



नगर विकास एवं आवास विभाग
URBAN DEVELOPMENT & HOUSING DEPARTMENT
Government of Bihar

INTERNAL AUDIT REPORT

FOR
FY 2018-19

JAGDISHPUR NAGAR PANCHAYAT

GROUP-06
ULBs-18

Vinod & Co. LLP
CHARTERED ACCOUNTANTS
We Plant Quality





To

The Secretary,
Urban Development & Housing Department,
Patna-Bihar

Sub: Submission of Jagdishpur Nagar Panchayat Annual Internal audit report with management comments for the financial year 2018-19.

Ref No.: Project No. 07/LA.-115/17-83 (NTP) dated; 16.01.2019

Dear Sir,

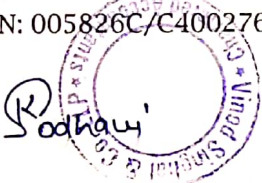
With Reference to the above, we Vinod Singhal & Co., LLP Chartered Accountants appointed as internal auditor of 18 ULBs of Bihar under Group-06 for the project namely "Appointment of internal auditor of 140 ULBs of Bihar."

As we have conducted Annual internal audit of Jagdishpur Nagar Panchayat for the financial year 2018-19. Through this letter we are submitting Annual internal audit report of Jagdishpur Nagar Panchayat for the F.Y. 2018-19 with management comments.

We confirm that the internal audit report has been prepared as per terms of reference of RFP.

Thanking You

For Vinod Singhal & Co, LLP
Chartered Accountants
ERN: 005826C/C400276



CA Krishan Kumar Sodhani
M.No:- 404603

UDIN No.:- 20909603AAAAI59887

Date: 22-12-2020

Place: Patna

CC: State Level Project Monitoring Unit
PSP Financials Consultants Pvt. Ltd.



Head Office: 207, 222, IInd Floor, Ganpati Plaza, M.I. Road, Jaipur-302001 Rajasthan

Branches: New Delhi | Kolkata | Lucknow | Patna | Jamshedpur | Ahmedabad | Raipur | Udaipur | Bharatpur

CONTENTS

Project Title	Internal audit of 18 ULBs of Group-06 of Bihar
Report Title	Quarterly internal audit report of Jagdishpur Nagar Panahayat
Period	1 st Apr -2018 to 30 th -June-2018
Reporting Entity	Vinod Singhal & Co., LLP, Chartered Accountants
Reporting for	Jagdishpur Nagar Panahayat
Report Prepared by	Team, Vinod Singhal & Co. LLP
Date of submission	18 th Nov 2019



EXECUTIVE SUMMARY

1. INTRODUCTION

Name of the Municipality	Jagdishpur Nagar Panchayat
Period covered under current audit	01.04.2018 to 31.03.2019
Name of Municipal Executive Officer for the period under Audit	Mr. Vijay Narayan Pathak

2. RESULTS AND FINDINGS

➤ **Strengths observed during audit engagement**

In the existing system as prevailing in the Nagar Panchayat day to day work is in progressive manner in respect of execution of the projects.

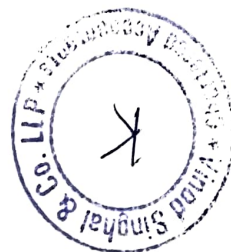
➤ **Weaknesses observed in the functioning of office, maintenance of records etc. observed during the audit engagement:**

SINo	Audit Observations
1	Partial comply AG report for the F.Y. 2014-15 to 2016-17
2	Budget not prepared/ given by <u>ULB</u> .
3	Non-updating of bank reconciliation on monthly basis as per Rule No. 118 of BMAR - 2014.
4	Non-Implementation of Double Entry Accounting System
5	No details were made available regarding meeting of municipal accounts committee held during the financial year 2018-19.
6	Non-levy of following taxes Surcharge on transfer of lands and buildings Water tax Fire tax. Tax on advertisements, other than advertisements published in newspapers Surcharge on electricity consumption within the municipal area Tax on congregations. Tax on pilgrims and tourists. Tax on profession. Toll-tax on roads, bridges, ferries and navigable channel and on heavy trucks which shall be heavy Goods vehicles, and buses, which shall be heavy passenger motor vehicles. User Charges for provision of water-supply, drainage and sewerage User Charges for Solid Waste Management User Charges for Parking Facility User Charges for Garbage Clearance Collection of fees for sanction of building plans and issue of completion certificates,



	Collection of fees for Issue of municipal licenses for various non-residential uses of lands and buildings, Collection of Development Charges
7	Late-Deposit of tax collection of taxes with cashier and with bank as per provision of BMA rule-22
8	Non-collection of notice fees for defaulter
9	Non-recovery of outstanding taxes
10	Non-providing details regarding arrear of advertisement tax, mobile tower tax, rental income
11	Non-preparation of payment vouchers
12	Non-conducting physical survey of 20 high value properties
13	Non-maintenance of required registers as per Rule No. -3 of BMAR-2014
14	Non-preparation of Annual Financial Statement as per the provision of Rule 122 of BAMR - 2014
15	Irregularities in vendor payment process: <ul style="list-style-type: none"> ▪ Budget Control register was not updated ▪ Quality control test report was not available ▪ Completion certificate was not available in payment file in case of completed contract.
16	Non-maintenance of register for all procurements with value above Rs. 15,000
17	Missing signature of wages worker and stamp of ULB on muster roll register
18	No maintenance of separate earnest & security deposit register
19	Non-compliance of Act & Rules
20	Lack of internal control measures <ol style="list-style-type: none"> 1. Voucher file was not maintained 2. No internal mechanism for statutory compliance 3. No MIS was prepared for tracking of payments 4. Required books of accounts as per BMAM was not maintained 5. Statutory compliance reconciliation was not maintained 6. Year-end reconciliation was not available 7. Bank reconciliation of any bank account was not prepared. 8. Bank balance as per cash book was not maintained.
21	Non-compliance of statutory compliances: <ul style="list-style-type: none"> ▪ Non preparation of statutory compliance register ▪ Non deposit of TDS on timely basis. ▪ Non filling of TDS return for due period ▪ Non providing details regarding VAT/PF/Labour Cess
22	Deficiency in payroll system <ul style="list-style-type: none"> ▪ Non-preparation of salary payment voucher ▪ Non-maintaining salary payment reference number in cash book ▪ Non-implementation of Bio-metric device and payroll software
23	Non-providing of Utilization certificate for the reporting audit period
24	Non-maintaining of inventory/store register and non-conducting of physical verification of inventory and store available with ULB as per requirement of BMAR-rule 130.
25	Non providing details of Advances, their adjustment & Recovery

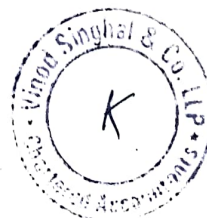
3. OPINION



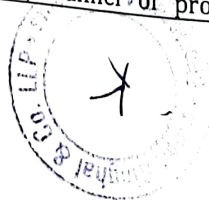
The management has to take stringent effort in forming accountability at various levels of the ULB, introducing reforms in financial management and accounting systems, development of strong internal control and organizational design of Municipalities, ensuring capacity building of the municipal personnel and other matters incidental thereto for overall improvement of the ULB.

4. AUDIT RECOMMENDATIONS

SINo	Audit Observations	Audit Observations
1	Partial comply AG report for the F.Y. 2014-15 to 2016-17	During audit we observed that the compliance of C & AG report for the F.Y.2014-15 to 2016-2017 has not be fully done by ULB. Further due to lack of co-operation we were also unable to help them in comply with C & AG audit report. We requested to management to nominate someone to comply with C & AG audit queries. <i>We suggest that ULB officials should take appropriate action to prepare compliance of C & AG & internal audit compliance.</i>
2	Budget not prepared/ given by <u>Ulb</u> .	ULB should implement real time budget preparation in prescribed format of BMAM. Further, Budget variance report should be prepared for actual budget report.
3	Non-updating of bank reconciliation on monthly basis as per Rule No. 118 of BMAR - 2014.	Bank Reconciliation help us to monitor over: 1. Difference between Bank Passbook and Cash Book 2. Unauthorised withdrawal from Bank. 3. Excessive debited by Bank 4. Helps to know any other reasons of differences. <i>Therefore, ULB should prepare bank reconciliation of all bank accounts including doormat accounts on monthly basis. Bank statements of all bank accounts should be kept in separate file for proper records.</i>
4	Non-Implementation of Double Entry Accounting System	As per requirement of BMAR-2014, Part -A, Chapter -2 Rule -4, "All ULB refereed in Schedule -I shall maintain its Books of Account using the double entry system".
5	No details were made available regarding meeting of municipal accounts committee held during the financial year 2018-19.	As per requirement of BMA-2007, Chapter-XII, ULB should held meeting of Municipal Accounts Committee each year. During our Audit no any evidence has been produced to us w.r.t. meeting of municipal accounts committee. <i>ULB should ensure timely meeting of accounts committee in compliance of BMA-2007.</i>
6	Non-levy of following taxes Surcharge on transfer of lands and buildings Water tax Fire tax. Tax on advertisements, other than advertisements published in newspapers Surcharge on electricity consumption within the municipal area Tax on congregations. Tax on pilgrims and tourists. Tax on profession. Toll-tax on roads, bridges, ferries and navigable channel and on heavy trucks which shall be heavy Goods vehicles, and buses, which shall be heavy passenger motor vehicles. User Charges for provision of water-supply, drainage and sewerage User Charges for Solid Waste Management	As per section 127, 128, 129 & 131 of chapter XV Bihar Municipal Act, 2007, various taxes are applicable on ULBs to increase their own source revenue. <i>ULB should take steps to implement required taxes to boost their revenue</i>



	<p>User Charges for Parking Facility</p> <p>User Charges for Garbage Clearance</p> <p>Collection of fees for sanction of building plans and issue of completion certificates,</p> <p>Collection of fees for Issue of municipal licenses for various non-residential uses of lands and buildings,</p> <p>Collection of Development Charges</p>	
7	Late-Deposit of tax collection of taxes with cashier and with bank as per provision of BMA rule-22	<p>As per Bihar Municipal Act, 2007 & Rules 22 of BMAR-2014, the amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank account on the same day or latest before noon of next day on which collection is made. However, during our audit, we observed that there is a huge delay in depositing the tax at bank. Therefore, management should implement a MIS Mechanism towards getting control over collection and deposit of Taxes. Further we wish to inform that failure to comply with Rule 22 may cause for fine of Rs. 5,000</p>
8	Non-collection of notice fees for defaulter	<p>As per the Regulation 158(a) of chapter XIX of Bihar Municipal Act 2007, Municipality can issue of notice demand, charging of notice fee, levy of interest for delay in payment at a rate as may be specified, and the amount of penalty therefore, but In case of Babhua Nagar Parishad, ULB has not provided any information regarding charging and collection of notice fees. ULB should collect notice fee from applicable assesses in compliance of act and to boost ULB revenue.</p>
9	Non-recovery of outstanding taxes	<p>ULB has provided during audit the detail of outstanding taxes and other income, we observed on the basis of the data that there is huge arrear of taxes at ULB. Therefore, management should take proper step to boost collection of arrears. Further a weekly or fortnightly meeting with all tax collectors to be held for getting the reason of non-collection and resolving the same.</p>
10	Non-providing details regarding arrear of advertisement tax, mobile tower tax, rental income	<p>ULB should prepare proper records for arrear amount and should take proper steps to collect arrears.</p>
11	Non-preparation of payment vouchers	<p>ULB should prepare voucher based on running voucher per the provision of Rule No. 16, 17 and 18 of BMAR-2014</p>
12	Non-conducting physical survey of 20 high value properties	<p>Being ULB was not maintaining any details of high value properties, The details given in report has been prepared based on receipts book. Filed Survey of the same could not be conducted due to non-support of tax Daroga & tax collectors in filed survey. ULB should identify and prepare separate list of high value properties by conducting assessment of prospective properties on timely basis to boost their revenue.</p>
13	Non-maintenance of required registers as per Rule No. - 3 of BMAR-2014	<p>Detail of registers not maintained by ULB is mentioned under PART-A (a). ULB should ensure proper maintenance of required Books of Account and register as per the provision given in Rule -3 of BMAR - 2014.</p>
14	Non-preparation of Annual Financial Statement as per the provision of Rule 122 of BAMR - 2014	<p>ULB should ensure preparation of Annual Financial Statement as per the provision of Rule 122 of BAMR - 2014</p>
15	<p>Irregularities in vendor payment process:</p> <ul style="list-style-type: none"> ▪ Budget Control register was not updated ▪ Quality control test report was not available ▪ Completion certificate was not available in payment 	<p>Proper tender documents regarding tender approval and allotment was not properly maintained or made available for audit. In provided cases, we are unable to comment on channel of procurement of tender and their requirement.</p>



	file in case of completed contract.	compliances. Further, no statutory compliance register was maintained in regards with statutory dues deducted from party bills. <i>So, ULB should maintained proper tender register and file that include all related documents of tender. Statutory compliance register should be maintained for all statutory deductions made form parties invoices.</i>
16	Non-maintenance of register for all procurements with value above Rs. 15,000	ULB should ensure maintenance of register for all Procurements with value above Rs. 15,000
17	Missing signature of wages worker and stamp of ULB on muster roll register	ULB should ensure proper maintenance of wages register by complying signature and stamping.
18	No maintenance of separate earnest & security deposit register	EMD and security deposit register help in tracking of balance payable to parties.
19	Non-compliance of Act & Rules	Refer point of Part-B (d) of audit report for status of non-compliance of Act & Rules. <i>ULB should ensure compliance of all applicable Act & Rules.</i>
20	Lack of internal control measures 9. Voucher file was not maintained 10.No internal mechanism for statutory compliance 11.No MIS was prepared for tracking of payments 12.Required books of accounts as per BMAM was not maintained 13.Statutory compliance reconciliation was not maintained 14.Year-end reconciliation was not available 15.Bank reconciliation of any bank account was not prepared. 16.Bank balance as per cash book was not maintained.	We observed that there is no any internal control mechanism available over collection, recovery, deposit of taxes, assets handling, Cheque handling and Statuary compliances: We suggest that: 1. MIS System should be implemented over daily collection and deposit. 2. Reason for non-deposit/ late deposit should be strongly need to ask for minimise delay. 3. Need to identify a person to comply with the statuary compliances. In case failure to comply with statuary compliances he should also be penalised. Therefore, the management has to take serious effort in implementation of Internal control Mechanism for getting a better result from ULB working.
21	Non-compliance of statutory compliances: ▪ Non preparation of statutory compliance register ▪ Non deposit of TDS on timely basis. ▪ Non filling of TDS return for due period ▪ Non providing details regarding VAT/PF/Labour Cess	Statutory compliance register was maintained in regards with statutory dues deducted from party bills. <i>So, ULB should maintained proper statuary compliance register. Statutory compliance register should be maintained for all statutory deductions made form parties invoices.</i> Non-compliance with statutory dues will cause of penalty, interest and prosecution. <i>Management should insure that all statuary dues are paid on time and returns related thereof filed on time.</i>
22	Deficiency in payroll system ▪ Non-preparation of salary payment voucher ▪ Non-maintaining salary payment reference number in cash book ▪ Non-implementation of Bio-metric device and payroll software	Every payment should be accompanied with payment voucher. Further as per Section 2(23) of the Indian Stamp Act 1899 makes it mandatory for affixing of stamp on any receipt as defined therein above Rs 5000. Therefore, management should ensure that the payment is accompanied with payment voucher. Meaning of Receipt : "Receipt" includes any note, memorandum or writing- (a) whereby any money, or any bill of exchange, cheque or promissory note is acknowledged to have been received, or (b) whereby any other movable property is acknowledged to have been received in satisfaction of a debt, or (c) whereby any debt or demand, or any part of a debt or demand, is acknowledged to have been satisfied or discharged, or (d) which signifies or imports any such acknowledgment; and whether the same is or is not signed with the name of

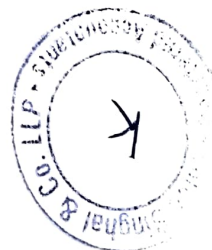
		any person "
23	Non-providing of Utilization certificate for the reporting audit period	Grant is blood of ULB. Therefore, for getting grant and running the ulb working smoothly it is very important to comply with all necessary requirement of grant. Further timely submission of utilisation certificate helps the grant realising authority to send the money for fulfil the requirement of future. Therefore, management should ensure that UC has been submitted with concerned department on time.
24	Non-maintaining of inventory/store register and non-conducting of physical verification of inventory and stores available with ULB as per requirement of BMAR-rule 130.	Management should implement the control system over inventory and store. Stock register should be in place and get it verified by a responsible person as authorised by management time to time. Further any discrepancies arises found during such verification should be reported immediately.
25	Non providing details of Advances, their adjustment & Recovery	To ensure timely recovery of advance with interest proper calculation should be there with proper recovery plan.

5. **COMMENTS FROM MANAGEMENT**

Audit observations with audit recommendation has been submitted with management for providing management Comments.

6. **ACKNOWLEDGEMENT**

Considering the Physical Environment, accessibility, literacy of the Human Resources, communication facilities and many other hindrances, we are in opinion that, the working of the ULB has a deep impact on the economic & social aspects and values of the inhabitants of the demarcated area. And the unit specifically dedicated for the development of Naga Parishad in the state of Bihar according to plan & for matters ancillary thereto.



DETAILED AUDIT REPORT

1. INTRODUCTION:

S.NO.	Name Of ULB	Period-covered		Audit Team
		From	To	
1	Jagdispur Nagar Panchayat	01-04-2018	31-03-2019	1. Name of TL: CA Krishan Kumar Sodhani 2. Name of MAE : CA Rahul Kumar Srivastava 3. Name of MAA: Nitesh Kumar

2. ADMINISTRATION:

SINo	Particulars	Details
1	The present body of the ULB has taken charge on	09-06-2017
2	The incumbency in the key administrative and executive positions was as under:	
2.1	Name of Mayor:	Mr. Mukesh Kumar
2.1.1	Period of Service:	From: 09-06-2017 To: Till date
2.2	Name of Commissioner/Executive Officer:	Mr. Vijay Narayan Pathak
2.2.1	Period of Service:	From: 04-03-2017 To: Till date

3. REVIEW OF OUTSTANDING AUDIT PARAS:

3.1. Status of Audit Observations is as under:

S.N.	Particulars of audit and date of report	Total no. of audit paras	Total no. of audit paras where necessary improvement/corrective measures required	Total no. of audit paras where recovery of cash is proposed	Total no. of audit paras where recovery has been made	Total amount of Recovery	Total no. of O/s para where no action has been taken	No. & date of compliance report
1	AG Audit Report for the F.Y. 2014-15 to 2016-17	24	14	4	1	Amount of recovery was not mentioned in compliance Report	0	Letter No. 42 JG./Date 12-01-2019

Note: Above details has been taken from the AG Report the F.Y. 2014-15-2016-17 and compliance report. Refer the attached **annexure-01 for AG audit report & Compliance Report.**

3.2. Details of total no of audit paras:

Period of AG audit report : Financial year 2014-15 to 2016-17

Compliance report date & Number : Letter No. 42 JG./Date 12-01-2019

(Amount in Rs.)

S.No	Audit Para Number	Heading of the audit para	Amount involved	Recovery Proposed	Recovery Completed	Action Taken or Not
Part-II (B) of AG Audit Report						
1	1	Inconsistency in the purchase of LED Light	98,59,658	98,59,658		Action Taken



2	2	Excess Payment for purchase Try-Cycle	3,23,000	3,23,000		Action Taken
3	3	Swarn Jayanti Urban Employment Scheme	11,32,000	11,32,000		Action Taken
4	4	Selection of Scheme against Guidelines and irregular payment	10,43,000	10,43,000		Action Taken
5	5	Revenue loss Due to Non Recovery of Seerat Arrangement	12,62,000	12,62,000		Action Taken
6	6	Irregularity of Payment	5,69,000	5,69,000		Action Taken
7	7	Less Deposits	6,780	6,780		Action Taken
8	8	Non-Preparation Of Budget	-	-		Action Taken
9	9	Arrear Property Tax on Government Buildings.	5,46,000	5,46,000		Action Taken
10	10	Non-Deposits of Amount in Revenue head Deduction from Scheme	13,74,000	13,74,000		Action Taken
11	11	Non-Recovery of Registration and renovation fee from Telecommunication Tower	4,40,000	4,40,000		Action Taken
12	12	Delay in Compete of Drinking Water Scheme	-	-		Action Taken
Part-III of AG audit report						
13	13	Annual Accounts are not maintained	-	-		Action Taken
14	14	Non-Availability of Records	-	-		Action Taken

Note:

1. We are submitting here with copy of compliance report below for your ready reference. Refer "Annexure -1".
2. Further we wish to say that as we have submitted letter to ULB for asking support and to appoint support staff for working on audit compliance, They have already complied with the report. refer "Annexure-2"

1	1	AG Audit Report for the F.Y. 2014-15 to 2016-17	1	1	1	1
0	0	was not mentioned in compliance report	0	0	0	0

Note: Above details has been taken from the AG Report the F.Y. 2014-15-2016-17 and compliance report. Refer the attached annexure-01 for AG audit report & Compliance Report.

Period of AG audit report : Financial year 2014-15 to 2016-17
 Compliance report date & Number : Letter No. 42 (Date 13-01-2019)

1	1	AG Audit Report for the F.Y. 2014-15 to 2016-17	1	1	1	1
0	0	was not mentioned in compliance report	0	0	0	0



4. FINANCE

I. Budgetary provisions and expenditure for the last three years

Year	Year- 2016-17	Year- 2017-18	Year- 2018-19
Final/Revised Budget Data	Not Available	23,24,63,330	297,401,000
Actual Expenditure Data	10,36,86,042	16,34,98,250	195,823,491
Savings(+)/Excess(-)	Can't Ascertain	6,89,65,080	101,577,509

Comment:

The above figures have been taken from the Budget Statement of the ULB for the year 2018-19 & 2019-20. However, data of FY 2015-16 has taken from the internal Audit report of FY 2016-17. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and receipts & Payments Account for The year 2017-18 & 2018-19 have not been produced before us for verification. Hence, we could not validate the Above-mentioned figures..

II. Volume of transactions

Period	Budgeted for F.Y. 2017-18	Actual for the F.Y. 2016-17	Actual for the F.Y. 2017-18	Actual for the F.Y. 2018-19	Cumulative for the current period
Opening balance	62,398,127	4,06,00,174	7,92,90,035	37,415,689	37,415,689
Receipts	253,815,300	11,73,93,465	14,66,06,342	219,337,387	219,337,387
Total	316,213,427	15,79,93,639	22,58,96,377	256,753,076	256,753,076
Net expenditure	297,401,000	10,36,86,042	16,34,98,250	195,823,491	195,823,491
Closing balance	18,812,427	5,43,07,597	6,23,98,127	60,929,585	60,929,585

Comment:

The above figures have been taken from the Budget Statement of the ULB for the year 2018-19 & 2019-20. However, data of FY 2015-16 has taken from the internal Audit report of FY 2016-17. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and receipts & Payments Account for The year 2017-18 & 2018-19 have not been produced before us for verification. Hence, we could not validate the Above-mentioned figures.

III. Bank Reconciliation position as on reporting date

III. Bank Reconciliation position as on reporting date

Bank Reconciliation position as on 31-03-2019

S.N	Name of Bank	Bank A/C No.	Purpose	Balance as per Cash Book	Balance as per Bank Statement	Differences	Reconciled (Yes/No)
1	Treasury Pl -8448	8448	Treasury	2,96,51,219.89	2,96,51,219.89	-	No
2	Bank Of Baroda	00060100023884	HFA-2	3,70,19,801.49	3,77,85,712.49	-7,65,911.00	No
3	Gramin Bank Jagdispur	700440100165745	PF Contribution	74,760.80	74,760.80	-	No
4	State Bank Of India	118666725512	Toilet Nirman	57,364.00	1,11,627.49	-54,263.49	No
5	State Bank Of India	31764547001	Kabir Anthoysthi	1,91,702.00	2,29,559.00	-37,857.00	No
6	State Bank Of India	33302994993	Internal Source-II	7,751.00	1,50,649.50	-1,42,898.50	No
7	State Bank Of India	30843125836	BRGF (Old)	12,323.00	12,323.00	-	No
8	Punjab National Bank	19228	Teacher Mandey	70,018.39	8,72,853.19	-8,02,834.80	No
9	Punjab National Bank	6003000100102939	HFA	3,19,39,561.25	3,14,96,270.65	4,43,290.60	No
10	Gramin Bank Jagdispur	70442100003328	Internal -Source(New)	4,70,766.16	2,65,220.27	2,05,545.89	No

Comment:

Bank Reconciliation helps us to monitor over:

1. Reason of difference between Bank Passbook and Cash Book
 2. Unauthorised withdrawal from Bank.
 3. Excessive debited by Bank
 4. Helps to know any other reasons of differences.
- Therefore, ULB should prepare bank reconciliation of all bank accounts including doormat accounts on monthly basis. Bank statements of all bank accounts should be kept in separate file for proper records.

Refer "Annexure -4" for copy of Bank statement.

There are some accounts has been closed by ULB during the period under consideration. We are submitting herewith list of such accounts in "Annexure- 5"

IV. Revenue & Capital Receipts information:

Sl No	Details	Income Details (Amount in Rs.)			
		2017-18	2018-19	2019-20	2018-19
A	Total Receipts (A+B)	146,606,343	117,393,465	Not Available	146,606,343
1	Own Revenue	64,540,311	18,575,113	Not Available	64,540,311
a)	Receipts (a+b) body)	7,780,543	4,563,340	Not Available	7,780,543
	Tax Revenue (levied and collected by municipal body)	5,804,378	2,308,680	Not Available	5,804,378

IV. Revenue & Capital Receipts information:

Income Details (Amount in Rs.)

SI No	Details	2017-18		2018-19		2019-20	
		2017-18	2016-17	2018-19	2017-18	2019-20	2018-19
	Total Receipts (A+B)	146,606,343	117,393,465	219,337,387	146,606,343	Not Applicable	219,337,387
A	Revenue Receipts (1+2+3)	64,540,311	18,575,113	129,406,382	64,540,311	Not Applicable	129,406,382
1	Revenue	7,780,543	4,563,340	5,049,531	7,780,543	Not Applicable	5,049,531
	Own (a+b)						
a)	Tax Revenue (levied and collected by municipal body)	5,804,378	2,308,680	4,380,711	5,804,378	Not Applicable	4,380,711
i)	Property tax	5,804,378	2,308,680	2,958,712	5,804,378	Not Applicable	2,958,712
ii)	Other tax (levied and collected by municipal body)	-	-	1,421,999	-	Not Applicable	1,421,999
b)	Non-tax revenue (levied and collected by municipal body)	1,976,165	2,254,660	668,820	1,976,165	Not Applicable	668,820
i)	Fees & fines	35,075	53,111	630,620	35,075	Not Applicable	630,620
ii)	User Charges	-	-	38,200	-	Not Applicable	38,200
iii)	Other non-tax revenue (levied and collected by municipal body)	1,941,090	2,201,549	-	1,941,090	Not Applicable	-
2	Other Revenue Receipts	398,583	-	503,772	398,583	Not Applicable	503,772
a)	Income from interest/investments	320,602	-	488,233	320,602	Not Applicable	488,233



b)	Other Revenue income	77,081	18,559	77,081	Not Applicable	18,559
3	Transfers/Grants/Assigned Revenues					
a)	State Assigned Revenue	56,361,185	128,853,079	56,361,185	Not Applicable	128,853,079
b)	State Finance Commission (SFC) Grants / Devolution	7,668,552	6,748,328	7,668,552	Not Applicable	6,748,328
c)	Octroi compensation	48,692,855	117,104,751	48,692,855	Not Applicable	117,104,751
d)	Other State Government Transfers				Not Applicable	
e)	Central Finance Commission (CFC) Grant				Not Applicable	
f)	Other Central Government Transfers				Not Applicable	
g)	Others (Sales & Hire Charges)				Not Applicable	
B	Capital Receipts (1+2+3+4+5+6)					
1	Sale of Municipal Land	82,000,032	89,931,005	82,000,032	Not Applicable	89,931,005
2	Loans (from State Govt. or Bank etc.)				Not Applicable	
3	State Capital Account Grant (under State Schemes etc.)				Not Applicable	
4	Central Capital Account Grant (under Central Schemes etc.)	82,000,032	89,931,005	82,000,032	Not Applicable	89,931,005



2.1	All developmental works under Central/State specific schemes	102,808,493	68,710,935	118,182,868	102,808,493	Not Applicable	Not Applicable
2.2	Loan Repayments (Principal Amount)	1,764,762	-	-	1,764,762	Not Applicable	Not Applicable
2.3	Other Capital expenditure	-	-	10,794,682	-	Not Applicable	Not Applicable

Note:

The above figures have been taken from the Budget Statement of the ULB for the year 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and receipts & Payments Account for The year 2017-18 & 2018-19 have not been produced before us for verification. Hence, we could not validate the Above-mentioned figures.

VI. Status of Implementation of Double Entry Accounting System

At present there is no Double Entry Accounting System implemented at Jagdishpur ULB. However till FY 2015-16 and outsourcing firm M/s Manas Dash & Co. was appointed for converting the books of account from single accounting system to double accounting system. They have prepared and submitted financial statement till 2016-16 at ULB. We are submitting herewith copy of cover letter along with Balance sheet, Receipt & Payment account and Income and Expenditure Account.

VII. Status of Meeting of Municipal Accounts Committee

There is no any accounting committee has been formed at ULB. We are submitting here with copy letter taken from ULB in respect of these committee.

5. AUDIT OBSERVATION

I. PART-A

All Audit objections/irregularities which has monetary implication, particularly in following areas:

a. Leakage of own source revenue either due to wrong assessment or non-levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax, fee etc.

1. **Non-levy of taxes** as per section 127, 128, 129 & 131 of chapter XV Bihar Municipal Act, 2007, various taxes are applicable on ULBs to increase their own source revenue. **In case of Jagdispur Nagar Panchayat**, The following mentioned tax/charges are not implemented that leads to loss of revenue to ULB.

SINo	Particulars	Implemented by ULB or Not
1	Surcharge on transfer of lands and buildings	No
2	Fire tax.	No
3	Surcharge on electricity consumption within the municipal area	No
4	Tax on congregations.	No
5	Tax on pilgrims and tourists.	No
6	Tax on profession.	No
7	Toll-tax on roads, bridges, ferries and navigable channel and on heavy trucks which shall be heavy goods vehicles, and buses, which shall be heavy passenger motor vehicles.	No
8	User Charges for provision of water-supply, drainage and sewerage	No
9	User Charges for Solid Waste Management	No
10	User Charges for Parking Facility	No
11	User Charges for Garbage Clearance	No
12	Collection of fees for Issue of municipal licenses for various non-residential uses of lands and buildings,	No
113	Collection of Development Charges	No

Note: Please refer annexure- -8 for details of taxes collected by ULB.

Audit Objective - As per Point No.- 5.00 of TOR

Criteria - Non levied the taxes reported above by ULB.

Condition -As per details provided to us the ULB is not charging the above mention taxes.

Consequence Effect /Impact - Due to non-collection of taxes with in prescribe time line, ULB incurred interest loss and also the due to non-collection of taxes, public interest has also been suffered.

Cause- We observed that due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval. The ULB has not proper mechanisms for supervision and monitoring of the Taxes due to which result in Revenue leakage.

Corrective Action / Recommendation - As per our opinion, management should review the working on timely basis

2. **Late deposit of receipts:** As per Bihar Municipal Act, 2007 & Rules 22 of BMAR-2014 The amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank on the same day on which collection is made. **In case of Jagdispur Nagar Panchayat**, during verification of receipts book and deposit slips, we have noticed that there was delay of amount deposited into bank from 08 to 13 days.

Receipts Book Serial Number	Date of Collection		Collection Amount	Date of Deposit	Delay in Deposit	
	From	To			Min.	Max.
2619 TO 2622	19-03-2018	26-03-2018	10,896	03-04-2018	8	15
2622 TO 2636	26-03-2018	31-03-2018	19,410	05-04-2018	5	10
2637 TO 2638	31-03-2018	31-03-2018	993	13-04-2018	13	13



Audit Objective - As per Point No.- 5.00 of TOR

Criteria – As per Bihar Municipal Act, 2007 & Rules 22 of BMAR-2014 The amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank on the same day or latest before noon of next day on which collection is made. Further we wish to inform that failure to comply with Rule 22 may cause for fine of Rs. 5,000.00

Condition -As per details provided to us the ULB is not depositing the amount collected from public on time.

Consequence Effect /Impact - Due to non-deposit of cash on timely basis there is loss of interest to ULB. It seems that huge fund easily available with cashier on the cost of Jagdishpur ULB.

Cause- We observed that due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval, the ULB has not proper control, supervision, and monitoring over collection and deposit of taxes.

Corrective Action / Recommendation - Management should reconcile time to time the physical Cash with cash book for stopping the misuse of cash

- 3. Non collection of Notice fees:** As per the Regulation 158(a) of chapter XIX of Bihar Municipal Act 2007, Municipality can issue of notice of demand, charging of notice fee, levy of interest for delayed payment at a rate as may be specified, and the amount of penalty therefore, but **In case of Jagdishpur Nagar Panchayat**, ULB was not provided any information regarding charging and collection of notice fees.

Audit Objective - As per Point No.- 5.00 of TOR

Criteria – As per sec 158 of Bihar Municipal Act, 2007 The amount of notice fee should be collected by the municipality.

Condition -As per details provided to us the ULB is not collecting notice fee.

Consequence Effect /Impact - Due to non-collection of notice fee there is loss of interest to ULB

Cause- We observed that due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval, the ULB has not proper control, supervision, and monitoring over issue of notices and collection of notice fee.

Corrective Action / Recommendation - Management should monitor the notices issued on periodic basis towards charging and collection of notice fee.

- 4. Recovery of outstanding taxes/rental income:** As per record provided by ULB, following income was in arrear as on 31-03-2019.

Details of outstanding arrear of income as on 31-03-2019		
SINo	Type of Income	Arrear Amount
1	Property Tax	Not Available
2	Mobile Tower Tax	Not Available
3	Shop Rent	Not Available
4	Rent from Bus Stand	Not Available
5	Other Sairat	Not Available
Total		Not Available

Audit Objective - As per Point No.- 5.00 of TOR

Comment: ULB should implement/take action to boost collection of arrear revenue to increase their own source revenue.



Audit Objective - As per Point No.- 5.00 of TOR

Criteria – As per sec 158 of Bihar Municipal Act, 2007 the amount of notice fee should be collected by the municipality.

Condition -As per details provided to us the ULB is not collecting notice fee.

Consequence Effect /Impact - Due to non-collection of notice fee there is loss of interest to ULB

Cause- We observed that due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval, the ULB has not proper control, supervision, and monitoring over issue of notices and collection of notice fee.

Corrective Action / Recommendation - Management should implement/take action to boost collection of arrear revenue to increase their own source revenue.

b. Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULBs.

1. Payment of bills after due date: No invoice copy of Utility and their payment files was made available for audit.

2. Pass payment without preparation of payment vouchers: The ULB does not prepare Payment Vouchers for making payment to the parties/vendors. Payment was made on the basis of bills only raised in the name of ULB which is passed by the competent authority. Please refer “Annexure -9”

3. Irregularities in payments: Following common observations were noticed during verification of payment files:

- In case of payment to contractor-MB book was not signed by the contractor.
- PAN number of contractor was not mentioned in payment files.
- TDS was deducted by normal rate of 01% & 02%, Even PAN number of party was not attached in files.
- Budget Control Register was not made for payment made.
- Statutory Compliance register was not maintained for related payments.
- Final Work Completion certificate was not attached in case of final bill payments.

c. Report on findings of field survey of Property Tax of minimum 20 high value properties.

During audit we observed that ULB was not maintaining any data for 20 high value properties. Further during audit we requested to ULB to appoint nodal officer for re-assessment of 20 high value properties but no such required assistance from ULB was provided. Refer annexure:-2

II. PART-B

a. Non-Maintenance of books of accounts, subsidiary registers

The municipality has not maintained/provide for verification the following prescribed registers.

SlNo	Name of register	Maintained/Updated or Not
1	Register of Permanent Advance	No
2	Deposit received register	No
3	Summary statement of deposit adjusted	No
4	Demand Register	No
5	Summary Statement of Bills Raised	No
6	Register of Notice Fees, Warrant Fees, Other Fees	No
7	Summary Statement of Notice Fees, Warrant Fees, Other Fees	No
8	Register of Refunds, Remissions and Write off	No
9	Summary statement of Refunds and Remissions	No
10	Summary Statement of Write-offs	No
11	Statement of outstanding Liability for Expenses	No
12	Document Control Register/Stock Account Receipts/Cheque Book	No
13	Fixed Assets Register	No



	Rentals, Fees & Other Income	
14	Summary Statement of Head wise Collection of Other Income	No
15	Summary Statement of Refunds	No
16	Summary Statement of Write off	No
17	Summary Statement of status of Capital Work in Progress	No
18	Work Sheet	No
19	Deposit Works Register	No
20	Material Receipt Note	No
21	Statement of Closing Stock	No
22	Statement of Material Issued	No

b. Irregularity in procurement process:

1. Whether a register is kept for all Procurements with value above Rs. 15,000/-: No procurement register was maintained at ULB level for procurement with value above Rs. 15,000/-
2. Details of Vehicle Log Book Maintained: Log Book was not made available for audit
3. As per rule no 75, disbursement to the daily wage workers is to be witnessed by the chief municipal officer / engineer and he has to sign the disbursement certificate after ensuring that the acknowledgement has been obtained from the workers on the master payroll (BMAR Form -33): Wages register was not made available for audit.
4. No separate earnest & security deposit register: Earnest money deposit & security deposit register help in tracking refund of EMD/SD on time to concerned parties, but in ULB, no such register was provided for verification.
4. Irregularities in procurement process: The Following common observations were noticed during verification of payment files:
 - In case of payment to contractor-MB book was not signed by the contractor.
 - PAN number of contractor was not mentioned in payment files.
 - TDS was deducted by normal rate of 01% & 02%, Even PAN number of party was not attached in files.
 - Budget Control Register was not made for payment made.
 - Statutory Compliance register was not maintained for related payments.
 - Final Work Completion certificate was not attached in case of final bill payments.

c. Non-Compliance of directives by UD&HD, GoB:

d. S/No.	Direction issued by UDHD	Complied or Not
1	Circular No. 1188 dated 18-05-2017	Complied
2	Circular No. 261 dated 06-02-2018	Complied

d. Non-Compliance of Act & Rules:

S/NO	Requirement	Criteria	Auditors Comment
1	The amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank on the same day on which collection is made.	BMAR Rule No.-22	Refer point: Part-A (a) (2) No, during the audit we observed that the tax collectors not handed over there collections to cashier. However, They have directly deposited the amount into bank which takes maximum delay of 08-13 days into bank.
2	Whether every bill collector or municipal employee entrusted with the collection of municipal revenue was supplied with a Collection Register in BMAR Form 17 and receipt books.	BMAR Rule No.- 27	Yes, Every bill collector or municipal employee entrusted with the collection of municipal revenue was supplied with a Collection Register in BMAR Form 17 and receipt books.
3	Whether the collection register was in the personal custody of the bill collector	BMAR Rule No.- 27	Yes, Collection register was in the personal custody of the bill collector and the particulars in It shall be written



	and the particulars in It shall be written up from the original receipts issued at the time of collection.		up from the original receipts issued at the time of collection.
4	Whether bill collector get its verified collection register as well as the receipt books in his charge to the Revenue inspector/Revenue Officer or the designated stall of the Municipality	BMAR Rule No.- 27	Yes, bill collector get its verified collection register as well as the receipt books in his charge to the Revenue inspector/Revenue Officer or the designated stall of the Municipality
5	Whether every bill collector invariably remits his collections (in cash and/or cheques) to Cashier dallies before 4.30 PM and takes the cashier's acknowledgment in the collection register.	BMAR Rule No.- 27	Refer point: Part-A (a) No, Every bill collector or municipal employee pays their collection directly into bank account with average 75-90 days delay after collection of tax.
6	Whether Grant Register as prescribed in BMAR Form 28 was maintained by the Municipality to record receipts and utilization of grants sanctioned by the Government.	BMAR Rule No.- 69	Yes, Scheme wise grant register was maintained by the ULB.
7	Whether specific grants, which have certain conditions attached for utilizing such grants including the requirement to use it for capital purposes or use it in a particular proportion or manner. Usually such grants have requirements for submitting utilization certificates e.g. Finance Commission grant, SFC grant for specific purpose, namely, road repairs. It is the responsibility of the Chief Municipal Officer that the conditions attached to the grant are complied with without exception.	BMAR Rule No.- 69	Utilization certificate submitted by the ULB was not made available to audit.
8	Whether The grant received for a specific purpose was diverted for any other purpose.	BMAR Rule No.- 69	No such details/information provided.
9	Whether the Utilization Certificate was signed by Chief Municipal Officer for verification of the financial outlays and physical progress reported on BMAR Form No 29.	BMAR Rule No.- 69	Refer PART-B (h) No, Utilization certificate details produced for verification
10	Whether Municipality has returned unutilized grant for more than three years from date of receipt to the source from where such grant was received	BMAR Rule No.- 69	No related information was provided by ULB.
11	Whether The Chief Municipal Officer prepare a fund wise statement of receipts and payments in BMAR Form No. 71 not later than 20th of the subsequent month.	BMAR Rule No.- 120	No, ULB was not prepared a fund wise statement of receipts and payments in BMAR Form No. 71 not later than 20th of the subsequent month.
12	Whether ULB prepare monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.	BMAR Rule No.- 121	No, ULB was not prepared monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.
13	Whether ULB sent the Demand Statement in BMAR Form No. 23 and Trial Balance to the Director of Local Bodies in soft copy as well as hard copy for each quarter at the end of month following each quarter	BMAR Rule No.- 121	No, Jagdispur Nagar Panchayat was not send the Demand Statement in BMAR Form No. 23 and Trial Balance to the Director of Local Bodies in soft copy as well as hard copy for each quarter at the end of month following each quarter
14	The Chief Municipal Officer shall, Within three months after the end of	BMAR Rule No.- 122	BMAR Rule No. - 122 were not followed by ULB during the F.Y. 2018-19.



	<p>each financial year be prepared financial statements for the preceding year in respect of the accounts of the Municipality. The Financial Statements shall comprise of</p> <p>a. Receipts and Payments Account for the year (BMAR Form No.71)</p> <p>b. Income & Expenditure Statement for the year (BMAR Form No.73)</p> <p>c. Balance Sheet as on 31st March of the year (BMAR Form No.74)</p> <p>d. Significant accounting policies adopted by the Municipality in presentation of the financial statements.</p> <p>e. Notes to Accounts, which shall disclose Contingent liabilities, and such other information as, may be useful in understanding the financial statements clearly.</p> <p>f. Comparative amounts shall be entered on the financial statements for the preceding financial year except. In the case of the first year to which those rules apply</p>		
15	Whether the municipality is regular in depositing statutory dues including tax deducted at source, GST, TDS on GST, works contract tax, cess payable to the government etc. and If not, the nature and cause of such delay and the amount not deposited: (BMAR Rule No.-130)	BMAR Rule No.-130	Refer PART-B (f)
16	Whether the municipality is regular in remittance of pension and leave encashment contributions or any other amounts which the municipality is liable to remit towards the retirement dues of its employees, including employees on deputation;(BMAR Rule No.-130)	BMAR Rule No.-130	Refer PART-B (g)
17	Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified and stated In sufficient detail;	BMAR Rule No.-130	No, BMAR Rule No. 130 was not followed by ULB. As Single entry accounting system was followed by ULB. ULB was booking only income & expenditure only according to cash method.
18	Whether all grants sanctioned or received by the municipality during the year, have been accounted properly, and where any deduction is made out of such grants towards any dues of the ULB? Whether such deductions have been properly accounted;	BMAR Rule No.-130	Details of sanctioned of grant and deductions from grant was made available for audit.
19	Whether any Special Funds have been created as per the provision of any statute and whether the Special Funds have been utilized for the purposes for which they have been created;	BMAR Rule No.-130	No related information was provided by ULB
20	Whether the ULB is maintaining proper records showing full particulars, including quantitate details and situation of fixed assets; whether these fixed assets have been physically verified at reasonable Intervals;	BMAR Rule No.-130	ULB was not maintaining fixed assets register for reporting period. Further no, fixed assets physically verified report was made available to comment upon.



	whether any material discrepancies were noticed on such verification and if so, whether the same has been properly dealt with in the books of account;		
21	Whether in case of leasehold property given by the ULB, lease rentals are collected regularly by the ULB and that the lease agreements are renewed after their expiry;	BMAR Rule No.-130	No details regarding lease hold property was made available to comment upon.
22	Whether there exists an adequate internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets?	BMAR Rule No.-130	Yes, ULB followed adequate internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets. But there were no assets register was maintained by ULB.
23	Whether any expenses of personal nature of the Officers or employees has been charged to the municipality' s accounts; If so, the details thereof;	BMAR Rule No.-130	We have not observed such type of transaction during audit.
24	Whether the Bank Reconciliation statements have been property prepared for all the bank accounts of the ULB and the remedial actions including all correcting entries have been taken on timely basis;	BMAR Rule No.-130	Refer Point-04 (III) No, ULB has not prepared bank reconciliation for any bank accounts maintained.
25	Whether the year-end and reconciliation procedures prescribed have been carried out as per the rules;	BMAR Rule No.-130	As ULB has single entry accounting system, in that case year end provisions and reconciliation was not made during the reporting period.
26	Whether all the expenditure incurred by the Municipality is authorized by appropriate provision in the sanctioned budget. whether made originally or subsequently and are in all cases such as are authorized by Act;	BMAR Rule No.-130	Payments files were not made available.
27	Whether all revenue has been properly assessed, accounted for, collected and recovery action taken on timely basis;	BMAR Rule No.-130	Refer-PART-A (a) (2) & (4) No, As per referred point, this is clear that ULB was not recognising collection of taxes as and when collected, further there was arrears of revenue with ULB.
28	Whether all sums due to and received by the Municipality have been brought to account within the prescribed time limits and are in all cases such as are authorized by Act;	BMAR Rule No.-130	Refer-PART-A (a)(3) No, As per referred point this is clear that In case of deposit of daily tax collection, that is deposited on average 70-90 days delay of collection.
29	Whether the amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order;	BMAR Rule No.-130	Grant sanction order was not produced
30	Whether, proper books of account as required by the Act and Rules have been kept by the Municipality so far as It appears from examination of those books. (Rule-130 of BMAR-2014)	BMAR Rule No.-130	Refer-PART-B (a) No Some required books of accounts as per BMAM/BMAR has not been maintained.
31	Whether physical verification has been conducted by the ULB at reasonable intervals In respect of stores;	BMAR Rule No.-130	No store verification report was made available during the reporting period to comment upon.
32	Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate?	BMAR Rule No.-130	No, procedures of physical verification of stores followed by the ULB have been provided to comment upon.
33	Whether any material discrepancies have been noticed on physical verification of stores as compared to book records, and If so, whether the same has been properly dealt with in	BMAR Rule No.-130	No such details provided



	the books of account; Whether proper procedures are in place to Identify any unserviceable or damaged stores and whether provision for the loss In this respect, If any, has been made In the accounts;		
34	Whether the valuation of stores is in accordance with the accounting principles laid down In the rules? Whether the basis of valuation of stores is same as in the preceding year? If there is any deviation in the basis of valuation, the effect of such deviation, if material, should be reported;	BMAR Rule No.-130	No such details provided
35	Whether the parties to whom loans or advances have been given by the ULB are repaying the principal amounts as stipulated and are also regular in payment of the Interest and If not, whether reasonable steps have been taken by the municipality for recovery of the principal and interest?	BMAR Rule No.-130	No such details provided
36	Whether advances given to municipal employees and interest thereon are being regularly recovered;	BMAR Rule No.-130	No such details provided
37	Bihar Municipal Accounting Manual, 2014, every year budget should be prepared for receipts and expenditure in Performa 75,77 and 80 Preparing Budgets as per the Rules framed under Bihar Municipal Accounts Rule 2014. Rule 132 regarding Public Participation in Preparation Of Budget. Moreover, as required under provisions of Rule 139, mid -year review of Budget.	BMAR Rule No.-132	No such details provided
38	Municipal Fund: Whether ULB has created required fund as mentioned in chapter IX of BMA-2007	BMA,2007: Chapter IX	No, ULB is using single entry accounting system, so there was no fund was accounting followed.
39	Investment of surplus money. Whether municipality has invested surplus fund as per the requirement of the chapter-X of BMA-2007. Auditor will report on the fixed deposit and other funds should be in nationalized banks/Approved financial institutions and should earn maximum interest at their gestation period. Check whether comparative interest rate is invited from parties before investing surplus funds:	BMA,2007: Chapter X	No details provided by ULB regarding investment done.
40	Maintenance of accounts. Whether the Chief Municipal Officer prepared and maintained accounts of receipts and expenditure of the Municipality in such form, and in such manner, as may be prescribed,	BMA,2007: Chapter XII	As ULB was following single entry accounting system. So receipts and payments details were being maintained in form of cash book. Audited receipts & payments account as per BMAM was not prepared by ULB.
41	Financial Statement. Whether The Chief Municipal Officer shall, within four months of the close of a year, cause to prepare a financial statement containing an income and expenditure account and a receipts and	BMA,2007: Chapter XII	Not maintaining



	payments account for the preceding year in respect of the accounts of the Municipality,		
42	Submission of financial statement and balance sheet to auditor. The financial statement prepared under section 88 and the balance sheet of the assets and the liabilities prepared under section 89 shall be placed by the Chief Municipal Officer before the Empowered Standing Committee which, after examination of the same, shall adopt and remit them to the Auditor as may be appointed in this behalf by the State Government.	BMA,2007: Chapter XII	Not followed
43	As per section 127, 128, 129 & 131 of chapter XV Bihar Municipal Act, 2007 various tax are applicable on ULBs.	BMA,2007: Chapter XV	Refer-PART-A(a)(1) for details
44	As per the Regulation 158(a) of chapter XIX of Bihar Municipal Act 2007,) Municipality shall, by regulations, provide for issue of notice of demand, charging of notice fee, levy of interest for delayed payment at a rate as may be specified, and the amount of penalty therefore,	BMA,2007: Chapter XIX	Refer-PART-A(a)(3)

e. Lack of internal control measures: We have observed the following areas where internal control measures are required by ULBs-

1. Voucher file was not maintained
2. No internal mechanism for statutory compliance
3. No MIS was prepared for tracking of payments
4. Required books of accounts as per BMAM was not maintained
5. Statutory compliance reconciliation was not maintained
6. Year-end reconciliation was not available
7. Bank reconciliation of any bank account was prepared.
8. Bank balance as per cash book was not maintained.

f. Non-compliance of TDS, GST and other relevant Statute:

1. Deposit of TDS: As per data provided in below mention data, this is clear that ULB was not complying with TDS related compliance. During F.Y. 2018-19, ULB had paid TDS only in the month of Mar-2018 that is only for Employees not TDS deposited for contractor part that is major for ULB.

2. Details of TDS returns filled are mentioned below:

During the audit, we observed that ULB was not regular in filling of TDS return, as per below mentioned details this is clear that either ULB had bot filled TDS return or if filled then not followed due date of return filling. This practice of delay in filling of TDS return would cause ULB in form of penalty.

SlNo	Quarter	Due date of Return	Actual date of Return filled	Remark
1	Quarter-1 of F.Y. 2018-19	31 st -Jul-2018	-	Return Not filled
2	Quarter-2 of F.Y. 2018-19	31 st -Oct-2018	-	Return Not filled
3	Quarter-3 of F.Y. 2018-19	31 st -Jan-2019	-	Return Not filled
4	Quarter-4 of F.Y. 2018-19	31 st -May-2019	-	Return Not filled

Note:

- a. As per provision of Sec. 234E where a person fails to file the TDS/TCS return on or before the due date prescribed in this regard, then he shall be liable to pay, by way of fee, a sum of Rs. 200 for every day during which the failure continues. The amount of late fees shall not exceed the amount of TDS Further as per provision of Sec 271H



deductor or collector of tax at source fail to file the return within the stipulated date, he/she can also be penalized with a fee which is not less than Rs 10,000. The amount of penalty could go up to Rs. 1 lakh.

- b. **Downloading of TDS Certificates from TRACES made mandatory:** In this regard, your attention is invited to the **CBDT circulars 04/2013 dated 17.04.2013, CBDT Circular No. 03/2011 dated 13-5-2011 and CBDT Circular No. 01/2012 dated 9-4-2012** on the **Issuance of certificate for Tax Deducted at Source** in Form 16/16A as per IT Rules 1962. It is now **mandatory for all diductor's to issue TDS certificates after generating and downloading the same from "TDS Reconciliation Analysis and Correction Enabling System" or TRACES Portal**. In view of above circulars, it may kindly be noted that the TDS Certificates **downloaded only from TRACES Portal** will be valid. Certificates issued in any other form or manner will not comply to the requirements referred in the Income-tax Act 1961 read with relevant Rules and Circulars issued in this behalf from time to time. Further as per the provisions of section 203 of the Income Tax Act, 1961 read with rule 31A, Certificate of tax deducted at source is to be **furnished within fifteen (15) days from the due date for furnishing the statement of tax deducted at source**. Failure to comply with the provisions of the Act will attract **penalty under the provisions of section 272A of the Act, a sum of one hundred rupees for every day** during which the failure continues.
- c. In case of ULB the commissioner/executive officer in charge will be person who is liable to deduct and pay the TDS and issue of TDS certificate on time. Therefore, management is suggested to take a serious note on the status of Tax collected or deposited, timely submission of return thereof and issuance of TDS Certificate.

3. Details of Royalty deduction and deposit deposited :

During the audit, ULB has provided not received the copy of challan of deposit of royalty.

Sl. No	Amount deducted	Amount Deposited	Remarks
1	-	-	-

4. Details of Labour Cess deduction and deposit deposited :

During the audit, ULB has not provided copy of challan of deposit of Labour Cess

Sl. No	Amount deducted	Amount Deposited	Remarks
1	-	-	-

g. Deficiency in payroll system:

SINo	Particulars	Comments
1	Status of maintenance of salary register for all employees (Permanent/Daily wages/ Contract worker)	Yes, Salary register was maintained for all employees
2	Non availability of Salary payment voucher	ULB was not in practice to issue salary payment voucher, Payment of salary was passed based on approval by competent authority on salary register.
3	Matching of voucher number with cash book	No salary payment voucher number was mentioned in cash book
4	Salary register contains all elements of salary	Yes, all elements of salary was mentioned in salary register.
5	Maintenance of Salary Deduction register	Deductions from salary was mentioned in salary register, no separate deduction register was maintained.
6	Whether deduction of PF/ESI made from contract employee	No, deduction of PF/ESI made from contract employee
7	Whether biometric devices and payroll software is implemented in ULB. If Yes, then is it integrated with accounting software	No, Biometric device was not maintained.



h. Utilisation of Grant and report on missing Utilisation Certificates:

We are submitting here with summary of UC submitted by ULB. Please refer "Annexure - 10"

- i. **Physical verification of inventory/Stores:** We have not received any store register for our verification. Therefore we can't comment on it.
- j. **Advances, their adjustment & Recovery:** We have not received any store register for our verification. Therefore we can't comment on it.
- k. **Any other matters as may be prescribed in due course.**

All matters are covered above

III. PART-C

SINo	Particulars	Complied or Not
a	Auditor should report in a separate section for non-compliance of rules/directives of UD&HD, GoB; Auditor should see the compliance of Bihar Municipal Act and specifically Chapter IX to XV and related rules and regulations as well as related directives by UD&HD.	We have reported on this point under PART-B(d) of the report. Please refer the same for detail.
b	Auditor should Report in a separate chapter on implementation of SAS of Property Tax in the ULB; internal auditor should witness some assessment procedures to check any inconsistencies in assessment. At least 20 high value properties in the city /town (irrespective of the fact that SAS is received or not) must be surveyed and checked in each quarter and reported variations, if any, in PTRs and Actuals as per internal audits;	We have reported on this point under PART-A(c). Please refer the same for detail. Further ULB is Assessing the property as per valuation of the FY 2009-10. We have discussed on this point with executive officer and Tax Daroga.
c	Auditor should report on compliance of Bihar Municipal Accounting Manual, Bihar Municipal Accounts Rules, 2014 and Bihar Municipal Budget Manual with special attention to following Rules of BMAR : Rule 22: All moneys to be brought to account Rule 27: Collections to be deposited into Bank on the same day Rule 69: Grant Related Compliance Rule 120-121: Monthly Receipt & Payment Account and Trial Balance Rule 130: Audit to be completed & reported within 6 month	We have reported on this point under PART-B(d) of the report. Please refer the same for detail.
d	Report on Compliance of financial guidelines of schemes of MOHUA & UD&HD, GoB.	Yes, Compliance of financial, guidelines of schemes of MOHUA and UD & HD, GoB have been complied
e	Report and quantify all major own revenue losses and opportunities lost or missed including in the area of Property Tax, Mobile Transmission Towers Tax, Rental of Municipal properties, Advertisement Taxes/Fees etc.;	We have reported on this point under PART-A of the report. Please refer the same for detail.
f	Auditor should Report on adequacy and appropriateness of the documentation, approvals, compliance of procedures etc. of all payments above Rs. 15,000 and above.	We have reported on this point under PART-B(b) of the



g	Auditor should Report on Procurement made including through E-Tendering and E-Auction indicating exceptions , if any and whether a register is kept for all Procurements with value above Rs. 15,000/-	report. Please refer the same for detail.
h	Auditor should Report on presence or absence of a system of issuance of utilisation certificate for the different schemes for any utilisation made during the reporting period; Where there is no system for issuance of U/Cs, the Internal Audit report shall prepare Utilisation Certificate for various schemes/grants as per the guidelines of such scheme available on the UD&HD website.	We have reported on this point under PART-B(b) of the report. Please refer the same for detail.
i	Auditor should report instances of losses, failures or inefficiencies and recommendations and/or measures which can be taken to avoid their recurrence in future.	We have reported on this point under PART-B(h) of the report. Please refer the same for detail.
j	Internal Auditor will report on each payment, that the payment terms & conditions of tenders and rate offers are according to procurement law and policies.	Complied Refer-Audit recommendation
k	Internal Auditor will report on each payment, that the payment terms & conditions of tenders and rate offers are according to procurement law and policies	We have reported on this point under PART-B(b) of the report. Please refer the same for detail
l	Auditor will report on that the fixed deposit and other funds should be in nationalized Banks/Approved financial institutions and should earn maximum interest at their gestation period.	We have reported on this point under PART-B(b) of the report. Please refer the same for detail
m	Auditor will report on that the fixed deposit and other funds should be in nationalized Banks/Approved financial institutions and should earn maximum interest at their gestation period.	We have reported on this point under PART-B(d) of the report. Please refer the same for detail
n	Internal Auditor will identify major areas of ULBs own revenue loss and auditor will access the loss and Prepare a statement of loss.	We have reported on this point under PART-A(a) of the report. Please refer the same for detail)
o	Auditor will report on that all kind of tax deductions i.e. Commercial tax, Income tax, provident fund etc. Should be deducted from the payments as applicable, deposited properly and also should be properly recorded in appropriate ledgers.	We have reported on this point under PART-B(f) and (g) of the report. Please refer the same for detail
o	Internal Auditor will ensure that all the C&AG audit & Internal audit Paras has been complied by the ULBs, if not complied the Internal Auditor shall help the ULBs staffs to prepare the compliance report.	Complied Point-03 of Detailed Audit Report and Note thereof.

Thanking You,

For Vinod Singhal & Co. LLP

(Chartered Accountants)

FRN: 005826C/4002761


CA Krishan Kumar Sodhani

Partner

M. No. : 404603



UDLN:- 20909603AAAA219887
DATE:- 22-12-2020

Management Comments

1. INTRODUCTION

As per the provision of the Budgetary Control Act, 1950, the Budgetary Control Officer for the period under audit is Mr. Vijay Narayan Pathak.

Jagdishpur Nagar Panchayat
01.04.2018 to 31.03.2019
Mr. Vijay Narayan Pathak

Sl. No.	Audit Observations	Auditor Recommendations	Management Comment
	Budget not prepared in proper manner and guidance given by UD&HD GOB.	ULB should implement real time budget preparation in prescribed format of BMAM. Further, Budget variance report should be prepared for actual budget report.	Due to lack of skilled man power and professional at the Jagdishpur Nagar Panchayat we were unable to prepare the Budget as per required format. However we are improving the same day to day. we are preparing the budget as per required format. Further all your guidelines will be followed by from next budget.
	Non-updating of bank reconciliation on monthly basis as per Rule No. 118 of BMAR - 2014.	Bank Reconciliation help us to monitor over: 1. Difference between Bank Passbook and Cash Book 2. Unauthorised withdrawal from Bank. 3. Excessive debited by Bank 4. Helps to know reasons of differences. Therefore, ULB should prepare bank reconciliation of all bank accounts including door mat accounts on monthly basis. Bank statements of all bank accounts should be kept in separate file for proper records.	We are preparing Reconciliation for the operating accounts. We will submit the same for your verification at next Audit.



(Handwritten signature)



<p>Nonimplementation of Double Entry Accounting System</p>	<p>As per requirement of BMAR-2014, Part -A, Chapter -2 Rule -4, "All ULB referred in Schedule -1 shall maintain its Books of Account using the double entry system". Since Jagdishpur Nagar Panchayat is Covered under Schedule -1, therefore they should have to maintain their accounts on double entry accounting system in compliance of such rule. We found the detail that double accounting system is implemented at Jagdishpur Nagar Panchayat, however we not got any data for verification the same.</p>	<p>Double entry system was implemented at ULB in FY 2015-16, M/s Manas Das & Co. was working here as DEAS consultant. The appointment of the firm were done by UD & HD head office. M/s K. K. Chaurani & Associates has been appointed as DEAS consultant with effect from Dec-2019.</p>
<p>No details were made available regarding meeting of municipal accounts committee held during the financial year 2018-19.</p>	<p>As per requirement of BMA-2007, Chapter-XII, ULB should held meeting of Municipal Accounts Committee each year. During our Audit no any evidence has been produced to us w.r.t. meeting of municipal accounts committee. ULB should ensure timely meeting of accounts committee in compliance of BMA-2007.</p>	<p>There is no any accounting committee has been formed at ULB. We have submitted a request letter in board for formation of Municipal accounting Committee.</p>



- * Non-levy of following taxes
- * Surcharge on transfer of lands and buildings
- * Fire tax.
- * Surcharge on electricity consumption within the municipal area.
- * Tax on congregations.
- * Tax on pilgrims and tourists.
- * Tax on profession.
- * Toll-tax on roads, bridges, ferries and navigable channel and on heavy trucks which shall be heavy
- * goods vehicles, and buses, which shall be heavy passenger motor vehicles.
- * User Charges for provision of water-supply, drainage and sewerage
- * User Charges for Solid Waste Management
- * User Charges for Parking Facility
- * User Charges for Garbage Clearance
- * Collection of fees for sanction of building plans and issue of completion certificates,
- * Collection of fees for issue of municipal licenses for various non-residential uses of lands and buildings;
- * Collection of Development Charges

Late-Deposit of tax collection of taxes with cashier and with bank as per provision of BMA rule-22

As per section 127, 128, 129 & 131 of chapter XV Bihar Municipal Act, 2007, various taxes are applicable on ULBs to increase their own source revenue. *ULB should take steps to implement required taxes to boost their revenue*

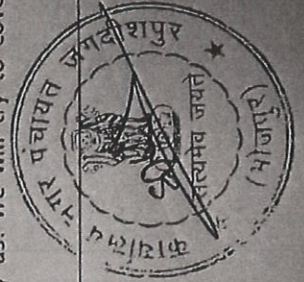
As per Bihar Municipal Act, 2007 & Rules 22 of BMAR-2014 The amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank on the same day or latest before noon of next day on which collection is made. However, during our audit, we observed that there is a huge delay in depositing the tax at bank. *Therefore, management should implement a MIS Mechanism towards getting control over collection and deposit of Taxes. Further we wish to inform that failure to comply with Rule 22 may cause for fine of Rs. 5,000*

Jagdishpur is a Nagar Panchayat and many of taxes as reported here are not applicable on it. Further we insure you that we will collect all applicable taxes as soon as possible.

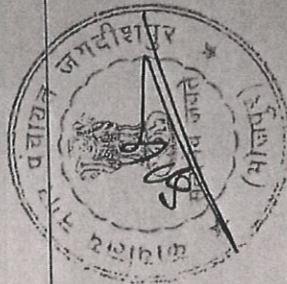
Due to work load and filed survey the collector not submitted their collection for deposit into bank. However irrespective of fact we have directed the collector to submit their collection amount as per Rule. Now there is maximum delay in deposit is 2-3 days.



	Non-Collection of notice fees	As per the Regulation 158(a) of chapter XIX of Bihar Municipal Act 2007, Municipality can issue of notice of demand, charging of notice fee, levy of interest for delayed payment at a rate as may be specified, and the amount of penalty therefore, but in case of Jagdishpur Nagar Panchayat, Corporation has not provided any information regarding charging and collection of notice fees. <i>ULB should collect notice fees from applicable assesses in compliance of act and to boost ULB revenue.</i>	From now onwards we will implement the same.
8	Non-recovery of outstanding taxes	Jagdishpur Nagar Panchayat has provided during audit the detail of outstanding tax and other income, we observed on the basis of the such data that there is huge arrear of taxes at Jagdishpur Nagar Panchayat. <i>Therefore, the management should take proper step to boost collection of arrears. Further a weekly or fortnightly meeting with all tax collectors to be held for getting the reason of non-collection and resolving the same.</i>	The major tax defaulter at our ULB is Government department and electricity department. However, we have served several notices for payment of the arrear taxes on all assessee including and we are continuously try to collect the same at earliest.
9	Non-providing details regarding arrear of advertisement tax, mobile tower tax, rental income	ULB should prepare proper records for arrear amount and should take proper steps to collect arrears.	<i>Detail will provided at next Audit</i>
10	Non deposit of outstanding amount of electricity bill.	ULB should negotiate with electricity board to settle down the dues without late fees.	<i>We have deposited the same dated 30.03.2019</i>
11	Non preparation of payment voucher	<i>ULB should prepare voucher based on running voucher as per the provision of Rule No. 16, 17 and 18 of BMAR -2014.</i>	With the help of available man power we are trying to serve in best possible manner. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.



<p>Non-conducting physical survey of 20 high value properties and non-collection of outstanding property tax</p>	<p>Being ULB was not maintaining any details of high value properties, The details given in report has been prepared based on receipts book. Filed Survey of the same could not be conducted due to non-support of tax Daroga & tax collectors in filed survey. <i>ULB should identify and prepare separate list of high value properties by conducting re-assessment of prospective properties on timely basis to boost their revenue.</i></p>	<p>Due to election duty many of our regular work got pending, therefore we have not visited in filed with your team. However, we ensure that we will visit the filed on your next audit schedule.</p>
<p>Non-maintenance of required registers as per Rule No. -3 of BMAR-2014</p>	<p>Detail of registers not maintained by ULB is mentioned under PART-A (a). <i>ULB should ensure proper maintenance of required Books of Account and register as per the list given in Rule -3 of BMAR - 2014.</i></p>	<p>We will maintain the same at earliest.</p>
<p>Non-preparation of Annual Financial Statement as per the provision of Rule 122 of BMAR - 2014</p>	<p><i>ULB should ensure preparation of Annual Financial Statement as per the provision of Rule 122 of BMAR - 2014</i></p>	<p>Annual Financial statement are prepared till FY 2015-16 by M/s Manas Das & Co.. The appointment of the firm were done by UD & HD head office. Now M/s K. K. Chanani & Associates has been appointed as DEAS consultant with effect from Dec-2019.</p>



<p>We are maintaining the file, However due to lack of manpower we were unable to arranged the same on day to day. Now we have arranged the tender file in proper manner. We will show the same on next Audit.</p> <p>Further, statutory compliance are handle by file. We are maintaining the file w.r.t. deduction and deposit of all statutory dues. We will prepare statutory deduction register and will be presented to your team on next visit.</p>	<p>Proper tender documents regarding tender approval and allotment was not properly maintained or made available for audit. In provided cases, we are unable to comment on channel of procurement of tender and their required compliances. Further, no statutory compliance register was maintained in regards with statutory dues deducted from party bills. So, ULB should maintained proper tender register and file that include all related documents of tender. Statutory compliance register should be maintained for all statutory deductions made form parties invoices.</p>	<p>We are maintaining the file, However due to lack of manpower we were unable to arranged the same on day to day. Now we have arranged the tender file in proper manner. We will show the same on next Audit.</p> <p>Further, statutory compliance are handle by file. We are maintaining the file w.r.t. deduction and deposit of all statutory dues. We will prepare statutory deduction register and will be presented to your team on next visit.</p>	<p>We are maintaining voucher file w.r.t. all expenses irrespective of amount. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. Further we wish to say that with the help of available man power we are trying to serve in best possible manner at earliest.</p>
<p>Irregularities in vendor payment process:</p> <ul style="list-style-type: none"> - Budget Control register was not updated - Quality control test report was not available - Completion certificate was not available in payment file in case of completed contract. 	<p>ULB should ensure maintenance of register for all Procurements with value above Rs. 15,000</p>	<p>We are maintaining voucher file w.r.t. all expenses irrespective of amount. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. Further we wish to say that with the help of available man power we are trying to serve in best possible manner at earliest.</p>	<p>All concerned person are directed to resolve this issue within 30 days. We will inform you after rectification.</p>
<p>ULB should ensure proper maintenance of wages register by complying signature and stamping.</p>	<p>ULB should ensure proper maintenance of wages register by complying signature and stamping.</p>	<p>We are maintaining the same with contractor register. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>	<p>We are maintain the same with contractor register. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>
<p>EMD and security deposit register help in tracking of balance payable to parties.</p>	<p>EMD and security deposit register help in tracking of balance payable to parties.</p>	<p>We are maintain the same with contractor register. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>	<p>We are maintain the same with contractor register. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>



<p>Non-Compliance of Act & Rules</p>	<p>Refer point of Part-B (d) of audit report for status of non-compliance of Act & Rules. <i>ULB should ensure compliance of all applicable Act & Rules.</i></p>	<p>With the help of available man power we are trying to serve in best possible manner. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>
<p>Lack of internal control measures</p> <ol style="list-style-type: none"> 1. Voucher file was not maintained 2. No internal mechanism for statutory compliance 3. No MIS was prepared for tracking of payments 4. Required books of accounts as per BMAM was not maintained 5. Statutory compliance reconciliation was not maintained 6. Year-end reconciliation was not available 7. Bank reconciliation of any bank account was not prepared. 	<p>We observed that there is no any internal control mechanism available over collection, recovery, deposit of taxes, assets handling, Cheque handling and Statuary compliances: <i>We suggest that:</i></p> <ol style="list-style-type: none"> 1. MIS System should be implemented over daily collection and deposit. 2. Reason for non-deposit/late deposit should be strongly need to ask for minimise delay. 3. Need to identify a person to comply with the statutory compliances. In case failure to comply with statutory compliances he should also be penalised. <p>Therefore, the management has to take serious effort in implementation of Internal control Mechanism for getting a better result from ULB working.</p>	<p>With the help of available man power we are trying to serve in best possible manner. However, due to lack of manpower and excess work load some of rules are not followed by or missed by us. We will try to cover the same at earliest.</p>
<p>Non-compliance of statutory compliances:</p> <ul style="list-style-type: none"> Non preparation of statutory compliance register Non deposit of TDS on timely basis. Non filling of TDS return for due period <p>Non providing details regarding VAT/PF/Royalty/Labour Cess</p>	<p>As ULB is not proper in statutory compliance, that cause monetary/non-monetary implication on ULB in mode of interest, penalty and Late Fee & imprisonment. So, management should ensure statutory compliance on time.</p>	<p>Due to lack of trained staff statutory compliances are handled by professional hired by us. We will present all file with you after getting data from them.</p>



<p>Every payment should be accompanied with payment voucher. Further as per Section 2(23) of the Indian Stamp Act 1899 makes it mandatory for affixing of stamp on any receipt as defined therein above Rs 5000. Therefore, management should ensure that the payment is accompanied with payment voucher.</p> <p>Meaning of Receipt : "Receipt" includes any note, memorandum or writing- (a) whereby any money, or any bill of exchange, cheque or promissory note is acknowledged to have been received, or (b) whereby any other movable property is acknowledged to have been received in satisfaction of a debt, or (c) whereby any debt or demand, or any part of a debt or demand, is acknowledged to have been satisfied or discharged, or (d) which signifies or imports any such acknowledgment; and whether the same is or is not signed with the name of any person "</p> <p>Grant is blood of ULB. Therefore, for getting grant and running the ulb working smoothly it is very important to comply with all necessary requirement of grant. Further timely submission of utilisation certificate helps the grant realising authority to send the money for fulfil the requirement of future. Therefore, management should ensure that UC has been submitted with concerned department on time.</p> <p>Management should implement the control system over inventory and store. Stock register should be in place and get it verified by a responsible person as authorised by management time to time. Further any discrepancies arises/ found during such verification should be reported immediately.</p>	<p>All concerned person are directed to resolve this issue within 30 days. We will inform you after rectification.</p>	<p>We have submitted various UC at the department. We will submit the same at your next visit. However, Balance UC will be prepared and submitted in March 2020 with the help of your team.</p>
<p>Deficiency in payroll system</p> <ul style="list-style-type: none"> ▪ Non-preparation of salary payment voucher ▪ Non-maintaining salary payment reference number in cash book ▪ Non-implementation of Bio-metric device and payroll software 		
<p>22</p>		
<p>23</p>		
<p>24</p>		<p>We are maintaining the Store register. The same will be show you at your next visit.</p>



Account
K
Bihar

We have not given any advance during the period under consideration.

To ensure timely recovery of advance with interest proper calculation should be there with proper recovery plan.

Non providing details of Advances, their adjustment & Recovery

25

Handwritten signature and text: नगर कायपालिका पदाधिकारी, नगर प्रमुख, नरसिंघपुर, 158

Table with 3 columns: Description, Amount, and Date. The content is mostly illegible due to blurring and low contrast.



कार्यालय — नगर पंचायत जगदीशपुर (भोजपुर)

पत्रांक.....५.२.....जग०/दिनांक...१.२-०.१-१९.

प्रेषक,

नगर कार्यपालक पदाधिकारी
नगर पंचायत, जगदीशपुर (भोजपुर)

सेवा में,

उपमहालेखाकार सामाजिक प्रक्षेत्र- 1,
प्रधान महालेखाकार का कार्यालय
पटना, बिहार।

विषय :-

लेखा परीक्षा प्रतिवेदन सं०- 957/17-18, वित्तिय वर्ष 2014-15 से 2016-17 तक के
लेखा परीक्षा प्रतिवेदन की कंडिकाओं के अनुपालन के संबंध में।

महाशय,

उपर्युक्त विषय के आलोक में कहना है कि नगर पंचायत जगदीशपुर से संबंधित लेखा
परीक्षा प्रतिवेदन सं०-957/17-18, में लंबित (वित्तिय वर्ष 2014-15 से 2016-17) के कंडिकाओं
का अनुपालन आवश्यक कार्यवाही हेतु प्रेषित की जाती है जो कि निम्न प्रकार से है।

भाग - II (ख)

क्रं सं०	कंडिका सं०	आपत्ती	अनुपालन
1	1	एल० ई० डी० लाइट के क्रय में अनियमितता	<p>1. उक्त के संबंध में कहना है कि विज्ञापन का प्रकाशन जानकारी के अभाव में इंडियन ट्रेड जर्नल के बजाय अन्य समाचार पत्रों में किया गया। आगे से इस तरह के कार्यों में अंकेक्षण महोदय के सुझाव को ध्यान में रख कर ही कार्य किया जाएगा।</p> <p>2. उक्त आपत्ती के संबंध में कहना है कि भविष्य में होने वाले कार्यों में अंकेक्षण महोदय के सुझाव के अनुरूप निविदा समर्पित करने हेतु पर्याप्त समय का प्रावधान किया जाएगा।</p> <p>3. उक्त आपत्ती के संबंध में कहना है कि निविदाताओं द्वारा इन्ही कंपनियों का कोटेशन दिया था जो कि उन कंपनियों के अधिकृत डिलर थे अतः आमंत्रण सभी कंपनियों हेतु ही दिया गया था परंतु चार ही कंपनियों का कोटेशन निविदा में प्राप्त हुआ।</p> <p>4. उक्त आपत्ती के संदर्भ में कहना है कि भविष्य में होने वाले क्रय में इसको ध्यान में रखते हुए आवश्यकता का वास्तविक आकलन निविदाओं में दर्शाया जाएगा।</p>



नगर विकास एवं आवास विभाग

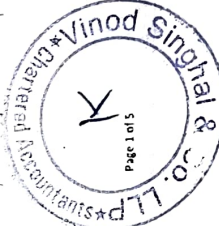
वित्तीय वर्ष-2016-17 से 2017-18 में प्राप्त सहायक अनुदानों की निकाली/व्यय एवं अवशेष राशि की बालान द्वारा कोषागार में जमा दिवसगी संबंधित प्रतिवेदन।
 DDO Code :- URD
 Treasury Code :-
 PL Account No:-

नगर निकाय का नाम:- नगर पंचायत अमरीसपुर
 कोषागार का नाम:- 1 ABA (bholpur)

REV037
 8448901010001
 124

Bank Account No:-

क्र.सं.	सहायक अनुदान आवंटन का तिथीय वर्ष	सहायक अनुदान आवंटन का मर	संबंधित सौकर्यादेशा सं	सौकर्यादेशा एवं आवंटनराश में निकाय को आवंटित राशि	आवंटित राशि के विरुद्ध निकाय द्वारा निकाली की गई राशि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	डीपीड नो एवं तिथि	
1	2016-17	नगर संचालक का सेवन	6/12.05.16	211900	211900	T22170017	211900	16-17	211900	16-17	211900	05.11.16	211900	05.11.16	-	-	-	-	-
2	2016-17	पाठक भत्ता	11/18.05.16	510068	510068	T22170002	510068	16-17	510068	16-17	510068	31.05.17	510068	31.05.17	-	-	-	-	-
3	2016-17	कार्यालय परामर्शिका का सेवन	20/23.06.16	513456	513456	T22170015	513456	16-17	513456	16-17	513456	05.11.16	513456	05.11.16	-	-	-	-	-
4	2016-17	14वें बिल	29/06.07.16	3564789	3564789	T22170017	3564789	16-17	3564789	16-17	3564789	05.11.16	3564789	05.11.16	-	-	-	-	-
5	2016-17	14वें बिल	29/06.07.16	3564790	3564790	T22170016	3564790	16-17	3564789	16-17	3564789	05.11.16	3564790	05.11.16	-	-	-	-	-
6	2016-17	संचालक भत्ता	42/09.08.16	1068999	1068999	T22170003	1068999	16-17	1068999	16-17	1068999	19.06.17	1068999	19.06.17	-	-	-	-	-
7	2016-17	संचालक भत्ता	42/09.08.16	833850	833850	T22170002	833850	16-17	833850	16-17	833850	19.06.17	833850	19.06.17	-	-	-	-	-
8	2016-17	नर भत्ता	140/25.09.15	10068806	10068806	T22150008	10068806	-	0	-	-	0	0	-	-	-	-	-	-



नगर कार्यपालिका पट्टाधिकारी
 नगर पंचायत अमरीसपुर
 राजपुर
 18-8-18

क्र.सं.	सं.सं.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.
सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.	सं.
9	2016-17	पेसाकर	155/27.09.16		974386	T22170002	974386	16-17	974386		974386					974386	24.03.17				
10	2016-17	पवन बिल	162/19.10.16		8746319	T22170017	8746319	16-17	8746319		8746319					8746319	31.05.17				
11	2016-17	पवन बिल	162/19.10.16		1285098	T22170016	1285098	16-17	1285098		1285098					1285098	31.05.17				
12	2016-17	पवन बिल	162/19.10.16		6237784	T22170015	6237784	16-17	6237784		6237784					6237784	31.05.17				
13	2016-17	नली गली	167/25.10.16		1425331	T22170007	1425331	16-17	1425331		1425331					1425331	30.05.18				
14	2016-17	नली बिल	180/16.16		14543396	T22150010	14543396	17-18	14543396		14543396					14543396	09.10.17				
15	2016-17	पय बिल	179/16.11.16		17088300	T22170004	17088300	17-18	17088300		17088300					17088300	09.10.17				
16	2016-17	गार बिल का रेशन	101/18.11.16		181800	T22170005	181800	17-18	181800		181800					181800	09.10.17				
17	2016-17	14वां बिल	192/26.12.16		3539507	T22170007	3539507	17-18	3539507		3539507					3539507	06.09.17				
18	2016-17	14वां बिल	192/26.12.16		3539506	T22170008	3539506	17-18	3539506		3539506					3539506	06.09.17				
19	2016-17	कार्यालय पदाधिकारी का रेशन	211/31.01.17		300000	T22170009	300000	17-18	300000		300000					300000	15.01.18				

गण कार्यालय पदाधिकारी का रेशन बिल

thank you



Vinod & Co. LLP
CHARTERED ACCOUNTANTS
We Plant Quality

**510, SUMATI PALANCE, OPPOSITE ALANKAR
JEWELERS, BORING ROAD, PATMA-800001**

