

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

# INTERNAL AUDIT REPORT

## FOR

### F. Y. 2017-18

## GROUP 1

# HISUA NAGAR PANCHAYAT

## BY

### A. P. SANZGIRI & CO. CHARTERED ACCOUNTANTS

PLOT NO. 22, HOUSE NO. 174, ANAND NAGAR LANE,  
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A. P. SANZGIRI & CO.

CHARTERED ACCOUNTANTS

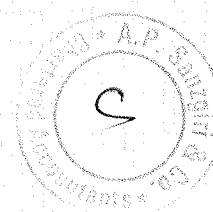
**DOCUMENT HISTORY**  
**INTERNAL AUDIT FOR FY 2017-18**

<b>Project Title</b>	Selection of Chartered Accountant Firms for Internal Audit of 140 ULBs of Bihar (Tender No. IA-140ULBs/2017-18/2018-19/2019-20) Group - 1 covering 19 ULBs"
<b>Report Title</b>	Internal Audit for FY 2017-18 of Hisua Nagar Panchayat
<b>Reporting Entity</b>	A P SANZGIRI & Co., Chartered Accountants
<b>Reporting for</b>	Hisua Nagar Panchayat
<b>Report Prepared by</b>	Internal Audit Team of A P SANZGIRI & Co., Chartered Accountants
<b>Date of Submission</b>	31st August 2019



**ABBREVIATION AND ACRONYMS**

<b>Abbreviation</b>	<b>Description</b>
<b>UD&amp;HD</b>	Urban Development & Housing Department
<b>BMAM</b>	Bihar Municipal Accounting Manual
<b>NMAM</b>	National Municipal Accounting Manual
<b>ULBs</b>	Urban Local Bodies
<b>FAR</b>	Fixed Assets Register
<b>OBS</b>	Opening Balance Sheet
<b>ToR</b>	Terms of Reference
<b>MIS</b>	Management Information System
<b>DEAS</b>	Double entry accounting system
<b>MOUD</b>	Ministry of Urban Development
<b>GOI</b>	Government of India
<b>GOB</b>	Government of Bihar
<b>CWIP</b>	Capital Works in Progress
<b>CAG</b>	Comptroller & Auditor General of India
<b>MAS</b>	Municipal Audit Specialist
<b>MAA</b>	Municipal Audit Assistant
<b>SS</b>	Support Staff
<b>NTP</b>	Notice to Proceed
<b>RFP</b>	Reference for Proposal



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**A. P. SANZGIRI & CO.**  
**CHARTERED ACCOUNTANTS**

Date: 13<sup>th</sup> July, 2020

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

Sub: Submission of Internal Audit Report of Hisua Nagar Panchayat for the Financial Year 2017-18

Ref No.: Letter No. 7/I. AK. 23/2018 - 82 Dated: 16.01.2019

Respected Sir,

With reference to above subject matter, We A P Sanzgiri & Co., Chartered Accountants has been appointed as Internal Auditor for the project named as "Selection of Chartered Accountant Firms for Internal Audit of 140 ULBs of Bihar (Tender No. IA-140ULBs/2017-18/2018-19/2019-20) Group - 1 covering 19 ULBs"

As per the terms and conditions of RFP Document, we have successfully conducted the Internal Audit Hisua Nagar Panchayat for the Financial Year 2017-18 and submitting the report of the same as per our deliverables.

We hereby confirm that, this report has been prepared in accordance with the Terms of Reference of RFP issued by the department.

Hope you will find the same in compliance.

Thanking You,

Yours faithfully,

On Behalf of  
A P Sanzgiri & Co,  
Chartered Accountants

Satish C  
CA Satish Gupta  
Partner  
FRN: 116293W  
UDIN: 20101134AAAAFE1398  
Date - 06-07-2020  
Membership NO - 101134



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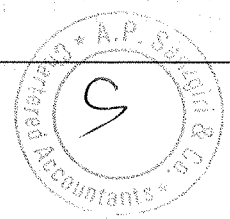
## EXECUTIVE SUMMARY

### 1. INTRODUCTION:

<b>Name of the Municipality</b>	-	<b>Hisua Nagar Panchayat</b>
<b>Period covered under Current Audit</b>	-	01 <sup>st</sup> April 2017 to 31 <sup>st</sup> March 2018
<b>Name of Mayor/Chairman</b>	-	Smt. Kunti Devi
<b>Name of Executive Officer</b>	-	Shri Sunil Kumar Singh

### 2. OBSERVATIONS AND FINDINGS:

<b>Strengths</b>	<ol style="list-style-type: none"><li>1. In the existing system as prevailing in the ULB, day to day working is in progressive manner in respect of collection of revenue and execution of the projects.</li><li>2. There is sufficient co-operation from the management during the course of our audit.</li><li>3. General Cash book is properly up-to-dated.</li><li>4. Utilization certificate for FY 2017-18 has been prepared</li><li>5. Fixed assets register was prepared by a CA firm as on 01/04/2014 and it was updated till 2015-16</li><li>6. Bank Reconciliation Statement has been prepared</li></ol>
<b>Weaknesses</b>	<ol style="list-style-type: none"><li>1. The collection of rental income is not satisfactory.</li><li>2. The shopkeeper/tenants have not been paying rent and have huge outstanding debts.</li><li>3. Budget is not prepared properly; there is huge difference in opening balance of each year in continuous nature.</li><li>4. No physical verification of store is exercised by ULB.</li><li>5. No Physical verification of cash is exercised by ULB.</li><li>6. Provision of Section 36 (a) (iii) of the Bihar Municipal Act, 2007 regarding internal auditor wing or Municipal Internal Auditor on the board of the corporation has not been complied.</li><li>7. BOI (455910110010725) Bank Reconciliation Statement has not been prepared</li><li>8. Fixed assets register is not maintained by ULB</li><li>9. Compliance report of AG audit is prepared by the ULB and also report is not provided to us for inspection for FY 2016-17. Hence, we are unable to comment on the same.</li><li>10. Statutory compliance of the ULBs is not deposited timely and hence it incurs penalty and other charges.</li></ol>



11. Certain Statutory Registers and Books are not maintained.

**12. Non Levy of Taxes:**

- ✓ 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.
- ✓ User Charges for Solid Waste Management.
- ✓ User Charges for Garbage Clearance.
- ✓ Collection of fees for sanction of building plans and issue of completion certificates.
- ✓ Collection of Development Charges.

13. During verification of receipts book and deposit slips, we have noticed that there is gap in collection of tax and deposit of tax around 1 to 102 days.

14. ULB is not preparing monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.

15. ULB is not sending 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

16. Non-preparation of fund wise statement in BMAR Form No. 71, 73 and 74 not later than 20th of the subsequent month.

17. Non Compliance of Rule 130 of BMAR in some of the cases.

18. ULB is not maintaining the accounts as well as not preparing the financial statements.

19. ULB is currently not following the provision of BMAR for submission of financial statement and balance sheet to auditor.

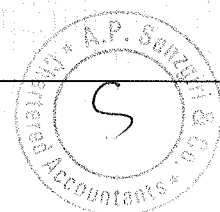
**3. OPINIONS:**

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 RECOMMENDATION:**

<b>Observed Weaknesses</b>	<b>Audit Recommendations</b>
Budget is not prepared properly; there is huge difference in opening balance of each year in continuous nature.	ULB need to check and rectify it in retrospective effect.
No physical verification of store is exercised by ULB.	Physical verification to be carried out by ULB on interval basis for proper monitoring of the stock and process.
No Physical verification of cash is exercised by ULB.	Physical verification to be carried out by ULB on interval basis for proper monitoring of cash.
Provision of Section 36 (a) (iii) of the Bihar Municipal Act, 2007 regarding internal auditor wing or Municipal Internal Auditor on the board of the corporation has not been complied.	Internal Audit wing should be created by employing the Municipal Internal Auditor on the Board.
Fixed assets register is not maintained at ULB	Fixed assets register should be maintained and updated properly.
Compliance report of AG audit is not prepared by the ULB and also report is not provided to us for inspection for FY 2014-15 to 2015-16. Hence, we are unable to comment on the same.	Compliance report should be prepared as soon as the report is received by ULB and steps to be taken for recovery of the amount for financial irregularities.
Statutory compliance of the ULB are not properly complied, hence it incurs penalty and other charges.	As ULB is not proper complying with statutory obligations, that cause financial implication on ULB in mode of interest and penalty. So, ULB should ensure statutory compliance on time.
Certain Statutory Registers and Books are not maintained.	Statutory register and books of accounts should be maintained as per guidelines and BMAR.
<p><b>Non Levy of Taxes:</b></p> <ul style="list-style-type: none"> <li>✓ Tax on advertisements, other than advertisements published in newspapers</li> <li>✓ Surcharge on electricity consumption within the municipal area</li> <li>✓ Tax on congregations.</li> <li>✓ Tax on pilgrims and tourists.</li> <li>✓ User Charges for Solid Waste Management</li> <li>✓ User Charges for Garbage Clearance</li> <li>✓ Collection of fees for sanction of building plans and issue of completion certificates,</li> <li>✓ Collection of Development Charges</li> </ul>	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



During verification of receipts book and deposit slips, we have noticed that there is gap in collection of tax and deposit of tax around 02 to 102 days.	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.
ULB is not 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.	As per BMAR Rule No. - 121, ULB should prepare of monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the executive officer.
ULB is not sending 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	Currently ULB is sending on yearly basis and the same need to be complied on quarterly basis.
Non-preparation of fund wise statement in BMAR Form No. 71, 73 and 74 not later than 20th of the subsequent month.	As per BMAM-ULB are required to maintain fund wise receipts & payments. As per BMAM, following funds should be maintained by ULB. 1. Municipal General Fund 2. Basic service for urban poor 3. Water supply & sewerage fund 4. Solid Waste Management Fund 5. Road Development & Maintenance 6. Enterprise Fund
Non Compliance of Rule 130 of BMAR in some of the cases.	ULB should ensure compliance related to Rule 130 of BMAR on regular basis.
ULB is not maintaining the accounts as well as not preparing the financial statements.	ULB is required to maintain the accounts as well as prepare the financial statements at the end of the year.
ULB is currently not following the provision of BMAR for submission of financial statement and balance sheet to auditor.	ULB should prepare financial statements for each year and get it approved from municipal account committee. As per BMAR, audited financial statements are required to submit to auditor for audit.
In-consistencies in assessment of property tax	Checked on random basis and found variation between demand raised by ULB or actual demand.

#### 5. COMMENTS FROM MANAGEMENT

We have conducted audit of the ULB and our report with observation was discussed with ULB officials and their comments are given. *(Kindly refer discussion note attached with the report)*

#### 6. ACKNOWLEDGEMENT

During the course of the auditor we have come across many deficiencies like maintaining of holding tax register, fixed assets register, award register of contract etc. all such deficiencies we have brought to knowledge of the ULB officials. Further non preparation of bank reconciliation has also been brought to the notice of the ULB officials.

On Behalf of

A P Sanyal & Co. Chartered Accountants

Satish

CA Satish Gupta

Partner

FRN: 116293W

UDIN: 20101134AAAAFE1398

DATE: 06-07-2020

Membership No: 101134



## DETAILED AUDIT REPORT

### 1. INTRODUCTION:

Name Of ULB	Period-covered		Audit Team
	From	To	
Hisua.Nagar Panchayat	1 <sup>st</sup> April, 2017	31 <sup>st</sup> March,2018	1. <b>Team Leader:</b> CA Satish Gupta 2. <b>Name of CA:</b> Ayush Agrwal 1. <b>Name of Auditor-1:</b> Rahul Kumar 2. <b>Name of Auditor-2:</b> Md. Mahtab Alam

### 2. ADMINISTRATION:

SN	Particulars	Details
1	The present body of the ULB has taken charge on	June, 2017
2	The incumbency in the key administrative and executive positions was as under:	
2.1	Name of Mayor:	Smt. Kunti Devi
2.1.1	Period of Service:	<b>From:</b> 19 <sup>th</sup> June, 2017 <b>To:</b> Till date
2.2	Name of Executive Officer:	Shri Sunil Kumar Singh
2.2.1	Period of Service:	<b>From:</b> 07.09.2015 <b>To:</b> Till date

### 3. REVIEW OF OUTSTANDING AUDIT PARAS:

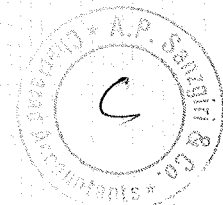
#### 3.1. STATUS OF AUDIT OBSERVATIONS IS AS UNDER:

Particulars of audit and date of report	Total No. of audit Para's	Improvement /corrective measures required (Nos. of Para's)	Recovery of cash is proposed (Nos. of Para's)	Recovery has been made (Nos. of Para's)	Total amount of Recovery	No action has been taken	No. & date of compliance report
Audit report submitted by AG for the F.Y. 2013-14	18	18	6	3	3.74 Lac	18	534/2014-15, Dated 26.05.2018

#### 3.2. DETAILS OF TOTAL NUMBER OF AUDIT PARA'S:

Period of AG Audit Report : 2013-14

Compliance Report Date & Number : 534/2014-15, Dated 26.05.2018



Paras No.	Heading of the Audit Para	Amount involved	Recovery Proposed	Recovery Completed	Action Taken or Not
1	Unusable of 35KVA 3 Phase Fabrication make DG set Generator.	0.00	No	No	Yes
2	Irregularities in purchase of Solar Street Light.	5.46 Lac	No	No	Yes
3	Execution of Training programme doubtful.	10.20 Lac	No	No	Yes
4	Wrong transfer of 13th finance scheme amount.	1.04 Lac	No	No	Yes
5	Grant Amount unspent.	3.94 Lac	No	No	Yes
6	Excess payment to contractor due non-deduction of Labour cess.	0.82 Lac	Yes	No	Yes
7	Non-deposit of collection amount through H receipt	1.17 Lac	Yes	Yes	Yes
	Non-deposit of collection amount through Miscellaneous & Bus stand.	1.20 Lac	Yes	Yes	Yes
8	Outstanding amount of Holding Tax	4.13 Lac	Yes	No	Yes
9	Outstanding amount of Mobile Tower.	4.68 Lac	Yes	No	Yes
10	Non-collection of Shop Rent.	1.37 Lac	Yes	Yes	Yes
11	Excess payment from estimates as per measurement book.	1.08 Lac	No	No	Yes
12	Un-authorized payment to Daily wages.	8.04 Lac	No	No	Yes
13	Non-maintenance of Govt grant register.	0.00	No	No	Yes
14	Irregular maintenance of treasury pass book.	0.00	No	No	Yes
15	Non-preparation of Income Expenditure Account, Receipt & Payment & Comparative Statement.	0.00	No	No	Yes
16	Profit & Loss Account Incomplete.	0.00	No	No	Yes
17	Incomplete work under various schemes.	0.00	No	No	Yes
18	Non-holding of fixed strong committee meeting.	0.00	No	No	Yes



**4. FINANCE**

**I. BUDGETARY PROVISIONS AND EXPENDITURES FOR THE LAST THREE YEARS**

Year	Year- 2015-16	Year- 2016-17	Year- 2017-18
Final/Revised Budget Data	2,62,75,080.00	9,13,23,272.00	29,64,87,356.00
Actual Expenditure Data	5,09,55,729.00	6,14,25,996.00	8,90,63,245.00
Savings(+)/Excess(-)	<b>(2,46,80,649.00)</b>	<b>2,98,97,276.00</b>	<b>20,74,24,111.00</b>

**Auditor's Comment:**

The above figures have been taken from the Budget Statement of the ULB for the year 2016-17, 2017-18, 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and receipts & Payments Account for The year 2015-16 to 2019-20 have not been produced before us for verification. Hence, we could not validate the above-mentioned figures. Before 2016-17 budget has not been prepared. Preparation of budget Started from 2016-17.

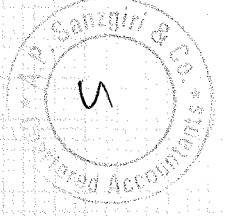
**II. VOLUME OF TRANSACTIONS:**

Period	Budgeted for F.Y. 2017-18	Actual for the F.Y. 2016-17	Actual for the F.Y. 2015-16	Actual for the F.Y. 2017-18	Cumulative for the current period
Opening balance	96,766,715.00	63,487,929.00	63,213,631.00	89,941,622.00	89,941,622.00
Receipts	295,661,477.00	957,42,767.00	51,230,027.00	89,941,622.00	89,941,622.00
<b>Total</b>	<b>392,428,192.00</b>	<b>159,230,696.00</b>	<b>114,443,658.00</b>	<b>179,883,244.00</b>	<b>179,883,244.00</b>
Net expenditure	296,487,356.00	614,25,996.00	50,955,729.00	89,063,245.00	89,063,245.00
<b>Closing balance</b>	<b>95,940,836.00</b>	<b>978,04,700.00</b>	<b>634,87,929.00</b>	<b>90,819,999.00</b>	<b>90,819,999.00</b>

**Auditor's Comment:**

The above figures have been taken from the Budget Statement of the ULB for the 2016-17, 2017-18, 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and receipts & Payments Account for the year 2015-16 to 2019-20 have not been produced before us for verification. Hence, we could not validate the above-mentioned figures. Before 2016-17 budget has not been prepared. Actual figure in respect of F.Y. 2018-19 has been taken up to December 2018.

The Closing actual figure of 2016-17 **(9,78,04,700)** is not matched with opening balance of 2017-18 **(8,99,41,622)**. **(Refer Discussion Note)**



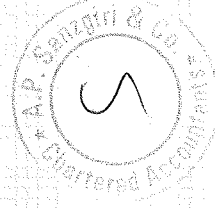
**III. BANK RECONCILIATION POSITION AS ON REPORTING DATE:**

**BANK RECONCILIATION POSITION AS ON 31-03-2018:**

S.N	Name of Bank	Bank A/C No.	Purpose of Bank Account	Balance as per Cash Book	Balance as per Bank Statement	Differences	Reconciled (Yes/No)
1	BOI	455910110010725	SBM	3562,576.70	34,81,464.78	-81111.93	No
2	BOI	455910110002412	Bus Stand	1411,772.07	14,11,772.07	-	Yes
3	PNB	068500010138321	NULM	346,256.52	3,46,256.52	-	Yes
4	PNB	0685000101049815	HFA	267,049.15	2,67,049.15	-	Yes
5	PNB	0685000100167800	BRGF	1361,867.00	13,61,867.00	-	Yes
6	PNB	685000100996606	Kabir	121,557.89	1,21,557.89	-	Yes
7	PNB	0685000100944029	Internal Fund	4791,722.10	47,91,722.10	-	Yes
8	MBGB	72730100037945	Revenue	5097,134.80	50,97,134.87	-	Yes
9	Treasury	PLA	Grants	95934559.12	959,34,559.12	-	Yes

**Management Comment:**

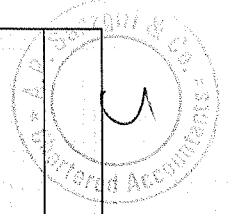
1. Separate BRS will be prepared as per suggestion given by Internal Auditor.



**IV. RECEIPT DETAILS:**

**Income Details (Amounts in Rupees)**

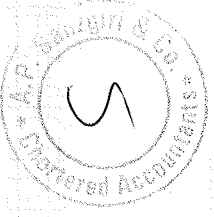
SN	Details	2017-18		2018-19		2019-20	
		2017-18 (Actual)	2016-17 (Actual)	2018-19 (Actual)	2017-18 (Actual)	2019-20 (Actual)	2018-19 (Actual)
	<b>Total Receipts (A+B)</b>	8,99,41,622.00	9,57,42,767.00		8,99,41,622.00	N/A	
A	<b>Revenue Receipts (1+2+3)</b>	3,79,70,204.00	3,15,35,156.00		3,79,70,204.00	N/A	
1	<i>Own Revenue Receipts (a+b)</i>	2,32,35,562.00	2,56,14,842.00		2,32,35,562.00	N/A	
a)	<i>Tax Revenue (levied and collected by municipal body)</i>	2,15,67,109.00	2,39,02,076.00		2,15,67,109.00	N/A	
i)	<i>Property tax</i>	22,47,409.00	72,35,076.00		22,47,409.00	N/A	
ii)	<i>Other tax (levied and collected by municipal body)</i>	1,93,19,700.00	1,66,67,000.00		1,93,19,700.00	N/A	
b)	<i>Non-tax revenue (levied and collected by municipal body)</i>	16,68,453.00	17,12,766.00		16,68,453.00	N/A	
i)	<i>Fees &amp; fines</i>	0	0		0	N/A	
ii)	<i>User Charges</i>	13,64,723.00	16,82,116.00		13,64,723.00	N/A	
iii)	<i>Other non-tax revenue (levied and collected by municipal body)</i>	3,03,730.00	30,650.00		3,03,730.00	N/A	
2	<b>Other Revenue Receipts</b>	27,88,336.00	28,69,567.00		27,88,336.00	N/A	



a)	Income from interest/investments	12,41,646.00	11,60,933.00		12,41,646.00	N/A
b)	Other Revenue income	15,46,690.00	17,08,634.00		15,46,690.00	N/A
<b>3</b>	<b>Transfers/Grants/Assigned Revenues</b>	<b>1,19,46,306.00</b>	<b>30,50,747.00</b>		<b>1,19,46,306.00</b>	<b>N/A</b>
a)	State Assigned Revenue	1,19,46,306.00	30,50,747.00		1,19,46,306.00	N/A
b)	State Finance Commission (SFC) Grants/Devolution	0	0		0	N/A
c)	Octroi compensation	0	0		0	N/A
d)	Other State Government Transfers	0	0		0	N/A
e)	Central Finance Commission (CFC) Grant	0	0		0	N/A
f)	Other Central Government Transfers	0	0		0	N/A
g)	Others	0	0		0	N/A
<b>B</b>	<b>Capital Receipts</b>	<b>5,19,71,418.00</b>	<b>6,42,07,611.00</b>		<b>5,19,71,418.00</b>	<b>N/A</b>
1	Sale of Municipal Land	0	0		0	N/A
2	Loans (from State Govt. or Banks etc.)	0	0		0	N/A
3	State Capital Account Grant	5,19,20,418.00	6,41,65,111.00		5,19,20,418.00	N/A
4	Central Capital Account Grant (under Central Schemes etc.)					N/A
<b>5</b>	<b>Other Capital Receipts</b>	<b>51,000.00</b>	<b>42,500.00</b>		<b>51,000.00</b>	<b>N/A</b>

**Auditor's Comment:**

The above figures have been taken from the Budgeted Statement of the ULB for the year 2016-17, 2017-18, 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and Receipts & Payments Account for the year 2016-17, 2017-18, 2018-19 have not been produced before us by management for verification. Hence, we could not validate the above-mentioned figures. Actual figure for F.Y. 2018-19 has been taken up to December 2018 from budget of F.Y. 2019-20.

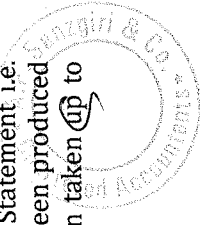


**V. EXPENDITURE INFORMATION:**

EXPENDITURE DETAILS (Amounts in Rupees )						
S.N	Details	2017-18		2018-19		2019-20
		2017-18 (Actual)	2016-17 (Actual)	2018-19 (Actual)	2017-18 (Actual)	2019-20 (Actual)
	<b>Total Expenditure (1+2)</b>	8,90,63,245.00	6,14,25,996.00		8,90,63,245.00	N/A
1	<b>Revenue Expenditure</b>	3,87,68,716.00	2,69,79,848.00		3,87,68,716.00	N/A
1.1	Administrative Expenses, Establishment and Salaries (All Departments-Regular and	1,09,39,727.00	1,21,15,902.00		1,09,39,727.00	N/A
1.2	Operation and Maintenance	00.00	00.00		00.00	N/A
1.3	Loan repayment (Interest payments)	17,989.00	5,246.00		17,989.00	N/A
1.4	Others(any other revenue expenditure which is not salaries,	2,78,11,000.00	1,48,58,700.00		2,78,11,000.00	N/A
2	<b>Capital Expenditure</b>	5,02,94,529.00	3,44,46,148.00		5,02,94,529.00	N/A
2.1	All developmental works under Central/State specific schemes	4,98,29,529.00	3,42,24,148.00		4,98,29,529.00	N/A
2.2	Loan Repayments(Principal Amount)	4,65,000.00	2,22,000.00		4,65,000.00	N/A
2.3	<b>Other Capital expenditure</b>	00.00	00.00		00.00	N/A

**AUDITOR'S COMMENT:**

The above figures have been taken from the Budgeted Statement of the ULB for the year 2016-17, 2017-18, 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and Receipts & Payments Account for the year 2016-17, 2017-18, 2018-19 have not been produced before us by management for verification. Hence, we could not validate the above-mentioned figures. Actual figure for F.Y. 2018-19 has been taken up to December 2018 from budget of F.Y. 2019-20.

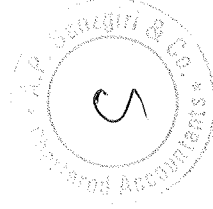


**VI. STATUS OF IMPLEMENTATION OF DOUBLE ENTRY SYSTEM:**

<b>Name of agency</b>	<b>DEAS (implemented till date)</b>	<b>Remarks</b>
M/s Sahani Bansal & Associates	Till F.Y 2015-16	There is no back up data available with ULB.
M/s Tibrewal Chand & Co.	From F.Y. 2012-13 to 2019-20	Till now no work has been started.

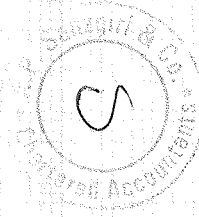
**VII. MUNICIPAL ACCOUNTS COMMITTEE:**

At present Committee is not formed but it was told by the ULB officials that it is under process and matter will be put before Board for constitution of committee.  
***Kindly refer discussion note attached with this report.***





		9	Toll-tax on roads, bridges, ferries and navigable channel and on heavy trucks which shall be heavy goods vehicles, and buses, passenger motor vehicles.	NO
		10	User Charges for provision of water-supply, drainage and sewerage	NO
		11	User Charges for Solid Waste Management	NO
		12	User Charges for Parking Facility	NO
		13	User Charges for Garbage Clearance	NO
		14	Collection of fees for sanction of building plans and issue of completion certificates,	YES
		15	Collection of fees for Issue of municipal licenses for various non-residential uses of lands and buildings,	NO
		16	Collection of Fees for issue of birth and death certificates.	YES
		17	Collection of Development Charges	YES
4	<b>Consequences/Effect</b>	No levy of taxes will be resulted in to revenue loss to ULB.		
5	<b>Cause</b>	There is lack of standard policies and instructions from department. In some cases policies are prepared by it is not followed by the ULBs.		
6	<b>Corrective Action/Recommendation</b>	It is recommended that department should prepare uniform policies for levy and collection of taxes in proper manner and on due time. Further capacity building programmes should be held for ULBs staff and awareness about these taxes should be done.		
7	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report.</b>		

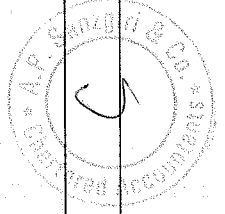


**OBSERVATION-2: DELAY IN DEPOSIT OF PROPERTY TAX COLLECTED BY ULB STAFF**

SN	Head	Comments
1	<b>Objective</b>	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 cashier and deposited into bank on the same day on which collection is made. To check compliance of these provisions, we have carried audit of such type of cases.
2	<b>Criteria</b>	We have checked respective books in order to carry the audit and some cases were checked on random basis.
3	<b>Condition</b>	During verification of receipts book and deposit slips, we have noticed that there is gap period in collection of of tax around 01 to 102 days. Details of such cases are given in <b>Annexure-1</b> .
4	<b>Consequences/Effect</b>	In respect of above in most of the cases property tax has not been deposited on same day of collection which resulted in interest loss to ULB.
5	<b>Cause</b>	It is explained by concern person that due to non- availability of human resources the same issues arises.
6	<b>Corrective Action/Recommendation</b>	It is recommended that tax collector/cashier should deposit the collected money into bank on same day itself and if he fails to do the same, necessary action should be taken by the ULB management in such cases.
7	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report.</b>

**OBSERVATION-3: NON COLLECTION OF NOTICE FEE**

SN	Head	Comments
1	<b>Objective</b>	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.
2	<b>Condition</b>	ULB has not provided any information regarding charging and collection of notice fees.
3	<b>Consequences/Effect</b>	It is non-compliance of Bihar Municipal Act, 2007 which resulted in loss of revenue to the ULB.
4	<b>Cause</b>	No proper explanation in this regard given by ULB.
5	<b>Corrective Action/Recommendation</b>	Notice fees should be collected as per applicable provisions and rules.
6	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report.</b>



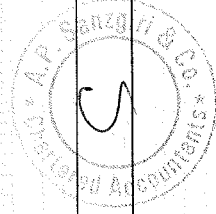
**OBSERVATION-4: RECOVERY OF OUTSTANDING TAXES/RENTAL INCOME:**

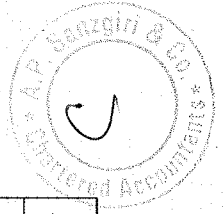
**1. RECOVERY OF OUTSTANDING PROPERTY TAX:**

SN	Head	Comments
1	<b>Objective</b>	ULB is authorized to collect holding tax from households situated in the municipal area and Property tax have major role in the internal revenue of ULB.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
3	<b>Condition</b>	During checking it is noted that property tax of Rs. 5.54 lacs was outstanding as on 31/03/2018:
4	<b>Consequences/Effect</b>	It leads in shortage of fund for ULB and loss of revenue.
5	<b>Cause</b>	No proper explanation in this regard given by ULB.
6	<b>Corrective Action / Recommendation</b>	Notice should be issued to the assessee's on regular interval for recovery of outstanding dues.
7	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report.</b>

**2. RECOVERY OF ADVERTISEMENT TAX:**

SN	Head	Comments
1	<b>Objective</b>	ULB authorized to charge advertisement tax/fee in municipal are as per act/rule.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
3	<b>Condition</b>	During checking it is noted that is not in Practice of Providing and collecting Advertisement.
4	<b>Consequences/Effect</b>	Delay in collection or outstanding dues results in revenue loss to ULB.
5	<b>Cause</b>	Not Applicable
6	<b>Corrective Action / Recommendation</b>	ULB should Providing & Collecting
7	<b>Management Comments</b>	Not Applicable





**3. RENT INCOME**

SN	Head	Comments
1	<b>Objective</b>	ULB authorized to charge rent from municipal properties.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
2	<b>Condition</b>	During checking it is noted that there was <b>1.98 Lacs</b> rent income outstanding as on 31/03/2018.
3	<b>Consequences/Effect</b>	Not Applicable
5	<b>Cause</b>	Not Applicable
6	<b>Corrective Action/ Recommendation</b>	Not Applicable
7	<b>Management Comments</b>	<b>Recovery procedure are under process. we are establishing camp to boost collection as well as to recover outstanding dues.</b>

**4. MOBILE TOWER TAX:**

SN	Head	Comments
1	<b>Objective</b>	ULB is authorized to collect tax from telecom companies for mobile towers installed in the municipal area.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
2	<b>Condition</b>	During checking it is noted that mobile tower tax of Rs. <b>12.18 lacs</b> was outstanding as on 31/03/2018.
3	<b>Consequences/Effect</b>	It leads in shortage of fund for ULB and loss of revenue.
5	<b>Cause</b>	No proper explanation in this regard given by ULB.
6	<b>Corrective Action/ Recommendation</b>	Notice should be issued to the assessee's on regular interval for recovery of outstanding dues.
7	<b>Management Comments</b>	<b>Recovery procedure are under process. we are establishing camp to boost collection as well as to recover outstanding dues.</b>

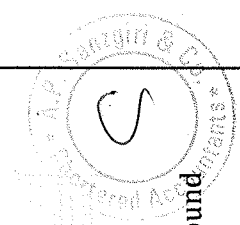
5 OTHER TAX:

SN	Head	Comments
1	<b>Objective</b>	ULB is authorized to collect other various types of taxes/fee.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
2	<b>Condition</b>	During checking it is noted that no other tax was outstanding as on 31/03/2018:
3	<b>Consequences/Effect</b>	Not Applicable
5	<b>Cause</b>	Not Applicable
6	<b>Corrective Action/Recommendation</b>	Not Applicable
7	<b>Management Comments</b>	Not Applicable.

**(B) EXCESS PAYMENT AGAINST BILL, LACK OF PRUDENCE IN PAYMENT AGAINST VOUCHER, INEFFICIENCY IN CONTROLS RESULTING LOSS TO ULBS:**

During the audit we have checked below mentioned payments on random basis and audit observation are as follows:

S	N	Head	Comments					Audit Observations	
1		<b>Objective</b>	Checking of payment made by ULBs to find out irregularities made during payment						
2		<b>Criteria</b>	Payment were checked on random basis						
3		<b>Condition</b>	We have checked following payment related to FY 2017-18 during audit:						
			<b>S.N</b>	<b>Name of Party</b>	<b>Payment Head</b>	<b>Invoice Amount</b>	<b>Approved Amount</b>	<b>Date of Payment</b>	<b>Audit Observations</b>
			1	Maa Jagdamba Construction	Purchase of dustbin	13,44,000.00	13,44,000.00	02.08.2017	
			2.	Hindustan Media Ventures Ltd	Advertisement	55,894.00	55,894.00	07.03.2018	
			3.	AAS Services	Internet charge	29,276.00	29,276.00	12.10.2017	No irregularity found

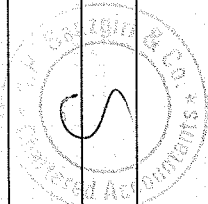


4.	Roshan Furniture	Purchase of furniture	21,972.00	21,972.00	14.12.2017				
5.	Neutral publishing House Ltd	Advertisement	20,760.00	20,760.00	22.11.2017				
4	<b>Consequence</b>	Irregularities in payment lead to excess payment, wrong deductions, non-compliance with agreement and statutory compliances.							
5	<b>Cause</b>	Cases were identified during audit and observations given.							
6	<b>Corrective Action</b>	<b>Management can implement standard checklist for each payment so that irregularities in payments can be avoided.</b>							
7	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report</b>							

**(C) REPORT ON SURVEY ON 20 HIGH VALUE PROPERTIES:**

During the audit we have selected 20 properties on random basis for survey and our comments are as follows:

SN	Head	Comments
1	<b>Objective</b>	Field survey and report of 20 high value properties of ULB and report on the basis of area of building, rate of property tax etc of the same. Comparison with the data of same property provided by the ULB and report on variance between them if available.
2	<b>Criteria</b>	Survey was done for 20 High value properties.
3	<b>Condition</b>	We have checked twenty high value assessed property and found variances related to FY 2017-18 during audit. Details of such cases are given in <b>Annexure-2</b>
4	<b>Consequences/Effect</b>	Irregularities in this area may cause short recovery of revenue receipt and it will result in loss to the ULB.
5	<b>Cause</b>	There are some cases found in which variance arise due to assessment of area of property on lower side.
6	<b>Corrective Action/Recommendation</b>	Management need to carry survey of properties on regular interval.
7	<b>Management Comments</b>	<b>Kindly refer discussion note attached with the report.</b>

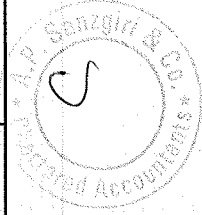


**PART-B: ALL AUDIT OBJECTIONS/IRREGULARITIES WHICH HAS MONETARY IMPLICATION, BUT SIGNIFICANT VIOLATION OF ACT, RULES & DIRECTIVES OF UD & HD. MENTION THE REFERENCE TO ACT & RULES WHEREIN REMEDIAL MEASURE IS REQUIRED:**

**(a) NON MAINTENANCE OF BOOKS OF ACCOUNTS, SUBSIDIARY REGISTERS:**

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

SN	Name of Register	Maintained/ Not Maintained	Last date of Updating
1	Cash Book-Cashier	Not Maintained	
2	Cash Book-Accountant	Maintained	31.03.2018
3	Collection Register	Maintained	31.03.2018
4	Cheque issue Register	Maintained	31.03.2018
5	Register of Advance	Maintained	31.3.2018
6	Register of Permanent Advance	Not Maintained	
7	Deposit received register	Not Maintained	
8	Summary statement of deposit adjusted	Not Maintained	
9	Demand Register	Maintained	31.3.2018
10	Summary Statement of Bills Raised	Not maintained	
11	Register of Notice Fees, Warrant Fees, Other Fees	Not maintained	
12	Summary Statement of Notice Fees, Warrant Fees, Other Fees	Not maintained	
13	Register of Refunds, Remissions and Write off	Maintained in Yojna Panji	
14	Summary statement of Refunds and Remissions	Not maintained	
15	Summary Statement of Write-offs	Not maintained	
16	Statement of outstanding Liability for Expenses	Not maintained	
17	Document Control Register/Stock Account Receipts/Cheque Book	No Maintained	
18	Fixed Assets Register	Not Maintained	
19	Summary Statement of Demand Raised on assessment	Not Maintained	
20	Summary Statement of Head wise Collection of Other Income	Not Maintained	
21	Summary Statement of Refunds	Not Maintained	
22	Summary Statement of Write off	Not Maintained	
23	Grant Register	Not Maintained	



24	Summary Statement of status of Capital Work in Progress	Not Maintained
25	Work Sheet	Not Maintained
26	Deposit Works Register	Not Maintained
27	Material Receipt Note	Not Maintained
28	Store Ledger	Not Maintained
29	Statement of Closing Stock	Not Maintained
30	Statement of Material Issued	Not Maintained
31	BRS of all bank accounts (including dormant accounts)	Not Maintained
32	Final Accounts for the F.Y. 2012-13 to 2017-18	Not maintained
33	Audited Balance Sheet	Not maintained
34	Audited Income & Expenditure Account	Not maintained
35	Audited Receipts & Payment Account	Not maintained

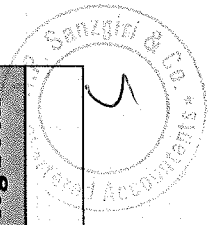
**(b) IRREGULARITY IN PROCUREMENT PROCESS:**

**1. COMPLIANCE REGARDING TENDER ISSUED BY THE ULBS:** During audit, we have checked following procurements :

SN	Name of Party	Invoice Amount	Check all required deductions from bill has made or not	Whether Deductions are with appropriate Rate	Check signature of Commissioner/EO in Payment Order	Whether measurement book & bill signed by the JE of ULB	Whether in respect of all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made for the sanctioned plans and the estimates without the sanction of the competent authority; (B.M.A.R Rule No.-130)
1	M/s Rajesh Yadav	358056.00	Yes	Yes	Yes	Yes	Deduction of Royalty fixed @2% instead of item wise measurement.

**2. DETAILS OF LOG BOOK MAINTAINED:**

S.N	Name of Vehicle	Whether vehicle log book is maintained or not	Whether log book is properly updated or not	Whether vehicle is insured or not	Whether Rate of Diesel/Petrol properly mentioned in log book
1	JCB (02 nos.)	Yes	No	No	No



2	Tractor (2 nos.)	Yes	No	No
3	Tipper (6 nos.)	Yes	No	No
4	Section Machine	Yes	No	No

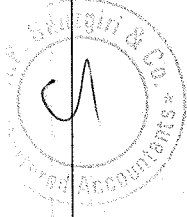
1. As per rule no 75, disbursement to the daily wage workers is to be witnessed by the chief municipal officer / engineer and he has to sign the disbursement certificate after ensuring that the acknowledgement has been obtained from the workers on the master payroll (BMAR Form -33).

**3. NON-COMPLIANCE OF DIRECTIVES BY UD&HD, GOB:**

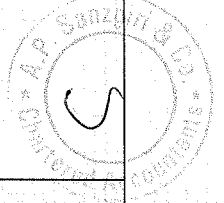
S.N	Directions Issued by UDHD	Particulars of Circulars/Orders/Notices	Complied or Not
1	1672/14-07-2017	Guidelines from Mining department	Complied
2	4437/ 11-07-2016	Guidelines regarding utilisation of 5 <sup>th</sup> finance fund	Complied
3	6583/09-10-2017	Guidelines regarding Biometric Attendance	Complied
4	2594/25-07-2017	Guidelines regarding GST	Not complied

**4. NON COMPLIANCE OF ACTS & RULES:**

SN	Requirement	Criteria	Auditors Comment	Management 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	<b>Refer point: Part-A (a) (2)</b> The same rule did not follow by Tax Collector and on an average 01 to 102 days delayed found in hand of Tax Collector;	<b>( Refer Discussion Note)</b>
2	Whether every bill collector or municipal	BMAR Rule	Only Tax collector are entrusted to collect	

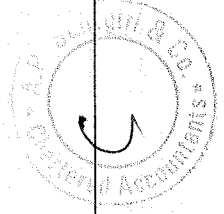


	employee entrusted with the collection of municipal revenue was supplied with a Collection Register in BMAR Form 17 and receipt books.	No.- 27	municipal revenue within municipality area;	
3	Whether the collection register was in the personal custody of the bill collector and the particulars in It shall be written up from the original receipts issued at the time of collection.	BMAR Rule No.- 27	Yes, Tax Collector kept receipt book in his personal custody.	
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, Daily Collection Register is verified by designated Officer of Council.	
5	Whether every bill collector invariably remit his collections (in cash and/or cheques) to Cashier dally before 4.30 PM and take the cashier's acknowledgment in the collection register.	BMAR Rule No.- 27	<b>Refer point: Part-A (a) (2)</b> The same rule did not follow by Tax Collector and on an average 01 to 102 days delayed found in hand of Tax Collector;	<b>( Refer Discussion Note )</b>
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	No.	ULB is not in practice of maintaining Grant Register.
7	Whether specific grants, which have certain conditions attached for utilizing such grants including the requirement to use it for capital	BMAR Rule No.- 69	<b>Refer point: Part-B (h)</b>	

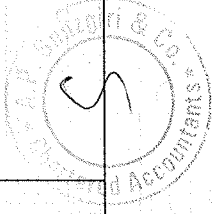




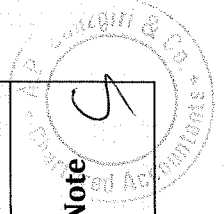
12	Whether ULB prepare monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.	BMAR Rule No.- 121	Trail Balance has not been prepared;	ULB not in a practice to prepared Trail balance, Income and Expenditure and Balance Sheet. It will be prepare after implementation of double entry System
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	
14	The Chief Municipal Officer shall, Within three months after the end of each financial year be prepared financial statements for the preceding year in respect of the accounts of the Municipality. <b>The Financial Statements shall comprise of</b> a. Receipts and Payments Account for the year (BMAR Form No.71) b. Income & Expenditure Statement for the year (BMAR Form No.73) c. Balance Sheet as on 31st March of the year (BMAR Form No.74)	BMAR Rule No.- 122	Financial Statement has not been prepared by municipality.	ULB not in a practice to prepare Trial Balance, Income and Expenditure and Balance Sheet. It will be prepare after implementation of double entry Accounting System.



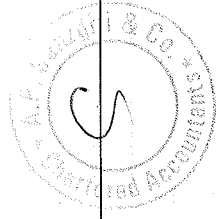
15	<p>d. Significant accounting policies adopted by the Municipality in presentation of the financial statements.</p> <p>e. Notes to Accounts, which shall disclose Contingent liabilities, and such other information as, may be useful in understanding the financial statements clearly.</p> <p>f. Comparative 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>			
16	<p>Whether the municipality is regular in depositing statutory dues including tax deducted at source, GST, TDS on GST, service tax, VAT, 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).</p>	<p>BMAR Rule No.-130</p>	<p><b>Refer PART-B (f)</b></p> <p>Amount of statutory dues has not been deposited on due date. Whole deduction amount for entire F.Y. 2018-19 has been deposited on 11.03.2019;</p>	<p><b>( Refer Discussion Note)</b></p>
16	<p>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).</p>	<p>BMAR Rule No.-130</p>	<p><b>Refer PART-B (g)</b></p>	

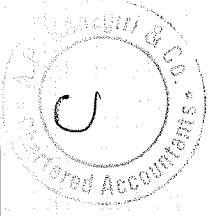


17	Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified and stated In sufficient detail.	BMAR Rule No.-130	Yes	
18	Whether all grants sanctioned or received by the municipality during the year, have been accounted properly, and where any deduction is made out of such grants towards any dues of the ULB? Whether such deductions have been properly accounted.	BMAR Rule No.-130	Yes	
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	Yes	
20	Whether the ULB is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets; whether these fixed assets have been physically verified at reasonable Intervals; 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.	BMAR Rule No.-130	No	
21	Whether in case of leasehold property given by the ULB, lease rentals are collected regularly by	BMAR Rule No.-130	Yes collected, but collection procedure is slow as outstanding amount Rs. 5,53,364	<b>Refer Discussion Note</b>



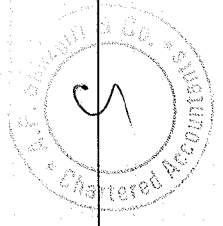
	the ULB and that the lease agreements are renewed after their expiry.		pending in this respect. Only 32.76% of total demand was collected- Refer Part-A(a)(4) of This Report;	
22	Whether there exists an adequate internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets?	BMAR Rule No.-130	Yes Procedure have been followed.	
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	No such case was found during the period of Audit.	
24	Whether the Bank Reconciliation statements have been properly 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	<b>Refer Point-04 (III)</b> Yes BRS of all existing bank a/cs, except one bank a/c, have been prepared. Remedial Action, rectification of entries have been made in proper order. reconciliation statement	
25	Whether the year-end and reconciliation procedures prescribed have been carried out as per the rules.	BMAR Rule No.-130	YES,	
26	Whether all the expenditure incurred by the Municipality are authorized by appropriate provision in the sanctioned budget. whether made originally or subsequently and in all	BMAR Rule No.-130	YES.	



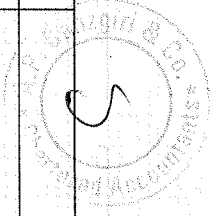


	cases such as are authorized by Act.				
27	Whether all revenue has been properly assessed, accounted for, collected and recovery action taken on timely basis.	BMAR Rule No.-130	<b>Refer-PART-A (a)(4)</b> Yes, properly assessed and collected but recovery procedure is slow. Total outstanding	<b>(Refer Discussion Note)</b>	
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	<b>Refer-PART-A (a)(2)</b> Yes, sums due to and received by ULB have been brought to books of accounts. But it takes on an average 02 to 102 days in case of holding tax. This delay was found in hand of tax collector;	<b>(Refer Discussion Note)</b>	
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	UC have not been prepared in prescribed format in timely manner	<b>(Refer Discussion Note)</b>	
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	<b>Refer-PART-B (a)</b> Some Books of accounts has not been prepared;	<b>(Refer Discussion Note)</b>	
31	Whether physical verification has been conducted by the ULB at reasonable intervals in respect of stores;	BMAR Rule No.-130	No such practices followed by ULB;	It will be followed by F.Y. <b>2019-20. Refer Discussion Note</b>	

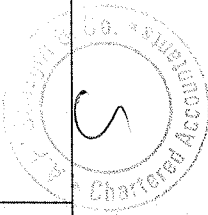
32	Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate?	BMAR Rule No.-130	No physical verification is carried out.	No physical verification is carried out
33	Whether any material discrepancies have been noticed on physical verification of stores as compared to book records, and If so, whether the same has been properly dealt with in 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;	BMAR Rule No.-130	ULB not maintained stock register properly and further physical verification is also not carried out;	<b>( Refer Discussion Note )</b>
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	ULB did not follow the practice of valuation of stock.	<b>( Refer Discussion Note )</b>
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	BMAR Rule No.-130	Advance Register has not been maintained	ULB does not gives loan and advances. <b>Refer Discussion Note</b>



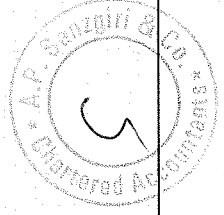
	and interest?				
36	Whether advances given to municipal employees and interest thereon are being regularly recovered;	BMAR Rule No.-130	Advance Register has not been maintained	ULB does not gives loan and advances. <b>Refer Discussion Note</b>	
37	Bihar Municipal Accounting Manual, 2014, every year 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	Yes, budget is prepared		
38	<b>Municipal Fund:</b> Whether ULB has created required fund as mentioned in chapter IX of BMA-2007	BMA,2007: Chapter IX	Not found		
39	<b>Payment not to be made out of Municipal Fund unless covered by budget grant:</b> Whether any payment made out of Municipal Fund that is not covered by budget grant.	BMA,2007: Chapter X	No such case was found during Audit period.		
	<b>Procedure when money not covered by</b>	BMA,2007:	(Refer Discussion Note)	(Refer Discussion Note)	

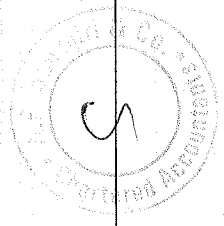


40	<p><b>budget grant is paid.</b> Whether the case is put up with Empowered Standing Committee, in case any payment made out of Municipal Fund that is not covered by budget grant.</p>	Chapter X	
41	<p><b>Investment of surplus money.</b> Whether municipality has invested surplus fund as per the requirement 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:</p>	<p>No fund has been invested by ULB as investment.</p>	<p>ULB does not follow the practices of investing its surplus amount.</p>
42	<p><b>Preparation of budget estimate of Municipality.</b> Whether The budget estimate stated the rates at which various taxes, surcharges, cesses and fees shall be levied by the Municipality in the year next following</p>		<p>Yes, the same is levied at specified rate.</p>
43	<p><b>Maintenance of accounts.</b> Whether the Chief Municipal Officer prepared and maintained accounts of receipts and expenditure of the</p>		<p>Receipt and Expenditure A/c has not been prepared;</p> <p style="text-align: right;"><b>( Refer Discussion Note)</b></p>

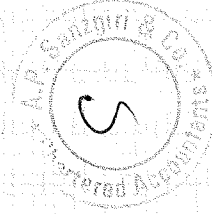


	Municipality in such form, and in such manner, as may be prescribed,		
44	<p><b>Financial Statement.</b></p> <p>Whether The Chief Municipal Officer shall, within four months of the close of a year, cause to prepare a financial statement containing an income and expenditure account and a receipts and payments account for the preceding year in respect of the accounts of the Municipality,</p>	Not Prepared;	<i>( Refer Discussion Note )</i>
45	<p><b>Submission of financial statement and balance sheet to auditor.</b></p> <p>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.</p>	Financial Statement has not been submitted.	<i>( Refer Discussion Note )</i>



46	<p>As per section 127, 128, 129 &amp; 131 of chapter XV Bihar Municipal Act,2007 various tax are applicable on ULBs Section 145,146 and 147 of the Bihar Municipal Act 2007 chapter XVII provides for Advertisement tax on Advertisement in Urban Areas. Chapter XVII of the Bihar municipal Act, 2007 required license of Advertisement of any holding, etc. As par act .Every person who erects, exhibited, fixes or retain upon or over any land, building ,wall, boarding, frame, post, kiosk, structure, vehicle, neon-sign or sky sign any advertisement, or display any advertisement to public view in any manner whatsoever (including any advertisement exhibited by means of cinematograph),visible from a public street a public place in any location in a municipal area including airport or a port or a railway station ,shall pay or every advertisement, which is so erected ,exhibited, fixed or retained or so displayed to public view, a tax calculated at such rate as may be determined regulations. it requires payment of certain fee for advertisement.</p>	<p>Refer-PART-A (4) for status of taxes not collecting by ULB</p>	
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47	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	<p><b>Refer-PART-A(a)(3)</b> Yes, Notice of demand issued but levy of Notice Fee is not followed currently.</p>	<i>( Refer Discussion Note)</i>
48	As per section 342 of Bihar Municipal Act, 2007 Trade license fee is to be collected from different types of Trader, who are trading in Concerned Municipal area.	BMA,2007: Chapter XXXVII	No,	



#### 4. LACK OF INTERNAL CONTROL MEASURES:

We have observed the following areas where internal control measures are required by ULBs-

- a. Tax should be collected & deposited on timely basis as per BMAR Rules-As per trend every tax collector takes 02 to 102 days to deposit the same after collection.
- b. ULB should be followed Books of Account, Trial Balance, FAR, FS, and other records as per BMAR- Neither Trial Balance nor Financial Statement have been prepared by ULB.
- c. ULB should prepare & Maintain monthly BRS- Monthly Bank Reconciliation statement has not been prepared, however year end reconciliation has been prepared.
- d. Necessary sub-ledger is not maintained by the ULB. For instance register of fuel, bleaching powder etc. not maintained separately.
- e. In respect of budget, realistic approach is not adopted by the ULB in preparation of budget.
- f. Appropriate staff is not deployed at appropriate place.
- g. No MIS was prepared for tracking of payments.

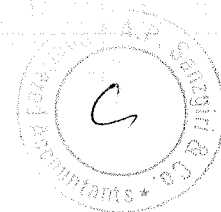
#### 6. NON-COMPLIANCE OF TDS, VAT AND OTHER RELEVANT STATUTE

##### a. DETAILS OF DELAY IN DEPOSIT OF TDS ARE MENTIONED BELOW:

SN	Name of Party	Invoice Value	Amount of deduction	Due date of deposit	Actual Date of deposit	Cheque/Challan Number
1	Dinanath Shankar	2,67,843.00	2,678.00	07.06.2017	23.06.2017	01
2	Vidhya Charan Singh	3,57,381.00	3,574.00	07.06.2017	23.06.2017	01
3	CMC Skill	80,336.00	1,607.00	07.03.2018	19.03.2018	03
4	Kumar Construction	20,63,700.00	41,274.00	07.10.2017	17.10.2017	05

##### b. DETAILS OF DELAY IN DEPOSIT OF VAT ARE MENTIONED BELOW:

SN	Name of Party	Invoice Value	Amount of deduction	Date of deposit	Cheque/Challan Number
1	Dinanath Shankar	2,67,843.00	21,427.00	27.06.2017	103
2	Vidhya Charan Singh	3,57,381.00	28,590.00	27.06.2017	103



**C. DETAILS OF DEPOSIT OF ROYALTY ARE MENTIONED BELOW:**

SN	Name of Party	Invoice Value	Amount of deduction	Date of deposit	Cheque/Challan Number
1	Dinanath Shankar	267843.00	3,379.00	30.03.2018	260
2	Vidhya Charan Singh	357381.00	5,115.00	30.03.2018	260
3	Bipin Kumar	270529.00	5,331.00	30.03.2018	260
4	Subodh Kumar	307766.00	5,588.00	30.03.2018	252
5	Vijay kumar	360176.00	2,991.00	30.03.2018	260
6	Shailesh kumar	347643.00	4191.00	30.03.2018	260
7	Nasim uddin	581910.00	11638.00	30.03.2018	260

**d. DETAILS OF DEPOSIT OF LABOUR CESS ARE MENTIONED BELOW:**

SN	Name of Party	Invoice Value	Amount of deduction	Date of deposit	Cheque/Challan Number
1	Dinanath Shankar	267843.00	2678.43	Not deposited	
2	Vidhya Charan Singh	357381.00	3573.81		
3	Bipin Kumar	270529.00	2705.29		
4	Subodh Kumar	307766.00	3077.66		
5	Shailesh kumar	347643.00	3476.00		
6	Vijay kumar	360176.00	3602.00		
7	Upender kumar	253007.00	2530.00		

**Note:** - Labour Cess not deposited by the ULB.

**Management Comments:** It will be deposit on or before due date from 2019-20.  
(Refer discussion note).



**Auditor's Comment:**

While doing audit of deduction made by ULB, the Statutory deduction has not been deposited on due date (refer above). For example TDS should be deposited on or before 7<sup>th</sup> day of next month.

**Consequences of Non deposition of TDS on due date:** ULB may suffer following consequences;

- i. Interest u/s 221 of income tax act,1961- 1.5 % per month, if amount not deposited after deduction;
- ii. Penalty u/s 271C of income tax act, 1961- Up to amount of TDS
- iii. Prosecution u/s 276B: 3 Month to 7 Years

**7. DETAILS OF DEPOSIT OF TDS ON GST ARE MENTIONED BELOW:**

**Note** – During audit we find there is no deduction of GST TDS

**8. DETAILS OF TDS RETURNS FILLED ARE MENTIONED BELOW:**

SN	Quarter	Due date of Return	Actual date of Return filed	Remarks
01	1st	31.07.2018	14.07.2017	
02	2nd	31.10.2018	17.01.2018	
03	3rd	31.01.2018	17.01.2018	
04	4th	31.05.2018	Details missing in the file	

**9. DEFICIENCY IN PAYROLL SYSTEM:**

SN	Particulars	Comments
01	Status of maintenance of salary register for all employees (Permanent/Daily wages/Contract worker)	Yes Maintained
02	Non availability of Salary payment voucher	Available
03	Matching of voucher number with cash book	Yes Matched with cash book
04	Salary register contains all elements of salary	Maintained
05	Maintenance of Salary Deduction register	Maintained
06	Whether deduction of PF/ESI made from contract employee	Not deducted
07	Whether biometric devices and payroll software is implemented in ULB. If Yes, then is it integrated with accounting software	Not implemented

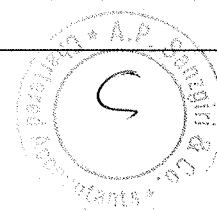


**10. DETAILS OF DELAY OF DEPOSIT OF EPF:**

Month of Deduction	Amount PF Deduction	PF Advance (Loan)	Due date of deposit	Amount Deposit	Actual Date of deposit	Delay in days
April - 17	5523	-	15.05.2017	5523	19.01.2018	248
May - 17	5523	-	15.06.2017	5523	19.01.2018	218
June - 17	5523	-	15.07.2017	5523	19.01.2018	187
July-17	5523	-	15.08.2017	5523	19.01.2018	156
August-17	5523	-	15.09.2017	5523	19.01.2018	127
September-17	5523	-	15.10.2017	5523	19.01.2018	96
October-17	5523	-	15.11.2017	5523	19.01.2018	66
November-17	5523	-	15.12.2017	5523	19.01.2018	34
December-17	5523	-	15.01.2018	5523	19.01.2018	3
January-18	5523	-	15.02.2018	5523	27.02.2018	11
February-18	5523	-	15.03.2018	5523	21.03.2018	5
March-18	5523	-	15.04.2018	5523	13.06.2018	59

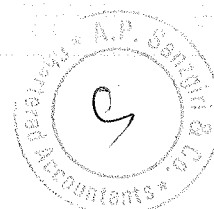
**11. UTILISATION OF GRANT AND REPORT ON MISSING UTILISATION CERTIFICATES**

SN	Head	Details
1	STATUS OF UTILISATION CERTIFICATE	(REFER ANNEXURE)
2	Status of use of grant as per default allocation	Specifically grant allocation details has not been maintained, however it is maintained in grant register. <b>(Refer Discussion Note)</b>
3	Physical verification of inventory/stores	Refer point 31-40 PART-B (d). ULB did not follow the practice of physical verification of stock. <b>(Refer Discussion Note)</b>
4	Advances, their adjustment & recovery	Refer point 35-36 PART-B (d), ULB did not give loan/ advance, hence there are no case of adjustment and recovery. <b>(Refer Discussion Note)</b>

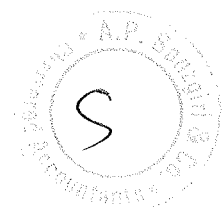


### III. PART-C

S.N	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.	Complied Refer-PART-B(3)
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 in-consistencies 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;	Complied Refer-PART-A(c)
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 :	Complied Refer-PART-B(4)
	<b>Rule 22:</b> All moneys to be brought to account	
	<b>Rule 27:</b> Collections to be deposited into Bank on the same day	
	<b>Rule 69:</b> Grant Related Compliance	
	<b>Rule 120-121:</b> Monthly Receipt & Payment Account and Trial Balance	
	<b>Rule 130:</b> Audit to be completed & reported within 6 month	
D	Report on Compliance of financial guidelines of schemes of MOHUA & UD&HD, GoB.	Complied Refer-PART-B(3)
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, Sairat etc;	Complied Refer-PART-A(a)
F	Auditor should Report on adequacy and appropriateness of the documentation, approvals, compliance of procedures etc. of all payments above Rs. 10,000 and above.	Complied Refer-PART-B(b)
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/-	Complied Refer-PART-B(b)

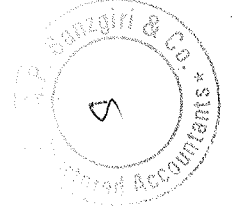


H	Auditor should Report on presence or absence of a system of issuance of utilisation certificate for the different schemes for any utilisation made during the reporting period; Where there is no system for issuance of U/Cs, the Internal Audit report shall prepare Utilisation Certificate for various schemes/grants as per the guidelines of such scheme available on the UD&HD website.	Complied Refer-PART-B(10)
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.	Complied Refer-Audit Recommendation
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-PART-B(b)
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	Complied Refer-PART-B(b)
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.	Complied Refer-PART-B(4)
M	Internal Auditor will identify major areas of ULBs own revenue loss and auditor will access the loss and Prepare a statement of loss.	Complied Refer-PART-A(a)
N	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.	Complied Refer-PART-B(6)
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



**INTERNAL AUDIT REPORT FOR F.Y 2017-18**  
**ULB-NAGAR PANCHAYAT HISUA**  
**ANNEX-1 REPORT ON LATE DEPOSIT OF PROPERTY TAX**

S.N	Serial no		Amount of tax	Date of collection as per receipt booked	Date of Deposit Into bank as per Deposit slip	Delay in Deposit with bank "In days"
	From	To				
1	10400	11332	41213.00	08.04.2017 to 16.06.2017	12.07.2017	1-95
2	10278	12107	32628.00	02.08.2017 to 26.09.2017	12.10.2017	1-71
3	11922	11933	18782.00	04.12.2017 to 10.03.2018	14.03.2018	1-96
4	10438	10474	53497.00	01.04.2017 to 30.06.2018	12.07.2017	1-101
5	10475	12306	4995.00	04.07.2017 to 26.09.2017	12.10.2017	1-99
6	12307	12329	26578.00	03.10.2017 to 27.11.2017	29.12.2017	1-87
7	12130	12357	70424.00	01.12.2017 to 10.03.2018	14.03.2018	1-93
8	12358	12360	15458.00	20.03.2018 to 26.03.2018	29.03.2018	1-09
9	10550	10585	157737.00	01.04.2017 to 30.06.2017	12.07.2017	1-102
10	10586	12011	16547.00	27.07.2017 to 26.09.2017	12.10.2017	1-77
11	12012	12021	7977.00	09.10.2017 to 21.11.2017	29.12.2017	1-81
12	12022	12029	17065.00	11.12.2017 to 09.03.2018	14.03.2018	1-93
13	12030	12038	63747.00	10.03.2018 to 28.03.2018	29.03.2018	1-19
			<b>526,648.00</b>			



INTERNAL AUDIT REPORT FOR FY 2017-18

ULB-NAGAR PANCHAYAT HISUA

**ANNEX-2 REPORT ON FINDINGS OF FIELD SURVEY OF PROPERTY TAX OF MINIMUM 20 HIGH VALUE PROPERTIES:**

S.N	Holding Name	W.N	H.N.	Type of Use of Property		Area of Property			Tax Amount			Remarks
				As per Collector	As per Auditor	As per Collector	As per Auditor	Diff.	As per Collector	As per Auditor	Diff.	
1	Chandra Kanta Devi	1	74	Residential cum Commercial	Residential cum Commercial	8868	8868	-	30,164.00	30,164.00	-	-
2	Uma Sharan Singh	1	100	Residential cum Commercial	Residential cum Commercial	11660	11660	-	30,821.00	30,821.00	-	-
3	Bihar Rajya Vidhut Board	7	14	other	Other	57178	57178	-	98,803.00	98,803.00	-	-
4	T.S. College	15	124	Commercial	Commercial	294248	294248	-	69,472.00	69,472.00	-	-
5	Rajendra Pd. Sahu	1	183	Commercial	Commercial	19115	19115	-	18,707.00	18,707.00	-	-
6	Shanti Devi	1	128	Residential cum Commercial	Residential cum Commercial	3920	3920	-	17,367.00	17,367.00	-	-
7	Urmila Devi	2	234	Residential cum Commercial	Residential cum Commercial	5425	5425	-	13,064.00	13,064.00	-	-
8	Binti	11	213	Residential cum Commercial	Residential cum Commercial	3312	3312	-	14,201.00	14,201.00	-	-
9	Pradhan Adhyapak Uchhya Vidyalaya	7	24	other	other	43563	43563	-	12,503.00	12,503.00	-	-



10	Sadanand Patel	1	80	Commercial	Commercial	Commercial	3514	3514	-	15,180.00	15,180.00	-	-
11	Dhirendra Prasad	2	246	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	2664	2664	-	13,994.00	13,994.00	-	-
12	Jawahar Lal Shaw	2	39	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	8284	8284	-	10,751.00	10,751.00	-	-
13	Divendra Kumar	1	89	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	1800	1800	-	10,579.00	10,579.00	-	-
14	Gita Devi	2	219	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	3441	3441	-	10,330.00	10,330.00	-	-
15	Lila Devi	4	183	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	5824	5824	-	10,607.00	10,607.00	-	-
16	Mithlesh Kumar	6	48	Residential cum Commercial	Residential cum Commercial	Residential cum Commercial	4400	4400	-	8,794.00	8,794.00	-	-
17	Madhya Vidyalaya	13	16	other	other	Other	36876	36876	-	7,981.00	7,981.00	-	-
18	Sadanand Ptel	1	81	Commercial	Commercial	Commercial	2125	2125	-	9,180.75	9,180.75	-	-
19	Sahu Kanya Ucchya Vidyalaya	12	245	other	other	Other	32102	32102	-	7,775.00	7,775.00	-	-
20	Bhagwati Devi	1	94	Commercial	Commercial	Commercial	1000	1000	-	7,143.00	7,143.00	-	-



**Municipal Accounts**

City of Nagpur  
Municipal Accounts

Source: Regarding confirmation of documents not maintained and management comment in Audit report for FY. 2017-18.

We, Nagar Panchayat Hilsa, confirm the following books of accounts/ documents/ file has not been maintained, hence we could not produced it.

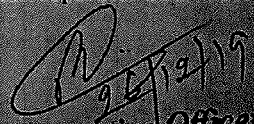

S/N.	Auditor observation	Management comment
1	Non implementation of Double entry system;	Currently there is no such agency working for implementation of accrual based double entry accounting system;
2	AG Compliance Report;	It is provided;
3	Difference in opening balance of in budget for F.Y. 16-17 and 2017-18;	Management is now making effort to find out error and will rectify accordingly;
4	Non-maintenance of Advance Register;	It is provided;
5	No Municipal Accounts committee established;	Under process, and matter will be put before board for constitution of "Municipal Accounts Committee";
6	Notice fee;	Currently not collecting, but it is being will be consider by the Board and collected accordingly;
7	TDS return acknowledgement;	It has been provided;
8	Non levy of Taxes in IAR Para "I Part-A a) (ii);	Some of the Taxes are collected by other departments of Government like professional tax. And there are many taxes mentioned in this Para not collected since these services are not provided by ULB like fire taxes. For next we will discuss in meeting of board and implement accordingly.
9	Late deposit of property tax;	Show cause notice has been issued to tax collector in this respect and it will be collected as per Act. A copy of show cause has been attached.

	Non-maintenance of Holding Tax	It will be of quarter and half yearly basis.
	Non-maintenance of PPT	Direct implementation of GMS the same problem arise
	Non-preparation of complete WC details	It is provided;
	Non practice of Stock valuation; Non-preparation of Stock Register.	It will be followed as per rule and management will decide about reasonable period of valuation i.e. frequency of time for valuation;
14	Non-maintenance of log book.	ULB has prepared and updated Log book except few vehicle, but not maintained as per BMAR.
15	Maintenance of grant record with bifurcation like amount for Salary, water management, nail gali solid waste management and so on ;	It will be provided.
16	Non-maintenance of book refer to Para: II-PART B (a) ;	After reading this para we conclude the following comments: 1. S.N. 6 to 8 – no transaction happened; 2. 10 to 11 - amount not collected in this respect;  Rest will be maintained upon applicability of concern para.
17	Difference in Holding Tax Amount as per Physical Measurement: ➤ Auditor found difference in area, as per self assessment form and actual measurement of property area there is difference for some cases selected on sample basis ➤ Valuation method not Revised till 2011.	<ul style="list-style-type: none"> <li>➤ We will take necessary action and impose Holding Tax as per actual measurement taken.</li> <li>➤ The Entire process of valuation need to be changed and the concern matter will be put before Board very soon and after approval of UD &amp; HD (will be send after approval of board) it will be implemented accordingly;</li> </ul>
18	Non-preparation of Receipt and Payment A/c, Trial Balance, Income and Expenditure A/c and Balance Sheet of financial Statement)	Annual account of actual Receipt and Payment A/c, Trial Balance and Balance Sheet will be prepared after implementation of DEAS.

		It will be maintained.
	Outstanding Taxes	We will make our best effort to realize it by establishing ward in ward.
	Bank Reconciliation on Monthly Basis	It will be maintained;
	Any payment made out of Municipal Fund that is not covered by	Payment is made out of budget provisions. No such payment is made that is not covered by budget;
	Non implementation of Biometric Devices and Payroll Software	It is under process;
	Directive/Circular issued during Q-1 of 2019-20	No such directives or circular issued during said period.

Further we confirm/affirm the management comment given in Internal Audit report for 2017-18 is on behalf of Nagar Panchayat Hisua.



  
 26/12/19  
 Executive Officer  
 Nagar Panchayat, Hisua  
 (Nawada)  


**HISUA NAGAR PANCHAYAT**  
**STATUS OF UTILIZATION CERTIFICATION FOR FY 2017-18**

SNo	Head	Approval order and date	Sanctioned Amount	Expenses Incurred	Balance Amount	UC Submitted against Expenses	UC Pending Against Expenses	% of UC Submitted against expenses	% of UC Pending against expenses	Letter No. & Date of Submission
1	CITY MANAGER Salary	10/31.05.2017	1.97	1.97	-	1.97	-	100%	NIL	68/15.01.2018
2	E.O Salary	07/23.05.17	5.00	5.00	-	5.00	-	100%	NIL	1767/07.11.17
3	CM Shari Nali Gali Pakkarikaran Nischay Yojna	38/11.08.17	22.59	22.59	-	22.59	-	100%	NIL	1651/23.07.2018
4	CM Shari Nali Gali Pakkarikaran Nischay Yojna	38/11.08.17	22.59	22.59	-	22.59	-	100%	NIL	1651/23.07.2018
5	EO Salary	72/20.11.17	3.40	3.40	-	3.40	-	100%	NIL	1651/23.07.2018
6	14th finance	34/02.08.2017	29.80	29.80	-	29.80	-	100%	NIL	Not Provided
7	14th finance	34/02.08.2017	29.80		29.80		-	NIL	NIL	Transferred to PL A/c
8	CM Shari Nali Gali Pakkarikaran Nischay Yojna	68/30.10.2017	14.17	14.17	-	14.17	-	100%	NIL	3196/29.11.2018
9	CM Shari Nali Gali Pakkarikaran Nischay Yojna	68/30.10.2017	22.82	22.82	-	22.82	-	100%	NIL	3196/29.11.2018
10	Office expenses	164/14.03.2018	0.15		0.15		-	NIL	NIL	Transferred to PL A/c
11	CM Shari Nali Gali Pakkarikaran Nischay Yojna	68/30.10.2017	1.73	1.73	-	1.73	-	100%	NIL	3196/29.11.2018
12	14th finance					29.80		50%	NIL	3196/29.11.2018
13	14th finance	33/02.08.2017	59.60	59.60	-	29.80	-	NIL	NIL	349/06.03.2020
14	EO Salary	07/22.05.2018	7.00	7.00	-	7.00	-	100%	NIL	3196/29.11.2018
15	14th Finance	97/24.01.2018	59.45	59.45	-	59.45	-	100%	NIL	3196/06.03.2020
16	Allowance Payment	15/15.06.2017	3.12		3.12		-	NIL	NIL	Transferred to PL A/c
17	Civil Liberties	43/24.08.2017	30.58	30.58	-	30.58	-	100%	NIL	Not Provided
18	5th finance	47/14.09.2017	58.86	58.86	-	58.86	-	100%	NIL	349/06.03.2020
19	5th finance	47/14.09.2017	58.86	58.86	-	58.86	-	100%	NIL	349/06.03.2020
20	Peshakar	23/30.06.2017	10.87	10.87	-	10.87	-	100%	NIL	349/06.03.2020
21	5th Finance	46/14.09.2017	117.72		117.72		-	NIL	NIL	Transferred to PL A/c
22	CITY MANAGER (salary)	102/29.01.2018	1.97		1.97		-	NIL	NIL	Transferred to PL A/c
23	Samrat Ashok Bhavan	112/13.02.2018	67.63		67.63		-	NIL	NIL	Transferred to PL A/c
24	Mala Nirman	127/07.03.2018	70.46		70.46		-	NIL	NIL	Transferred to PL A/c

