

KVK (Athloda Farm, Surat

(52)

2010-14



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सत्यमेव जयते

**MINISTRY OF AGRICULTURE  
INTERNAL AUDIT WING**

**SPECIAL AUDIT REPORT OF KVKS AND OTHER INSTITUTES OF GUJARAT UNDER ZONAL PROJECT  
DIRECTORATE-VI OF ICAR, JODHPUR**

**SPECIAL AUDIT REPORT FOR THE PERIOD  
FROM 05.01.2015 TO 23.01.2015.**

**SPECIAL AUDIT REPORT FOR AUDIT OF KVK, MANGALBHARTI(NGO),  
VADODARA ON 10.01.2015**

1	Name of the Office, with complete Address.	<b>Krishi Vigyan Kendra, Athwa Farm, Surat, Gujarat. PIN- 395007</b>
	Name & Designation of the Head of the unit	<b>Dr. J.J.Pastagia</b>
3	Cheque Drawing DDO or Non-Cheque	<b>Cheque Drawing</b>
4	Name & Designation of the DDO	<b>Dr. J.J.Pastagia</b>
5	Name & Address of the Head of Office	<b>Krishi Vigyan Kendra, Athwa Farm, Surat, Gujarat. PIN- 395007</b>
7	Telephone No(s)	<b>0261-2655565</b>
8	Telegraphic Address	
9	Selected month(s) for detailed audit	<b>01/12, 02/13 &amp; 03/14</b>
10	Members of the Special Audit Party	<b>Shri. P. Prithweeraj Purushothaman, SrAO Shri. S. K. Mishra, AAO Shri. C.L. Verma, Consultant Shri. N. Ratankumar Singh, Sr. Acctt.</b>
11	Head of the I.A. Party.	<b>Shri. P. Prithweeraj Purushothaman, Sr. Accounts Officer</b>
12	Dates of Inspection with number of working days	<b>21.01.2015 to 23.01.2015 3 working days</b>

## **KVK, Surat.**

**Introduction :** Krishi Vigyan Kendra is an institutional project of the ICAR to demonstrate the application of science and technology, inputs of agricultural research and education on the farmer's field and in the rural area with the help of multidisciplinary team of scientists. It is also called as a "first-line transfer of technology system" in the country. The institute at Surat was established in February-2012.

**Krishi Vigyan Kendra is an innovative science based institution which conducts On Farm Testing for technology assessment and refinement, undertakes vocational training of farmers, farm women and rural youths and Frontline Demonstration to promptly demonstrate the latest agricultural technologies to the farmers as well as the extension workers. The KVK functions on the principles of collaborative participation of scientists, subject matter specialists, extension workers and farmers.**

### **Activities of KVK: -**

- **To conduct on-farm testing and to identify the location specificity of agricultural technologies under various farming systems.**
- **Organize Frontline Demonstrations with grass root farmers to establish production potential of technologies on their fields.**
- **Training of farmers to update their knowledge and skills in modern agricultural technologies by direct interaction with the farmers.**
- **Training of extension personnel to orient them in the frontier areas of technology development.**
- **To work as resource and knowledge centre of agricultural technology for supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district.**
- **To provide the latest information on weather, pest control, market rate etc. through text as well as voice messages in local languages.**

**Finding-1: Improper calculation of fare and DA in respect of Ms. Sunila Kumari, SMS, Horticulture.**

**CRITERIA**

SAU Services of Gujarat(TA Rules).

**CONDITION**

On scrutiny of the TA bill in respect of Ms.Sunila kumari, SMS, Horticulture (Basic pay-Rs.15600+ GP 6000), paid vide voucher No.13 dated.18.05.2013 for Rs.17,354/-, it was seen that Air fare from Ahmedabad to Bagdogra amounting to Rs.4757/- was restricted to Rs.4430/- (Rajdhani 2nd AC fare from Ahmedabad to New jalpaiguri). However, the restriction of the fare was incorrect.The correct fare should be Rs.3328/- by Rajdhani Express 2nd AC.

No catering charges, reservation charges, super fast charges, service tax etc are to be paid as the official has travelled by air and not by Rajdhani Express.

To and fro fare works out to  $Rs.3328 \times 2 = Rs.6656/-$ . However, an amount of Rs.8860/- has been paid to the official.

Further, the calculation of DA is also incorrect. Hotel DA paid at seminar venue at Pakyong from 07.03.2013 to 10.03.2013 was restricted to Rs.660/- per day instead of Rs.450/- per day as per her admissibility.

<u>Period</u>	<u>DA paid</u>	<u>DA to be paid</u>	<u>Difference to be recovered.</u>
07.03.2013 to 10.03.2013	3x660=1980	3x450=1350	Rs.630/-

Total recovery- Fare Rs.2204/-+ DA Rs.630/-= Rs.2834/-.

**CAUSE**

Non compliance of SAU TA Rules.

**EFFECT**

Excess payment made due to non-observance of SAU TA Rules.

**RECOMMENDATION**

The excess amount paid to the official may be recovered under intimation to audit.

**Finding 2 : Irregular payment of DA to Dr. S K Chawda, SMS, Plant protection.**

**CRITERIA**

SAU Services of Gujarat(TA Rules).

**CONDITION**

On scrutiny of the TA bill in respect of **Dr. S K Chawda, SMS, Plant protection** (Basic pay-Rs.15600+ GP 6000), paid vide voucher No.85 Dated.29.08.2013 for Rs.2892/-, it is seen that the DA paid for his stay in the guest house of Anand agricultural university was incorrect.

The correct calculation is as under.

Period

14.03.2013(20.30hrs) to 17.03.2013(07hrs)

3DAxRs.240=	Rs.720/-
(-) 50% =	Rs.360/-
Net	Rs.360/
+ Hostel charges paid for 3 days(100x3) =	Rs.300/-
<b>Total DA to be paid</b>	<b>=RS.660/-</b>

Instead, an amount of Rs.948/- has been paid to the official.

**CAUSE**

Non compliance of SAU TA rules.

**EFFECT**

Excess payment made due to non-observance of SAU TA Rules.

**RECOMMENDATION**

The excess amount of Rs.288/- paid to the official may be recovered under intimation to audit.

**Finding-3****Non maintenance of grants in Aid Resister in the prescribed format.**

**Criteria:-** Format GFR-39 as per General Financial Rules.

**Condition:-** A test check of the records shows that Grants-in- Aid register maintained by KVK, Surat is in improper format and it is not machine numbered with certificate on the front page that grants-in-aid contained particular number of pages. Entry of the sanctioned grant and the grants received to the grantee institution is totally incorrect and not authenticated by the competent. Due to improper maintenance the correct picture of total sanctioned amount and released amount during the year could not be tallied with the AUC submitted to the audit .

**Cause:-** Non observance of GFR.

**Effect:-** Violation of codal provision.

**Recommendation:-** Grants in in-aids resister should be maintained in the prescribed proforma in the form-39 of GFR and duly binded and machine numbered. Each sanctioned amount and each released amount should be entered in the Grants in Aid resister and authenticated by the competent authority with sanction order and date. Total released amount should be tallied with A.U.C with a certificate to that effect on the Grants in Aid register by the competent authority.

**Finding-4****Non-maintenance of stock Register/consumable register/Dead Stock Register in the proper format**

**Criteria:-** Guidelines of KVK Managers and GFR Rules.

**Condition:-** On scrutiny of the records and registers of KVK, Surat, stock register and consumable registers are not maintained in the proper format. No indent was issued by the competent authority. Signatures of the recipients are not obtained while issuing the items/consumables. So, it was very difficult for audit to ascertain to whom the materials were issued. Opening and closing of the balances are also not mentioned. Physical verification of stocks by the competent authority at the end of the year was not done at all. Procured materials were not kept in the store and these were not issued according to the need but the entire materials were issued on the same day itself. Fixed Assets Register is not prepared in the format of GFR-40. No certificate regarding number of pages in the register was obtained in the dead stock register.

**Cause:-** Non observance of the codal provision.

**Effect:-** Violation of ICAR guidelines and GFR Provisions.

**Recommendation:-** Stock Register should be filled in every column with the signature of the competent authority. The signature of the recipient of the material should be obtained on the register. Physical verification should be done at least once in a year and the outcome of verification recorded in the stock register. Discrepancy, if any, shall be promptly investigated and brought to the notice of the competent authority. Assets Register should be maintained in the prescribed format of GFR-40. Certificate of the number of pages in the register should be obtained behind the dead stock register.

**Finding:-5****Non verification of revolving fund account along with the stock of produce in KVKs.**

**Criteria:-** As per guidelines for the KVK managers revolving Fund along with the stock of the produce in order to know the profits accruing from different KVKs

**Condition:-** On scrutiny of records relating to revolving fund, it has been noticed that no separate register is being maintained showing the details of production cost and the value of output. The sale proceeds of various instructional units such as horticultural garden, vegetable unit, agricultural unit, etc. have to be deposited to that revolving fund account which should be annually verified along with stock of the produce and related records by the competent authority. This has to be done to know the profits accruing from different units of KVK.

**Cause:-** Non adherence of guidelines to KVK managers.

**Effect:-** Violation of guidelines for KVK Managers.

**Recommendation:-**In order to have the transparency of sale proceeds and stock of produce, instructional unit wise, separate registers should be maintained to know the profits unit wise.



**FINDING-6 : Unrealistic annual action plans prepared and submitted in respect of technical achievements.**

**Criteria:-** Guidelines of KVK Managers

**CONDITION**

It is seen from the data submitted to Audit that unrealistic action plans have been submitted in respect of technical achievements as the achievements in the No. of extension activities and training are much higher than the targets fixed for the financial years 2011-12, 2012-13 and 2013-14 as detailed below :

Sr. No.	Components	2011-12		2012-13		2013-14	
		Target	Achievement	Target	Achievement	Target	Achievement
1.	<b>On Field Training (Tech. Assessment and Refinement)</b>						
	No. of OFTs						
	No. of Farmers						
	<b>Training (under Rainwater Harvesting Unit)</b>						
	No. of Courses	-	1	52	80	80	105
	No. of Participants	-	22	1250	2420	2900	3434
2.	<b>Extension Activities</b>						
	No. of Activities	-	2	48	354	11	1227
	No. of participants	-	220	4800	15983	4000	22935
3.	<b>Production of Tech. Inputs</b>						
	Seed Production(Qtl)					70	74.50
	Planting Materials						

**CAUSE**

Unrealistic targets set up in the annual action plan.

**EFFECT**

Excess achievement of fixed targets.

**RECOMMENDATION**

The reasons for unrealistic action plans of fixed targets may be intimated to Audit. It may be ensured that realistic annual action plans are prepared and submitted so that variations in the targets and achievements could be reduced.

**FINDING NO. 7:****Irregular maintenance of Service Book & Leave Account.****CRITERIA**

Service books of the office staff.

**CONDITION**

- (A) As per GFR 257(2), the Service Book of employees shall be maintained in duplicate. First Copy shall be retained and maintained by Head of Office and the second copy should be given to the Govt. Servant for safe custody as indicated below:
- (i) To the existing employees within six months of the date on which these rules become effective.
  - (ii) To the new appointees within one month of the date of appointment.
- (B) On verification of leave account, it is found that excess number of Earned Leave has been credited on the initial appointment of some officials. Earned leave should be credited @2.5days for **each completed calendar month** and credit should be made every six month in the months of January and July every year. Incorrect E.L. has been credited in respect of the following officials :
- 1) Dr. J. V. Suthar, SMS who joined on **16.4.13**, advance credit of **6 days** Earned Leave has been made instead of **5 days** for his presence from 16.4.13 to 30.6.13.
  - 2) Dr. S. K. Chawda, SMS who joined on **2.3.13**, advance credit of **10 days** Earned Leave has been made instead of **8 days** for his presence from 2.3.13 to 30.6.13.
  - 3) Dr. H.C. Parmar, SMS who joined on **2.4.12**, advance credit of **8 days** Earned Leave has been made instead of **5 days** for his presence from 2.4.12 to 30.6.12.

**CAUSE**

Improper maintenance of the Service Book & Leave Account

**EFFECT**

Service book is a permanent and important record of the employee. In the event of loss, record cannot be generated and it may affect the benefit of the official.

**RECOMMENDATION**

Duplicate copy of the Service Book may be distributed to employees concerned and nominations and other details may be kept in the Service Record. Service verification entries should also be made regularly. In the service book, the entries are required to be made time to time on the basis of the office orders. Leave account should be maintained as prescribed by the rules.

**Finding:-8****Shortfall in maintenance of Cash Book.**

**Criteria:-** Rule 13(III) & (IV) of Central Government Account (Receipt & Payment) Rules 1983

**Condition-** On scrutiny of the cash book of KVK, Surat, it is seen that the Head of office has not verified the cash balance in the cash book with the actual cash available in the Bank and Cash chest and, a certificate to that effect has not been made in the register as per the provisions of **Rule 13(IV) of CGA (R&P) Rule 1983.**

- (i) The Head of office has not verified the totaling of cash book or have this done by some responsible sub-ordinate other than the writer of the cash book and initial it as correct as per rule in terms of rule 13(III) *ibid.*
- (ii) E-payment for amounts more than Rs.25,000/- is not made.
- (iii) Bank reconciliation has been started w.e.f. 1.4.2013, which is not correct as the KVK has been established in Feb.,2012.
- (iv) Fidelity bond from the insurance company is not obtained from the cashier during the period under audit.
- (v) Certificate as to the number of pages in the Cash Book and a certificate of physical verification of cash is not given in the cash book.

**Cause.:** Non observance of Receipt & Payment Rule.

**Effect:-**Non adherence of the codal provision of Receipt & Payment Rules and income tax provisions.

**Recommendation:-** Cash Book should be maintained as stated above. E-payment should be done compulsorily for the payments more than Rs.25000/-. Fidelity bond should be obtained from the cashier. Bank reconciliation should be done every month from the date of operation of bank account. Relevant certificates regarding number of pages and physical verification of cash should be given in the cashbook.

**Finding:-9****Irregular Maintenance of NPS data.****Criteria:-** NPS Rule**Condition:-** On scrutiny of the records, it was seen that no PRAN Numbers have been received by the following officials :

- 1) Dr. H. C. Parmar, SMS, DOJ : 02.04.2012.
- 2) Dr. S. K. Chawda, SMS, DOJ : 02.04.2013

Further, no NPS deductions have been made from the salary bills in respect of the above officials even after more than 2 years.

It is also seen that NPS deductions in respect of all the officials who are covered under NPS, are not being made from DA Arrears amount which is not drawn in the regular pay bill.

**Cause:-**Non observance of NPS Rules.**Effect:-**Violation of NPS rules.**Recommendation:-** NPS deductions should be made and the data should be uploaded regularly. The officials who have not so far received the PRAN numbers, should be provided the PRAN number. Deductions also should be made from the DA arrears paid to all the officials covered under NPS.

**Finding:- 10****Improper maintenance of PBR.**

**Criteria:-** Note below Rule 34 of CGA(R&P) Rule PBR and form GAR-13

**Condition:**

On scrutiny of PBR, it is seen that a certificate on the first page certifying that **“the register contains the pages from.... to.. .”** is not recorded by the competent authority. Entries made in the PBR are not signed by the DDO/competent authority. Cutting or white ink use is not attested. It is also seen that, the education cess and higher education cess is not deducted along with the deduction of TDS, but, the same is deducted lump sum at the end of the year which is not correct.

**Cause:** Non observance of codal provision

**Effect:-** Violation of codal provision

**Recommendation:-** PBR should be maintained properly as it is a very important document. As per Income Tax Rules, TDS should be made along with 3% Educational Cess.

**Finding:-10**

**Non verification of revolving fund account along with the stock of produce in KVKs.**

**Criteria:-** As per guidelines for the KVK managers revolving Fund along with the stock of the produce is to be done in order to know the profits accruing from different KVKs.

**Condition:-** On scrutiny of records relating to revolving fund it has been noticed that, no separate register is being maintained for showing the details of production cost and the value of output. The sale proceeds of various units such as horticultural garden, vegetable unit, etc should be deposited under that revolving fund account which should be annually verified along with stock of the produce and related records in order to know the actual profits accruing from different units of KVKs.

**Cause:-** Non adherence of guidelines to KVK managers.

**Effect:-** Violation of guidelines for KVK Managers.

**Recommendation:-**In order to bring transparency of sale proceeds and stock of produce, the unit wise separate register should be maintained to know the profit accruing unit-wise.