts and agreements
16	Asset Register	36	Register quarter allotment and recovery of
			house rent/ license fee
17	Reports of Statutory Auditors/ Local fund audit	37	Office copies of TA/LTC/RCM Bills
18	Internal Audit Report	38	Auction Files
19	Previous audit report and compliance given	39	Files on misappropriation/ embezzlement
20	Handing over / Taking over charge reports	40	Any other records/register/files as and when required

Date: 18.11.2024

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

#### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-02

**Sub:** Physical verification of Closing Balance of Cash Book

As per Finance Department letter No. 16689/F dated 27/4/2000, the Drawing and Disbursing Officer is required to conduct the physical verification of cash balance in presence of A.G. Audit party and also record the finding thereof in the cash book with dated signature of Drawing and Disbursing Officer. So, physical verification of cash balance on 18.11.2024 may please be conducted as per proforma given below.

#### PHYSICAL VERIFICATION OF CASH BALANCE

Physically	verif	ied the cash balance	e in the pre	sence of AG's A	udit party on	18.11.2024 and
found	₹		(Rupees.			
	• • • • • • •			) only a	s closing balar	nce. Out of this,
₹		(Rupees		) is hard cash	which agrees	with the book
balance fi	gures.	Denomination-wise	hard cash	along with the of	her componen	t of the closing
balance ar	e give	n below.				
C	, .	1 ' 1 1			TT 1 1	

Component-wise closing balance	Hard cash		
Bank Account	₹500 x		
PL Account	₹100 x		
Advance	₹50 x		
Civil Deposit	₹20 x		
Paid Vouchers	₹10 x		
Bank Draft/DCR	₹5 x		
Banker's Cheque	₹		

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-03

**Sub:** General Information

The following information relating to the period from February 2017 to March 2024 may please be furnished to audit for scrutiny and return.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Sl.	Subject	Compliance
No.		
1	Full address of the office	
2	Telephone No/Fax No/ Email Id of the office	
3	Name & Designation of the Head of the Office from 1 <sup>st</sup> April 2016 to date of Audit	
4	Name & Designation of the DDO in charge of accounts from 1 <sup>st</sup> April 2016 to date of Audit	
5	Number of the following records maintained and produced to audit a. Cash Book	
	<ul><li>b. Books of drawal</li><li>c. Bill Register</li><li>d. Postal/Bank S.B Accounts</li></ul>	
6	Whether cash chest has been embedded to the wall at a secure place	
7	Whether duplicate keys of cash chest had been deposited in the Treasury and the register of duplicate keys maintained?	
8	Whether security deposit have been arranged from persons handling cash and stores in shape of cash/fidelity insurance policy or bond as per GOFD Order No. Try-III-70/79-	

	20093(130)/F dated 10-04-99?	
9	Whether there was any case of	
	theft/misappropriation/embezzlement etc. of	
	Govt. money or store during the period	
	covered under audit? If so, the details may be intimated to A.G Audit.	
	Whether physical verification of store and	
10	stock has been conducted as per Rule 111	
	and 112 of OGFR Vol. I? If yes, a report	
	may be furnished to audit.	
12	List of unserviceable / damaged stock if any	
12	along with their date of Procurement, money	
	values may be furnished	
13	Whether there was any case of suspension	
	and reinstatement of Govt. servant the period	
	covered under audit? If so, details may	
	please be intimated to audit	
	Whether any records were seized by	
14	police/departmental higher authorities	
	Vigilances? If so, a copy of seizure may	
	please be produced to audit.	
1 =	Whether any surrender leave salary/	
15	provisional pension or gratuity has been	
	paid? If so, the concerned files may be	
	produced to audit.	
16	Whether Govt. quarters have been allocated	
10	to any staff? If so, details of such allotment	
	may be produced to audit.	
17	Whether any accounts in bank or post office	
	savings bank is in operation? If so, accounts	
	number and up to date balance and last bank reconciliation statement may be produced to	
	audit.	
10	Whether note of arrear claims drawn were	
18	kept in the office copy of the original bills?	
19	Period up to which internal audit was	
17	conducted. A copy of last IAR may please be	
	supplied to audit.	
20	Whether any amount has been deposited	
	under the head of Civil Deposit?	
	If so,	
	a. Whether a separate register for civil	
	deposits has been maintained?	
	b. The amount kept under civil deposits.	
21	Whether there was any auction sale of Govt.	
21	property during the period covered under	
	audit, if so, the files may be furnished to	

	audit.	
22	Number of schemes under implementation	
23	Whether family declaration has been obtained from the persons claiming TA, RCM, LTC etc.? If so, concerned files may	
	be produced to audit	
24	Whether any penalty was imposed by State Information Commission?	
	If so, the details may be furnished to audit.	
25	Aim of the setting up of the office and activities of the organization	
26	Whether income tax has been deducted at source from any officer during the period of audit? If so, the details with cost may be furnished to audit.	
27	Whether any construction works was undertaken departmentally?	
28	Test Audit Note issued by the last AG Audit may be returned with compliance to the present audit.	

Date: 18.11.2024

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

#### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-04

### Sub: Information on allotment and expenditure from February 2017 to 2023-24

Information on of allotment and expenditure of funds for the period from February 2017 to 2023-24 may please be furnished in the proforma given below.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

To The Principal, Government ITI, Berhampur.

#### **PROFORMA**

Items of	2019-20		2020-21		2021-22		2022-23		2023-24	
Expenditure										
Components	Allotment	Expenditure								
of Salary										
Pay										
DA										
HRA										
Others										
(name)										

Total salary					
Components of Non-					
of Non-					
salary					
Infrastructure					
library					
Training					
Purchase of					
furniture					
Equipment					

NB: Allotment and expenditure for rest financial years may be furnished in the above proforma.

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

#### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-05

**Sub:** Closing balance of Cash Books

Information on above matter in the following format in respect of all cash books and bank pass books may be furnished to audit.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

To The Principal, Government ITI, Berhampur.

#### A. Closing Balance

Sl. No.	Name of the cash Book	Closing Balance as on 31.03.2023	Closing Balance as on 31.03.2024
Total			

#### B. Mode of Closing Balance as on 31.03.2023

Sl.	Name of		Mode of retention of closing balance as on 31.03.2023								
No	Cash Book	Hard cash	Advance	Paid voucher	Saving Bank A/c	Current Bank Account	Cheque/ Draft				
						Account					
	Total										

#### C. Mode of Closing Balance as on 31.03.2024

Sl.	Name of	Mode of retention of closing balance as on 31.03.2024								
No	No Cash Book	Hard	Advance	Paid	Saving	Current	Cheque/ Draft			
1.		cash		voucher	Bank A/c	Bank				
						Account				
	Total									

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-06 Date: 18.11.2024

Sub: Information on Outstanding Advance as on 31.03.2023 and 31.03.2024

Information on above cited subject may kindly be furnished in the following format.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

To The Principal, Government ITI, Berhampur.

#### Party-wise break-up

Sl No	Name of the person/party	Date of payment of advance	Purpose of advance	Amount of advance sanctioned	Amount adjusted	Amount outstanding 31.03.2023	Amount outstanding 31.03.2024
		or auvance		Sanctioned		31.03.2023	31.03.2024

### 

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-07

Sub: Outstanding LTC, Motor car, Motor cycle, Medical Advance

Information on above cited subject may kindly be furnished in the following format.

Sl. No.	Name of the person	Type of advance	Date of advance	Bill No/Date of drawal	Amount remained outstanding	Reason for outstanding
				01 010 1101	31.03.2024	

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Date: 18.11.2024

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

#### No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-08

#### **Sub:** Position of Utilization Certificate

Information on above cited subject for the period from 2016-17 to 2023-24 may kindly be furnished in the following format.

A. Year-wise position of pending Utilization Certificate:

Year	OB	Receipt	Total	Issued	Balance
2016-17					
2017-18					
2018-19					
2019-20					
2020-21					
2021-22					
2022-23					
2023-24					

#### B. Details of pending utilization certificate as on 31.03.2024

Sl No	Name of the scheme	From whom funds received	Date of receipt	Amount received	Amount for UC submitted	Amount for which UC pending	Reason for non- submission of UC

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-09

Sub: Information on Government Accommodation as on 31.03.2024

Information on above cited subject may kindly be furnished in the following format.

Types of quarter	No of quarters available with DDO	No of quarters allotted	Rate of rent recovered	Outstanding licence fee to be recovered	Number and type of quarters lying vacant	Reason for vacancy	Quarters occupied in case of transfer/retirement	Action Taken	Remark

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Date: 18.11.2024

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-10

**Sub:** Information on Government Vehicle

Information on above cited subject may kindly be furnished in the following format.

#### A. Status of vehicles

Sl	Regd. No of	Type of	Date of	Off road /	From	Off-set	Auction	Remittance
No	the vehicle	vehicle	purchase	Condemned	(Date)	price	price	date
1								
2								
3								
4								
5								

#### A. Repair and maintenance of vehicle during 2016-17 and 2023-24

Regd. No	Year of	Year of	Expenditure	Admissible	Excess	Whether
of the	purchase	running on	incurred	expenditure	expenditure,	excess
vehicle		date (based	during the	fixed by	if any	expenditure
		on date of	running year	Finance		was
		purchase)	other than	department		regularized
			tyre, tube &			by higher
			oil			authority

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-11

**Sub:** Information on Service Books

Information on above cited subject may kindly be furnished in the following format.

No of Service Book maintained	No of Service Books produced in original	No of persons likely to retire within five years	No of service books produced out of column-3	No of service Books Not produced	Reason for non-production of service Books of
1	2	3	4	5	column-3

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-12

Sub: 'Information on sanctioned strength and men in position as on 31.01.2024 and 31.03.2024.

Information on sanctioned strength and men in position as on 31.01.2024 and 31.03.2024 may be furnished in the following proforma.

SI No	Category of post	Sanction Order No / Date	Sanctioned Post	Men in position	Vacancy(-)/ Excess(+)	Reason for vacancy/ Excess

NB: Two separate statements in the above proforma may be furnished as on the said dates.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-13

Sub: Information on "Information Technology (IT) Application System"

Information on IT application may please be furnished to audit in the following proforma

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

To The Principal, Government ITI, Berhampur.

Sl	Name of the	Functional	IT system	Details of software			
No.	IT Application	area covered•	Architecture*#	Operating system	Application system	Networking software	

<sup>•</sup> Accounting system, financial management system, inventory/stock management system, decision support system (MIS), manufacturing/ engineering system, pay roll, personal and administration, marketing sales, EP, R & D and other (Pl. specify)

# File Server System, Client Server System, Distributed Processing System or based/ED

Details of ha	ırdware	Level of	Systems bearing	Date of	Total invest	nent
Hardware including terminals employed*	Networking hardware employed	dependency on the application	on financial and accounting aspects	systems becoming operational	Hardware	Software

<b>Current status of IT</b>	Total project cost	Stipulated date of	Methodology adopted in
system** (If system		completion (If system	developing the application
under development)		under development)	system***

<sup>\*</sup> High, Medium, Low

<sup>\*\*</sup> Feasibility study stage, under requirement specification state, design stage, development stage, testing stage, parallel run stage or implementation tage

<sup>\*\*\*</sup> COBIT, CMM etc.

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-14

Sub.: Information on status of various construction works under different schemes during 2016-17 to 2023-24.

The following information regarding construction of works under different schemes pertaining to plan years from 2016-17 to 2023-24 may be furnished in the format mentioned below-

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Year	Scheme	Name	No.	Unit	Work	Schedul	Schedule	Expenditur	Present	Date of	Positio	Reasons
		of the	of	cost	order	ed date	d date of	e as on	status	handing	n of	for delay
		work	work		No.	of	completi	31.03.2024	of	over the	utilisati	in
					and	commen	on		work	completed	on of	completion
					date	cement				project	the	/handing
											project	over/ non-
											s	use
											handed	
											over	

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-15

**Sub:** Information on contracts

Information on high value contracts/sanctions in respect of construction of College building/hostel/ cycle stand/any other purpose issued by this office may be furnished in the proforma given below.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

To The Principal, Government ITI, Berhampur.

#### **PROFORMA**

Year	Contract/ Sanction order Number	Date	Contract/ sanction purpose	Contract/ Sanction end date (contract termination/UC due date)	Contract/sanction amount (Rs.50 lakh and above)

(Copies of Contracts/Sanction orders may please furnished along with filled details of such contracts/sanction order)

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-16

Sub: Asset Register

Necessary information relating to assets created out of centrally sponsored schemes and maintenance of Assets register to record such assets may please be furnished to audit for scrutiny in the following proforma.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

To The Principal, Government ITI, Berhampur.

#### **PROFORMA**

Funds received on centrally sponsored schemes	No of Assets created	Nature of Assets	Whether revenue collected from such assets and credited to Govt. account	Remarks

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-17 Date: 18.11.2024

Sub: Compliance to outstanding Paras of previous IRs.

Information relating to outstanding Paras of previous IRs may please be furnished to audit in the proforma given below

.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Sl. No	I.R No/Year	Para No	Brief Subject	Reply of the Auditee	Remarks of the Reviewing Officer

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-18

**Sub:** Information on pending vigilance cases

Information on pending vigilance cases as on 18-11-2024 may be furnished to Audit in the proforma given below.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

SI. No.	Name of the Govt. servant against whom case is pending	Date of institution of case	Amount spent	Subject in brief	Status of the case	Reason for pending
1	2	3	4	5	6	7

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-19

Sub: Unserviceable/damaged/broken articles

Information on unserviceable articles as on 31.03.2024 in the following format may kindly be furnished

To The Principal, Government ITI, Berhampur. Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date:18.11.2024

SI No	Name of unserviceable articles	Date of purchase	Quantity	Cost	Whether written off proposals sent	Whether written off	Letter No and date of written off, sanction order and page no of the stock register	In case of auction, details of sale proceeds	Remarks

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-20

Sub: Information on Fraud and Corruption.

The following information relating to the above subject may please be furnished as per the questionnaire given below.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Sl No	Subject	Compliance
1	Policy & System to prevent and detect Fraud/	
	Corruption & reporting:	
2	System to establish accountability for Fraud/	
	Corruption:	
3	Fraud/ Corruption indicator	
4	Instances of Fraud & Corruption noticed since last	
	audit:	
5	Action taken on such case including strengthening	
	if internal control systems	
6	Special areas prone to risk of Fraud/ Corruption:	
_		
7	Guidelines issued by management with regard to	
	control of Fraud/ Corruption	

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) $\underline{ODISHA:BHUBANESWAR}$

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-21

**Sub:** Information on Grievance Redressal Mechanism

The information relating to receipt of grievances/ complaints from public during 2016-17 to 2023-24 may please be furnished in the proforma given below along with the concerned files/ registers.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

Date: 18.11.2024

Year	Total No.	Total No	Э.	Total No. of	No. of	Percentage of	Reasons
	of	grievano	ee	grievances	grievance	achievement	of
	grievance	1 0 1		for disposal	disposed		shortfall
	pending for	the year		during the	and		
	disposal at	Online Offline		year	communicat		
	the				ed to		
	beginning				complainant		
	of the year						
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							

### OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM- 22 Date: 18.11.2024

**Sub:** Fund Management

The following information on the above subject may please be furnished in the proforma given below.

Asst. Audit Officer/LAP-3, PAG(Audit-I), Odisha, Bhubaneswar

### Outstanding Advance for departmental and allied purposes

(Information regarding Outstanding Advance position as on 31.03.2024)

SI N o	Date of payme nt of advanc e	Amoun t paid	To whom paid(Nam e & designatio n/ Contracto r/ Supplier etc.	Purpose of payment	Amount O/S as on 31.03.2024	Amoun t O/S as on date of audit (mentio n month)	Reason of outstand ing advance	Whether the Govt. servant continuing in the same office/ retired or transferre d. If so since when	Last review made by the DDO about the O/S advanc e	Action taken to adjust the amoun t	Unclassi fied O/S advance if any	Period of unclassif ied advance	Action taken against the recovery of unclassif ied advance	Is there any scope to recover the unclassif ied advance	Wheth er the matter has been moved to Govt. for waive out the amoun	Person responsi ble for such O/S advance and unclassifi ed amount.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

### **(B)**

### Personal Ledger Account

(Information regarding P.L Account position as on 31.03.2024)

Head of Account under which PL Account is opened: 8443-Civil Deposits-106-Personal Deposits Name of the Administrator of the PD Account:-

Name of the Treasury:-

Who is the competent authority for operating the PL Account:-

Name of the scheme CP/CSP/SP/ Non-Plan (Classificati on if	Date on which amount credited to PL Account	Amount DDO  Amoun	spent as per  Period in which the	Balance an unspent 31.03.2024 As per DDO	as of	Reason for non- utilisation of fund	Whether thoperative Period of operation of the scheme	If it is not operative, since when?	remaining in	PD account is noperative for financial years /ol. I)	Whether permission has been taken from competent authority for	Remarks any	if
available			amount was spent	record	of Treasury				Period from which in- operative	Whether steps taken to close the account and crediting the same to Govt. account (Rule 4 of OTC)	operating the PL Account, if so, number and date		
1	2	3	4	5	6	7	8	9	10	11	12	13	

### **Civil Deposit**

(Information regarding Civil Deposit position as on 31.03.2024)

Head of Account under which PL Account is opened: 8443-Civil Deposits-800-Other Deposits Name of the D.D.O: **Principal, Government ITI, Berhampur**.

Name of the Treasury:-

Sl.	Amount	Bill	Scheme	Amount	Balance an	nount lying	Reason for	Amount	Whether the so	cheme/purpose	Steps, if any	Remarks
No	drawn and	No./TV	(CP/CSP/SP/N		in Civil De	eposit as on	keeping		for which am	ount received,	taken to credit	
	credited to	No &	P) / Purpose	Withdrawn from Civil	31.03.2024	1	the amount	utilised	is in operation	or stopped	back the Govt.	
	Civil Deposit (8443-Civil Deposit-800-	date in which	for which the amount was drawn	Deposit			unspent in Civil Deposit	till date out of Col.5	If in operation,	If stopped, the reason	Account after the scheme became	
	Other Deposits)	money drawn	(Classification details)		As per DDO records	As per Treasury records	Deposit		the reason for non- utilisation	for retention in Civil Deposit	inoperative or at the end of the Financial Year	
1	2	3	4	5	6	7	8	9	10	11	12	13

### **Pending Utilisation Certificate.**

(The position of pending utilisation certificate as on 31.03.2024)

Sche	Yea	Openi	Fund/	From	Date	Other	Total	Fund	Closing	CB ke	ept in				mitted to	Date of	
me	r	ng Balan ce	GIA receiv ed	whom receiv ed	of receip t	receip t such as intere st	fund availabl e under the scheme	utilise d	Balance at the end of the year	Ban k A/c	Adva	Ca sh	Othe rs	Amoun t for which UC submitt ed	Actual physical progress (Amoun t)	UC submitte d to Govt. of Odisha	, ,
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

### Paid Vouchers.

(Information regarding Paid Vouchers position as on 31.03.2024)

	Date to which		ise break ι	ıp		Source from	Whether		Who is	Remarks
paid vouchers as on 31.03.2024 (Voucher- wise)	paid voucher relates	Year	Amount	Paid to whom	Under whose orders?	which expenditure met	any scheme was affected for such expenditure	the allotment from	making such	if any
1	2	3	4	5	6	7	8	9	10	11

### **DIVERSION OF SCHEME FUNDS**

(Information regarding diversion of scheme funds made under different scheme as on 31.03.2024)

Sl.	Year	Name of	Fund	Amount	Scheme to	Date of	Amount	Balance	Reasons for
No		the	received	diverted	which	diversion	recouped	Remained un-	diversion
		Scheme	during the		diverted			recouped	
			year						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Sub: Information on all bank accounts maintained by DDO as on 31.03.2024

Name of the D.D.O: Principal, Government ITI, Berhampur.

SI No	Account Number.	Account operated for the purpose (Scheme) *	OB as on 01.04.2023	Amount Received during 2023-24	Amount Paid during the year 2023-24	CB as on 31.03.2024	Interest accumulated up to 31-03- 2025	Date of last transaction made

### \*Annexure (To be collected from specific Scheme account books (ledger, cash book etc.))

Sl No	Name of scheme.	Туре	Amount lying in A/c as on 1 <sup>st</sup> April 2023.	Amount received during 2023-24	Amount spent during 2023-24	Amount lying unutilized as on 31 March 2024

### Sub: Information on Bank Reconciliation Statement as on 31.03.2024

Name of the cash Book	Balance at bank as per Cash book.	Balance as per Bank pass book.	Difference	Remarks
	As on 31-03-2024	As on 31.03.2024	As on 31.03.2024	

### **Sub: Placement by Central Placement Cell**

Information on placement of B Tech pass out students by Central Placement Centre during 2016-17 to 2023-24 may be furnished to audit

Year		ВТ	ech	
	Trade	Target	No of candidates registered	No of candidates placed in employment
2019-20				
2020-21				
2021-22				
2022-23				
2023-24				

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1) ODISHA:: BHUBANESWAR.

No.AG (Audit-I)/LAP-3/PMEC /RM-23

Date 20<sup>th</sup> February 2024

**Subject: Information regarding placement of student.** 

The following information may be furnished to audit in the proforma given below-

### **PROFORMA**

Year	Name of the	Com	Job	Eligibility	CTC/Salar	Joining	No. of	No. of	No. of	No. of	Offer	No. of	Amount
	company	pany	location		$\mathbf{y}$	date	candidates	application	candidates	candidates	letter	candidates	expende
		type					applied	validate	participat	appeared	issued to	joined	d for the
									e	final	the		above
										examination	candidates		purpose
2019-20													
2020-21													
2021-22													
2022-23													

To The Principal, PMEC, Sitalapali

# OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1) ODISHA:: BHUBANESWAR.

Dated: 20-02-2024

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/24

**Sub:** Engagement of PTGF for the session 2019-20 to 2022-23

The following information may be furnished to audit in the proforma given below-

### **For the year 2019-20**

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

### **For the year 2020-21**

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

### **For the year 2021-22**

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

### **For the year 2022-23**

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1) ODISHA:: BHUBANESWAR.

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/25 Dated: 20-02-2024

Sub: Information on student-teacher position and infrastructure facility of PMEC, Sitalapali

The above information may be furnished to the audit in the proforma given below.

#### **Student-teacher position for last five years**

Year	Number of Students enrolled	Sanction Strength of Lecturers	Number of Lecturers available	Number of post vacant	Percentage of vacancy	Student Faculty Ratio
2019-20						
2020-21						
2021-22						
2022-23						

#### Number of classrooms and its size

Sl No	Room Size	Item	Sq Feet
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1)
ODISHA:: BHUBANESWAR.

Dated: 20-02-2024

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/26

**Sub:** Reminder for submission of records

Audit of the accounts of Veer Surendra Sai University was taken up from 16<sup>th</sup> January 2024. More than two weeks have been passed till date. It was ascertained from the chartered accountants report that 60 cash books in 2019-20, 62cash books in 2020-21 and 54 cash books in 2021-22 had been maintained to keep the day-by-day transactions of the institution. Till date already two weeks had been passed away. Only eight cash books have been furnished till date. As audit is time bound it is requested to furnish all the cash books, vouchers and corresponding file of approval of expenditure for the year from 2017-18 to 2022-23 may be furnished for smooth conduct of audit.

Sl No	Subject matter	Acknowledgement
1	Requisition for records/files	
2	Physical verification of Closing Balance of Cash	
	Book	
3	General Information	
4	Information on allotment and expenditure from 2017-18 to 2022-23	
5	Closing balance of Cash Books	
6	Information on Outstanding Advance as on 31.03.2023 and 30.11.2023	
7	Outstanding LTC, Motor car, Motor cycle, Medical Advance	
8	Position of Utilisation Certificate	
9	Information on Govt Accommodation	
10	Information on Govt Vehicle	
	Information on Service Books	
12	Information on sanctioned strength and men in position as on 31.01.2023	
13	Information on 'Information Technology (IT) Application System"	
14	Information on status of various construction works under different schemes during 2017-18 to 2022-23	
15	Information on contracts	
16	Asset Register	
17	Compliance to outstanding Paras of previous I.Rs.	
18	Information on pending vigilance cases	
19	Unserviceable/damaged/broken articles	
20		
21	Information on Grievance Redressal Mechanism	
22	Fund Management	
23	Information regarding placement of students	
24	Information on drop out student	
25	Information on student-teacher position and infrastructure facility of VSSUT, Burla	
26	Engagement of PTGF for the session 2018-19 to 2022-23	

# OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I)ODISHA, BHUBANESWAR No.AG (Audit-I)/LAP-3/VSSUT /RM-26 Date 16<sup>th</sup>January 2024

### **Sub: Requisition for records/files**

Following records/registers for the period fromApril 2017 to March 2023 may please be furnished to audit for observation.

To The Vice Chancellor. VSSUT, Burla Asst Audit Officer, LAP-3, AG(Audit-I), Bhubaneswar

# OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) ODISHA, BHUBANESWAR No.AG (Audit-I)/LAP-3/PMEC /RM-26 Date 21<sup>th</sup> February 2024

**Sub: - Details of PTGF/PTGI** 

The following information may be furnished to audit in the proforma given below-

Sl No.	Year	Name/Number of Guest Faculty	Period of engagement		No. of months for which	Monthly Remuneration (₹)
		engaged	From	To	engaged	
1	2016-17					
2	2017-18					
3	2018-19					
4	2019-20					
5	2020-21					
6	2021-22					
7	2022-23					
8	2023-24					

To The Principal, PMEC, Sitalapali Asst. Audit Officer, LAP-3, AG(Audit-I), Bhubaneswar

# OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) ODISHA, BHUBANESWAR No.AG (Audit-I)/LAP-3/PMEC /RM-27 Date 21<sup>th</sup> February 2024

### **Sub: - Details of Laboratories maintained in the College**

The following information may be furnished to audit in the proforma given below-

Sl No.	Name of the laboratory	Department	Date of last physical inspection conduced	Remarks

To The Principal, PMEC, Sitalapali Asst. Audit Officer, LAP-3, AG(Audit-I), Bhubaneswar