

GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION(S)

No. 05/01/2018-CFO/DE(S)

Dated : 13/01/2020

To,

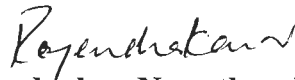
The Zonal Education Officer,
Chandel

Subject : - Inspection Report on accounts of the Zonal Education Officer
(ZEO), Chandel, Manipur for the period from 01-01-2017 to 31-
03-2018

Sir,

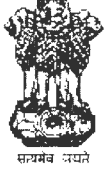
With reference to letter No.PAG(Au)/GS-SS/ZEO, Chandel/2018-19/450 dated 26-12/2019 of Office of the Principal Accountant General (Audit) Manipur addressed to you, I am to request you to confirm whether your office has furnished parawise reply to the inspection report with the schedule fixed by the AG and if the reply has been furnished then a copy may be submitted to this office . If not, the para wise reply should be furnished to Accountant General (Audit) Manipur without delay further and copy of the same should be submitted to this Directorate.

Yours faithfully,


(Rojendrakar Nongthomba)
Chief Finance Officer
Directorate of Education (S)
Manipur

Copy to :-

1. The Director, Edn(S), Manipur
2. Guard File



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
MANIPUR, IMPHAL-795 001

Phone: 0385-2228523 Fax: 0385-2228525 email: agaumanipur@cag.gov.in

No. PAG (Au)/GS-SS/ZEO, Chandel/2018-19/450

Dated: 26.12.2019

To

Zonal Education Officer, Chandel,
C-Block, DC Complex, Mini Secretariat,
Chandel, Manipur-795127

2961
4/1/20

Sub: Inspection Report on the accounts of the Zonal Education Officer, Chandel, Manipur for the period from 01-01-2017 to 31-03-2018.

Sir,

Kindly find enclosed herewith a copy of the Inspection Report as mentioned in the subject above. The Inspection Report contains nil para under Part-II (A) and eight paras under Part-II (B).

You are requested to kindly furnish para-wise reply to the Inspection Report within four weeks from the date of receipt of the same.

Yours faithfully,

Encl: as stated above.

Sd/-
Sr. Audit Officer (GS/SS/LB)

Memo No. PAG (Au)/GS-SS/ZEO, Chandel/2018-19/451-454

Dated: 26.12.2019

Copy to:

1. State Project Director, Sarva Shiksha Abhiyan, Babupara, Imphal-West, Manipur-795001.
2. Director, Education (S), Lamphelpat, Imphal West, Manipur-795004.
3. Commissioner, Education (S), Govt. of Manipur, Imphal Secretariat, Imphal.
4. Inspection Report file

P. Jeyaraj
Sr. Audit Officer (GS/SS/LB)

4/1/2020

4/1/20



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT)

MANIPUR, IMPHAL-795 001

Phone: 0385-2458523 Fax: 0385-2458525 e-mail: agaumanipur@cag.gov.in

**Inspection Report on the accounts of the Zonal Education Officer, Chandel, Manipur
for the period from 01-01-2017 to 31-03-2018.**

PART - I

1. Introductory:

The accounts of the Zonal Education Officer (ZEO), Chandel, Manipur for the period from 01-01-2017 to 31-03-2018 were test audited during the period from 24-09-2018 to 29-09-2018.

The office of the ZEO, Chandel, Manipur is located at C-Block, DC Complex, Mini Secretariat, Chandel, Manipur 795127. The main functions of the ZEO are monitoring educational administrative & legal activities for schools and implementation of SSA scheme in the District of Chandel. The hierarchy of administration in the Department is that the ZEO (DDO) reports to the State Project Director, SSA and Director, Education (S) who in turn reports to the Commissioner, Education (S), Government of Manipur.

2. Incumbency: The following officers held the charge of Drawing and Disbursing Officer during the period covered by audit.

Sl. NO	Name of Zonal Education Officer	Period	
		From	To
1	L. Priyokumar Singh	Upto	11.06.2017
2	P. Tiken Singh	11.06.2017	16.10.2017
3	L. Nabakumar Singh	16.10.2017	Till date of audit

3. Budget Allotment and Expenditure:

(₹ in lakhs)

Year	Allotted Budget			Expenditure		
	Plan	Non Plan	Total	Plan	Non Plan	Total
2015-16	Nil	658.74	658.74	Nil	658.74	658.74
2016-17	Nil	628.06	628.06	Nil	628.06	628.06
2017-18	Nil	605.58	605.58	Nil	605.58	605.58

4. Internal Audit System:

No separate Internal Control wing existed in the office. The deficiencies in the internal control system of the office are as discussed in the succeeding paragraphs.

5. Information Technology System:

No Information Technology System is implemented in the office.

PART – II A

Nil

PART II-B

Para 1: Out of School Children Scheme- observation thereof.

As per SSA Framework para 2.5.3 *Special Training for out-of-school children*: The RTE Act makes specific provision for Special Training for age-appropriate admission for out-of-school children. And as per Para 118 of the Manual on Financial Management and Procurement for any procurement, it provides that procurement costing more than Rs. 1,00,000/- Limited Tender System has to be adopted.

“Limited Tender

(a) Goods including books, teaching learning materials, school equipment hiring of vehicles and operation and maintenance of equipment estimated to cost upto the financial ceiling prevailing in States or less per contract may be procured under contracts awarded under the Limited Tender system.

(b) Limited Tender is a procurement method based on comparing price quotations obtained from several suppliers, usually at least three to ensure competitive prices. As far as possible, Limited Tender enquiries will be issued to those firms, which are borne on the list of approved contractors/suppliers.”

During test check of the records furnished by the Office of the Zonal Education Officer (ZEO), Chandel, audit observed that an amount Rs. 57,15,000/- and Rs. 41,91,000/- were distributed among 6 (six) schools accordingly as 1st and 2nd instalments under the scheme – Out of School Children (Residential Special Training) for the year 2016-17.

Details of funds spent on beddings by RST centres during the year 2016-17

Sl. No.	Name of RST Centre	Instalments	Amount (Rs.)
1	Aimol Khullen Primary School	1 st	1,29,000
		2 nd	89,000
2	Chakpikarong High School	1 st	1,27,000
		2 nd	87,000
3	K Tuisen Primary School	1 st	1,22,000
		2 nd	82,000
4	Kanankhu Primary School	1 st	1,26,000
		2 nd	86,000
5	Khambathel Primary School	1 st	1,19,000
		2 nd	79,000
6	Tampak Primary School	1 st	1,34,000

	2 nd	92,000
Total		12,72,000

Scrutiny of relevant files and vouchers/documents revealed the following:-

- a) As shown in the table above all the six schools have exceeded Rs. 1 lakh on procurement of beddings and as such limited tender system should have been followed by the purchase committee of the School/SMC/SMDC. Audit however observed that the schools procured beddings through single tender system only in violation of the provisions cited above.
- b) On further scrutiny of the relevant vouchers it was observed that all the bills have shown only the amount and number of beddings purchased but the details of the purchaser were not mentioned, as such audit could not ascertain whether the purchases were actually made by the schools.

Para 2: Irregularities in purchase of school uniforms.

As part of SSA scheme, two sets of school uniforms are to be provided to primary & upper primary students. As such, for decentralized procurement and distribution of free school uniforms, the following guidelines were laid down:-

1. Procurement of school uniform shall be made at School SMC/SMDC level only. Single Tender system may be adopted, in case the fund for procurement of 2 sets of School uniform if the cost does not exceed Rs. 1 lakh. However, if the fund exceeds Rs. 1 lakh limited tender system is to be followed by the purchase committee of the School/SMC/SMDC.
2. SSA norms provide that if estimated cost is within the financial ceiling of less than US \$50,000 equivalent (approx Rs. 30.00 lakh) the school should invite quotation from at least three suppliers to ensure competitive prices.

During test check of the records furnished by the Office of the Zonal Education Officer (ZEO), Chandel, audit observed that a total amount Rs. 41,14,400/- were distributed to the schools accordingly for procurement of school uniforms for the year 2017-18.

Scrutiny of relevant files and vouchers/documents revealed the following:-

- 1) There were 2 (two) schools where the amount exceeded Rs. 1 lakh and as such limited tender system should have been followed by the purchase committee of the School/SMC/SMDC. Audit however observed that the schools procured uniforms through single tender system only in violation of the provisions cited above.
- 2) The ZEO, Chandel have collected utilization certificate & vouchers from the schools for an amount Rs. 20,82,800/- only and remaining amount of Rs. 20,31,600/- were yet to be collected.
- 3) On scrutiny of vouchers that were made available to Audit, it was observed that the numbers of girls and boys were not mentioned in any of the bills submitted to the

School. As such, audit could not ascertain whether the uniforms were procured for the exact numbers of girls and boys.

Para 3: Delay in release of fund and food grains under MDM

During test check of records, audit noticed that there had been instances of delay in sanctioning and release of scheme funds under MDM from the Directorate to the district level *vis-à-vis* the corresponding quarter as shown below:

Sl. No.	Particulars	Directorate's sanction order no. & date	Corresponding quarter	Amount (Rs.)
1.	Cooking cost & honorarium for Cook-cum-Helper	8/9/2-2/15-DE(S) dated 02/02/2017	3 rd quarter 2016-17 (October to December 2016)	34,93,978
2.	Cooking cost	8/9/2-2/15-DE(S) dated 09/02/2018	4 th quarter 2016-17 & 1 st quarter 2017-18 (January to June 2017)	28,71,437

Audit further noticed that food grains (rice) were lifted on quarterly basis from FCI with delay of about one to two months in a regular way from the first feeding months of the corresponding quarter as shown below:

Sl. No.	Quantity of rice (Quintal)	Date of receipt from FCI	Corresponding quarter	Date of release to schools	Minimum period of delay from first feeding month
1.	398.50	17/01/2017	4 th quarter 2016-17 (January to March 2017)	Not recorded in Stock Register	About 0.5 month
2.	625.50	18/05/2017	1 st quarter 2017-18 (April to June 2017)	Not recorded in Stock Register	About 1.5 month
3.	847.10	03/08/17	2 nd quarter 2017-18 (July to September 2017)	Not recorded in Stock Register	About 1 month
4.	611.90	22/12/2017	3 rd quarter 2017-18 (October to December 2017)	Not recorded in Stock Register	About 2.5 month
5.	320.50	11/01/2018	4 th quarter 2017-18 (January to March 2018)	Not recorded in Stock Register	About 0.5 month

In this matter, clarifications as to how mid-day meals had been provided effectively and successfully during the first to third feeding months of the quarter with such delay in release of funds and food grains were not furnished to audit.

Para 4: Computation of Income Tax and filing of Tax Deducted at Source – observation thereon.

As per the circular no. 29/2017 issued by the Income Tax Department regarding deduction of tax at source- income-tax deduction should be made from salaries under section 192 of the income-tax act, 1961.

Para 4.9.1 of the statement of deduction of tax under section 200(3) [Quarterly Statement of TDS] stipulates that The person deducting the tax (employer in case of salary income), is required to file duly verified Quarterly Statements of TDS in Form 24Q for the periods [details in Table below] of each financial year, to the TIN Facilitation Centres authorized by DGIT (System's) which is currently managed by M/s National Securities Depository Ltd

(NSDL) or at www.incometaxindiaefiling.gov.in after registering as Deductor. Particulars of e-TDS Intermediary at any of the TIN Facilitation Centres are available at <http://www.incometaxindia.gov.in> and <http://tin-nsdl.com> portals. The requirement of filing an annual return of TDS has been done away with *w.e.f.* 1.4.2006. The quarterly statement for the last quarter filed in Form 24Q (as amended by Notification No. S.O.704(E) dated 12.5.2006) shall be treated as the annual return of TDS.

TABLE: Due dates of filing Quarterly Statements in Form 24Q

Sl. No.	Date of ending of quarter of financial year	Due date
1	30 th June	31 st July of the financial year
2	30 th September	31 st October of the financial year
3	31 st December	31 st January of the financial year
4	31 st March	31 st May of the financial year immediately following the financial year in which the deduction is made

Further as per Para 5.1 of the circular *ibid* the following income shall be chargeable to income-tax under the head "Salaries" :

- a) any salary due from an employer or a former employer to an assessee in the previous year, whether paid or not;
- b) any salary paid or allowed to him in the previous year by or on behalf of an employer or a former employer though not due or before it became due to him.
- c) any arrears of salary paid or allowed to him in the previous year by or on behalf of an employer or a former employer, if not charged to income-tax for any earlier previous year.

During test check of the records of the Zonal Education Officer (ZEO), Chandel audit observed that the income tax calculation and filing of TDS in respect of Teachers under RMSA and SSA for the whole financial year 2017-18 was done during the month of August 2018 and also the TDS was submitted through challan to Treasury on 09.08.2018 and 31.07.2018 respectively. Since the TDS are deposited after the last date issued by income tax department; the amount would not be uploaded on time.

Further, the last date of filing income tax return by the individual is on 31.08.2018 and since the TDS are not uploaded; the tax payers would not be able to file the actual income tax return in time, and also late fine for delay in filing of income tax would be charged leading to loss of funds to the employee, if any.

As mentioned in the above rule computation of income tax for any salary due from an employer or a former employer to an assessee in the previous year, whether paid or not should be made. As such, the office may henceforth calculate the income tax within the stipulated time and the same may be filed in time so that such inconvenience could be avoided in future.

Para 5: Disbursement of stipend for students of KGBV - Observation thereon

Kasturba Gandhi Balika Vidyalaya (KGBV) Scheme was launched by the Government of India (GoI) for setting up residential schools at the upper primary level to ensure access and

quality education to girls from disadvantaged groups. The scheme also provided for providing stipend at the rate of Rs.100 per month per girl student.

Three KGBV schools are operating under the Zonal Education Officer Chandel, namely, KGBV Toupokpi, KGBV Aimol Khullen and KGBV Langol. During test-check of records, audit noticed that as per Cashbook of KGBV Toupokpi, an amount of Rs. 60,000 had been disbursed as stipend during the financial year 2017-18. But on scrutiny of APRs/vouchers, audit observed that Rs. 600 had been given to 75 students as stipend for 6 months, i.e., from April to September 2017 whereas only Rs. 300 had been given to 25 students as stipend for 6 months, i.e., from April to September 2017. As such, there had been short disbursement of Rs. 7,500. Similarly, audit also noticed that as per Cashbook of KGBV Aimol Khullen, an amount of Rs. 60,000 had been disbursed as stipend during the financial year 2017-18. However, on scrutiny of APRs/vouchers, audit also noticed that Rs. 600 had been given to 87 students as stipend for 6 months, i.e., from April to September 2017 whereas only Rs. 300 had been given to 13 students as stipend for 6 months, i.e., from April to September 2017. As such, there had been short disbursement of Rs. 3,900.

The stipend for the remaining months, i.e., from October 2017 to March 2018 amounting to Rs. 60,000 in each KGBV school was disbursed in March 2018 (as per Cashbook). However, audit noticed that there was no record of actual receipt of the stipend by the students in all three KGBV schools. As such Audit could not ascertain the actual receipt of the stipend by the students.

In view of the above, reasons for short disbursement of Rs. 11,400 and non-maintenance of documents for actual disbursement for Rs. 1.8 lakh even after six months of incurring the expenditure were called for, which was not furnished to audit.

Para 6: Non-maintenance of expenditure records on Management Cost of SSA

During test check of records pertaining to Management Cost under SSA for the financial year 2017-18, audit noticed that a total amount of Rs. 4,45,000 was incurred on this component during the year. Expenditure details and Utilization certificate for an amount of only Rs. 99,000 were furnished to Audit while for the remaining expenditure amount of Rs. 3,46,000 there are no record on the expenditure incurred, i.e., there are no vouchers, no APRs, etc.

Reason for non maintenance of these vital records though called for was not furnished to audit.

Para 7: Non-maintenance of expenditure records under KGBV

Kasturba Gandhi Balika Vidyalaya (KGBV) Scheme was launched by the Government of India (GoI) for setting up residential schools at the upper primary level to ensure access and quality education to girls from disadvantaged groups. Three KGBV schools are operating under the Zonal Education Officer Chandel, namely, KGBV Toupokpi, KGBV Aimol Khullen and KGBV Langol.

During test-check of records, audit noticed that an amount of Rs. 64,05,000/- was released as second instalment fund for the three KGBV schools of Chandel in March 2018. An amount of Rs. 21,35,000/- each was received in all the three KGBV schools. The said fund was reflected as expenditure incurred on different components like maintenance, stipend, supplementary TLM, salary, electricity and water charges, *etc.* during March 2018. However, vital record for the expenditure incurred like vouchers, APRs, UCs, etc were maintained in the office (September 2018), even after six months of incurring the expenditure. As such, Audit could not ascertain the actual utilisation of the scheme fund for the stipulated purpose.

Reasons for non-maintenance of such vital records even after six months of incurring the expenditure could not be furnished to audit.

Para 8: Shortage in construction of kitchen-cum-store rooms under MDM Scheme

Para 4.2 of Guidelines of Mid-day Meal provides for paying special attention to kitchen-cum-store which is a vital part of mid-day meal scheme. Absence of kitchen-cum-store or inadequate facilities would expose children to food poisoning and other health hazards as well as fire accidents. Kitchen-cum-stores should be separate from classrooms, preferably located at a safe, but accessible distance. It should be well ventilated and designed so that there is a separate storage facility with locks to check pilferage.

During test-check of records and information furnished by the office, it is noticed that 132 schools out of 318 schools still did not have kitchen-cum-store rooms thereby affecting adversely in the proper implementation of the scheme. The present position is given below:

Sl. No.	School category	Available	Not Available	Under Construction
1	Primary school	131	106	31
2	Primary with Upper Primary	07	10	
3	Primary with Upper Primary & Secondary	14	15	2
4	Upper Primary only	1	-	-
5	Upper primary with Secondary	-	1	-
Total		153	132	33

As such, steps in this regard may be taken up to adhere to the guidelines of Mid-Day Meal scheme with respect to providing functional kitchen-cum-store to schools for effective implementation of the scheme under intimation to audit.

PART –III

Follow up on findings outstanding from previous reports:

Period of Account	No. of paras		No. of paras settled		Outstanding paras		Total
	II-A	II-B	II-A	II-B	II-A	II-B	
01/1998 – 08 2002	-	7	-	-	-	7	7
09/2002 – 11/2004	-	4	-	-	-	4	4
12/2004 – 08/2005	-	4	-	-	-	4	4
08/2007 – 07/2009	-	6	-	-	-	6	6
08/2009 -12/2016	-	5	-	-	-	5	5
Total							26

Part-IV

Best Practices: No particular good practice or innovation was noticed during the course of audit.

Part-V

Acknowledgment: Audit acknowledges the co-operation extended by the office.

Sd/-

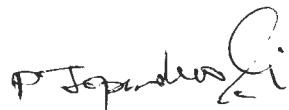
Deputy Accountant General (GS/SS/LB)

Memo No. PAG (Au)/GS-SS/ZEO, Chandel/2018-19/ 451 - 454

Dated: 26.12.2019

Copy forwarded for information and necessary action to:

1. State Project Director, Sarva Shiksha Abhiyan, Babupara, Imphal-West, Manipur-795001.
2. Director, Education (S), Lamphelpat, Imphal West, Manipur-795004.
3. Commissioner, Education (S), Govt. of Manipur, Imphal Secretariat, Imphal.
4. Inspection Report file.


Sr. Audit Officer (GS/SS/LB)

Disclaimer under the Right to Information Act:

The Inspection Report has been prepared on the basis of information furnished and made available by the Auditee. The Office of the Principal Accountant General (Audit), Manipur disclaims any responsibility for mis-information and non-information on the part of the auditee.