

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxillary functions:

Auditing of the college
 The auditing of the Marchi Govt. College is done by the two agencies viz:
 1. Office of the Chartered Accountant - hired by Finance Department Govt. of Sikkim
 Half yearly in a Financial Year. (Internal Audit)
 2. Office of the Accountant General (Audit), Sikkim
 Once in 3 years.

Internal Audit
 Internal Audit Inspect/Checks and audits mainly the following accounts and transaction:
 1. College Fund (College has two Bank Accounts)
 i. Current Accounts- State Bank of India
 ii. Saving Accounts- State Bank of Sikkim
 2. Library Books and Late Fee etc.
 3. Transaction of the Govt. Budget Allocation of the given Financial Year
 Under the assigned heads of Accounts

Internal Audit is done quarterly (every three months). They mainly focused on the College Fund (Current Accounts- State Bank of India) Receipt and Payments through maintained Cash Book, Cheque Book Register, Bills and Bank Statements obtained from the Bank. The Saving Accounts with the State Bank of Sikkim is presently dormant. (No transaction since April 2017)

However, the Report of the Internal Audit is submitted to the Finance Department and Office of the Director, Higher Education, Human Resource and Development Deptt.

External Audit

External Audit is done by the Office of the Accountant General (Audit), Sikkim. The Accountant General Audit is done once in 3 (three) years mainly because their main audit is done on the Government Accounts, Infrastructures, movable and immovable assets, Govt. Vehicle etc. In accordance with the Sikkim Govt. Service Rule and Sikkim Financial Rule for which the Budget Allocation of every financial year is very less under the government allocated Heads of Expenditure currently. The Infrastructure development and projects are done through other agencies and sources like Engineering Cell of HRDD, Sikkim and RUSA (Govt. of India).

However they mainly inspect the Transaction/Expenditure incurred under the Govt. Budget Allocation of the given Financial Year. The component of Audit under Govt. Budget Allocation is:
 Salary Bills, Medical Reimbursement Bills, Contingent Bills, Travel Expenses Bills, Cash Books, Contingent Audit Register Under the assigned Heads of Accounts viz

- 1. Salary Head - 2202- 01- Salaries

- 6. Office Expenses - 2202- 19- Office Expenses
- 8. Travel Expenses - 2202- 11- Travel Expenses
- 9. RUSA Accounts

[Signature]
 Accountant
 D.M.N. Government College
 Khatu

BY SPEED POST
 No. 13333/Audit Prog./Notification/2022-23/146
 आदेश और अधिसूचना (आदेश/नोटिफिकेशन)
 दिनांक: 14/04/2022
 Office of the Accountant General (Audit),
 Sikkim, Lada Multiple Offices,
 Changu, Gangtokh - 737 102
 Email: 35.46.2017

To: The Principal,
 Government Degree College, Khatu,
 South Sikkim,
 Namchi, 737 126

Sub: Audit Intimation

Madam/Sir,
 In exercise of the power conferred by Section 33 of the Companies and Auditor (Amendment) (Third) (Amendment) of Service Act 1971, Chartered Audit of the accounts and financials of year 2021 for the period 01-04-2021 to 31-03-2022 will be taken up by the audit team of this Office from 04-04-2022 to 30-04-2022.

The audit team will comprise of:

Sl. No.	Name and designation	Employee ID	Mobile No.
1	Shri. Suresh Kumar, S.A.I.	54171/2200012	98 11 6271
2	Shri. K. K. Singh, S.A.I.	54171/2200117	98 11 6271

 The audit objectives, criteria, scope and methodologies will be discussed during the Entry Conference to be held on date of commencement of audit. It is requested that the records may please be kept ready and they may also be furnished the usual facilities on every day of the inspection so that any books of accounts or vouchers may be personally inspected with you.
 I shall be obliged if you will in particular give such directions to your staff as may be necessary to ensure that all the documents which will be required during the inspection are kept in readiness and that the objectives stated by the Auditors are taken up promptly for fulfillment.
 Entry Conference will be held on the last day of the audit. All the Preliminary Observations shall be discussed along with review of all outstanding items. Thereafter, suitable copies of the audit observations may be furnished during the period of audit.
 Please refer to the receipt of this intimation.

[Signature]
 M. Comptroller
 07/04/22

Yours faithfully,
 ASST. ACCT. GENL. (AUDIT)
 14/04/22

PRINCIPAL ACCOUNTANT GENERAL (AUDIT), SIKKIM
 Level Audit Party (LAP-1)
 Audit Unit Name: Government Degree College, Khatu,
 Namchi - 737 126

Audit requisition reference: 01 (ARFQ) 124721
 Subject: Requisition for records/information

- Following information records in respect of the Education Department (Degree College) Khatu for the period April 2021 to March 2022 may please be furnished as under:
1. Cash Book
 2. V.A.B.
 3. Bank account and Cheque Book
 4. Annual Audit Report of year
 5. House Monthly Purchase Bill
 6. Cash Register of House
 7. Income Tax
 8. All paid up vouchers
 9. Records of Income Tax
 10. All income tax
 11. Receipts for the audit report from CGA and State Government
 12. Statement, Purchase File
 13. Purchase and Selling file
 14. Annual Budget
 15. Inter-Departmental communication records
 16. Name of Head of the Office and DDO
 17. HPI Register
 18. Labour Register
 19. Salary Audit Register
 20. All the records relating to collection of Fee from students
 21. Records relating to RUSA
 22. Record of contract work
 23. Any other records activities and information as and when required during the course of audit.

To: Government Degree College, Khatu,
 Namchi





PRINCIPAL ACCOUNTANT GENERAL (AUDIT), SIKKIM



Local Audit Party : OAP-5
 Auditee Unit Name : Government Degree College, Kamrang
 Dated : 17-Sep-22

Audit observation reference : #1 (OBS-416481)

Subject: Improper maintenance of accounts of stores.

Rule 133 of the Sikkim Financial Rules (SFR), *inter alia*, envisage that the departmental officers entrusted with the care, use or consumption of stores of any kind are responsible for their safe custody and keeping them in good condition. They should also arrange for proper maintenance of accounts of the stores and take adequate steps for prevention of losses through deterioration, theft, accident, fraud etc. Any loss or damage to government stores should forthwith be reported by them to their immediate superiors. Item-wise list and accounts returns in respect of goods and materials in stock have to be maintained so that it is possible to check and confirm the actual balances with book balances at any point of time. The accounts should be maintained in the form prescribed separately for (i) fixed assets such as plant, machinery, equipment, furniture, fixture etc in Form I and (ii) consumables such as office stationeries chemicals, maintenance spare parts etc in Form II.

Further, in terms of Rule 136(1) of the SFR, a physical verification of all stores must be made at least once in every year by the Head of Department or such other officer as may be specially authorized by him in his behalf, who should, after verification, record a certificate in the Stock Register indicating the result of such verification.

Scrutiny of records pertaining to the period April 2017 to March 2022 in the office of the Principal, Government Degree College, Namchi revealed that despite the above clear rule provision in the SFR, the Department did not adhere to the prescribed forms (Form I & II) for maintenance of Stock Registers. Details such as the Particulars of the suppliers, Invoice No. and date, unit price of items, cost of the fixed asset, and location of fixed asset was not recorded in the Registers being maintained.

It was suggested to maintain the Asset Register as per the Form-I and Stock Register of Consumables such as stationery and chemicals and spare parts etc as per the Form-II as prescribed below:-

FORM-I REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets: _____

Sl No.	Date	Particulars of Asset	Particulars of supplier		Cost of the Asset	Location of the Asset	Remarks
			Name & Address	Bill No. & date			

FORM-II

STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC SETS

Name of article..... Unit of Accounts

Sl. No.	Date	Particulars	Suppliers Invoice No. & date	Total received	To whom issued	Total issued	Balance	Unit Price

Further, no such physical verification of all stores in compliance with the above provisions of the SFR was conducted and the results thereof recorded on the Stock Registers.

The reasons for non-compliance to the prescribed provisions of the SFR may be stated and necessary steps taken to do the needful under intimation to audit.

To,
 Government Degree College, Kamrang
 Kamrang

Sr. Auditor
 Sr. Auditor
 Sr. Auditor



PRINCIPAL ACCOUNTANT GENERAL (AUDIT), SIKKIM



Local Audit Party : OAP-5
 Auditee Unit Name : Government Degree College, Kamrang
 Dated : 17-Sep-22

Audit observation reference : #3 (OBS-416519)

ANNEXURE-I

Sl No.	Vc No./Date	Head of Account	Details of Scheme	Name of work/propose	To whom paid	Amount (₹)	Type of Advance
1.	02/27/05.17	RUSA 1.0 Equity Institute	RUSA	Supply of lab equipments Computer, Stationeries etc.	M/s STCS, Doodari	5978000	Impersonal
2.	03/28.11.17	RUSA 1.0 Infrastructure Procurement	RUSA	Self defense classes, Skill development classes etc.	Principal, SOC, Namchi	1374700	Personal
3.	01/30/20. AM/18.03.21	Civil RUSA 2.0	RUSA	Geography Lab	M/s Jindal Hardware & Engineering, Namchi	50000	Impersonal
4.	02/30/20. USA/16.08.21	Civil RUSA 2.0	RUSA	Internet Connection	M/s Solvex by PC, Namchi	270031	Impersonal
5.	01/30/20. AM/19.08.21	Civil RUSA 2.0	RUSA	Geography Lab	M/s Jindal Hardware & Engineering, Namchi	100000	Impersonal
6.	02/30/20. AM/21.08.21	Civil RUSA 2.0	RUSA	Geography Lab	M/s Jindal Hardware & Engineering, Namchi	112529	Impersonal
Total						7885260	

Subject: Non-accountal store of Rs. 14.16 lakh

Sub: Non-accountal store of ₹ 14.16 lakh

In terms of Rule 132 of Sikkim Financial Rules 1979, all material received should be examined, measured or weighted, as the case may be, when delivery is taken and it should be ensured that the quantities are correct and the quality according to specifications order. A certificate to such effect must be recorded on the relevant cash memo or invoice which is to form the document on which the payment for suppliers will be made. The officers receiving the stores should also record a certificate that he has entered the stores in the appropriate stock register, mentioning the page number of the register in each case.

A test check of records of the office of the Principal, Government Degree College, Namchi revealed that institute approved and sanctioned for procurement of "Monitor Desk Nilkamal Brand of 96 number from M/s State Trading Corporation of Sikkim vide sanction order no. 04/RUSA/SGC, Namchi/2018-19 dated 08.03.2019. The purchase was made and payment was done to the supplier of ₹ 14, 16,000/- vide cheque number 350739 dated 05.03.2019. However, stock entry of aforesaid items was not made in Stock Register of college. In absence of stock entry in the appropriate stock register the audit could not vouch-safe the expenditure incurred in this regard. However, same may be done under intimation to audit.

To,
 Government Degree College, Kamrang
 Kamrang

Sr. Auditor Officer (F2)
 Sr. Auditor Officer
 Sr. Auditor

Sr. Auditor/OAPS

Sr. Auditor

To,
 Government Degree College, Kamrang



PRINCIPAL ACCOUNTANT GENERAL
(AUDIT), SIKKIM



शुद्धताय साधयाम
Dedication to Truth in Public Interest

Local Audit Party : OAP-5
Auditee Unit Name : Government Degree College, Kamrang
Dated : 17-Sep-22
Audit observation reference : #4 (OBS-416526)

Subject: Irregular purchase of Rs. 2.65 lakh

In terms of Rule 127 of Sikkim Financial Rules 1979, in case all purchase of store costing more than ₹ 1 lakh, only whether to be purchased through S.T.C.S or direct open tenders (through advertisement) should be invited giving wide publicity in leading Newspapers at least a month before the last date of submission of tender.

Scrutiny of purchase records relating to Rastriya Uchchatar Shiksha Abhiyan (RUSA) of office of the Principal, Government Degree College, Namchi revealed that institution approved and sanctioned vide the sanction order no. 02/RUSA/SGC Namchi/18-19 dated 27.09.18 to procure steel chair under major head "Equity Initiatives-RUSA. The purchase was made through the supplier M/s Arvind Traders, Gangtok and payment made of ₹ 2,65,380/- vide Cheque No. 390717 dated 28.09.2018. However, no quotation was called for achieving lower comparative rate as required under rule of SFR, which led to irregular purchase of material.

Reasons for irregular purchase of materials may be stated to audit.

Sr. Audit Officer (F2)

SAURJY KUMAR
Senior Audit Officer
The Sr. Principal's Office
Government Degree College
Namchi, South Sikkim

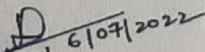
To,
Government Degree College, Kamrang
Kamrang

Description of efforts of the institutions (online fee payment take notice from Principal), Financial Audit Reports (Accountant)

NOTICE

Dated: 6th July 2022

This is to inform to all the students of UG/PG of Sikkim Government College Namchi that, now onwards College authority has decided to promote cashless monetary transaction in the college. So, all types of internal monetary transaction like overdue charges of library, duplicate ID card fee, library card fee, Admission fee, Examination fee, college Leaving certificate fee, Fine etc. will be done through only online mode by scanning QR codes. Students can use different types of mobile Apps while doing online payments.


Principal
SGC, Namchi

Principal
Government College
Namchi, South Sikkim