

***INTERNATIONAL MANAGEMENT INSTITUTE - BHUBANESWAR***  
***INTERNAL AUDIT REPORT***  
***For the year ended 30 September 2020***

**CONDUCTED BY**

**BHATIA & BHATIA, CHARTERED ACCOUNTANTS**

**Head Office:** Delhi

**Offices:** Mumbai | Bengaluru | Chandigarh | Chennai | UAE

**Website:** [www.bnbindia.co](http://www.bnbindia.co)

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**AUDIT TEAM**

*Mr. Anant Bhatia, Partner*

*Mr Sahil Singla, Audit Manager*

*Ms Kiran, Audit Assistant*

### Meaning and Scope of Internal Audit

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Internal audit activity has the potential of strengthening of internal control as a result of management response.

We have conducted the Internal Audit at IMI-Bhubaneswar and came across some key areas towards which we want to draw the attention of the management. The scope and objective of the audit has been determined after having discussion with the management which primarily focuses on the policies and procedures which need to be commensurate with the SOPs and Service Rules. We have emphasized on the processes and the effectiveness of the internal controls in parallel with the working of management to ensure the achievement of targets.

The Scope of the Audit has been decided by the management and Internal Audit has been conducted in accordance with the rules and regulations specified as per the guidelines and delegation of powers vested with the management of the Institute.

The period of review for the present audit was from 1<sup>st</sup>October, 2019 to 30<sup>th</sup>September, 2020.

We are presenting the comparative analysis of admissions undertaken in the batches 2019-21 and 2020-22 as under:

Batch	Courses Offered	Duration	Intake
2019-21	PGDM	2 years	83
2020-22	PGDM	2 years	91

Comparative analysis of Income and Expenditure incurred is as follows:

Particulars	October 2018- September 2019	October 2019- September 2020	Difference	Increase/ (Decrease) in %
<b><i>Income</i></b>				
<b><u>Direct Income- Fee collected</u></b>				
Part time PGDM	1,75,52,500	35,00,000	1,40,52,500	
PGDM	13,00,30,463	9,03,01,562	3,97,28,901	
FPM	2,00,000	2,74,000	(74,000)	
<b><u>Indirect Income</u></b>				
MDP	49,11,180	2,02,890	47,08,290	
<b><u>Other Indirect Income</u></b>				
Hostel fee	2,24,94,860	86,31,100	1,38,63,760	
Mess fee	1,06,99,979	40,58,907	66,41,072	
Interest Received	41,55,244	24,46,997	17,08,247	
Miscellaneous receipt	11,90,001	2,83,845	9,06,156	
Student fine	1,24,230	73,995	50,235	
Room rent	4,55,471	1,24,023	3,31,448	
Other Income	7,89,045	10,22,745	(2,33,700)	
<b>Total</b>	<b>19,26,02,973</b>	<b>11,09,20,064</b>	<b>8,16,82,909</b>	<b>42%</b>
<b><i>Expenditure</i></b>				
<b><u>Direct Expenses</u></b>				
Advertisement	1,05,15,899	34,95,149	70,20,750	
<b><u>Indirect Expenses</u></b>				

<b>Campus maintenance</b>	1,29,41,584	74,14,010	55,27,574	
<b>PGDM expenses</b>	71,63,846	10,69,987	60,93,859	
<b>Mess Charges</b>	78,52,016	24,45,565	54,06,451	
<b>MDP expenses</b>	2,57,943	35,098	2,22,845	
<b>Salaries</b>	7,56,24,194	5,81,97,844	1,74,26,350	
<b>Internet Broadband Expenses</b>	15,10,304	8,43,222	6,67,082	
<b>Electricity Charges</b>	87,13,483	55,62,012	31,51,471	
<b>Security Service Charges</b>	44,09,872	57,37,018	(13,27,146)	
<b>Library Expenses</b>	16,89,886	42,58,394	(25,68,508)	
<b>Admission Expenses</b>	21,36,100	31,49,811	(10,13,711)	
<b>Leave Travel Allowance</b>	10,63,429	17,48,725	(6,85,296)	
<b>PF Contribution</b>	55,75,147	59,21,149	(3,46,002)	
<b>Rent- Directors Residence</b>	10,76,112	21,99,352	(11,23,240)	
<b>Other Expenses</b>	94,58,571	52,79,112	41,79,459	
<b>Total</b>	<b>14,99,88,386</b>	<b>10,73,56,448</b>	<b>4,26,31,938</b>	<b>28%</b>

The income and expenditure in current year has decreased by 42% and 28% respectively as compared to previous year.

The significant audit observations requiring corrective actions are summarized and reported in the following format. The observations also disclose the monetary impact in respect of the significant observations:

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
1.	CONTRACTUAL ANALYSIS	<p><b>I) AGREEMENT FOR SECURITY SERVICES BETWEEN M/S QUANTUM GLOBAL INFRATECH LIMITED AND INTERNATIONAL MANAGEMENT INSTITUTE –BBSR</b></p> <p>➤ <b>Background</b></p> <p>IMI Bhubaneswar has entered into a contract with M/s Quantum Global Infratech Limited for providing the security services. The various clauses of the agreement and observation with respect to the same is as under:</p> <p>As per the initial written agreement between IMI BBSR &amp; M/s Quantum Global under the paragraph on “Contract Performance” it has been provided that the institute shall retain 10% of the Contract Price for services towards Contract Performance as performance security within a period of 12 months of contract period. (i.e. 10% of INR 37,93,200= INR 379,320.</p> <p>However, as per the approval note ADMIN/NFA/2019-20/075(A) dated 20-03-2019 contract value per annum is INR 44,63,869.</p> <p><b>Observation:</b> - Since the revision took place with effect from March, 2019, (within 12 months from initiation of contract) additional performance security hasn't been booked by the management till</p>	<p>It is recommended to rectify the same in accordance with the revised agreement.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE								
		<p>31st May, 2019.</p> <p>➤ <b>Background</b></p> <p>IMI Bhubaneswar has entered into a contract with M/s Quantum Global Infratech Limited for providing the security services. The various clauses of the agreement and observation with respect to the same is as under: Clause 3 provides that the security personnel shall be deployed round the clock in 3 shifts at the IMI Bhubaneswar to safeguard the premises.</p> <table border="1" data-bbox="432 813 932 1101"> <thead> <tr> <th>No. of Shifts</th> <th>Personnel Allotted</th> </tr> </thead> <tbody> <tr> <td>A Shift</td> <td>9</td> </tr> <tr> <td>B Shift</td> <td>8</td> </tr> <tr> <td>C Shift</td> <td>12</td> </tr> </tbody> </table> <p>Further, clause 27 of the contract provides that the agency shall arrange to maintain at the security desk/ booth, the daily shift wise attendance record of the security personnel deployed by it showing their arrival and departure time. Further, the agency shall submit to the Chief Administrative officer / CAO, IMI Bhubaneswar an attested</p>	No. of Shifts	Personnel Allotted	A Shift	9	B Shift	8	C Shift	12		
No. of Shifts	Personnel Allotted											
A Shift	9											
B Shift	8											
C Shift	12											

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p>photocopy of the attendance record and enclose the same with the monthly bill.</p> <p>Further as per the provisions of THE MINIMUM WAGES (CENTRAL) RULES, 1950 clause 24 the number of hours which shall constitute a normal working day shall be 9 hours.</p> <p><b>Observation:</b></p> <p>On review of the monthly bills for the month February, March &amp; May 2020, the following has been observed:</p> <p>It has been observed that various security personnel are continuously working for 2 shifts i.e., 16 hours. Some of the instances have been enclosed at <b>Annexure 1</b>.</p> <p><b>Background</b></p> <p>As per Schedule I of the agreement, the Service provider shall deploy 29 personnel, at all times at the Institute. The Service provider shall maintain an attendance record of the staff deployed and the same shall be charged in the invoice accordingly. Further, the penalty clause of the agreement reads as under:</p> <p><i>“If the agency is not able to provide the requisite number of personnel, a penalty for shortage of attendance will be imposed as</i></p>	<p>It is recommended that the attendance sheet should be properly maintained. Further, strict action should be taken on the continuous no. of shifts as this will hamper the efficiency of security personnel &amp; the security of the Institution.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p><i>under:</i></p> <ul style="list-style-type: none"> <li>• 90% and above, no penalty</li> <li>• 86% to 90% - Rs. 50/- per day- per person</li> <li>• 81% to 85% - Rs. 100/- per day- per person</li> <li>• 76% to 80% - Rs. 150/- per day- per person</li> <li>• 71% to 75% - Rs. 200/- per day- per person</li> <li>• 66% to 70% - Rs. 300/- per day- per person</li> <li>• 60% to 65% - Rs. 400/- per day- per person</li> <li>• Below 60% - Rs. 500/- per day- per person”</li> </ul> <p><b>Observation</b></p> <p>On scrutiny of the invoice of Quantum Infratech (Security Guard) for the months of February, March and May 2020, it has been observed that Quantum has supplied less than 90% of the requisite amount of manpower. However, no penalty has been charged by the Institute for breach of the contract terms. The penalty chargeable for non-adherence of the contractual terms was INR 31,850 for this period. The detailed calculation of penalty for the month of February, March and May 2020 has been enclosed as <b>Annexure 2</b>.</p>	<p>It is recommended that the Institute should recover the penalty charges at the earliest &amp; to charge penalty in case of any Non-compliance in the future.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p><b>II) AGREEMENT FOR HOUSEKEEPING BETWEEN M/S QUANTUM GLOBAL INFRATECH LIMITED AND INTERNATIONAL MANAGEMENT INSTITUTE –BBSR</b></p> <p>➤ <b>Background</b></p> <p>As per the agreement, the Service provider shall deploy 17 personnel (1 Supervisor and 16 Housekeeping Staff), on daily basis at the Institute. The Service provider shall maintain an attendance record of the staff deployed and the same shall be charged in the invoice accordingly. Further, the penalty clause of the agreement reads as under:</p> <p><i>“If the agency is not able to provide the requisite number of personnel, a penalty for shortage of attendance will be imposed as under:</i></p> <ul style="list-style-type: none"> <li>• <i>90% and above, no penalty</i></li> <li>• <i>86% to 90% - Rs. 50/- per day- per person</i></li> <li>• <i>81% to 85% - Rs. 100/- per day- per person</i></li> <li>• <i>76% to 80% - Rs. 150/- per day- per person</i></li> <li>• <i>71% to 75% - Rs. 200/- per day- per person</i></li> <li>• <i>66% to 70% - Rs. 300/- per day- per person</i></li> </ul>		

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<ul style="list-style-type: none"> <li>• 60% to 65% - Rs. 400/- per day- per person</li> <li>• Below 60% - Rs. 500/- per day- per person”</li> </ul> <p><b>Observation</b></p> <p>On scrutiny of the invoice of Quantum Infratech (Housekeeping Services) for the months of February, March and May 2020, it has been observed that Quantum has supplied less than 90% of the requisite amount of manpower. However, no penalty has been charged by the Institute for breach of the contract terms. The amount of penalty recoverable for the aforesaid period as foregone by the Institute is INR 15,300/-. The detailed calculation of penalty for the month of February, March &amp; May 2020 has been enclosed at <b>Annexure 3</b>.</p>	<p>It is recommended that the Institute should recover the penalty charges at the earliest &amp; to charge penalty in case of any non-compliance in the future.</p>	
2.	<b>Review of Vendor contracts and the bidding process</b>	<p>As per point No. 3 of the SOPs on “Vendor Management &amp; Payment process”, <i>L1 concept needs to be applied in respect of the purchase of fixed assets vide which at least 3 comparative quotations need to be invited by the management to ensure that the purchase is made at competitive prices</i>”. However, during the course of our review, 17 instances aggregating to INR 668,169 in totality were observed</p>	<p>It is recommended to comply with the instructions provided as under the SOP.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		wherein comparative quotations have not been sought for by the management while raising the Purchase Orders. (Refer <b>Annexure 4</b> )		
3.	<b>Physical Verification</b>	<p><b>PHYSICAL VERIFICATION OF FOLLOWING AREAS:</b></p> <p><b>a. Library:</b></p> <ul style="list-style-type: none"> <li>➤ During the course of physical verification of library, it is observed that there were certain instances where the books were returned after the due date as assigned in respect no penalty has been received by the concerned Librarian till now. There is a revenue loss by the institute of INR 4,860.</li> <li>➤ During the course of physical verification of library, it has been noted that the students have not returned the books on their due dates for which the students are liable to pay a penalty of INR 5 per day per volume /per book and also liable to a penalty equivalent to current market price of the book lost in case of loss of book or if the book isn't readily available in the market, then the defaulter would pay 200% extra of the last known cost of the books.</li> </ul> <p>Some instances have been noted during the audit, where the librarian hasn't charged penalty on not returning the books. Such instances are enclosed at <b>Annexure 5</b></p>	<p>It is recommended to collect the fine from the students timely on late return of books issued to them.</p> <p>It is recommended to collect the due from the students timely.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p>➤ As per the Guidelines of AICTE, Journals should be maintained for a period of 5 years. However, on the physical verification of library it is noted that the journals older than 5 years are still kept at the library and no action has been taken by the management for the disposal of same.</p> <p><b>b. Stock</b>                      During the physical verification of stock, it is observed that certain stock was found obsolete and no steps have been taken for the disposal of same. Some instances of obsolete stock are:</p> <ul style="list-style-type: none"> <li>• Corporate Broachers 2018-19 amounting INR 55,260.</li> <li>• Placement Brochure 2019-20 amounting INR 15,540.</li> </ul> <p><b>c. Lift</b>                      During the physical verification of elevators, it is observed that the equipment certificates in lifts operating at the campus aren't updated after the maintenance. A common certificate of work done has been issued by the engineer of Otis Elevators in respect of all the 6 lifts.</p>	<p>It is recommended to introduce proper disposal policies.</p> <p>It is recommended to display the extracts in English and a local language within the premises of the Institute as per the provisions of the governing law in force.</p>	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p><b>d. Other Compliances:</b> Abstracts of the Acts (such as Gratuity Act, Contract Labour Act etc.) that are required to be displayed in English and a local language within the premises of the Institute were not adhered to. The Noncompliance's for the same may result in levy of penalties. Details of penalties for non-compliance are quoted in <b>Annexure 6</b></p>		
4.	Statutory Compliances	<p><b>Compliance under Goods and Service Tax (GST) Act:</b> <b>Non-Compliances of GST:</b></p> <p>During the course of audit, it was observed that GST at 18% has been paid by IMI BBSR on purchase of Soil &amp; Live plants.</p> <p>However, as per notification No.1/2017-Central Tax (Rate), dated 28th June, 2017, NIL rate is applicable on sale of soil &amp; live plants.</p> <p>Instances: JV No. 28, Bill No. INOD20364 Dated 14-05-2020 Amounting to INR 266,951.</p>		
5.	LEDGER SCRUTINY	<p><b>a. Absence of appropriate Supporting Documents</b></p> <p>➤ During the course of audit, it is observed that no approval note, bill or any other supporting document is provided in respect of expenses paid to &amp; income received by IMI Delhi. It is informed to us that IMI Delhi pay consolidated amount to the vendors on the basis of all the 3 IMIs however, the basis of bifurcation on which expenses are booked in the books hasn't been provided. It</p>	It is recommended to provided adequate bifurcation of expenses along with their respective supporting documents.	

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p>is observed that expenses amounting INR 39,81,384 have been paid to IMI Delhi and income of INR 17,86,426 have been received.</p> <p>➤ During the course of Audit, it is observed that a payment amounting INR 177,000 has been made by IMI, BBSR to NBA for reconsideration of Marks Awarded by NBA during the expert team visit. No proper invoice is annexed in this respect from NBA.</p> <p><b>b. Sundry Creditors</b></p> <p>During the course of audit, it was observed that some creditors were appearing in the books with a debit balance. Details of all such sundry creditors are annexed in <b>Annexure 7</b></p> <p><b>c. Cash</b></p> <p>During the course of audit, it has been also observed that an amount of INR 19,600 paid to Mr. Praveen Mandal for incurring expenses for Campus Maintenance on 16<sup>th</sup> March, 2020.</p>	<p>It is recommended to enclose the required supporting documents along with the invoices.</p> <p>It is recommended that regular follow up be done with the Vendors for receipt of services or material along with tax invoice.</p> <p>It is recommended to take prior approval of the director before incurring any expenditure in any respect. It is further recommended to sign the documents digitally</p>	

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		<p><b>d. Security Deposit</b></p> <p>During the course of audit, it has been observed that security deposits received from PGDM batches existed in book of accounts, though batches have been completed in previous years, details are annexed below:</p> <table border="1"> <thead> <tr> <th>S. No</th> <th>Batch year</th> <th>Amount of Security</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015-2017</td> <td>14,366</td> </tr> <tr> <td>2</td> <td>2016-2018</td> <td>30,000</td> </tr> <tr> <td>3</td> <td>2013-2016</td> <td>30,000</td> </tr> <tr> <td>4</td> <td>2014-2017</td> <td>14,300</td> </tr> <tr> <td>5</td> <td>2017-2019</td> <td>50,200</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>138,866</b></td> </tr> </tbody> </table>	S. No	Batch year	Amount of Security	1	2015-2017	14,366	2	2016-2018	30,000	3	2013-2016	30,000	4	2014-2017	14,300	5	2017-2019	50,200	<b>Total</b>		<b>138,866</b>	<p>for various approvals so that the chances of fraud or forgery could be eliminated in the process of approvals.</p> <p>It is recommended that the same should be transferred to stale cheque account as the cheque issued in respective parties has already been expired.</p>	
S. No	Batch year	Amount of Security																							
1	2015-2017	14,366																							
2	2016-2018	30,000																							
3	2013-2016	30,000																							
4	2014-2017	14,300																							
5	2017-2019	50,200																							
<b>Total</b>		<b>138,866</b>																							

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
6.	OTHER	<p><b>NON-ADHERENCE TO THE OBSERVATION AND RECOMMENDATION HIGHLIGHTED DURING THE COURSE OF INTERNAL AUDIT FOR PREVIOUS PERIODS</b></p> <p>As a prudent practice the Institute is advised to take the appropriate action for the observation and recommendation provided by the auditors in their Internal audit report. However, it was observed that no compliance report was prepared by the Institute for the Internal audit report.</p>	It is recommended that the Institute prepare the compliance report based on the corrective actions taken so as to provide a better understanding to the auditors about the irregularities removed.	
7.	General Recommendations on Policy	<p><b>Disaster Management Policy</b></p> <p>As per the previous regular instances of cyclones and present situation of COVID-19 faced by the country, it is recommended to institute to put in place a disaster management policy. In this respect, we laid out our recommendations on certain matters which will help you to layout the policy for the same.</p> <p><b>Policy Recommendations</b></p> <p><b>Early Warning Systems</b></p>		

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<ul style="list-style-type: none"> <li>• Surveillance system</li> <li>• Develop IEC strategies through Radio, TV, Print media and College- based drama.</li> <li>• Developing 2 or 3 digit emergency calls by the GSM operations.</li> </ul> <p><b>Disaster Prevention and Preparedness</b></p> <ul style="list-style-type: none"> <li>• Proper planning/ construction of buildings, e.g., appropriate urban and rural settlements/ proper specification by engineers.</li> <li>• Creation of fire belts</li> <li>• Enforcement of legislative laws to protect, conserve and preserve forest/ environment.</li> <li>• Adhere to water and sanitary regulations</li> <li>• Availability of resources for disaster prevention and preparedness activities.</li> <li>• Adequate safety precautions, adherence to capacity and proper maintenance of vehicles.</li> <li>• Human Resources and Training</li> <li>• Identify training needs and provision of adequate resources</li> <li>• Provision of adequate resources to enhance capacities in order to prevent disasters</li> <li>• Drawing on the expertise from within the region and the sub-region.</li> </ul> <p><b>Response to Disasters</b></p> <ul style="list-style-type: none"> <li>• Disaster Financing Options</li> <li>• Private individuals and others</li> </ul> <p><b>Issues of Coordination</b></p> <ul style="list-style-type: none"> <li>• Development of contingency and operational plans</li> <li>• Resource allocation/ distribution</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Information dissemination</li> <li>• Standardization</li> </ul> <p><b>Financing Options for the Policy</b></p> <p>Inadequate financial and human resources undermine the effective and continuing operations of disaster management, especially during critical periods of emergencies. The Policy develops a strategy for resource mobilization by supporting and sustaining the DMF and establishing a Donor Pool Fund</p> <p><b>Disaster Management Fund</b></p> <p>This funding mechanism is in line consider setting aside a percentage of development budgets for mitigation funds to support priority hazard-resistant or vulnerability-reducing projects within organization</p> <ul style="list-style-type: none"> <li>• Allocation of funds in the budget for disaster management activities</li> <li>• Engage NGOs, Regional organization to fund specific areas of interest in the disaster management work plan.</li> </ul> <p><b>Donor Pool Fund</b></p> <ul style="list-style-type: none"> <li>• Invite development partners to make contributions to the Pool Fund</li> <li>• A budget and a work plan for the Pool Fund shall be prepared</li> <li>• A Mechanism to ensure compliance with donor requirements and procedures shall be established.</li> </ul>		

S.No.	AREA	OBSERVATION	AUDIT RECOMMENDATION	MANAGEMENT RESPONSE
		<p><b>Policy Review, Monitoring and Evaluation</b></p> <p>The Policy Paper is a dynamic document and will be reviewed and evaluated every three years to ensure consistency with national initiatives and an annual progress report sent to the proposed committee.</p> <p><b>Policy Review</b></p> <p>The experience gained from monitoring should inform the assessment of the policy. This would lead to effective review of the policy. The Policy needs to be reviewed every three years.</p>		

**Annexure****Annexure 1 Continuous Shifts by Security Personnel**

S.No.	Name	Date	Shift*	Post
1	Susant KR. Rana	02-01-2020	A,C	Gun Man
2	Likina Das	02-01-2020	A,C	Lady SG
3	Likina Das	02-02-2020	A,C	Lady SG
4	SabitaParidhee	02-02-2020	B,C	Lady SG
5	Bidya Dar nayak	02-02-2020	A,C	SG
6	Balaram Mohanty	02-02-2020	A,C	SG
7	Likina Das	02-03-2020	A,C	Lady SG
8	Balaram Mohanty	03-02-2020 & 04-02-2020	C,A	Gun Man for last shift & security guard for next day first shift
9	SabitaParidha	02-04-2020	B,C	Lady SG
10	Susant KR. Rana	02-04-2020	A,C	Gun Man
11	Pradeep Kr. Mohanty	04-02-2020 & 05-02-2020	C,A	Gun Man
12	Likina Das	02-05-2020	A,C	Lady SG
13	SabitaParidha	02-05-2020	B,C	Lady SG
14	Susant KR. Rana	02-05-2020	B,C	Gun Man
15	Pravat Kr. Harichandan	05-02-2020 & 06-02-2020	C,A	Supervisor
16	Likina Das	02-06-2020	A,C	Lady SG
17	SabitaParidha	02-06-2020	B,C	Lady SG
18	Pradeep Kr. Mohanty	02-06-2020	A,C	Gun Man
19	Pratap Kr. Nayak	02-06-2020	B,C	Supervisor
20	Likina Das	02-07-2020	A,C	Lady SG
21	Susant KR. Rana	02-07-2020	A,C	Gun Man

22	SabitaParidha	02-07-2020	B,C	Lady SG
23	Pratap Kr. Nayak	02-08-2020	A,B	Supervisor
24	Likina Das	02-08-2020	A,C	Lady SG
25	SabitaParidha	02-08-2020	B,C	Lady SG
26	Balraj Mohanty	02-08-2020	A,B	SG
27	Prabhat Kr.Haricahndan	03-01-2020	B,C	Supervisor
28	Babula Patra	03-01-2020	A,C	Gun Man
29	Pushpanjali Nayak	03-01-2020	A,C	Lady SG
30	Ajay swaini	03-01-2020	A,C	SG
31	BijaySwaini	03-01-2020	A,C	SG
32	Bidhyadhar Nayak	03-01-2020	A,C	SG
33	Sudhir Kr patnaik	03-01-2020	A,B	SG
34	Subrata Acharya	03-01-2020	B,C	SG
35	Pratap Kr. Nayak	03-02-2020	A,B	Supervisor
36	Susant KR. Rana	03-02-2020	A,B	Gun Man
37	Ajay swaini	03-02-2020	B,C	SG
38	BijaySwaini	03-02-2020	A,C	SG
39	Balaram Mohanty	31-03-2020	A,C	SG
40	Manorajan Saho	31-03-2020	A,C	Gun Man
41	Narender kr. Routray	05-02-2020	B,C	SG
42	Likina Das	05-02-2020	A,C	Lady SG
43	Prabhat Kr.Haricahndan	05-03-2020	B,C	Supervisor
44	Satya bhama Biswal	05-03-2020	A,C	Lady SG

**\*Timings of Shift**

Shift A:06:00 to 14:00

Shift B:14:00 to 22:00

Shift C:22:00 to 06:00

**Annexure -2 Detailed calculation of penalty that should has been charged from Quantum Global Infratech Limited in case of security agreement.**

S.no (A)	Date (B)	Number of Personnel that should be deployed as per the Agreement (C)	Number of Personnel actually deployed as per the Agreement (D)	Shortage (E)	% Deployed (F=D/C*100)	Penalty that should have been charged (G)
1	01-03-2020	29	21	8	72%	1,600
2	02-03-2020	29	22	7	76%	1,050
3	03-03-2020	29	23	6	79%	900
4	04-03-2020	29	22	7	76%	1,050
5	05-03-2020	29	23	6	79%	900
6	06-03-2020	29	22	7	76%	1,050
7	11-03-2020	29	22	7	76%	1,050
8	14-03-2020	29	23	6	79%	900
9	25-03-2020	29	23	6	79%	900
10	31-03-2020	29	24	5	83%	500
11	01-05-2020	29	18	11	62%	4,400
12	20-05-2020	29	18	11	62%	4,400
13	25-05-2020	29	19	10	66%	3,000
14	26-05-2020	29	20	9	69%	2,700
15	28-05-2020	29	20	9	69%	2,700
16	31-05-2020	29	20	9	69%	2,700
17	04-02-2020	29	26	3	90%	-
18	26-02-2020	29	22	7	76%	1,050
19	22-02-2020	29	24	5	83%	500
20	29-02-2020	29	24	5	83%	500

<b>Total</b>	<b>580</b>	<b>436</b>	<b>144</b>	<b>31,850</b>
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**Annexure -3 Detailed calculation of penalty that should has been charged from Quantum Global Infratech Limited in case of housekeeping agreement.**

S.no (A)	Date (B)	Number of Personnel that should be deployed as per the Agreement (C)	Number of Personnel actually deployed as per the Agreement (D)	Shortage (E)	% Deployed (F=D/C*100)	Penalty that should have been charged (G)
1	08-03-2020	17	10	7	59%	3,500
2	22-03-2020	17	10	7	59%	3,500
3	09-03-2020	17	13	4	76%	600
4	23-03-2020	17	15	2	88%	100
5	01-05-2020	17	13	4	76%	600
6	17-05-2020	17	9	8	53%	4,000
7	24-05-2020	17	12	5	71%	1,000
8	27-05-2020	17	12	5	71%	1,000
9	31-05-2020	17	12	5	71%	1,000
<b>Total</b>		<b>153</b>	<b>106</b>	<b>47</b>		<b>15,300</b>

**Annexure -4 Single Quotations**

S.No.	Date	Party Name	Amount
1	09-01-2020	Sonu Handicraft	10,500.00
2	04-01-2020	Agmatel India Private Limited	2,00,600.00
3	26-12-2020	Digital World Technology	17,311.00
4	05-02-2020	Infomatics (India) Ltd.	67,522.00

5	23-01-2020	Technical Burea India Private Limited	42,174.00
6	17-01-2020	The Paper House	28,565.00
7	22-01-2020	CDC Printers Pvt. Ltd.	15,453.00
8	20-11-2020	Future Retail Limited	2,40,000.00
9	10-12-2019	Amit Books Depot	34,444.00
10	01-07-2020	Patnaik Enterprises	11,600.00
<b>Total</b>			<b>6,68,169.00</b>

**Annexure-5 Penalty Not Charged**

S.No.	Member	Title/ Author	Item No.	Issued on / renewed on	Due date of renewal
1	Meghna Verma	Understanding the theory & design of organisations/ Draft, Richard L	8793	17-03-2020/ 14-07-2020	13-08-2020
2	Mihir Ranjan Swain	Understanding the theory & design of organisations/ Draft, Richard L	8810	17-03-2020/ 14-07-2020	13-08-2020
3	Jyoti Prakash Naik	Research Methodology/ Chawla, Deepak	9379	14-01-2020/ 17-03-2020	16-04-2020
4	Vineet Kumar Naik	Data Mining for Business Intelligence/ Shueli, Galit	8273	19-02-2020/ 14-07-2020	13-08-2020

**Annexure 6- Penalties pertaining to different laws which are not displayed**

Name of the Act and Section	Implication	Abstract not displayed in
Payment of Gratuity Act, 1972, Rule 20	As per Section 9(2), Failure to comply with any provision of the Act or Rules, Shall be punishable with imprisonment up to 1 year but will not be less than 3 months or with fine, which will not be less than INR 10,000 but may extend up to INR 20,000 or with both.	Local Language

Employees Provident Fund Act, 1952 Provident Fund Section 27AA (8)	As per Section 56, If any person is guilty of contravention of or non-compliance with any requirement of this Scheme, he shall be punishable with imprisonment which may extend to [one year, or with fine which may extend to four thousand rupees], or with both.	English and Local Language
Minimum Wages Act, 1948 Section 18	As per Section 22A, any employer who contravenes any provision of this Act or of any Rule or order made there under shall, if no other penalty is provided for such contravention by this Act, be punishable with fine which may extend to five hundred rupees.	English and Local Language
Payment of Wages Act, 1936 Section 25	As per Section 20, The first contravention of any provision of the Act or Rules is punishable by fine. The subsequent contravention is punishable by way of imprisonment not less than 1 month and up to 6 months and fine up to 3 thousand rupees.	English and Local Language
Contract Labor (Regulation and Abolition) Act, 1970	As per clause 23, Whoever contravenes any provision of this Act or of any Rules made there under prohibiting, restricting or regulating the employment of contract labor, or contravenes any condition of a license granted under this Act, shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to one thousand rupees, or with both, and in the case of a continuing contravention with an additional fine which may extend to one hundred rupees for every day during which such contravention continues after conviction for the first such contravention.	English and Local Language

**Annexure-7 Debit balances of Sundry Creditor**

<b>S.No.</b>	<b>Name of the Parties</b>	<b>Amount</b>
1	BMPL A/C - FORTUNE INDIA	3,900.00
2	BPL TELECOM PVT. LTD.	12,500.00
3	EUREKA FORBES LTD.	40,904.00
4	HINDUSTAN PLY & DOORS	12,912.00
5	HMATC	11,383.00
6	IMI INCUBATION FOUNDATION	2,25,210.00
7	INTEGRATED LEARNING SOLUTION PVT LTD	58,875.00
<b>Total</b>		<b>3,65,684.00</b>