

Himachal Pradesh
Public Works Department

No. PWE-Vig-Misc-SZ/2023- 1439-1538

Dated:- 23-03-2024

To

All the Chief Engineers
in HPPWD

The Chief Architect,
HPPWD Shimla-2

All the Superintending Engineers
in HPPWD including Mechanical, Electrical, NH
and Arbitration Circle.

All the Executive Engineers
in HPPWD

All the Land Acquisition Officer,
under HPPWD.

Subject:-

Important instructions for obviating financial
fraud/irregularities in the department.

In the recent past several instances of financial frauds/irregularities, committed by the officials of this department during the discharge of their official duties, involving loss sustained by Government worth lakhs of rupees, have come to the notice of the undersigned. After holding preliminary inquiries, such cases not only resulted into initiation of departmental action(s) against the prime accused, but also against the other concerned officers/officials as well; i.e. Executive Engineers and DDOs/Superintendent for their negligence, apart from registration of criminal cases, despite of fact that prima facie they're not having any direct involvement in such frauds.. Scrutiny of these cases reveals/demonstrates almost the likewise Modus Operandi i.e. cheating/forgery/falsification of records by the prime accused, while the concerned Head of office and DDOs were either ignorant of rule/procedure and proceed on further with signing the documents/sanctions or making payments without scrutinizing the relevant service records, registers/ledgers or omitted the process of routing the dak/documents through middle level officers/officials such as DAO/Superintendent

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In one of such instance the fraud went unnoticed for year's together in absence of any proper check/scrutiny of records at any level. The concerned authorities had not even bothered to have got done the entries of final dues in service records; resulting into multiple duplicate sanctions and/or excess payments. While in another one, pertaining to Land Acquisition, excess/overpayment worth lakh of Rupees were made to the land owners against the awarded one. After inquiry the reason behind such lapse was non maintenance of particular ledgers for award or award wise accounts. Such frauds would not have taken place, had the concerned EEs/DDOs exercised a proper supervision/ check on these transactions by maintaining proper registers/entries in records and/or getting the requirement of processing cases through middle level officials such as Superintendent/DAOs, as the case may be. It must be realized by all that they are not only responsible for any fraud or lapse on their part due to which the government sustains loss, but also for the losses arising out of fraud or negligence on the part of other government servant which occurred to the government due to their negligence or ignorance or breach of orders that contributed towards such loss. Therefore, it is imperative to issue effective guidelines on this score so that recurrence of such frauds/irregularities is obviated. The following are the few points that need to be taken care of while processing any such case:-

- Special care should be paid at the time of sanctioning the final dues of government servant. It must be ensured that entries relating to sanction of Final dues of retirees/demised workman are properly made in the service books before passing the bills. Subsequently, after payments, the Voucher No. and date thereof be also made there against in the service records.
- While sanctioning the GPFs of employees, the authentic copy of GPF statement for relevant year be obtained and entry of sanction be made on the relevant ledger under the signature of DDOs with a mention thereof in the Statement, as per prevailing practice/procedure. In no case, the sanction be made on afresh generated statement. If, still sanction is to be made of afresh generated statements for some ^{exceptional} reasons, the same may be done after proper scrutiny of ledger/subsidiary records.
- Entry of bank account details provided by the retiree/legal heirs be made on the service records with a mentioned thereof also in the cover and while processing/making the final payments of retiral/death dues, it must be ensured by DDOs to have properly scrutiny of the account details of retirees/legal heirs in comparison of the service book.

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- Particularly, in LAO offices under this department, the proper accounts/ledger of each award should be kept and while making payments it should be tallied with Para 55, Asaamiwar (Person wise detail) thereof and upto expenditure incurred at that time for particular award with the balance amount for particular award in hand.
 - Requirement of routing the cases case, particularly sanctions/bills and payments, through middle level officers/officials should not be omitted in any condition.
 - It must be ensured that entries of suspension/charge sheets/Prosecution sanction, if any, or outcome of these cases must be are properly recorded in the service records.
 - Through numerous cases it is seen that officials who remained away from Government duties without any authorization of leave or having sufficient grounds justifying such absence are not dealt properly. Needless to say that departmental action, as per the provisions envisaged in CCS (CCA) Rules, 1965 should be initiated against them in time.

These instructions must be strictly adhered to and any departure thereof will be viewed seriously. It is, however, stated that exercise of due financial check be made in all the financial transactions in accordance with the financial rules of Government, apart from above.

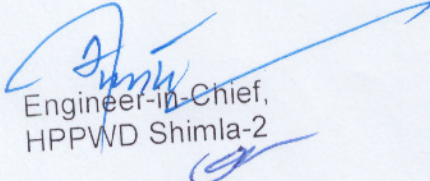
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Engineer-in-Chief,
HPPWD Shimla-2

Copy to Engineer-in-Chief (Project), HPPWD Shimla-2 for information.

Copy to the Registrar (in this office).

Copy to the Nodal Officer (IT) with the direction to upload this letter on the official website of department.

Copy to the Drawing and Disbursing officer (in this office)


Engineer-in-Chief,
HPPWD Shimla-2