



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
(A Government of Odisha Undertaking)

No. 261/CON/OPHC

Dated 16.08.2016

To
All Accountants
(T) Joint Managers of
all Divisions

Sub:- Guidelines to prevent Financial Irregularities in Divisions

During the special audit of Bhawanipatna Division, following financial irregularities were noticed by the Audit team. These financial irregularities have caused huge financial losses to the Corporation, presently the matter is under investigation of State Vigilance Department. A policy guideline is framed, which are to be strictly followed for non-recurring of such financial irregularities in the future.

| Sl. No. | Particulars of Discrepancies | Guidelines to be followed |
|----------------|---|--|
| 1. | Payment through cheques with single authorised signatory. | All cheque / bank payments should be jointly signed by the both authorized signatories unless otherwise there is specific approval from Head Office for single authorized signatory. |
| 2. | Payments made without invoices of Contractors / Suppliers. | Payment without invoice is a serious financial fraud. Therefore, no payment should be made without proper invoices. |
| 3. | Payments not supported with concerned vouchers and invoices. | Each and every payment should have proper payment vouchers with supporting invoices otherwise no payment should be made. |
| 4. | Payment of Bills of Contractors and suppliers without joint certification of Asst. Project Manager (APM), Dy. Manager (DM) and Joint Manager. | No bills of Contractors as well as Suppliers should be passed for payment unless and until these bills are certified by APM, DM and Joint Manager. |
| 5. | Payments for Projects without having any project sites or before hand over of sites. | No payment should be made for any project unless and until the project site is handed over. Therefore, for release of first payment of any particular project, the concerned APM / DM should be asked to mention the date of hand over of project site on the invoice otherwise no payment should be released. |
| 6. | Payment to Contractors without check measurement of project sites. | No payment should be made to the Contractors without proper check measurement by the concerned DM / Jt. Manager and proper entry in the Measurement Book (MB). |
| 7. | Bills passed with forged signatures of APM / DM. | This is a serious type of fraud. Therefore, proper care should be taken to verify the signatures of concerned APM / DM while passing the bills. |
| 8. | Bills entered on back dates in the Measurement Book and paid subsequently. | This is a type of forgery of Measurement Book. Therefore, while passing the bills, the Measurement book should be verified and should be ensured that no back-dated entries have been made in the MB. |

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| 9. | Purchase Orders were issued without receipt of indents. | While passing the bills of Contractor / Supplier, the concerned divisional accountant / accounts in-charge should verify that whether there were purchase / work orders for such bills and whether there were indents for such purchase / work orders. No bills should be passed if there are no purchase / work orders and no indents for such orders. |
| 10. | Advance Payments to Suppliers / Contractors without approval from Head Office. | No advance payments should be made to Suppliers / Contractors unless otherwise it is specifically authorized from Head Office. |
| 11. | Abnormal purchase of Tyres for office vehicles at Divisions. | While passing any bills for payment towards purchase of tyres and repair of office vehicles, it should be properly verified that these expenditures have been made after a reasonable interval with regard to earlier payment of same nature. |
| 12. | Making of payment against fake invoice. | While releasing any payment against any invoices other than project payments, the bill as well as the signature of certifying officer should be properly verified to avoid these false payments. |
| 13. | Purchase of fixed assets as well as non-project expenditures without approval from Head Office. | Without proper approval from Head Office no expenditures other than project expenditures, should be incurred by the Division office. |
| 14. | Release of payments beyond work order value. | Every time while the bills of a particular project, the cumulative expenditures of that project <u>should be compared with the work order value for that project. No excuses will be entertained for excess payments beyond work order value. Concerned Accountant / Accounts-in-charge will be held responsible personally for any excess payments.</u> |
| 15. | Non-accounting of Material Transfer Notes in time. | All material transfer notes should be accounted immediately after receipt from the project sites. Every month the Accountant / Accounts-in-Charge should communicate in writing to all APM / DM to provide the details of materials transferred from one project site to other. |
| 16. | Advance payments to APMs | No further advances should be given to APMs unless and until the earlier advances are fully adjusted against him. |

Any violation by Accountant(s) will be dealt severely by Corporation.


 12/8/16
Chairman-cum-Managing Director

Memo No. 262/OPHWC

Dated 16.08.2016

Copy to : All Joint Managers for Information and necessary compliance with immediate effect.


Chairman-cum-Managing Director

Memo No. 263/OPHWC

Dated 16.08.2016

Copy to : Chief Engineer - For information.


Chairman-cum-Managing Director

Memo No. 264 /OPHWC

Dated 16.08.2016

Copy to: SE / FA / CA / CS / DGM (Tech) / DGM (D&D) / Jt. Manager (Monitoring) for information.


Chairman-cum-Managing Director