



भारतीय वैश्विक परिषद्

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Indian Council of World Affairs

सप्रू हाउस, बाराखम्बा रोड, Sapru House, Barakhamba Road,

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No.ICWA/137/02/202

August 5, 2022

Shri Ajay Singh,  
Flat No.590, Shaheed Bhagat Singh Apartment,  
Dwarka Sector-14, Delhi-110078.

Subject: **RTI Request Registration No.MEAWA/R/E/22/00008 dated 8.7.2022**

Please refer to your RTI Request Registration No.MEAWA/R/E/22/00008 dated 8.7.2022 seeking a copy of audit memo/audit observation on the subject of non-implementation of ICWA Recruitment Regulations, 2017 issued by C&AG/DGACE's audit party during Inspection/Transaction Audit of ICWA for the period from 2017-18 to 2020-21.

2. A copy of audit observation Ref. No.2 (OB-121812) dated 30.7.2021 and Para No.2 of Part-II B of the audit report of ICWA for the period from 2017-18 to 2020-21 on non-implementation of Recruitment Regulations is attached.
3. If you are aggrieved by this decision, you may prefer an appeal to Shri Soumen Bagchi, Deputy Director General, ICWA, Sapru House, Barakhamba Road, New Delhi-110001 within 30 days of receipt of this communication.

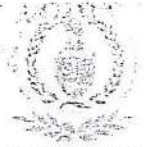
Regards,

  
(Dr. Vaibhav A. Tandale)  
Deputy Secretary & CPIO



DIRECTOR GENERAL OF AUDIT (HOME, EDUCATION AND SKILL DEVELOPMENT), NEW DELHI

कार्यालय महानिदेशक लेखापरीक्षा (गृह, शिक्षा एवं कौशल विकास), नई दिल्ली, डी.जी.ए.सी.आर. भवन, आई. पी. एस्टेट, नई दिल्ली-2  
DGACR BUILDING, IP ESTATE, NEW DELHI-110002



भारत सरकार  
Dedicated to Truth in Public Interest

Audit Team 1  
ICWA  
30-Jul-21

Audit observation reference No. (OBS-121812)

Subject: Non implementation of Recruitment Regulations

A. Non-introduction of MACP Scheme

As per this Gazette, number of Posts, Classification and Level in the Pay Matrix along with method of recruitment, age limit, qualifications etc. were specified. Further as per schedule relating to appointment of Accounts Officer opines that Accounts Assistant in level 6 in the Pay Matrix with six years regular service in the grade. According to Para 16 of Gazette notification vide dated 25<sup>th</sup> April of RR 2017 relating to Financial up gradation for assured career progress define that "there should be three financial up gradations counted from the date of direct entry into regular service, on completion of ten, twenty and thirty years of service respectively, whenever a person has served ten years continuously in the same grade pay without promotion." Further, Para 16 (6) define that the first up gradation should be considered for eligible employees and should be processed within six months of these regulations coming into force, provided that ten year period should exclude the periods of extraordinary leave and unauthorized absence condoned. The second up gradation should be processed only ten years after the date of regular promotion of the first time upgraded employee, and so on, if the employee continues in service of the Indian Council of World Affairs. MEA Cadre Cell vide dated 22.06.2021 mentioned that the primary method of recruitment to the post of Accounts Assistant in level 6 in the Pay Matrix with 6 years of regular service in the grade is eligible for promotion to the grade of Accounts Officer in ICWA.

Test check of records relating to service books of the Council it is observed that despite the notification in the Recruitment Rules of the Council, financial upgradation of carrier are not given to the employees even working in the Council since 20 years (details of officials are mentioned in Annexure). Non granting of financial benefit to the officials of the Council since 2000 causes immense monetary losses to the eligible officials/employees. The Council may take initiative in the matter and review other cases of MACP Scheme of the employees who become eligible for the Scheme. Thus, the Council violated the conditions of Service regulations 2014 may be explained to audit.

Following employees are found eligible for the benefit under MACPs

SIN	Name of the Employee	Designation	Date of Appointment
0			
1	Sardar Ejaz Ahmad Khan	Jr. Library Assistant	01.09.2000
2	Rajneesh Kumar Rai	IT Assistant	01.08.2006
3	Ajay Singh Kathait	Accounts Assistant	13.10.2006
4	Chetan P. Sharma	LDC	08.01.2001
5	P.S.Gosain	LDC	08.01.2001
6	Shashi Rawat	Semi professional	08.01.2001
7	Manju Rathore	Semi professional	01.09.2000
8	Kamal Singh	Electrician	01.02.2001
9	Ravinder Singh Payal	MTS	01.09.2000

(B) Unauthorized Creation of posts despite sanctioned post

(i) As per schedule 2 regulation 3 of the Gazette of India notification dated 27.09.2014, the sanctioned strength of the ICWA is fixed as 35 posts of officers and staff has been sanctioned for the Council out of which four officers i.e. Deputy Director General, Director, Administrative Officer and Accounts Officer will be deployed to ICWA from MEA. Scrutiny of position of sanctioned strength and existing strength of officers in ICWA revealed that apart from Deputy Director General, other five officers have also been posted from MEA in the Council. These posts are named as Joint Secretary, Under Secretary and three Personal Assistant s. Further, scrutiny revealed that the Council is fully funded by MEA and the Grant is being sanctioned out of MH 2061-Major Head-Grant-in-aid. But the salary of the mentioned Officers is being paid by MEA, out of budget under MH 2052-Salaries, which violates the norms of grant in-aid to the Council. Thus, the payment of salary by MEA is irregular in view of notification as per the provision of the Council's conditions of services regulations 2014, dated 27.09.2014.

(ii) In September 2009, the Indian Council of World Affairs was declared an "Institution of national importance" vide ICWA Ordinance 2009 and replaced by ICWA Act 2001 which was amended by ICWA Amendment Act 2003 approved by the parliament. There were 64 employees working in the Council at the time of take-over of the ICWA by the Government. There were 35 sanctioned posts in the Council on the date of Notification issued for Service Regulation of the Council in 2014. The numbers for the four sanctioned posts i.e. Deputy Director General, Director, Administrative Officer and Accounts Officer are as follows:

Administrative Officer and Accounts Officer of the Council are being provided by the Ministry of External Affairs. Against the post of Director and Administrative officer, one Joint Secretary and one Under Secretary are posted in the Council. One Director General and remaining three posts are being paid salary from the Grant in aid provided by the Ministry. The number of 24 posts has been framed as per Recruitment Regulations of the Council notified in the Gazette of India in 2017. The number of outsourced employees hired through M/s Randstad, an outsource agency which 10 manpower are engaged in the Council as per vacant sanctioned posts of Service Regulations.

Further scrutiny revealed that there is a difference of sanctioned posts as per Service Regulations and posts for which Recruitment Rules have been framed. However, the number of posts at the time of takeover of ICWA by the Government of India, MEA was more but the posts kept remaining vacant after the retirement/death of the staff which could not be filled up for want of Recruitment Rules. At present there are 18 regular employees out of which 10 MTS and three Library staff retaining in the Council. Council should initiate action for reconstitution of Recruitment Rules as per posts in the Service Regulations in the Council. There is considerable reduction of posts while framing of Service Regulations in 2014 and capped at 24. It is very difficult to run the Council without hiring the outsourced staff for the smooth functioning of the Council. Accordingly, Council should take up the matter with Internal Work Study Unit/ Staff Inspection unit for creation of posts. The action taken may be intimated to audit.

SERVICE REGULATIONS		Recruitment Rules		Regular employees	Outsource Staff
Sanctioned posts	No. of Posts	Sanctioned posts	No. of Posts	Name with Designation	Name
Accounts officer	1	Accounts Officer	1	Shri H S Sandhu, Sr. Accounts Officer	-
Library Assistant	5	Library Asstt.	2	1. Shri SEA Khan, Lib Asstt.	1. Smt Renu Pawar
Accounts Assistant					
IT Assistant		IT Assistant	1	3. Shri Rajneesh, IT Asstt.	
Personal Assistant		Accounts Assistant	1	4. Shr Ajay Singh Kathait, Accts Asstt	

Semi Professional	8	Semi Professional	3	1. Smt. Shashi Rawat, Semi Professional	1. Reena Shukla
Ex. Asstt.					2. Ms. Manju
Office Asstt.					3. Nirdosh Sharma
Accounts Clerk					4. Ms. Harsha
UDC					5. Meena Bhatt
Stenographer		UDC			
AC Plant operator		Post to be abolished after current incumbent retires	1	1. Kamal Singh	
Electrician					

LDC	2		2	1. Shri P. S. Gosain	
				2. Shri Chetan P. Sharma	
Gestetner Operator	1	Post abolished			

SERVICE REGULATIONS		Recruitment Rules		Regular employees	Outsource Staff
Sanctioned posts	No. of Posts	Sanctioned posts	No. of Posts	Name with Designation	Name
Multi Tasking Staff	14	Multi Tasking Staff	14	1. Ganesh Chand	1. Surender S. Negi
				2. Shri R.S. Payal	2. Pappu
				3. Shri Jai Raj	3. Anurag
				4. Shri Harish Prasad	4. Arun
				5. Kunwar Pal	
				6. Munesh Kumar	
				7. Rajesh Kumar	
				8. Parveen Kumar	
				9. Rajinder Singh Rawat	

Recd  
3/7/21 2021  
Senior Audit Officer Field 2

To  
Dy. Director General  
Safara House, New Delhi

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**Para 2: Non implementation of Recruitment Regulations**

**(A) Non-introduction of financial upgradation for assured career progression**

"ICWA, Director General, Other Officers and Employees (Condition of Service) Regulations 2014" dated 16.9.2014 prescribes pay, allowance, conditions of service, Medical facilities etc. Para 16 of the Regulation prescribes that there shall be three financial upgradation counted from the date of entry into regular service, on completion of the, twenty and thirty years of service respectively. Further, the first financial upgradation shall be considered for eligible employees and shall be proceeded within six months of these regulations coming into force.

Audit scrutiny of records revealed that no MACP has been granted to the officials despite in service since 2000. The action of Council was in contravention of the Service Rules. Non-consideration of timely MACP may cause huge financial burden on the resources of ICWA in terms of arrears. ICWA may institutionalize process of MACP and its timely release to avoid financial burden.

**(B) Deployment of staff in excess of sanctioned strength**

As per schedule 2 regulation 3 of the Gazette of India notification dated 27.09.2014, the sanctioned strength of the ICWA was fixed as 35 posts comprising both officers and staff. Out of this four officers i.e. Deputy Director General, Director, Administrative Officer and Accounts Officer were to be deployed to ICWA from MEA.

Scrutiny of men in position vis-à-vis sanctioned post revealed that six officers/officials(1 DDG, 1 JS, 1 US and three PAs) have been deployed from Ministry of External Affairs (MEA). The salary of these deployed officers/officials was borne by MEA. The deployment of staff in excess of sanction as per Regulations in ICWA and release of salary of these staff by MEA was in contravention of Rules.

**(C) Discrepancy in sanctioned strength**

As per "ICWA, Director General, Other Officers and Employees (Condition of Service) Regulations 2014" dated 16.9.2014, the total sanction strength of the Council was 30 (excluding DG and 4 deployment from MEA). However, as per ICWA Recruitment Regulation 2017 dated 25.4.2017, the total sanctioned strength of ICWA was 24. The Council may take up the matter for reconciliation under intimation to audit.

The matter was pointed out to the Council vide audit observation no. 2 dated 30.07.2021; their reply was awaited.

**RTI REQUEST DETAILS**

<b>Registration No. :</b>	MEAWA/R/E/22/00008	<b>Date of Receipt :</b>	08/07/2022
<b>Type of Receipt :</b>	Online Receipt	<b>Language of Request :</b>	English
<b>Name :</b>	Ajay Singh	<b>Gender :</b>	Male
<b>Address :</b>	Flat No. 590, Shaheed Bhagat Singh Apartment, Dwarka Sector 14, Pin:110078		
<b>State :</b>	Delhi	<b>Country :</b>	India
<b>Phone No. :</b>	+91-9350133537	<b>Mobile No. :</b>	+91-9350133537
<b>Email :</b>	akathait@gmail.com		
<b>Status(Rural/Urban) :</b>	Urban	<b>Education Status :</b>	Graduate
<b>Is Requester Below Poverty Line ? :</b>	No	<b>Citizenship Status :</b>	Indian
<b>Amount Paid :</b>	10 )	<b>Mode of Payment :</b>	Payment Gateway
<b>Does it concern the life or Liberty of a Person ? :</b>	No(Normal)	<b>Request Pertains to :</b>	P. Jeya Pazham
<p>Date : July 8, 2022</p> <p>CPIO ICWA Sapru House, New Delhi NEW DELHI-110002</p> <p>Sub. : Information sought under RTI Act, 2005</p> <p>Respected Sir,</p> <p>Definition of information u/s 2(f) of the RTI Act, 2005</p> <p>INFORMATION means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.</p> <p>This definition shows that an applicant under Section 6 of the RTI Act can get any information.</p> <p>Please provide the copy of audit memo/ audit observation on the subject of non implementation of ICWA Recruitment Regulation, 2017 issued by C&amp;AG/ DGACE audit party to Indian Council World Affairs during Inspection/ Transaction Audit for the year 2017-18 to 2020-21.</p> <p>Thanks &amp; regards</p> <p>Ajay Singh Flat No. 590, Shaheed Bhagat Singh Apartment Dwarka Sector 14, New Delhi-110078, M. NO. 9350133537</p>			
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			