



Phone : 23710519
Fax : (91-11) 23730937, 23730682

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

By Speed-Post

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संख्या

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No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all
National Laboratories/Institutes of CSIR.

Sub: Malpractices in claiming Reimbursement of Due Airlines Charges by CHA- Need for Caution While admitting bills.

Sir,

In not too distant past, instances of malpractices/fraudulent practices in claiming reimbursement by a Custom House Agent (CHA) were detected in one of the CSIR Labs. The matter was investigated and it was found that the CHA used to doctor the Airway Bills and the officials of the Institute, admitted the same without meticulously checking the documents and the terms and conditions of the contract.

As per the contract signed between the Institute and the CHA, due airline charges like FSC & WSC etc. were payable as per Master Airway Bill (MAWB)/Supporting documents. Charges due airlines are invariably mentioned in the MAWB. However, the MAWB, submitted by the CHA did not have mention of any such charges due airlines, which are normally shown at 'Other Charges'. The field in respect of such charges was blank. The firm however, submitted House Airway Bills (HAWBs) which mentioned a number of such charges purportedly due airlines. Instead of paying due airlines charges as mentioned in the MAWBs, the Laboratory reimbursed such charges as claimed by the CHA in its HAWB.

On comparison of the MAWBs as submitted by the CHA with the corresponding certified copies of the MAWBs received from the airlines, it was seen that the CHA had submitted forged copies of MAWBs where the due airlines charges (other charges) had been blanked out and the HAWBs mentioned a number of such charges purportedly due airlines, the total of which was higher than those actually mentioned in the certified copies of MAWB received from airlines.

It is pertinent to mention here that, as per the contract, due airlines charges were to be first paid by CHA and then the same were to be reimbursed by the Institute. Reimbursement should have been made only against the paid vouchers/receipts from the actual recipient i.e the airlines in this case. MAWB is such a receipt or voucher from the airlines whereas HAWB is raised by the CHA itself. Therefore, HAWB was not a document supporting due airlines charges.

P.T.O →

Had the concerned quarters in the Institute exercised due diligence while admitting the reimbursement claims of the CHA, it could have escaped the fraud. It is, therefore, impressed upon the authorities and the concerned officials who admit the bills of CHA in the Laboratory/Institute to be extremely vigilant in this regard. All payments made should be after due verification of the documents/bills and vouchers, and only as per the contract conditions.

Yours faithfully


(Sushma Singh)
Chief Vigilance Officer

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1. US to DG, CSIR
2. US to JS(A), CSIR
3. O/o FA, CSIR
4. All Sr. CoSP, CoSP and SPOs of CSIR Labs/Institutes.
5. All Sr. COAs/COAs/AOs of CSIR Labs/Institutes.
6. All Sr. DFA/DFA/Sr. COFA/COFA/FAO of CSIR Labs/Institutes.
7. All Sr. DS/DS/US of CSIR Hqrs./CSIR Complex.
- ✓ 8. Head, IT- for placing it on the website.