

Annexure-I**Discrepancies between Cheque Issue Register and Bank Statement**

Date	Cheque No	As per cheque Register	As per Bank statement
		Amount (Rs.)	Amount (Rs.)
5-Jul-11	880180	2,500.00	3,670.00
5-Sep-11	883156	2,500.00	317.00
5-Sep-11	883157	20,000.00	3,601.00
6-Sep-11	883159	24,000.00	20,000.00
5-Sep-11	883160	317.00	21,617.00
5-Sep-11	883161	3,601.00	24,000.00



REVIEW ON PROCUREMENT PROCEDURE FOR THE PERIOD 1st JULY TO 30th SEPTEMBER 2011

Sl. No.	Voucher Date	Voucher No	P.O. No & Date	Name Of the Article	Vendor Name	Number of Quotation	Amount(Rs.)	Indent	Inviting Quotation	Evaluation of Quotation	Award	Purchase Order
1	22-Jul-11	281	Order No:002-IESWM/4E-14/2011-2012 (WB-23) Date:19 th APRIL,2011	Wireless Access PT DLINK	Peetel Solutions Pvt.Ltd	3	118,768.00	Indent available	Receipt Copy of Invitation for Quotation not Available.	a) Comparative Statement available b) Signature of all tender committee members are not available in comparative statement. c) No date available in comparative statement.	L1 selected	a) In Purchase order terms & period of delivery are not mentioned. However mentioned in comparative statement & invitation for quotation. b) Delivery Challan not available, Goods Received Date not apparent from invoice.
2	28-Sep-11	442	Order No:02-ICZMP/4E-02/2010-2011(04) Date:24 th AUGUST,2011	I-clock 880 & DNS 325	Peetel Solutions Pvt.Ltd	3	146,120.00	Indent available	Receipt Copy of Invitation for Quotation Available.	a)Compative statement Available. b)Signature of all members of tender committee not available in the quotation submitted by G.S. Computel Pvt. Ltd.	L1 selected	a) In Purchase order terms & period of delivery are not mentioned. However mentioned in comparative statement & invitation for quotation. b) One piece of DNS 325 is yet to be received.

Sl. No.	Voucher Date	Voucher No	P.O. No & Date	Name Of the Article	Vendor Name	Number of Quotation	Amount(Rs.)	Indent	Inviting Quotation	Evaluation of Quotation	Award	Purchase Order
3	22-Jul-11	401	Order No:01-ICZMP/4E-02/2010-2011(04) Date:24 th AUGUST,2011	HP Elitebook 8560W	Chabria Infotech Pvt. Ltd	3	113,100.00	Indent available	Receipt Copy of Invitation for Quotation not Available.	a) Warranty obligations are not mentioned in the quotations.	L1 selected	In Purchase order terms & period of delivery are not mentioned. However mentioned in comparative statement & invitation for quotation.
4	13-Jul-11	260	Order No:006-IESWM/4E-01/2011-12 (03-A/W.B.). Date:18th May,2011	Miscellaneous Stationary	Sailee	3	97,245.00	Indent available	Receipt Copy of Invitation for Quotation not Available.	a) Warranty obligations are not mentioned in the quotations. b) No signature of tender committee members are available in the quotations. c) Signature of all members are not present in the comparative statement	L1 selected	In Purchase order terms & period of delivery are not mentioned. However mentioned in comparative statement & invitation for quotation.



Annexure-III

Advances taken much in excess than the actual expenditure

Sl. No	Date of Advance	Particulars	Advance Amount (Rs.)	Expenses Incurred (Rs.)	Refund Date	Refund Amount (Rs.)
1	1-Jul-11	Advance to Kakoli Sen Sarma for Delhi Trip	30,000.00	6,772.00	21-Jul-11	23,228.00
2	3-Aug-11	Advance to J.Selvin Pitchaikani for Digha Trip	10,000.00	1,805.00	9-Aug-11	8,195.00
3	16-Aug-11	Advance to J.Selvin Pitchaikani for Jamnagar Trip	60,000.00	35,753.00	25-Aug-11	24,247.00
4	2-Sep-11	Advance to Kakoli Sen Sarma for Gosaba Block Trip	20,000.00	1,206.00	13-Sep-11	18,794.00
5	5-Sep-11	Advance to Mrinali Choudhury Changdar for Digha Trip	20,000.00	5,461.00	15-Sep-11	14,539.00

