

INTERNAL AUDIT REPORT

OF ULB

(CHANPATIYA)
FOR THE PERIOD

01/04/2018 TO 31/03/2019

CONDUCTED BY

M/s R. N. Singh & Co.
208, Hem Plaza, Fraser Road
Near Dak Bunglaw Chauraha,
Patna – 800001

From 20.10.2019 TO 01.11.2019
Report Issued on 13th January 2020

Executive Summary

1. INTRODUCTION: -

. Name of the Municipality	NAGAR PANCHAYAT CHANPATIYA
. Period covered undercurrent audit	ANNUAL REPORT 2018-19
. Name of Chief Municipal Officer for the period under Audit	MD. NESHANT ALAM

2. Results and Findings

. Strengths observed during the audit engagement.

- (a). All vouchers have supporting documents.
- (b) Office infrastructure is sufficient for operation.
- (c) Response from officer & Clerk are satisfactory.

• Weaknesses observed in the functioning of office, maintenance of records etc. Observed during the audit engagement

- (a) Bank Reconciliation Statement has not prepared by the ULB.
- (b) General Cash has not been maintain properly.
- (c) Subsidiary Cash book has not been maintained.
- (d) Double Accounting System has not been followed whereas accounting has been made on single entry system.
- (e). Fixed Assets Register is not maintained.
- (f). Advance Register is not maintained.
- (g). Stock Register is not maintained.
- (h). Daily collection register is (Revenue receipt wise) not maintained.
- (i). TDS, GST, Royalty and Labour Cess have been deducted but it has not been deposited till date. Therefore, TDS Return has not filled till date. As per Income Tax Act 1961, penalty may be levied on ULB. It is a statutory irregularity.
- (j). Property / Holding tax has not been assessed on property by the ULB from Financial Year 2014-2015.



(k). Tower tax has not been collected, since the establishment of the ULB even though number of tower is 8 as on 31-03-2019. Thus total outstanding tax amount is Rs553200 /- For registration fee, renewal fee.

(l). Budget has not been sanctioned by the state government.

(m). Section 84 of the Bihar Municipal Act, 2007. Provides that Municipality shall submit its budget intimates for the ensuring year to the State Govt. by 15th of the March. But information furnished by the Nagar Panchayat revealed that budget estimates were not passed on time by the board, which resulted into delay transmission of the same to the State Government.

(n) No Separate Grant register is being maintained; hence, it is difficult to find out the amount of unutilized grant at any point of grant.

(o) Attendance register not maintain on daily basis and same is not approved by competent authority on daily basis.

(p) File Movement register not maintain.

(q) Outward/Inward register not maintain.

3. Opinion

As per Our Opinion the following improvements are required.

- ULB is not working properly, even internal control is poor.
- Revenue collection of the ULB is very poor it has scope to increase to much higher level.
- All cash collection from source of revenue are not deposited in the bank on same day. It is deposited in the bank after making daily expenditure.
- Due to lack of manpower, there is delay in performing day-to-day work.
- There should be proper segregation of duties to perform day-to-day work in efficient manner.
- Bank reconciliation should be prepared on monthly basis.
- We find that rules and regulation are there but ULB is not following them properly.
- Most of the Books of Accounts as prescribed by BMAR are not maintained by the ULB.
- There are serious lapses in deduction and deposit of statutory dues, such as GST, Royalty, TDS, Labour Cess etc.
- Separate bank account should be maintained for each scheme



4. Audit Recommendations

The Recommendation of Audit Team on the Observed weakness.

SL No	We Recommend the followings:-
1.	ULB should maintain all the book of accounts, register, records etc. as prescribe in Bihar Municipal Accounts Act, Manual and Rules and same should be regularly verified by the executive Officer.
2.	ULB should adopt Computerized accounting system it provides automatic ledger entries accuracy and speed of automatic calculation automatic production of trial balance from ledger entries and provide additional analysis.
3.	ULB should prepare receipt and payments accounts on monthly basis. due to which it become very easy to find out how much fund has been received by the ULB.
4.	ULB must have to refund the unutilized amount to the Urban Development & Housing Department.
5.	ULB have to be statutory returns with in prescribe time line and deposit the deducted amount as specified in statutory law.
6.	As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Tax Collected has to be deposited on same day or latest before noon on the following working day.
7.	ULB should maintain all the books of account, register, records etc. as prescribe in Bihar municipal accounts Act, Manual and Rules.
8.	ULB should maintain log book of vehicles & generator so that consequently its analysis is possible.
9.	Municipal Account Committee are required to be Constitute and meeting is to be held regularly to analyze the progress of various activities and accounting procedure.
10.	ULB should be prepare summary of daily collection in form GEN-13.
11.	ULB should prepare demand and arrear register of holding tax as soon as possible..
12.	ULB should maintain DCR register separately for each head of its own revenue sources for appropriate internal control and also for appropriate disclosures of books of accounts.

5. Comments from Management

As per discussion with Management, they have ensured that they are looking into the matter and proper action will be taken for all the irregularities coming out from audit.

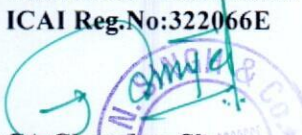
Detailed discussions on this are given in *Discussion Note* as attached below.



6. Acknowledgement: -

We thank MD. NESHANT ALAM (Executive Officer), for his support during the period of our audit. We are also thankful to accountant and other staff of the Nagar Panchayat for their co-operation during the period of audit.

For R. N. SINGH&CO.
Chartered Accountant
ICAI Reg.No:322066E


CA Chanakya Shree
Partner
M.No: -079322

UDIN :- 20079322AAAAUN9387

Date :- 05/11/2020

Detailed Audit Report

1. Introduction

The Internal audit of (Chanpatiya Nagar Panchayat) covering the period from 1st April 2018 to 31st March 2019 was conducted by following persons under guidance of MAE CA Ashok Kumar Pandey and TL CA Birendra Kumar Singh:

1.Mr. Adesh Pratihast

2. Administration

The present body of the ULB has taken charge on 09th June 2016 the incumbency in the key administrative and executive positions was as under

Shrimati Bimla Devi Chairman from 09th June 2016 to till date.

Shri Santosh Kumar Executive Officer from 07th Sep 2015 to 2nd Jan 2019

Shri Neshant Alam Executive Officer from 18th January 2019 to till date.

3. Review of outstanding audit paras:

Status of Audit Observations is as under:

Sl. No.	Particulars of Audit and date of report	Total no. of audit Paras	Total no. of audit Paras where necessary improvement/ corrective measure is 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 outstanding para where no action has been taken	No. and Date of Compliance Report
1	AG Audit for the period 2012-13 to 2015-16	35	35	12	3	197400	14	Not Complied
2	Internal Audit for the period 2016-17	7	5	1	1	2000	1	Not Complied



Detail Report on Compliance of Previous Internal Audit Report: -

SL No.	Audit Observation	Nature of Irregularities	Compiled/Non-Compiled
1	There are Lack of internal Control w.r.t Collection of taxes.	Persisting since last two year	Not Compiled
2	Taxes collected by tax collector are not deposited on daily basis We observed that It is being deposited after significant interval Which is not proper As per rule 27 of BMAR It should be deposited on daily basis Otherwise a penalty up to Rs 5000/- may be imposed for delayed deposit.	Persisting since last three year	Not Compiled
3	Holding tax of Rs 107934 is receivable as on 31.03.2017	Persisting since last three year	Not Compiled
4	Shop rent is not being collected on timely basis as more than Rs 14.24 Lacs is receivable as Shop rent.	Persisting since long time	Not Compiled
5	Bus Stand tender was given to Sh Vijay Kumar for Rs 631000/-Against these amount Rs 500000/- has been deposited by Sh Vijay kumar But Rs 131000/- has not been received till the date of audit.	Persisting since long time	Not Compiled
6	Tower tax dues are not collected on timely basis. Tower taxes of Rs 5.30 Lacs is receivable as on 31.03.2017.	Persisting since long time	Not Compiled
7	Tender of Ghat Cretorium ,Gate,Plam tree, and land are not done on yearly basis.	Persisting since last year	Not Compiled
8	Grant register is not being maintained hence it is difficult to find unutilized grant at any point of time.	Persisting since long time	Not Compiled
9	Bank Reconciliation Statement is not prepared Hence it is difficult to monitor possible fraud ,if any	Persisting since long time	Not Compiled



10	Advance Register is not prepared hence it is difficult to monitor for advance given and adjustment thereof.	Persisting since long time	Not Compiled
11	There is lack of internal control on deduction and deposit of various taxes. On deduction of taxes liability is not created hence it is difficult to ascertain tax possible at any point of time. Taxes such as GST, IT and Royalty etc. are collected from time to time but its payments are made on yearly basis which is not proper. Taxes should be remitted to the Govt. account on timely basis, otherwise penal action may be taken by the concerned department for delayed deposit of taxes.	Persisting since long time	Not Compiled

4. Finance

I. Budgetary provisions and expenditure for the last three years

Year	2016-17	2017-18	2018-19
Final/Revised Budget	62742983.00	Budget Not Provided	158646945.00
Actual Expenditure	52821217.00	28688223.00	84074314.00
Savings(+)/ Excess(-)	9921766.00	(28688223.00)	74572631.00

II. Volume of transactions

Period	Budgeted 2018-19	Previous Year (For one Year)2017-18	Current year (2018-19)
Opening balance	7,31,89,721.00	5,60,89,557.00	6,81,95,428.00
Receipts	12,42,63,197.00	4,07,94,094.00	7,50,18,435.00
Total	19,74,52,918.00	9,68,83,651.00	14,32,13,863.00
Net expenditure	15,86,46,945.00	2,86,88,223.00	8,40,74,314.00
Closing balance	3,88,05,973.00	6,81,95,428.00	5,91,39,549.00

III. Bank Reconciliation: -

Since different Scheme has been maintained in Single Cash Book therefore segregation of balances of different Scheme as on 31st March 2019 cannot be determined. Similarly, since through one bank account different schemes are being operated the



bank balance of a particular scheme on a particular date cannot be determined. Bank Reconciliation Statement has not been prepared in the prescribed format by the ULB.

Details of closing balance

Sr no.	Name of scheme / item	Bank name / account no.	Balance as per pass book	Balance as per cash book	Differences	Remarks BRS Prepared/ Not Prepared
1.	Treasury	PLA	63127075.89	63127075.89	0.00	Reconciled
4.	HFA	SBI/8298	3502309.00	0.00	3502309.00	Not prepared
5.	Mukhya Mantri Nal Jal	SBI/3483	6952358.00	0.00	6952358.00	Not prepared
6.	Nagar Nidhi	SBI/5912	3339636.00	0.00	3339636.00	Not prepared
7.	E- Governance	SBI/7103	3392.00	0.00	3392.00	Not prepared
8.	Day-NULM	CBI/6295	169463.00	0.00	169463.00	Not prepared
9.	SBM/14 TH finance	SBI/0391	2648132.00	0.00	2648132.00	Not prepared
10.	K A Y(Special)	SBI/9304	12523.00	0.00	12523.00	Not prepared
11.	K A Y(General)	SBI/2853	44079.00	0.00	44079.00	Not prepared
12.	SBM	SBI/8209	529456.00	0.00	529456.00	Not prepared
13	BRGF	SBI/2829	47918.00	0.00	47918.00	

Note: -Subsidiary cashbook has not been Maintained by ULB, so we are unable to enclosed cash balances

Note: -Some of the schemes such as Prasadnik Bhawan ,5th finance 4th finance, 13th finance, Peshakar, Stamp Duty, Rajya Path/ PuliyaNirman Yojana, Led Light, Excutive Officer, Maching Grant, Nagrik Subidha (Rajya Yojna) CM SwakshataAbhiyan. NagrikSubidha (State Plan), Path Nirman (CM SahriNaliGali) Pakkikaran Yojana, Parshad, Upmukhya Parshad and Parshad Niyat Bhatta, NaliNirman, Peyajalpurti, Peyajalpurti (Mukhyamantri Sat Nischay) & City Manager schemes have been maintained through PLA

IV. Revenue Receipts: -

Income Details (Amounts to be provided in Rupees)							
Sl. No.	Details	2017-18		2018-19		2019-20	
		2017-18	2016-17	2018-19	2017-18	2019-20	2018-19
	Total Receipts (A+B)	40794054.00	39258809.00	75,018,435.00	40794054.00		
A.	Revenue Receipts (1+2+3)	9904589.00	75,018,435.00	49650998.00	9904589.00	Not Applicable for this Financial Year.	
1.	Own Revenue Receipts (a+b)	2303207.00	4,193,012.00	3657069.00	2303207.00		



a)	Tax Revenue (levied and collected by municipal body)	2219807.00	573448.00	650,252.00	2219807.00
i)	Property tax	395302.00	457963.00	550,152.00	395302.00
ii)	Other tax (levied and collected by municipal body)	1824505.00		100,100.00	1824505.00
b)	Non-tax revenue (levied and collected by municipal body)	83400.00	1213745.00	3,542,760.00	83400.00
i)	Fees & fines	83400.00	1124265.00	3,000.00	83400.00
ii)	User Charges	-	89480.00	3,070,910.00	-
iii)	Other non-tax revenue (levied and collected by municipal body)	-	-	3,531,260.00	-
2	Other Revenue Receipts	1223517.00	-	636,170.00	1223517.00
a)	Income from interest/investments	261245.00	-	636,170.00	261245.00
b)	Other Revenue income	962272.00	-	-	962272.00
3.	Transfers/ Grants/ Assigned Revenues	37167330.00	6070128.00	70,189,253.00	37167330.00
a)	State Assigned Revenue	-	-	8,091,362.00	-
b)	State Finance Commission (SFC) Grants/ Devolution	6089865.00	18783493.00	32,803,889.00	6089865.00
c)	Octroi compensation	-	-	-	-
d)	Other State Govt. Transfer	3507769.00	2754032.00	1,374,500.00	3507769.00
e)	Central Finance Commission (CFC) Grant	27662196.00	15934091.00	27,919,502.00	27662196.00
f)	Other Central Govt. Transfer	7500.00	-	-	-
g)	Others	-	-	-	-
B.	Capital Receipts	-	-	-	-
1	Sale of Municipal Land	-	-	-	-



2	Loans (from State Govt. or Bank etc.)	-	-	-	-	
3	State Capital Account Grant (under State Schemes etc.)	-	-	-	-	
4	Central Capital Grant Account (under Central Schemes etc.)	-	-	-	-	
5	Other Capital Receipts	-	-	-	-	

v. Revenue and Capital Expenditure Information: -

Expenditure Details (Amounts to be provided in Rupees)							
Sl. No.	Details	2017-18		2018-19		2019-20	
		2017-18	2016-17	2018-19	2017-18	2019-20	2018-19
	Total Expenditure (1+2)	28688223.00	51732259.00	80147441.00	28688223.00		
1	Revenue Expenditure	14637694.00	15438840.00	15131256.00	14637694.00		
1.1	Administrative Expenses, Establishment and Salaries (All Departments- Regular and Contractual Staff)	11915601.00	12965878.00	12965878.00	11915601.00		
1.2	Operation and Maintenance (O&M)	1207381.00	1835398.00	1835398.00	1207381.00		Not Applicable for this financial year.
1.3	Loan repayment (Interest payments)	-	-	-	-		
1.4	Others (any other revenue expenditure which is not salaries, O&M or Interest Payment)	1514712.00	637564.00	397364.00	1514712.00		

	salaries, O&M or Interest Payment)				
2.	Capital Expenditure	14050529.00	68635474.00	65310174.00	14050529.00
2.1	All developmental works under Central/State specific schemes	13676997.00	62681781.00	59127621.00	13676997.00
2.2	Loan Repayments (Principal Amount)	-	-	-	-
2.3	Other Capital expenditure	373532.00	5953693.00	6182553.00	373532.00

Note: - As per above reporting format, details of expenditure have not been accounted in concern ULB premises and same has not been reported in previous financial year internal audit report 2016-17, so we are unable to enclose the same in our report.

VI. Status of implementation of Double Entry Accounting System

Accounting of Nagar Panchayat Chanpatiya has not been maintained as Double Entry Accounting System. The consultant for DEAS has been appointed but financial accounts for 2018-19 is still to be prepared. But It is in Progress The DEAS team has started work from 10th Feb 2019.

VII. Status of Municipal Accounts Committee; -

Nagar Panchayat Chanpatiya has not been constituted Municipal Accounts Committee under section 98 of the Municipal Act, 2007.

5. Audit Observations

1. 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.

(i) Mobile Tower Collection: -

Audit Objective – As per Point No. – 5 of TOR

Criteria – Tower Tax is taxes on Communication Tower & related structure as defined in BIHAR COMMUNICATION TOWERS AND RELATED STRUCTURES RULES, 2012. As per the rule, all operators are required to register with their concerned ULBs and pay registration fee & renewal charges on annual basis for communication tower erected within



municipal area. Currently the registration fee for Nagar Panchayat Rs. 30,000/- per tower and annual renewal fee is Rs. 8000/- per annum per tower

Condition –As per details provided to us there are total 08 (Eight) Mobile Towers registered with this ULB up to 31.03.2019 and Rs.553200 /- has not been collected till the date of audit from these tower operators as Tower Tax.

Consequence Effect/ Impact - Due to non-collection of Tower Rent 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 Tower Rent due to which result in Revenue leakage.

Corrective Action / Recommendation – As per our opinion, management should review the collections on monthly and take appropriate actions against irregularity.

S.N	Company Name	No of Tower	Date of establishment	Outstanding Fee	Renewal Fee	Total	Collection	Dues Balance
1	Reliance	1	2007-08	94600	8000	102600	15400	87200
2	Airtel	2	2008-10	76000	8000	84000	38000	46000
3	Idea	1	2007-08	110000	8000	118000	-	118000
4	BSNL	1	2007-08	110000	8000	118000	-	118000
5	Uninor	1	2008-06	126000	8000	134000	-	134000
6	Aircel	2	2004-08	42000	8000	50000	-	50000
		TOTAL						553200/-

(ii) **Advertisement Tax**

Audit Objective – As per Point No. – 5 of TOR

Criteria– Non – levied of advertisement tax by the ULB.

Consequence / Effect / Impact - Due to non - levied of collection of advertisement tax, there is a revenue loss to ULB.

Cause– This happens due to lack of awareness of imposition of advertisement tax of concerned person of the ULB.



Corrective Action / Recommendation – There should be proper monitoring and further steps are required to be taken for collection of advertisement tax by concerned ULB.

(iii) Holding & Property Tax Deposit – Irregularity: -

Audit Objective – As per Point No. – 5 of TOR

Criteria – As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Tax Collected has to be deposited on same day or latest before noon on the following working day.

Condition - Tax Amount is not deposited timely into Bank. In some cases, collected amount has been retained by the Tax Collectors for a period of 1-2 months from the date of collection of taxes.

Consequence / Effect / Impact - Due to non-deposit of Tax on due time, ULBs is suffering from Revenue Loss in the form of Bank Interest which could have been earned on these Receipts. Further this is a lapse on Internal Control due to non-submission of Counterfoil and record updation of assesses due.

Cause – This happens due to non-follow up and monitoring of activities of Tax Collector by the concerned officer on regular interval.

Corrective Action / Recommendation – There should be day to day monitoring on Collection of Taxes by Tax Inspector/Collectors and deposit of collection into Bank either on same day or latest before noon on the following working day.

Sl no	Date of collection	MR No	Amount	Date of Payment
1	31/01/2019 to 22/02/2019	2041 to 2700	28985	27/02/2019
2	23/02/2019 to 15/03/2019	2801 to 2840	14691	26/03/2019
3	15/03/2019 to 31/03/2019	2841 to 2893	10817	11/04/2019
4	12/02/2019 to 28/03/2019	2701 to 2800	11084	28/03/2019

(iv) Holding & Property Tax Collection: -

Audit Objective – As per Point No. – 5 of TOR

Criteria – Non-Collection of Property Tax/Holding Tax by the concerned ULB.

Condition – Total Property Tax/Holding Tax outstanding as on 31st March 2019 is Rs.399918 /-



Consequence / Effect / Impact - Holding / Property Tax is collected by the tax collector from all wards but in some cases, property tax is not being collected from long period by the tax collector. Due to non-collection of Property/Holding Tax, there is a major operational revenue loss to ULB and there is no record / register to know total current & arrear demand of holding tax. Demand / Arrear Register have also not been provided to us for verification.

Cause – This happens due to lack of proper follow up and monitoring of activities of Tax Inspector / Collector by the concerned officers on regular interval.

Corrective Action / Recommendation – There should be day to day monitoring on Collection of Taxes and also maintenance and updating of Demand & Collection Register on regular interval.

Year	Total Demand			Total Recovery			Total Arrear		
	Arrear	Current	Total	Arrear	Current	Total	Arrear	Current	Total
2018-19	675195	358363	1033558	283277	350363	633640	391918	8000	399918

(v) **Market/Shop Rent Collection: –**

Audit Objective– As per Point No. – 5 of TOR

Criteria– Non-Collection of Market/Shop Rent and imposition of late fine by the concerned ULB.

Condition– ULB has 142 own shop in their nagar panchayat. And outstanding balance as on 31/03/2019 is Rs 1748700/-

Consequence / Effect / Impact- Due to non-collection of Shop Rent there is a revenue loss to ULB.

Cause– This happens due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval. The ULB does not have proper mechanisms for supervision and monitoring of the Rent which results in Revenue leakage.

Corrective Action / Recommendation– There should be proper monitoring and further steps are required to be taken for collection of Shop Rent by concerned ULB.

Details of shop Rent dues as on 31.03.2019								
S.N	Shop No.	Name	Father/Husband Name	Ward No	Type of Road	Dues Amount	Shop rent for 4 th Quarter	Total Dues up to 31.03.2019
1	2	3	4	5	6	7	8	9



1	1	Sanjay Kumar	Anirudh kumar	5	Main Road	12900	300	13200
2	2	Mahavir sah	jawahir sah	5	Main Road	12900	300	13200
3	3	Sharda devi	Raghnunath sah	5	Main Road	12900	300	13200
4	4	Umesh Prasad	prabhu sah	5	Main Road	12900	300	13200
5	5	Ambika Prasad	gorkh sah	5	Main Road	12900	300	13200
	6	Sitaram Sah	Guljar sah	5	Main Road	0.00	0.00	0.00
7	7	Dhruv Sah	kedar sah	5	Main Road	900	300	1200
8	8	Harishankar Prasad	Mathura sah	5	Main Road	12900	300	13200
9	9	Umanand Prasad	Baidhnath pd	5	Main Road	12900	300	13200
10	10	Lalbabu Prasad	Rajghunath sah	5	Main Road	0.00	0.00	0.00
11	11	Suresh Prasad	Rajghunath sah	5	Main Road	12900	300	13200
12	12	Rajan Prasad	Birendar Parsad	5	Main Road	12900	300	13200
13	13	Girja devi	Nathini Sah	5	Main Road	12900	300	13200
14	14	Raju Prasad	Ramashankar pd array	5	Main Road	12900	300	13200
15	15	Satyparkash arya	Ramashankar pd array	5	Main Road	12900	300	13200
16	16	jhulan parwa	Keshwar lal	5	Main Road	12900	300	13200
17	17	Rambilas Prasad	Hiralal Sah	5	Main	12900	300	13200

					Road			
18	18	Nagendar Prasad	Ambika sah	5	Main Road	0.00	0.00	0.00
19	19	Chhathu sah	Jamuna sah	5	Main Road	12900	300	13200
20	20	Rajesh Prasad	Bigu sah	5	Main Road	12900	300	13200
21	21	Lalbabu Prasad	Bigu sah	5	Main Road	12900	300	13200
22	22	Laxman Prasad	Chotelal pd	5	Main Road	12900	300	13200
23	23	Sanjay Parwa	Mukhalal parwa	5	Main Road	12900	300	13200
24	24	Shambhu Prasad	Keshwar Parwa	5	Main Road	12900	300	13200



25	25	jhulan parwa	Mukhlal Parwa	5	Main Road	12900	300	13200
26	26	Pyarelal Parwa	Mukhlal Parwa	5	Main Road	12900	300	13200
27	27	Suggi devi	Mukhlal Parwa	5	Main Road	12900	300	13200
28	28	Pyarelal Parwa	Mukhlal Parwa	5	Main Road	12900	300	13200
29	29	Suresh Prasad	sitaram sah	5	Main Road	12900	300	13200
30	30	Byaj Parwa	Chotelal pd	5	Main Road	12900	300	13200
31	31	Rajeshwar Parsad	Chandrika pd	5	Main Road	12900	300	13200
32	32	Chandan kumar	Govind parwa	5	Main Road	12900	300	13200
33	33	Lakshman kumar	Mukhala parwa	5	Main Road	12900	300	13200
34	34	Anirudh Prasad	Bigu pd	5	Main Road	12900	300	13200
35	35	Prabhu Prasad	Birji pd	5	Main Road	12900	300	13200
36	36	Anil kumar	Gopalji pd	5	Main Road	12900	300	13200
37	37	Vijay Prasad	Krishna kr	5	Main Road	12600	300	13200
38	38	Hari Prasad	Chandi pd banka	5	Main Road	12900	300	13200
39	39	Serajul miya	Imbrahim Miya	5	Main Road	12900	300	13200
40	40	Anil kumar	Sudarndhn pd	5	Main Road	12900	300	13200
41	41	Vijay kumar	Krishna pd	5	Main Road	12900	300	13200
42	42	Binod Prasad	Rama pd	5	Main Road	12900	300	13200
43	43	Ramnath Prasad	Bachu sah	5	Main Road	1800	300	13200

44	44	Thakur Prasad	Mukhlal sah	5	Main Road	12900	300	13200
45	45	Virsan Prasad	Khublal sah	5	Main Road	12900	300	13200
46	46	Suresh Prasad	Ramdev pd	5	Main Road	12900	300	13200
47	47	Harishankar Prasad	jangali sah	5	Main Road	12900	300	13200
48	48	Gyan prakash	Lalbabu arya	5	Main Road	12900	300	13200
49	49	Anirudh Prasad	Hari shankar pd	5	Main Road	12900	300	13200



50	50	Anand prasad keshri	Ramji pd	5	Main Road	12900	300	13200
51	51	Guddu Prasad	Brishan pd	5	Main Road	12900	300	13200
52	52	Shambhu Prasad	Chandrika pd	5	Main Road	12900	300	13200
53	53	Ramesh Prasad	Jmuna pd	5	Main Road	12900	300	13200
54	54	Ved prakash arya	Lalbabu arya	5	Main Road	12900	0	13200
55	55	Dev prakash arya	Lalbabu arya	5	Main Road	12900	300	13200
56	56	Ramesh Prasad	Shivmangal sah	5	Main Road	12900	300	13200
57	57	Dhruv Prasad	Shivmangal sah	5	Main Road	12900	300	13200
58	58	Mukul Prasad	Sudarndhn pd	5	Main Road	12900	300	13200
59	59	Lalbabu Prasad	Bherkhun sah	5	Main Road	12900	300	13200
60	60	Thakur Prasad	Mukhlal sah	5	Main Road	12900	300	13200
61	61	ShyamNaran Prasad	Basudev sah	5	Main Road	12900	300	13200
62	62	Triloki Prasad	Shankar pd	5	Main Road	12900	300	13200
63	63	Ramesh Prasad	Shankar pd	5	Main Road	12900	300	13200
64	64	Ramji pd keshri	narayan sah	5	Main Road	12900	300	13200
65	65	Anirudh Prasad	Shankar pd	5	Main Road	12900	300	13200
66	66	Omprakash arya	Hari pd	5	Main Road	12900	300	13200
67	67	Mukesh kumar	Sudarndhn pd	5	Main Road	12900	300	13200
68	68	Pratima devi	Mukesh kuamr	5	Main Road	12900	300	13200
69	69	Ranjesh kumar	Sudarndhn pd	5	Main Road	12900	300	13200
70	70	Umesh kumar	Sayt narayan pd	5	Main Road	12900	300	13200

71	71	Govind Prasad	jangali pd	5	Main Road	12900	300	13200
72	72	Pradip prasad	Batu sah	5	Main Road	12900	300	13200
73	73	Dharikshan sah	Batu sah	5	Main Road	12900	300	13200
74	74	Ramesh Prasad	Chedilal sah	5	Main Road	12900	300	13200



75	75	Mahavir sah	Chedilal sah	5	Main Road	12900	300	13200
76	76	Ashish Prasad	Rajedar pd	5	Main Road	12900	300	13200
77	77	Sangeeta devi	Umesh kr	5	Main Road	12900	300	13200
78	78	Shivji pd gupta	Bola pd	5	Main Road	12900	300	13200
79	79	Sayta prakash	Lalbabu aarya	5	Main Road	12900	300	13200
80	80	Suresh Prasad	Ramanand sah	5	Main Road	12900	300	13200
81	81	Lalbabu Prasad	Bigu sah	5	Main Road	12900	300	13200
82	82	Kapoorchand pd	Baidhnath pd	5	Main Road	12900	300	13200
83	83	Rajesh Prasad	jagnnath pd	5	Main Road	12900	300	13200
84	84	Dhruv pd	Bigu sah	5	Main Road	12900	300	13200
85	85	Aladudin miya	ali raja	5	Main Road	12900	300	13200
86	86	Umesh pd	manulal sah	5	Main Road	12900	300	13200
87	87	Jadolal sah	manulal sah	5	Main Road	12900	300	13200
88	88	Pramod pd	Ganesh pd	5	Main Road	12900	300	13200
89	89	Govind Prasad	Ganesh pd	5	Main Road	12900	300	13200
90	90	Jag pd	Thakur sah	5	Main Road	12900	300	13200
91	91	Govind Prasad	Ganesh pd	5	Main Road	12900	300	13200
92	1	Narsingh sah	Kodo sah	5	Main Road	12200	300	13200
93	2	Harishankar pd	Jamuna sah	5	Main Road	6600	600	7200
94	3	Gopal Sah	Lagan sah	5	Main Road	17400	600	18000
95	4	Kaushayal Devi	Laxmi sah	5	Main Road	16800	600	17400
96	5	Batu sah	Devki sah	5	Main Road	17400		18000

							600	
97	6	Gaya Sah	Laxmi sah	5	Main Road	33600	600	34200



98	7	Anwat sah	Asharfi sah	5	Main Road	4200	600	4800
99	8	satnarayan keshar	Lakshmi kesharwale	5	Main Road	17400	600	18000
100	9	Chotelal pd	Ram prasad	5	Main Road	1800	600	2400
101	10	Ramji pd	Gona sah	5	Main Road	9000	600	9600
102	11	Dukhhi sah	Laxmi sah	5	Main Road	9000	600	9600
103	12	Satnarayan pd	Ramlakhan pd	5	Main Road	11400	600	12000
104	13	Pyari devi	Firangi sah	5	Main Road	25050	600	25650
105	14	Baidhnath sah	Thakur sah	5	Main Road	16200	600	16800
106	15	Rupa sah	Banshi sah	5	Main Road	19200	600	19800
107	16	Paras sah	Bhadai sah	5	Main Road	4200	600	4800
108	17	Dev narayan sah	Ganesh sah	5	Main Road	6600	600	7200
109	18	Laxman sah	Ganesh sah	5	Main Road	6600	600	7200
110	19	Krishana sah	Kedar sah	5	Main Road	11400	600	12000
111	20	Jeeuot sah	Shinandan sah	5	Main Road	13800	600	14400
112	21	Kedar sah	Shyamchran sah	5	Main Road	4200	600	4800
113	22	Sukhal sah	Chaukari sah	5	Main Road	4200	600	4800
114	23	Jagnnath sah	Jawahari sah	5	Main Road	13800	600	14400
115	24	Ganesh sah	Lagan sah	5	Main Road	9000	600	9600
116	25	Thakur ji keshri	Ramchandar sah	5	Main Road	8400	600	9000
117	26	Bangali ram	Rameshwar sah	5	Main Road	19800	600	20400
118	27	Ganajali	Achwar sah	5	Main Road	9000	600	9600



119	28	Lalbabu pd	Harishankar sah	5	Main Road	16200	600	16800
120	29	Ankur pd	Laxman pd	5	Main Road	9000	600	9600
121	30	Bashudev pd	Kedar sah	5	Main Road	4200	600	4800
122	31	Ambika pd	Gorakh pd	5	Main Road	16200	600	16800
123	32	Laxman Parsad	Motilal sah	5	Main Road	10200	600	10800
124	33	Ashok pd	Dinath pd	5	Main Road	16200	600	16800
125	34	Jhojha sah		5	Main Road	4200	600	4800
126	35	Sardanand pd	Chokari sah	5	Main Road	1800	600	2400
127	36	Ramchandra sah	Saryag sah	5	Main Road	17400	600	18000
128	37	Parvati	Dhrui sah	5	Main Road	6600	600	7200
129	38	Ram kumar sah	Gorakh sah	5	Main Road	6400	600	7000
130	39	Radhika devi		5	Main Road	11400	600	12000
131	40	Ramsavari devi	Krishn pd	5	Main Road	16200	600	16800
132	41	Shiv kr pd	Nathuni pd	5	Main Road	16200	600	16800
133	42	Rukmani deci	Sukhla sah	5	Main Road	4200	600	4800
134	43	gorakh sah	Devki sah	5	Main Road	13800	600	14400
135	44	Lakshmi sah	Bharat sah	5	Main Road	4200	600	4800
136	45	Dinanath Parsad	Lakhi sah	5	Main Road	11400	600	12000
137	46	Shemati parwa	Satyanarayan parwa	5	Main Road	9000	600	9600
138	47	Shankar pd	Lakshman sah	5	Main Road	1800	600	2400
139	48	Vedprakash	Lalbabu aya	5	Main Road	13800	600	14400



140	49	uttam pd	Ramprawesh pd	5	Main Road	4200	600	4800
141	50	shantosh pd	Shankar pd	5	Main Road	5200	600	5800
142	51	chhatia devi	Thakur sah	5	Main Road	20050	600	20650
Total								1748700/-

b. Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULB's:

➤ No observation found during the course of audit.

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

Report on field survey of 20 high value properties

NAME OF ULB- CHANPATIYA

DATE OF SURVEY:22.10.19 to 24.10.19

Sl. No	Owner Property Name	Add Of Owner	Ward No	Type of Road	Type of uses	Carpet Area(in square feet)	Rate	Annual Property Tax	Remarks of Auditor
1	Remi Philip	Philip Londesh	01	NH	Residential	5 DUR	11	563.00	No Deviation Found
2	Bhagwan Sah	Narayan Sah	01	NH	Residential	14.5 DUR	11	1058.00	No Deviation Found
3	LochanPrasad	Shanker Sah	03	NH	Commercial	5 DUR	32	1638.00	No Deviation Found
4	Sudesh Kumar	Vasudeo Prasad Gupta	04	Main Road	Resi/com	8 DUR	7	604.00	No Deviation Found
5	Hira Sah	Asarphi Sah	04	Main Road	Residential	7 DUR	7	1074.00	No Deviation Found
6	Mahavir Prasad	Radeshyam Prasad	04	Main Road	Resi/com	5 DUR	7	915.00	No Deviation Found
7	Radharaman Prasad	Vishwnath Prasad	05	Main Road	Residential	4 DUR	7	573.00	No Deviation Found
8	Naresh Prasad	Jagarnathb Prasad	05	Main Road	Commercial	11*11	22	503.00	No Deviation Found
9	Sudhir kumar Jaishwal	Shanker Prasad	05	Main Road	Residential	5 DUR	7	717.00	No Deviation Found
10	Anil Kumar Jaishwal	Shanker Prasad Jishwal	05	Main Road	Residential	4 DUR	7	573.00	No Deviation Found
11	Lalbau Prasad	Laxmi Sah	06	Main Road	Residential	10 DUR	7	1126.00	No Deviation Found
12	Mahavir Prasad	Radeshyam Prasad	06	Main Road	Residential	8 DUR	7	573.00	No Deviation Found
13	Bikram Prasad	Mahender Prasad	07	Main Road	Residential	5 DUR	7	717.00	No Deviation Found
14	Birender Kumar	Mahender Prasad	07	Main Road	Residential	5 DUR	7	717.00	No Deviation Found



15	Kashi Nath Prasad	Vishwnath Prasad	08	NH	Resi/com	10 DUR	11/3 2	1781.00	No Deviation Found
16	Sitaram Sah	Sukhdeo Prasad	08	Main Road	Residential	3 DUR	7	430.00	No Deviation Found
17	Rober Debit	Dr Debit	08	Main Road	Residential	4 DUR	11	900.00	No Deviation Found
18	Lakhmina Devi	Jugalkishor Prasad	08	Main Road	Resi/com	15 DUR	5/7	933.00	No Deviation Found
19	Md Jamil	Shokat Ali	09	Main Road	Residential	40*45	7	1588.00	No Deviation Found
20	Chandermohan Prasad	Babulal Sah	03	NH	Commercial	32*20	32	1475.00	No Deviation Found

Note: Property / Holding tax are assessed by the ULB. On test check basis, we have calculated the area and no variance found. However, it is very difficult to do the Field Survey due to resentment of property holders and sometimes it gets very ugly

ii. Part-B

All Audit objections/regularities which has no monetary implication, but significant violation of act, Rules directives of UD&HD. Mention the reference to Act & Rules wherein remedial measure is required.

(a) Non –maintenance of books of accounts, subsidiary registers: -

It has been noticed during the audit that the following Books of Accounts & Registers has not been maintained or not properly maintained (*Status as mentioned*).

Sl. No.	Particulars	Status
1	General Cash Book	Not Properly Maintained
2	Subsidiary Cash Book	Not Maintained
3	File Movement Register	Not Maintained
4	Ledger Book	Not Maintained
5	Grant Register	Not Maintained
6	Advance Register	Not Maintained
7	Vehicle LOG Book	Not Maintained
8	Store Register	Not Maintained
9	Fixed Assets Register	Not Maintained
10	Demand & Collection Register of Property Tax, Mobile Tower Tax, Shop Rent etc.	Not Maintained

b. Irregularity in procurement process: -

During the course of Audit, we have demanded the procurement register, same has not been produced before us.

c. Non-compliance of directives by UD & HD, Government of Bihar: -

We observed several non-compliances of directives of UD&HD, GOB such as; -



- (1) Non collection of various taxes required to be collected.
- (2) Non maintenance of prescribe books of accounts
- (3) Non submission of UC and other reports on timely basis

d. Non- compliance of Act & Rules: -

As per section 127 of the Bihar Municipal Act, the Municipality can levy the following taxes: -

- Property tax on land and building
- Surcharge on transfer of land and building.
- Tax on deficit in parking space in any non-residential building.
- Water tax,
- Fire tax,
- Tax on advertisement
- Surcharges on entertainment tax,

We observed that only property tax has been collected during the year other taxes have not been levied till date.

And as per Income Tax Act 1962 and GST Act are not properly followed by UIb.

- Proper Sec of TDS Deduction is not conduct.
- GST is deducting from the payment but UIb is not in practice to deduct GST from payment at the time of procurement of machine or goods.
- GST is deducting from departmental work on whole of the work but it is levy only on material purchased.

e. Lack of internal control measures: -

1. During the course of our Audit, we have observed various discrepancies in the Cash Book, which are enumerated below: -
 - Head wise expenditure were not clearly entered and recorded.
 - The cash book balances are not reconciled with the Balances in Bank Pass Book.
 - Cash book has not been regularly authorized by the executive officer.
2. Cash book has not been properly prepared by Nagar Panchayat Chanpatiya
 - Cash book is maintained from pass book; it means at the time of payment cash book is not maintained that shows a departmental failure.



3. After analyzing operating control, it was observed that there is shortage of Man Power in ULB. Consequently, it is not functioning smoothly with respect to completion of works on time, provide and review the service efficiently which is the main function of ULB, preparation of books and records on time etc.

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

We observed that TDS, GST, Royalty and Labour-Cess for the financial year 2018-19 has been deducted but not deposited to appropriate authority by ULB till the date of audit. Also return filling of TDS&GST has not been made by the ULB.

g. Deficiency in pay-roll system: -

Pay-Roll Register has not been shown to us during the period of internal audit, records relating to statutory deduction like PF, ESIC, Income tax are not maintained. The PF, ESIC with respect to contractual employee are neither deducted nor paid to statutory authority. Thus we are unable to comment on deficiency in pay-roll system.

h. Utilizations of grant and report on Pending/missing Utilization certificates:

The detail of Pending/Missing UC: -

S. No.	Financial Year	Scheme Name	Letter No.	Allotted Amt.	UC Pending
1	2018-19	EO Salary	07/22-05-2018	700000	700000
2	2018-19	Pesakar	27/24-10-2018	1174402	1174402
3	2018-19	Nagrik Suvidha	31/31-10-2018	3799200	3799200
4	2018-19	14th Finance	32/31-10-2018	3030688	3030688
5	2018-19	14th Finance	32/31-10-2018	3030688	3030688
6	2018-19	14th Finance	75/25-01-2019	3009494	3009494
7	2018-19	14th Finance	75/25-01-2019	3009493	3009493
8	2018-19	Nali Gali	89/22-02-2019	2999436	2999436
9	2018-19	Nali Gali	89/22-02-2019	4311690	4311690
10	2018-19	Nali Gali	89/22-02-2019	187464	187464
TOTAL				25252555	25252555



We are providing all help to the ULB so that UC shall be prepared on time and submitted to UD&HD

I. Physical verification of inventory/stores: -

Inventory/ Stores Register and Fixed Assets Register have not been maintained in concerned ULB and in the absence of above register; it is difficult to verify the same.

J. Advances, their adjustment & recovery: -

Advance Register has not been maintained by the concerned ULB and in the absence of above register it is difficult to check or comments on adjustment and recovery of Advance has been given to staff for office expenses without any advance requisition and without the approval of executive officer.

K. Any other matter as may be prescribed in due course: -

NO Observation found in this regard.



PART – “C”
Scope of Audit

Sl. No	Particular	Remarks/ Observation
1	Whether all these 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.	No observation found in this regard.
2	What is the status of implementation of SAS of Property Tax in the ULB; If SAS has been implemented then witness some assessment procedures to check any in-consistencies in assessment. at least 20 high value properties in the city /town (irrespective of the fact that SAS is received or not).	We have witnessed the 20 high value of property same has been reported above in Point 5, Part A(c).
3	Whether all compliance have been complied regarding 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	All the compliance has been made at ULB except Rule :27 & Rule 120-121. Details of discrepancies regarding Rule: 27 has been annexed in “Sheet B”. Rule 120-121: Monthly Receipt & Payment Account and Trial Balance are not being prepared. Rule 130 is not being followed.
4	Whether all such compliance of financial guidelines of schemes of MOHUA and UD & HD, Gob have been complied.	Yes, Compliance of financial guidelines of schemes of MOHUA and UD & HD, Gob have been complied.
5	If any 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, Sai rat etc. have incurred then quantify the same.	Loss of Rs 553200/- has been made to the ULB for non-collection registration and renewal fee from installed transmission tower in the jurisdiction of ULB.
6	Status of adequacy and appropriateness of the documentation, approvals, compliance of procedures etc. of all payments on or above Rs. 10,000.	No Observation Found in this regard.
7	Whether all Procurement made including through E-Tendering and E-Auction indicating exceptions, if	No. Such type of Issue found in this regards.



	any and whether a register is kept for all Procurements with value above Rs. 15,000/-	
8	An assessment of presence or absence of a system of issuance of utilization certificate for the different schemes for any utilization made during the reporting period; Where there is no system for issuance of U/Cs, prepare Utilization Certificate for various schemes/grants as per the guidelines of such scheme available on the UD&HD website.	UC of Rs 25252555/- of various scheme are pending for submission to the Urban Development & housing Department till the financial year 2018-19.
9	Verify instances of losses, failures or inefficiencies and recommendations and/or measures which can be taken to avoid their recurrence in future.	We have been verified such instances and found some irregularities. Details of irregularity have annexed in Executive Summary in Observation Para, and recommendations have also been annexed in Recommendation in Executive Summary.
10	Whether all such payments have been made according to payment terms & conditions of tenders and rate offers are according to procurement law and policies.	Yes, all payment has been made according to payment terms & conditions of tenders.
11	Whether the fixed deposit and other funds should be kept in nationalized banks/Approved financial institutions and should earn maximum interest at their gestation period.	No, Such type of issued found in this regards.
12	Verify all major areas of ULBs and assessed revenue loss and if any losses have been identified then prepare a statement of loss for revenue losses.	We have verified all major areas of ULB and same have been reported in Point 5, Part A(c).
13	Whether 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.	<p>We observed that statutory compliance has not been accomplished by ULB regarding deduction, deposit and return also.</p> <p>Details of major statutory irregularities are:</p> <ul style="list-style-type: none"> • TDS return has not been filled. • TDS have not been deposited appropriately. • Labor cess has not been deducted appropriately. • GST liability has not been settled till the date of audit. <p>Penalty and Interest may be levied on ULB as per Statutory Laws.</p>



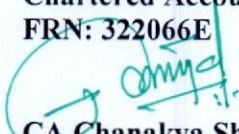
Amount Collected from own sources revenue has not been deposited into bank by the ULB on the same date /next to the same date as required. The details are given below

Sl no	Date of collection	MR No	Amount	Date of Payment
1	31/01/2019 to 22/02/2019	2041 to 2700	28985	27/02/2019
2	23/02/2019 to 15/03/2019	2801 to 2840	14691	26/03/2019
3	15/03/2019 to 31/03/2019	2841 to 2893	10817	11/04/2019
4	12/02/2019 to 28/03/2019	2701 to 2800	11084	28/03/2019

General Observations: -

There is lots of scope for improvement with respect to maintenance of Records and Registers. The important and basic records like Advance register, annual accounts, assets register were not maintained. Effective steps may be taken to improve the maintenance of accounts and increasing of its own sources of revenues.

For R.N. Singh & Co.
Chartered Accountants
FRN: 322066E


CA Chanakya Shree
Partner
Mem No: 079322

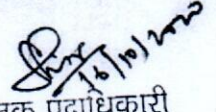


NAGAR PANCHAYAT CHAPATIYA

UC's Pending Details For FY-18-19

S.No.	FY-18-19	Scheme Name	Letter No.	Allotted Amt.	UC's Pending
1	2018-19	कार्यपालक पदा वेतन	07/22-05-2018	700000	700000
2	2018-19	पेशाकर	27/24-10-2018	1174402	1174402
3	2018-19	नगरीक सुविधा	31/31-10-2018	3799200	3799200
4	2018-19	14वॉ वित्त	32/31-10-2018	3030688	3030688
5	2018-19	14वॉ वित्त	32/31-10-2018	3030688	3030688
6	2018-19	14वॉ वित्त	75/25-01-2019	3009494	3009494
7	2018-19	14वॉ वित्त	75/25-01-2019	3009493	3009493
8	2018-19	मु0मत्री ना0गली	89/22-02-2019	2999436	2999436
9	2018-19	मु0मत्री ना0गली	89/22-02-2019	4311690	4311690
10	2018-19	मु0मत्री ना0गली	89/22-02-2019	187464	187464
		कुल		25252555	25252555




 कार्यपालक पदाधिकारी
 कार्यालय नगर पंचायत चणपटिया
 12/10/2019 10 चम्पारण

Discussion Note Chanpatiya

Annual discussion

Financial Year 2018-19

SL No	Particulars	Management Remarks
1.	We are not able to check the Compliance Status of Audit Observations of AG Audit Report for F/Y 2012-13 to 2014-15 , As compliance report has not been prepared by the ULB. Please give reason in this regard & till what time it will be prepared.	With the guidance of auditor we have started to prepare it.
2.	Cash Book has not been regularly authorized by the executive Officer.	Now Cash book regularly authorized by E O.
3.	Subsidiary cash book has not been maintain by ULB chanpatia.	Now it will be maintain by ULB.
4.	Status of Double Entry Accounting System: Vinod Singhal & Co has started doing double entry accounting system Dated on 25 Feb 2019 but it is in process & incomplete, it is not in auditable position. Year wise Status of DEAS are as follows; FY- 2014-15: In Process FY- 2015-16: in process FY- 2016-17: in process FY- 2017-18: in process FY- 2018-19: In Process FY- 2019-20: In Process	DEAS team is working on it will be completed with in specific time
5.	Monthly /Quartly BRS has not been prepare by ULB chanpatia	It will be prepared in near future.
6.	ULB has not been in practice to prepare monthly receipt and payment account.	Action will be taken in future.
7.	Lot of fund received in the previous year remains unutilized with respect to fund received for the different scheme	Due to introducing of CFMS &Tender of pending it has to be happen.



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8.	We observed that Statutory Compliance has not been accomplished by ULB. These statutory irregularities are following: TDS return has not been filled. Labor-cess & Royalty & GST has not been deposited to concern department which is deducted from payment.	It will be taken care in future & process of payment is being made.
9.	Amount Collected from property /holding tax revenue has not been deposited into bank by the ULB on the same date/next to the same date as required.	Noted for future guidance.
10.	Various register books of records etc. are not being prepared by the ULB such as fixed asset register, Advance recovery register, Demand /Arrear register, Daily Collection register, .	It will be prepared in near future .
11	Advertisement Tax has not been levied by the Chanpatia Nagar Panchayat. There has not been any system developed for the levy of advertisement tax.	Decision of board meeting is on pending
12	Municipal Accounts Committee has not been constituted by the Chanpatia nagar panchayat. It should be constituted in the first Board Meeting of the ULB every year. Please give reason for the same.	Decision of board meeting is on pending
13	ULB is not in practice to prepare summary of daily collection receipt in form GEN-13	Henceforth it will be maintain now.
14	Demand and arrear registers of holding tax are not prepared by the ULB.	Henceforth it will be maintain now.
15	Demand register is not maintained by the ULB. We are unable to quantify the total outstanding demand of Property Tax, Tower Tax, Advertisement Tax, Rent On Municipal Properties etc.	Henceforth it will be maintain now.
16	Physical verification of Fixed assets has not been done by ULB on regular interval.	Now it will be done shortly.
17	Grant register has not being maintained by ULB hence it is difficult to find out of unutilized amount at any point of time	It will be maintain shortly.



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18	UC Of various scheme pending for the UD&HD department for the f/y 2018-19	With the help of internal auditor We have started to prepare pending UC.
19	Chanpatia nagar panchayat have many shop and Hudge Amt of Shop rent outstanding till the audit period.	Now it is in process to recovered the shop rent from shop holder.
20	Property and holding tax assessment has not been done since long time	Now We are deciding to start.
21	Procurement Register has not been maintained for all procurements above Rs. 15000.	Now it will be maintain Shortly.



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Executive Officer
 Chanpatia Nagar Panchayat, Chanpatia