



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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### OFFICE ORDER

The Statutory Auditor's report for the financial Year 2014-15 has been received which, *inter alia*, highlights following issues of serious nature :

- (a) Double payment of Community Investment Fund (CIF) to SHGs/CBOs;
- (b) Un-identified debits / credits including un-presented cheques even after its validity period in the Bank Reconciliation Statement ;
- (c) Excess Payment of Health Risk Funds / Food security Funds to CBOs;
- (d) Non-compliance of Statutory obligations particularly in respect of late deposits of TDS / Late filing of Quarterly Returns ;
- (e) Non-adjustment of outstanding advances ;
- (f) Improper maintenance of leave records and approvals thereon at DPCU/ BPIUs;
- (g) In-adequate control over processing of FLTA claims;
- (h) Issuance of cheques in excess of the delegated power;
- (i) Approval for disbursement of funds on the basis of incomplete Micro Planning;
- (j) Improper maintenance of Procurement records and violation of procurement procedures; and
- (k) Improper and In-adequate maintenance of project books and records, i.e Micro Plan, Utilisation Certificate, Disbursement Register etc. for payments to CBOs.

(2) On scrutiny of the compliance report as submitted by DPCUs, the same doesn't justify the nature of irregularities rather indicate improper financial management system in the district, non-existence of control over financial processes at DPCU as well as BPIU level. The role of Thematic Managers is also questionable.

(3) It is hereby directed to all BRLPS staff whose even partial involvement appears in the above irregularities to be cautioned and if any of such cases are reported in future, stern disciplinary action shall be taken against the person as indicated in the Annexure-"A" attached herewith for the above irregularities. ***In case of any financial loss, they will personally responsible to recoup the losses to the society.***

(4) All DPMs shall serve a general warning letter to all such staff immediately and send an action Taken Report (ATR) to avoid and eliminate the abovementioned irregularities in future latest by 10<sup>th</sup> of November 2015.

(5) All District Nodal person of SPMU shall keep a close watch on the above irregularities in their respective DPCU.

Encl : Annexure "A" as above

By the order of CEO

(Kumar Anshumaly)

Director

Copy forwarded for information and necessary action to :

- (i) All DPMs/ FMs/BPMs
- (ii) Officer-On-Special Duty
- (iii) All PCs/CFO/ SPMs/SFM/AFM/PMs/PS/PO

Director

**ANNEXURE – “A”**

Sl. No.	Nature of Irregularities	Person to be held responsible
1	<b>Double / Excess payment of Community Investment Fund (CIF) to SHGs/CBOs</b>	DPM and BPM
2	<b>Un-identified debits / credits including un-presented cheques even after its validity period in the Bank Reconciliation Statement</b>	Finance Manager
4	<b>Non-compliance of Statutory obligations particularly in respect of late /non deposits of TDS / filing of Quarterly Returns</b>	DPM and Finance Manager
5	<b>Non-adjustment of outstanding advances</b>	DPM and Finance Manager at DPCU and BPM & Accountant for BPIU
6	<b>Improper maintenance of leave records at DPCU/ BPIUs</b>	DPM and Manager (HR) /BPM & OA
7	<b>In-adequate control over processing of FLTA claims</b>	DPM and BPM
8	<b>Issuance of cheques in excess of the delegated power</b>	All authorized signatories
9	<b>Approval for disbursement of funds on the basis of incomplete Micro Planning</b>	BPM and thematic manager
10	<b>Improper maintenance of Procurement records and violation of procurement procedures</b>	DPM & Proc. Associate for DPCU and BPM for BPIU
11	<b>Improper and In-adequate maintenance of project books and records for payments to CBOs including UC</b>	BPM and Thematic Manager

*Handwritten signature and date: 2-11-2015*