



Office of the Principal Director of Audit (Central)
AG's Office Complex, Saifabad,
F-Block, First Floor
Hyderabad-500 004
(Phone No: 040-23234497)



No.PDA(C)/CEA/Unit-IV/PA/MANUU/IR.2018-19/D-413/2018-19/149 Date: 15.02.2019

To
The Registrar,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad - 500 032

Sir,

Sub: - Inspection Report on the Accounts of Registrar, Maulana Azad National Urdu University, Hyderabad for the year 2018-19.

I am to forward herewith the Inspection Report on the accounts of your office for the year 2018-19 with a request to furnish replies to paras with the comments of Ministry concerned within one month from the date of receipt of this Report.

Receipt of the Report may please be acknowledged by return post.

Encl: Inspection Report for the year 2018-19.

Yours faithfully,

Sr.Audit Officer/CEA

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20/2/2019

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22/2/2019

Registrar's Office	
O.W.No.:	4946
O.W.Date:	21/2/19

**Inspection Report on the accounts of the Office of the Registrar,
Maulana Azad National Urdu University (MANUU), Hyderabad,
for the year 2018-19**

Dates of audit: 27.12.2018 to 22.01.2019 (18 working days)

PART-I

A. INTRODUCTORY

(i) **Scope of audit:** The accounts of the office of the Registrar, Maulana Azad National Urdu University, Hyderabad was last audited by a local audit party of Office of the Principal Director of Audit (Central) Hyderabad in November 2017. During the present audit, the accounts for the period from April 2017 to March 2018 were generally examined and a test check including number and nominal audit was conducted under section 19(2) of CAG's DPC Act 1971.

This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The Office of the Principal Director of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

(ii) **Personnel:** Dr. M.A. Sikandar continues to hold charge of the post of the Registrar, Maulana Azad National Urdu University, Hyderabad since last audit.

(iii) **Budgetary Position:**

Year	Budget Allotment Rs.	Expenditure Rs.	Excess/Savings Rs.
2017-18	11898.36	11273.68	624.68

(iv) **General setup and Activities:** The University was established by an act of Parliament (Act No.2 of 1996) on 9th January, 1998, with the objectives, which inter-alia, include:

- To promote and develop Urdu Language,
- To impart education and training in vocational and technical subjects through Urdu medium,
- To provide education through conventional teaching and distance education system and
- To provide focus on women education.

B) OUTSTANDING PARAS OF PREVIOUS INSPECTION REPORTS:

(List enclosed to this Report)

C) PERSISTENT IRREGULARITIES: NIL

PART-II

A. MAJOR IRREGULARITIES: NIL

B. OTHER IRREGULARITIES: Vide Report

PART-III

TEST AUDIT NOTES: NIL

1. Avoidable expenditure of late payment fee of ₹1,14,727/-

- i) During the test check of records, it was observed that late payment fee was levied by the Hyderabad Metropolitan Water Supply and Sewerage Board for the following months which are avoidable.

Bill Month	Late payment fee
August 2017	18483
October 2017	17703
November 2017	18483
December 2017	17685
January 2018	18274
Total	90,628/-

- ii) Further, it was observed that for the following months late payment charges were levied by the Telangana State Southern Power Distribution Company Ltd.(TSSPDCL) which are avoidable.

Bill Month	Category	Amount
June 2017	Commercial	6393
September 2017	-do-	8354
October 2017	-do-	7206
June 2017	Domestic	2146
Total		24,099/-

When the reasons for non-payment of bills within the due date were called for, the university replied that the observation was noted for future guidance. Compliance in this regard may be intimated to audit.

2. Excess power Consumption over and above Contracted Minimum Demand (CMD).

During the scrutiny of records relating to Telangana State Southern Power Distribution Company Ltd payments, it was noticed that the university was under Contracted Maximum Demand of 500 KVA. The university was consuming electricity in excess of contracted MD of 500 KVA during the following months thereby paying penal charges of ₹8,98,106.

Sl. No.	Month	KVA Consumption	Excess KVA Units	Demand penal charges paid(₹)
1.	April 2017	686.04	186.04	145111
2.	May 2017	668.4	168.4	131352
3.	June 2017	592.4	92.4	72072
4.	July 2017	592.6	92.6	72228
5.	August 2017	592.6	92.6	72228
6.	March 2018	521.34	21.34	16645
7.	April 2018	655.42	155.42	121227
8.	May 2018	669.44	169.44	132163
9.	June 2018	643.88	143.88	112226
10.	October 2018	529.3	29.3	22854
Total				8,98,106/-

When the University was asked to review and increase the Contracted Maximum Demand (CMD) suitably to avoid penal charges, it was replied that actual consumption was being watched and enhancement would be done suitably with the consultation of EE (Electrical), CPWD, Hyderabad.

Action taken in this regard may be intimated to audit.

3. Non-adjustment of Miscellaneous/Contingent advances- ₹ 9,18,644/-

Rule 323 (1) and (2) of General Financial Rules (GFRs), 2017, stipulate, inter-alia that, adjustment bills of Advances drawn for Contingent and Miscellaneous purpose along with balance if any, should be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance should be recovered from his/her next salary (ies).

As per Rule 292 of General Financial Rules 2017, the due date for submission of Leave Travel Concession (LTC) claim would be (i) in case advance drawn: one month from the date of completion of the journey (ii) In case advance not drawn: within two months from the date of completion of the journey. In case of (i) above, if the claim was not submitted within the due date, the amount of advance should be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

Further, as per Rule XII (12) of CCS (LTC) Rules, if the conditions laid down in the sanction are not complied with or if the rules for granting advances for LTC have been violated, the Head of Office should charge penal interest, i.e., 2 per cent above the rate of interest allowed by Government on General Provident Fund balances {Rules 15, GID (6)}.

Audit observed during scrutiny of LTC and Miscellaneous/Contingent advances Register that advances drawn since June 2018 amounting to ₹918644 /- (as detailed in the Annexure) drawn by the staff of the Institute were not adjusted till date.

When the matter was brought to notice, the University replied that the concerned cases/files were under process of settlement. The progress made in this regard may be intimated to Audit.

4. Non-conduct of Physical Verification of fixed assets, stores and stock

Rule 192 (1) (2) (3) of General Financial Rules, 2005, (new Rule 213 (1) (2) (3) of General Financial Rules, 2017), stipulate that an inventory for fixed assets maintained should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

Further, a physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority. A certificate of verification along with the findings shall be recorded in the stock register. Discrepancies including shortages, damages, etc. and unserviceable goods, if any, identified during verification, should be immediately brought to the notice of the competent authority for taking appropriate action in accordance with provisions given in Rules 33 to 38 of General Financial Rules, 2017.

It was observed that the Physical verification of Stores/Stock of the University was under process.

Action may be taken to complete the Physical verification at the earliest and the result intimated to audit.

5. Non-condemnation of unserviceable vehicles

During the scrutiny of statement regarding vehicles in use furnished by the University it was observed that, the University was in possession of following vehicles which were not in road-worthy condition.

- i) Swaraj Mazda bearing registration No.AP13W3157 (2001 model)
- ii) Motor cycle bearing registration No. AP13D9839 (2001 model)

Steps may be taken to condemn/auction the vehicle and details of sale proceeds either by condemnation or by auction may be intimated to Audit.

6. Incurring of excess expenditure in respect of sponsored projects/schemes ₹3.75 Crore.

The Institute undertakes sponsored projects/schemes funded by various sponsoring organisations. The funds released by the sponsoring agencies should be utilised for the purpose for which those funds were released and any excess expenditure incurred over and above the sanctioned grants, need to be brought to the notice of the funding agency concerned for reimbursement.

During the scrutiny of records of the Sponsored Projects, it was observed that an amount of ₹3,75,15,301/- was incurred in excess of the funds received in respect of the following projects upto 31-03-2018:

SI No	Name of the project	Excess amount incurred in (Rs.)
1	HRDC(ASC)	10060296
2	RCCM	99955
3	UGC-NET	223139
4	CSSEIP	11667138
5	HINDI	4405164
6	INNOVATIVE	11059609
Total		3,75,15,301

When the matter was brought to notice, the Institute replied that schemes were sanctioned by UGC and any expenses incurred shall be reimbursed by UGC. Early action may be taken in this regard and details of reimbursement intimated to Audit.

7. Non-recording of verification of services

As per Rule 32 of CCS (pension) Rules, verification of services of the Government Servant should be completed on completion of 18 years of service or 5 years before date of retirement and a certificate in the prescribed form 24 issued to him. Qualifying service indicated in this certificate will be treated as final upto that date and it will not be re-opened except when necessitated due to change of rules, etc.

During the test check of service books, it was noticed that verification of services was not recorded in the service books of Dr. Shahid Pervez, Regional Director and Dr. T.V. Kattimani, Professor, who were having service of less than 5 years before date of retirement.

When it was brought to notice, the university replied that verification of services would be made in the service books. Compliance may be intimated to Audit.

8. Lapses in categorization of appointments under technical resignation

During the scrutiny of records it was observed, that in respect of appointments made through open advertisements for the posts of lecturer, Assistant professor, Reader or Associate professor and based on selection committee recommendations appointments given to officials working in other Government departments prior to 01.01.2004 and those having tendered technical resignation before joining MANUU proper categorization for the purpose of GPF or NPS has not been done though some have rendered more than 10 years of service.

As a result NPS was being deducted assuming that the appointments fall under the New Pension Scheme. Since the appointments under technical resignation counts service rendered in the previous organization for the purpose of pension governed under CCS (Pension) Rules, 1972, the NPS recovery amounting to Rs. 1.14 crore from the employees at the most may be a preemptive exercise which warrants corrective actions by the University by seeking clarification from the governing bodies i.e., UGC and DoPT. It was also observed that the University had not addressed the issue on the right lines with the organizations where the officials have previously rendered their service before taking up appointment in this Office under technical resignation.

When this was brought to notice, the University replied that committee had been constituted to examine the cases relating to counting of past services. The progress made in this regard may be intimated to next audit.

9. Documents not produced

The following records/files which were not produced to last audit were not produced to present audit also.

Transaction Audit for the year 2016-17

1. Research programme on South Indian Muslims present / Future under Other Schemes – Vouchers for expenditure of ₹21,13,208 .
2. Coaching scheme of remedial coaching, entry into services, NET coaching classes for SC/ST/OBC (Non creamy layer) for 2015-16 sanctioned amount ₹36,00,000 Expenditure Reported 1583167 Vouchers of Remedial Coaching Centre for Minorities ₹581157, UGC NET coaching centre for Minorities ₹ 563575, Vouchers UGC Coaching Centre for Minorities entry into Service ₹438435
3. Files pertaining to Selection and Appointment of various Teaching staff during the period 2016-17

Transaction Audit for the year 2013-14

1. Recruitment Rules, promotion policies followed by the University in respect of appointment/promotion of teaching and non-teaching staff. Their pay fixations consequent on implementation of Sixth Pay Commission Recommendations, and other connected records, like Service books, Personal files, and Pay bill registers.
2. Files pertaining to follow up action taken on excess pay fixation of 33 officials, recommendations of selection committees, appointment orders, pay fixation statements and other connected records were not produced for verification.

Transaction Audit for the year 2014-15

1. Files/records and copies of documents pertaining to recruitment of the following along with (i) details of notification issued/published in various News Papers (ii) details of number of candidates applied along with their qualification (iii) details of candidates to whom call letters were sent (iv) number of candidates appeared for the test (v) number of candidates shortlisted and appeared for interview (vi) Minutes of the Selection

Committee (vii) Candidates selected and recruited (viii) Service Books, Personal files/dossiers, recruitment files and (ix) Recruitment Rules of the University/UGC:

- a. Assistant Professors in departments of English, Civil Engineering, Arabic, Persian, Education, Computer Science & Engineering, Urdu and Electronic & Communication Engineering and Social Work, from the year 2010 onwards,
 - b. Sri. Wajuhuddin, Section Officer,
 - c. Teaching staff of Model School
 - d. Dr. Abdul Wahid, Associate Professor
 - e. Ms. Santha, Section Officer
 - f. Sri MohdHasim Ali Sajid, Assistant Registrar
 - g. Dr. Khwaja M Sahid, Pro-Vice Chancellor
 - h. Teaching Staff
 - i. Ms. AtiyaNaheed, Asst. Professor
 - j. Sri Md. Hamid MohiuddinSiddiqui, Section Officer
 - k. Sri Abdul Azeem, UDC
 - l. Sri SalarMohiuddin LDC
 - m. Sri MohdAzamathulla Khan, LDC
 - n. Sri MohdIrfan, LDC
 - o. Sri MohdSaheed, LDC
2. File and related documents/records pertaining to establishment of Secured Data Network (Wi-Max Connectivity with indoor Wi-Fi).

Transaction Audit for the year 2014-15 and 2015-16

1. Register of Fixed Assets, containing all Fixed Assets of the University
2. Vouchers of TA/LTC claims

निदेशक/केंद्रीय व्यय लेखा परीक्षा
DIRECTOR/ CEA

Annexure

Sl.No	Vr. No	Date of drawal	Name of the official	Amount(₹)
1.	392	07.06.2018	Dr. Mahammad Fariyad NSS Coordinator	50000
2.	1140	11.10.2018	S.Z.Hussiani	48144
3.	1239	29.10.2018	Prof.P.F.Rahnar, Nodal Officer Convocation	250000
4.	1276	01.11.2018	Dr. Md. Afroz Alam	25000
5.	1276	01.11.2018	Misbah ul Anzar	20000
6.	1276	01.11.2018	Mohd. Intiyaz Alam	20000
7.	1276	01.11.2018	Dr.Firoz Alam	53500
8.	1276	01.11.2018	Meraj Ahmed	81000
9.	1276	01.11.2018	Meraj Ahmed	110000
10.	1276	01.11.2018	Abid Abdul Wasay	100000
11.	689	28.11.2017	M.V.Pradeep Kumar	33000
12.	554	24.09.2018	Dr. Md. Mahmood Alam	103000
13.	566	27.09.2018	Mohd.Yousuf	25000
Total				9,18,644/-

Statement showing the outstanding paras of previous Inspection Reports in respect of Maulana Azad National Urdu University, Hyderabad

Year of IR	Para No	Title of the Paragraph
2008-09	5(A) &(C)	Observation on printing of malarial for distance Education (SIM)
	15	Idle Plant and Machinery – Rs.5,69,250/-
2009-10	2	Unfruitful expenditure of Rs.28.70 lakh on purchase of rennet 2.7 software.
	3	Excess payment of Rs.18,32,459.00 to Manipal press towards printing charges of books
	4	Payment of excess recovery of Seigniorage charges deducted Rs.5,72,497/-
	13	Non-Levy of penalty in supply & installation of Equipments to Media centre
	25	Payment of Rs.1,54,637/- to Royal Travels towards providing vehicles to members of UGC XI plan committee
	29	Fees received by DDE
	30	Documents not produced / Information not furnished

Year of IR	Para No	Title of the Paragraph
2012-13	1	Audit observations on Pay Fixations of Officials in the Revised Pay Scales consequent on adoption of Sixth Central Pay Commission recommendations
	(A)	Incorrect Pay fixation of Sri.C.M. Eswaraiah, Retired Finance Officer-Excess payment of Rs.2,52,911/-
	(B)	Incorrect Pay fixation of Officials holding the posts in the pre-revised scale of Rs. 5500-175-9000 in the Revised PB2 (Rs.9300-34800 with Grade pay Rs.4200/-) -Excess payment of Rs.12.41 lakh
	(C)	Incorrect Pay fixation in respect of Ms.Ruchika Kem (Bhagat), Assistant Regional Director-Excess payment of Rs.1.65 lakh
	(D)	Incorrect Pay fixation in respect of Mr.Mohiuddin Shaik, Steno - Excess payment of Rs.0.6 lakh
	(E)	Incorrect Pay fixation in respect of Mr Md Mujahid Ali, Producer - Excess payment of Rs.2.16 lakh
	(F)	Incorrect Pay fixation in respect of Dr.Parveen Qamar, Assistant now Assistant Professor-Excess payment of Rs.0.09 lakh
	(G)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding the posts of Regional Director, Deputy Director and Assistant Regional Directors -Excess payment of Rs.28,98,944/- (Sl.No.iv)
	(H)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding Teaching Posts -Excess payment of Rs.23,66,693/- (Sl.No.i, ii, iv, v, vi)
	2	Audit observations on fixation of Pay of Section Officers of the University in the Revised Pay scales of Sixth Central Pay Commission
	3	Non-Allotment of Newly Constructed Earmarked Quarters-Unfruitful expenditure -Rs.1.80 crore
	8	Non-utilisation of Grants released under "Free Coaching and Allied Scheme for the candidates belonging to Minority Community"- Rs.24.30 lakh lying idle.

Year of IR	Para No	Title of the Paragraph
2013-14	6	Audit observations on establishment of "Residential Coaching Academy for Minorities/SCs/STs and Women" for Civil Service Examination (CSE)
2014-15	1	Incorrect fixation of pay of re-employed pensioners, Sri R.S. Balaji and Sri Kanchallaiah-excess payment of ₹ 5.36 lakh
	2	Excess payment of Departmental charges & Contingencies to M/s Bharat Sanchar Nigam Limited (BSNL) Civil Wing, on execution of civil works - ₹ 3.5 lakh
	5	Programmes offered by the University through distance mode without approval of Distance Education Council (DEC)
	6	Admission of students to courses/programmes recognised by National Council for Teacher Education (NCTE), in excess of the approved intake
	7	Polytechnic courses/programmes offered by the University without approval of All India Council for Technical Education (AICTE)

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Year of IR	Para No	Title of the Paragraph
2016-17	1	Non-construction of own buildings for conducting B.Ed and M.Ed courses
	2	Audit observations on Memorandums of Understanding (MOUs) entered by the University with M/s Binani Cement Ltd., Kolkata and Santan Edutainment Pvt. Ltd
	(A)	Memorandum of Understanding entered into with M/s Binani Cement Ltd., Kolkata
	(B)	Memorandum of Understanding entered into with Sanatan Edutainment Private Limited, New Delhi
	3	Audit observations on functioning of Civil Services Examination (CSE) Coaching Academy
	4	Non-adherence to the provisions of General Financial Rules 2005 in placing orders for printing & supply of Self Learning Material (SLM)
	5	Non-adjustment of Miscellaneous/Contingent advances- ₹ 1.16 crore
	6.(A)	Avoidable expenditure due to non-enhancement Contracted Maximum Demand (CMD)-₹15.81 lakh
	6. (B)	Avoidable expenditure of TOD charges - ₹ 3.14 lakh
	7	Non-disposal of Unserviceable Articles
	8	Audit observations on maintenance of Service Books

Sl. No.	IR	
2017-18	1	Construction of Digital Resource Centre (DRC) – Delay in construction of DR Avoidable expenditure of Rs 55 lakh on CC road
	(A)	Delay in completion of the DRC
	(B)	Functioning of DRC
	(C)	Avoidable expenditure of Rs 55 lakh on CC road
	2	Excess Deposit/blockade of fund and loss of interest – Rs.3,85,59,532/-
	3	Wi-Fi project services - delay in execution of the project resulting in deprival of the fi facility for seven months against the full payment of Rs 7.83 Crore
	(A)	Non achievement of objective of Wi-fi services
	(B)	Compliance of GIGW
	4	Unspent balances with executing agencies – deprival of availability of money cou loss of interest Rs 31.15 lakh
	5	Unspent balances with executing agencies – Engineering Work shop at M. Gachibowli
	6	Review of Works Records – Foreclosure of the work of construction of 8 Nos of staf for MANUU at Bangalore – Arbitration
	7	Construction of Part First floor and Second floor over Gulzar Girls Hostel at MANU campus, Hyderabad –improper planning resulting in avoidable expenditure of Rs 15
	8	Construction of polytechnic Building at MANUU, Gachibowli – Arbitration
	9	Diversion of grant funds to FDRs
	11	Procurement of Self Learning Material more than required Rs 36.70 lakh by Centre distance education
	12	Loss of electronic equipment due to non-maintenance of power back up
	13	Deficiencies in execution of work of automation and e-governance in MANUU – Non initiation of steps complying UGC guidelines
	(A)	Delay in automation due to noncompliance of purchase order by agency
	(B)	Non initiation of steps as per UGC guidelines
	14	Expenditure incurred on 6 th Convocation of MANUU – observations on payment Vouchers
	(A)	Huge advances paid in cash in excess of actual requirement
	(B)	Observations on expenditure incurred on Catering – Rs.9.66 lakh
	(C)	Non-deduction of IT and other observations
	15	Purchases made for Hostels – Improper invoice and No entries in the stock registers
	16	Excess payment - Rs.19, 175/-
	17	Status of the Research Projects – Delay in completion of research programme
	18	Non-reconciliation of remittances between cash book and bank statement
	20	Omissions noticed in maintenance of Service Books

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Grand total 2017-18 - 145