



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

**INTERNAL AUDIT REPORT**  
**FOR**

**F. Y. 2017-18**

**GROUP 1**

**WARSLIGANJ 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

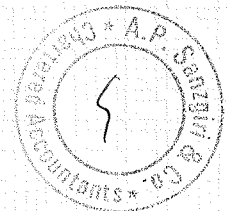
INTERNAL AUDIT FOR FY 2017-18

Project Title	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"
Report Title	Internal Audit for FY 2017-18 of Warsaliganj Nagar Panchayat
Reporting Entity	A P SANZGIRI & Co., Chartered Accountants
Reporting for	Warsaliganj Nagar Panchayat
Report Prepared by	Internal Audit Team of A P SANZGIRI & Co., Chartered Accountants
Date of Submission	3 September 2019



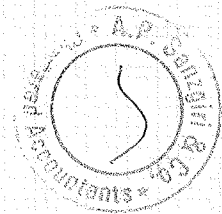
**ABBREVIATION AND ACRONYMS**

<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 Warisallganj 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 Warisallganj 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 Gupta

CA Satish Gupta  
Partner

FRN:116293W

UDIN: 20101134AAAAEQ1465

Date - 06-07-2020

Membership No - 101134

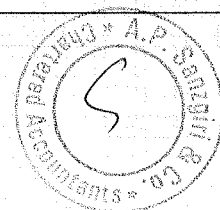


## 1. INTRODUCTION:

Name of the Municipality	-	Warisaliganj Nagar Panchayat
Period covered under Current Audit	-	01 <sup>st</sup> April 2017 to 31 <sup>st</sup> March 2018
Name of Mayor/Chairman	-	Md. Ilyas
Name of Executive Officer	-	Sri Pratap Narayan 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. No physical verification of store is exercised by ULB.</li><li>4. No Physical verification of cash is exercised by ULB.</li><li>5. 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>6. Fixed assets register is not maintained by ULB</li><li>7. 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>8. Statutory compliance of the ULB is not deposited timely and hence it incurs penalty and other charges.</li><li>9. Certain Statutory Registers and Books are not maintained.</li></ol> <p><b>10. 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>



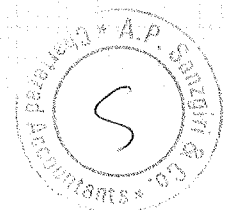
	<p>11. During verification of receipts book and deposit slips, we have noticed that there is gap in collection of tax and deposit of tax around 02 to 91 days.</p> <p>12. ULB is not preparing monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.</p> <p>13. 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.</p> <p>14. Non-preparation of fund wise statement in BMAR Form No. 71, 73 and 74 not later than 20th of the subsequent month.</p>
	<p>15. Non Compliance of Rule 130 of BMAR in some of the cases.</p> <p>16. ULB is not maintaining the accounts as well as not preparing the financial statements.</p> <p>17. ULB is currently not following the provision of BMAR for submission of financial statement and balance sheet to auditor.</p>

**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:**

Observed Weaknesses	Audit Recommendations
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>	<p>As per section 127, 128, 129 &amp; 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</p>
<p>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 91 days.</p>	<p>As per Bihar Municipal Act, 2007 &amp; 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.</p>
<p>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.</p>	<p>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.</p>
<p>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</p>	<p>Currently ULB is sending on yearly basis and the same need to be complied on quarterly basis.</p>
<p>Non-preparation of fund wise statement in BMAR Form No. 71, 73 and 74 not later than 20th of the subsequent month.</p>	<p>As per BMAM-ULB are required to maintain fund wise receipts &amp; payments. As per BMAM, following funds should be maintained by ULB.</p> <ol style="list-style-type: none"> <li>1. Municipal General Fund</li> <li>2. Basic service for urban poor</li> <li>3. Water supply &amp; sewerage fund</li> <li>4. Solid Waste Management Fund</li> <li>5. Road Development &amp; Maintenance</li> <li>6. Enterprise Fund</li> </ol>
<p>Non Compliance of Rule 130 of BMAR in some of the cases.</p>	<p>ULB should ensure compliance related to Rule 130 of BMAR on regular basis.</p>
<p>ULB is not maintaining the accounts as well as not preparing the financial statements.</p>	<p>ULB is required to maintain the accounts as well as prepare the financial statements at the end of the year.</p>
<p>ULB is currently not following the provision of BMAR for submission of financial statement and balance sheet to auditor.</p>	<p>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.</p>
<p>In-consistencies in assessment of property tax</p>	<p>Checked on random basis and found variation between demand raised by ULB or actual demand.</p>

#### 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 in *(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. Sanzgiri & Co,

Chartered Accountants

Satish Gupta

CA Satish Gupta

Partner

FRN: 116293W

UDIN: 20101134AAAAEQ1465

DATE: 06-07-2020

Membership No: 10134

## DETAILED AUDIT REPORT

### 1. INTRODUCTION:

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

### 2. ADMINISTRATION:

Sl. No.	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:	Md. Ilyas
2.1.1	Period of Service:	<b>From:</b> June 2017 <b>To:</b> Till date
2.2	Name of Executive Officer:	Sri Pratap Narayan Singh
2.2.1	Period of Service:	<b>From:</b> 2019 <b>To:</b> Till date

### 3. REVIEW OF OUTSTANDING AUDIT PARAS:

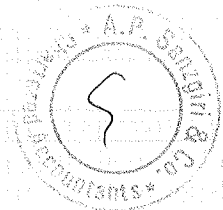
#### 3.1 STATUS OF AUDIT OBSERVATIONS IS AS UNDER:

Particulars of audit and date of report	Total No. of Audit Para's	Improve ment/cor rective 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. 2015-16 to 2016-17	19	19	8	-	-	19	1017/01-12-2018

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

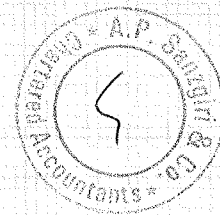
Period of AG audit report : Financial year 2010-11 to 2012-13

Compliance report date & Number : 1017/01-12-2018



Audit Para Number	Heading of the audit paras	Amount involved (In Lacs)	Recovery Proposed (In Lacs)	Recovery Completed	Action Taken or Not
4	Non-maintenance of Grant Register by the ULB.	-	-	-	Yes
5	Financial Overview	-	-	-	Yes
6	Less deposit/No deposit	0.86	0.86	-	Yes
7	Non-collection of 3% Stamp duty amount from endowment holders.	0.07	0.07	-	Yes
8	Non-presentation of receipts	-	-	-	Yes
9	ULB has collected Education & health Cess but not sent in the Government Treasury.	1.80	1.80	-	Yes
10	Non-deduction	0.70	0.70	-	Yes
11	Error/irregularities	1.19	-	-	Yes
12	Irregularities in execution of Plan number 15/10-11.	0.32	0.32	-	Yes
13	Excess Expenditure	0.02	0.02	-	Yes
14	Not working as per Estimates	0.15	0.15	-	Yes
15	Purchase of Section Machine	-	-	-	Yes
16	Unadjusted advances	4.38	4.38	-	Yes
17	Discussion with Executives	-	-	-	Yes
18	Results of Accounting Review	1.16	-	-	Yes
19	General Convection	-	-	-	Yes

**Note-1: ULB did not provide AG report thereafter have taken from UD & HD website.**



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	Data not provided	4,38,80,784.00	2,62,75,000.00
Actual Expenditure Data		9,92,08,099.00	13,37,68,340.60
Savings(+)/Excess(-)		(5,53,27,315.00)	(10,74,93,260.60)

**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 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 in respect of

F.Y. 2018-19 has been taken up to December 2018.

II. VOLUME OF TRANSACTIONS:

Period	Budgeted for F.Y. 2017-18	Actual for the F.Y. 2015-16	Actual for the F.Y. 2016-17	Actual for the F.Y. 2017-18	Cumulative for the current period
Opening balance	8,63,38,906.00	Data not provided	7,85,13,314.35	8,63,38,906.00	8,63,38,906.00
Receipts	3,29,40,528.00		8,73,07,908.00	13,24,07,896.00	13,24,07,896.00
<b>Total</b>	<b>11,92,79,434.00</b>		<b>16,58,21,222.35</b>	<b>21,87,46,802.00</b>	<b>21,87,46,802.00</b>
Net expenditure	2,62,75,080.00		9,92,08,099.00	13,37,68,340.60	13,37,68,340.60
Closing balance	9,30,04,354.00		66,613,123.35	8,49,78,461.40	8,49,78,461.40

**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 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 in respect of F.Y. 2018-19 has been taken up to December 2018. (Refer Discussion Note).



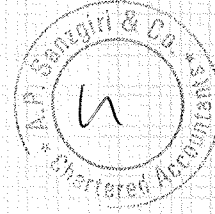
**III. BANK RECONCILIATION POSITION AS ON REPORTING DATE:**

**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	PNB	6749000100095162	HFA	19,05,768.00	19,406,715.00	3,49,946.90	Yes
2	PNB	6749000100083608	S.B.M	7,46,007.00	88,310.00	65,7,97.00	Yes
3	IOB	379401000000409	CM Sahri Nal Jal	33,990,058.00	340,09,954.00	19,896.00	Yes
4	IOB	379401000000410	CM Sahri Nali gali	14,884,156.97	1,49,52,071.97	67,915.00	No
5	UBI	624302010005119	SJSRY	6,56,077.00	6,56,077.00	-	Yes
6	SBI	31092711541	B.R.G.F	6,329,63.00	6,375,70.16	4,607.16	No

**Management Comment:**

In respect of abovementioned all Bank Accounts it will be reconciled as soon as possible. **(Refer Discussion Note)**



## IV. RECEIPT DETAILS:

SN		Details		Income 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)	
		13,24,07,896.00	8,73,07,908.00		13,24,07,896.00					
A	Total Receipts (A+B)	78,47,987.00	80,20,283.00		78,47,987.00					N/A
1	Revenue Receipts (1+2+3)	45,10,589.00	56,16,136.00		45,10,589.00					N/A
a)	Own Revenue Receipts (a+b)	37,38,809.00	53,52,946.00		37,38,809.00					N/A
i)	Tax Revenue (levied and collected by municipal body)	13,30,809.00	13,92,381.00		13,30,809.00					N/A
ii)	Property tax	24,08,000.00	39,60,565.00		24,08,000.00					N/A
b)	Other tax (levied and collected by municipal body)	7,71,780.00	2,63,190.00		7,71,780.00					N/A
i)	Non-tax revenue (levied and collected by municipal body)	00.00	00.00		00.00					N/A
ii)	Fees & fines	5,50,530.00	10,670.00		5,50,530.00					N/A
iii)	User Charges	2,21,250.00	2,52,520.00		2,21,250.00					N/A
2	Other non-tax revenue levied and collected by	22,01,321.00	00.00		22,01,321.00					N/A
	Other Revenue Receipts									



a)	Income from interest/investments	22,01,321.00	00.00		22,01,321.00	N/A
b)	Other Revenue income	00.00	00.00		00.00	N/A
3	Transfers/Grants/Assigned Revenues	11,36,077.00	24,04,147.00		11,36,077.00	N/A
a)	State Assigned Revenue	11,36,077.00	24,04,147.00		11,36,077.00	N/A
b)	State Finance Commission	00.00	00.00		00.00	N/A
c)	Octrol compensation	00.00	00.00		00.00	N/A
d)	Other State Government Transfers	00.00	00.00		00.00	N/A
e)	Central Finance Commission (CFC) Grant	00.00	00.00		00.00	N/A
f)	Other Central Government Transfers	00.00	00.00		00.00	N/A
g)	Others	00.00	00.00		00.00	N/A
B	Capital Receipts	12,45,59,909.00	79,28,7625.00		12,45,59,909.00	N/A
1	Sale of Municipal Land	0	0		0	N/A
2	Loans (from State Govt. Or Banks etc.)	0	0		0	N/A
	State Capital Account	7,29,05,507.00	0		7,29,05,507.00	N/A
	Central Capital Account	5,16,54,402.00	0		5,16,54,402.00	N/A
5	Other Capital Receipts	0	0		0	N/A

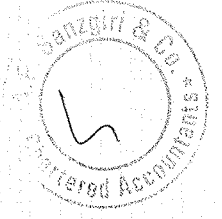
**Auditor's Comment:** The above figures have been taken from the Budgeted Statement of the ULB for the year 2016-17, 2017-18, 2018-19 & 2019-20. Financial Statement i.e. Audited Balance Sheet, Income & Expenditure Account and Receipts & Payments Account for the year 2016-17, 2017-18, 2018-19 have not 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.



**V. EXPENDITURE INFORMATION:**

S.N	Details	Expenditure 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 Expenditure (1+2)</b>	<b>13,37,68,340.00</b>	<b>9,92,08,099.00</b>		<b>13,37,68,340.00</b>	<b>N/A</b>	<b>N/A</b>
1	Revenue Expenditure	1,75,72,024.00	1,72,14,740.00		1,75,72,024.00	N/A	N/A
1.1	Administrative Expenses and Salaries (All Departments- Regular and Contractual)	1,31,12,483.00	71,15,438.00		1,31,12,483.00		
1.2	Operation and Maintenance (O&M)	7,28,607.00	00.00		7,28,607.00		
1.3	Loan repayment (Interest payments)	4,654.60	295.00		4,654.60		
1.4	Others (any other revenue expenditure which is not salaries, O&M or Interest Payment)	37,26,280.00	1,00,99,000.00		37,26,280.00		
2	Capital Expenditure	11,61,96,316.00	8,19,93,366.00		11,61,96,316.00		
2.1	All developmental works under Central/State schemes	11,61,89,316.00	7,58,53,366.00		11,61,89,316.00		
2.2	Loan Repayments (Principal Amount)	00.00	00.00		00.00		

**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.



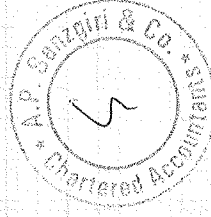
**VI. STATUS OF IMPLEMENTATION OF DOUBLE ENTRY SYSTEM:**

Name of agency	DEAS (implemented till date)	Remark
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:**

Municipal Accounts Committee has not been formed till date, however management replied it will be formed very soon.

**(Refer Discussion Note)**

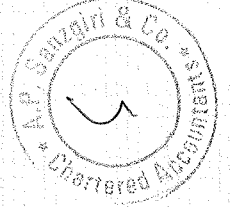




		15	Collection of fees for issue of municipal licenses for various non-residential uses of lands and buildings.	NO
		16	Collection of Fees for issue of birth and death certificates.	YES
		17	Collection of Development Charges	YES
4	<b>Consequences/Effect</b>	No levy of taxes will be resulted in to revenue 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>	Kindly refer discussion note attached with the report.		

**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 tax around 02 to 91 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>	Kindly refer discussion note attached with the report.



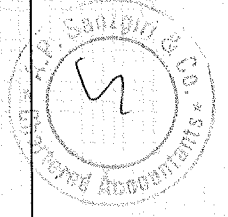
**OBSERVATION-3: NON COLLECTION OF NOTICE FEE**

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

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

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

SN	Head	Comments
1	Objective	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	Criteria	It is checked from progress report prepared by ULB
2	Condition	During checking it is noted that property tax of Rs. 28.18 lacs was outstanding as on 31/03/2018:
3	Consequences/Effect	It leads in shortage of fund for ULB and loss of revenue.
5	Cause	No proper explanation in this regard given by ULB.
6	Corrective Action/Recommendation	Notice should be issued to the assessee's on regular interval for recovery of outstanding dues.
7	Management Comments	Kindly refer discussion note attached with the report.

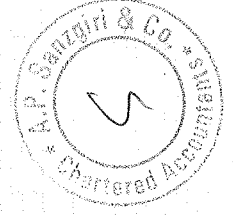


**2. RECOVERY OF ADVERTISEMENT TAX:**

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

**3. RENT INCOME:**

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

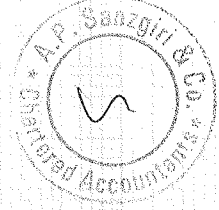


**4 MOBILE TOWER TAX:**

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. 15.15 lacs 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>	Recovery procedure are under process. we are establishing camp to boost collection as well as to recover outstanding dues.

**5 OTHER TAX:**

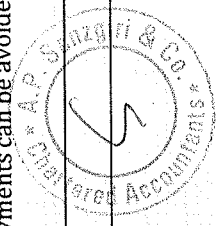
SN	Head	Comments
1	<b>Objective</b>	ULB is authorized to collect other various types of taxes/fee.
2	<b>Criteria</b>	It is checked from progress report prepared by ULB
2	<b>Condition</b>	During checking it is noted that no other tax was outstanding as on 31/03/2018:
3	<b>Consequences/Effect</b>	Not Applicable
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	Head	Comments																																																								
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:																																																								
		<table border="1"> <thead> <tr> <th>S.N</th> <th>Name of Party</th> <th>Payment Head</th> <th>Invoice Amount</th> <th>Approved Amount</th> <th>Date of Payment</th> <th>Audit Observations</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>G.K. PADIYA &amp; SONS</td> <td>DISEL EXP</td> <td>38,643.00</td> <td>38,643.00</td> <td>21.06.2017</td> <td></td> </tr> <tr> <td>2</td> <td>RISHIKA RAJ AGENCY</td> <td>LED LIGHT</td> <td>28,61,100.00</td> <td>2861100.00</td> <td>24.06.2017</td> <td></td> </tr> <tr> <td>3</td> <td>RAJEN KUMAR ROY</td> <td>TYPING &amp; PRINTING</td> <td>39,990.00</td> <td>39,990.00</td> <td>2.08.2017</td> <td>No Irregularities found</td> </tr> <tr> <td>4</td> <td>JAGRAN PRAKASHAN LTD</td> <td>ADVERTISEMENT CHARGES</td> <td>25,234.00</td> <td>25234.00</td> <td>16.03.2018</td> <td></td> </tr> <tr> <td>5</td> <td>RAVI RANJAN</td> <td>CONTRACTOR</td> <td>7,64,550.00</td> <td>7,64,550.00</td> <td>23.03.2018</td> <td></td> </tr> <tr> <td>6</td> <td>MUNNA KUMAR</td> <td>CONTRACTOR</td> <td>5,41,710.00</td> <td>5,41,710.00</td> <td>13.02.2018</td> <td></td> </tr> <tr> <td>7</td> <td>SOUTH BIHAR PAWER DISTRIBUTION COM. LTD.</td> <td>ELECTRICITY BILL</td> <td>11,10,907.00</td> <td>11,10,907.00</td> <td>27.12.2017</td> <td></td> </tr> </tbody> </table>	S.N	Name of Party	Payment Head	Invoice Amount	Approved Amount	Date of Payment	Audit Observations	1	G.K. PADIYA & SONS	DISEL EXP	38,643.00	38,643.00	21.06.2017		2	RISHIKA RAJ AGENCY	LED LIGHT	28,61,100.00	2861100.00	24.06.2017		3	RAJEN KUMAR ROY	TYPING & PRINTING	39,990.00	39,990.00	2.08.2017	No Irregularities found	4	JAGRAN PRAKASHAN LTD	ADVERTISEMENT CHARGES	25,234.00	25234.00	16.03.2018		5	RAVI RANJAN	CONTRACTOR	7,64,550.00	7,64,550.00	23.03.2018		6	MUNNA KUMAR	CONTRACTOR	5,41,710.00	5,41,710.00	13.02.2018		7	SOUTH BIHAR PAWER DISTRIBUTION COM. LTD.	ELECTRICITY BILL	11,10,907.00	11,10,907.00	27.12.2017	
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4	<b>Consequences/Effect</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>	Management can implement standard checklist for each payment so that irregularities in payments can be avoided.																																																								
7	<b>Management Comments</b>	Not Applicable.																																																								



**(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 not 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>	Kindly refer discussion note attached with the report.

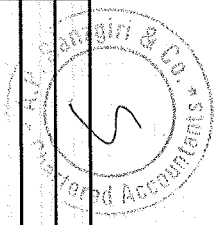


**PART-B: ALL AUDIT OBJECTIONS/IRREGULARITIES WHICH HAS MONETARY IMPLICATION, BUT SIGNIFICANT VIOLATION OF ACT, RULES & DIRECTIVES OF UD & HD, MENTION THE REFERENCE TO ACT & RULES WHEREIN REMEDIAL MEASURE IS REQUIRED:**

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

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

S.N	Name of Register	Maintained/ Not Maintained	Last date of Updation
1	Cash Book-Cashier	Maintained	31.03.2018
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	Not Maintained	
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	Maintained	31.03.2018
12	Summary Statement of Notice Fees, Warrant Fees, Other Fees	Not maintained	
13	Register of Refunds, Remissions and Write off	No Maintained	
14	Summary statement of Refunds and Remissions	Not maintained	
15	Summary Statement of Write-offs	Not maintained	
16	Statement of outstanding Liability for Expenses	Maintained	31.03.2018
17	Document Control Register/Stock Account Receipts/Cheque Book	Maintained	31.03.2018
18	Fixed Assets Register	Maintained	31.03.2018
19	Summary Statement of Demand Raised on assessment	Maintained	31.03.2018
20	Summary Statement of Head wise Collection of Other Income	Maintained	31.03.2018
21	Summary Statement of Refunds	Not Maintained	
22	Summary Statement of Write off	Not Maintained	
23	Grant Register	Maintained	31.03.2018
24	Summary Statement of status of Capital Work in Progress	Maintained	31.03.2018
25	Work Sheet	Maintained	31.03.2018
26	Deposit Works Register	Maintained	31.03.2018



27	Material Receipt Note	Maintained	31.03.2018
28	Store Ledger	Maintained	31.03.2018
29	Statement of Closing Stock	Maintained	
30	Statement of Material Issued	Maintained	31.03.2018
31	BRS of all bank accounts (including dormant accounts)	Maintained	31.03.2018
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:**

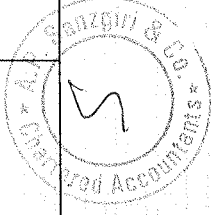
**1. COMPLIANCE REGARDING TENDER ISSUED BY THE ULBS:** During audit, we have checked following procurements :

**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 mention in log book
1	JCB (01 nos.)	Yes	YES	No	No
2	Tractor (2 nos)	Yes	YES	No	No
3	Tipper (2 nos)	Yes	YES	No	No
4	Section Machine (1 nos)	Yes	YES	No	No

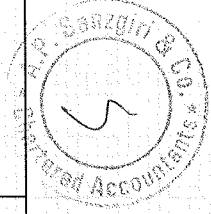
**3. NON-COMPLIANCE OF DIRECTIVES BY UD & HD, GOB:**

S.N	Directions issued by UDHD	Particulars of Circulars/Orders/Notices	Complied or Not
1	No. 03/SBM20-14/2015 Dated 08.08.2017	<u>SBM Guidelines Regarding Toilet sheet Const. Guideleines.</u>	Complied
2	Gyapank No.- 1007, Dated- 14.07.2017	<u>Guidelines Regarding Hire Vehicle</u>	Complied
3	No.- 4464; Dated- 05.07.2017	<u>GST Implementation Guidelines</u>	Complied

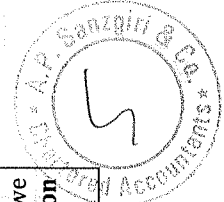


4. NON COMPLIANCE OF ACTS & RULES:

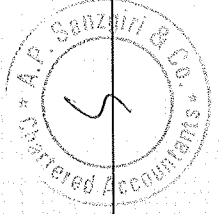
SN	Requirement	Criteria	Auditors Comment	Management Comment
1	The amount of tax collected by the Tax collector is required to be handed over to the cashier and deposited into bank on the same day on which collection is made.	BMAR Rule No.- 22	<b>Refer point: Part-A (a) (2)</b> The same rule did not follow by Tax Collector and on an average 02 to 91 days delayed found in hand of Tax Collector;	<b>( Refer Discussion Note)</b>
2	Whether every bill collector or municipal employee entrusted with the collection of municipal revenue was supplied with a Collection Register in BMAR Form 17 and receipt books.	BMAR Rule No.- 27	Only Tax collector are entrusted to collect 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 daily 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 02 to 91 days delayed found in hand of Tax Collector;	<b>( Refer Discussion Note)</b>

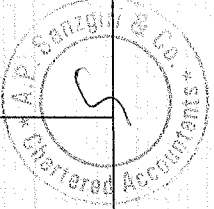


6	Whether Grant Register as prescribed in BMAR Form 28 was maintained by the Municipality to record receipts and utilization of grants sanctioned by the Government	BMAR Rule No- 69	Yes.	
7	Whether specific grants, which have certain conditions attached for utilizing such grants including the requirement to use it for capital purposes or use it in a particular proportion or manner. Usually such grants have requirements for submitting utilization certificates e.g. Finance Commission grant, SFC grant for specific purpose, namely, road repairs. It is the responsibility of the Chief Municipal Officer that the conditions attached to the grant are complied with without exception.	BMAR Rule No- 69	Yes complied	
8	Whether the grant received for a specific purpose was diverted for any other purpose.	BMAR Rule No- 69	No such case was found and we have checked through cash book and relevant file under different Yojna/Scheme	
9	Whether the Utilization Certificate was signed by Chief Municipal Officer for verification of the financial outlays and physical progress reported on BMAR Form No 29.	BMAR Rule No- 69	<b>Refer PART-B (h)</b> Yes, but complete UC has been prepared;	<b>(Refer Discussion Note).</b>
10	Whether Municipality has returned unutilized grant for more than three years from date of receipt to the source from where such grant was received.	BMAR Rule No- 69	No such case found in this ULB.	
11	Whether The Chief Municipal Officer prepare a fund wise statement of receipts and payments	BMAR Rule No-	Currently Receipt and Payment A/c has not been prepared by ULB;	Currently it is not prepare, however we will proceeds further. <b>Refer Discussion Note</b>

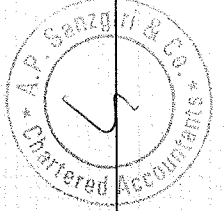


	in BMAR Form No. 71 not later than 20th of the subsequent month.	120			
12	Whether ULB prepare monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.	BMAR Rule No.- 121	Trial Balance has not been prepared;	ULB 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) d. Significant accounting policies adopted by the Municipality in presentation of the financial statementse. e. Notes to Accounts, which shall disclose Contingent liabilities, and such other information as, may be useful in	BMAR Rule No.- 122	Financial Statement has not been prepared by municipality.	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	

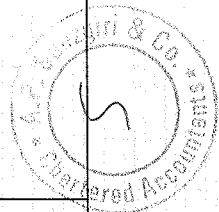


15	<p>understanding the financial statements clearly. f. Comparative amounts shall be entered on the financial statements for the preceding financial year except. In the case of the first year to which those rules apply.</p> <p>Whether the municipality is regular in depositing statutory dues including 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> 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> Yes deposited on time except April, June, July, August, October and November and March for F.Y. 2018-19;</p>	<p><b>Refer Discussion Note</b></p>
17	<p>Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified and stated In sufficient detail.</p>	<p>BMAR Rule No.- 130</p>	<p>No trial balance is prepared hence classification of transaction was not done;</p>	
18	<p>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.</p>	<p>BMAR Rule No.- 130</p>	<p>Yes recorded properly in grant register as well cash book, but no case of deduction was found;</p>	

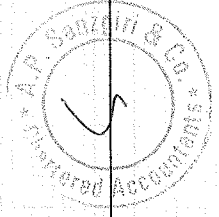
19	Whether any Special Funds have been created as per the provision of any statute and whether the Special Funds have been utilized for the purposes for which they have been created.	BMAR Rule No.- 130	No special fund created;	
20	Whether the ULB is maintaining proper records showing full particulars, 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	There are no FAR, has not Not maintained; There is no system developed to physically verify the existing assets	<b>Refer Discussion Note</b>
21	Whether in case of leasehold property given by the ULB, lease rentals are collected regularly by the ULB and that the lease agreements are renewed after their expiry.	BMAR Rule No.- 130	- Refer Part-A(a)(4)	Refer Discussion Note
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	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 have been	



	taken on timely basis.		prepared in cash book itself except one bank A/c which is mentioned in this report;	
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 cases such as are authorized by Act.	BMAR Rule No.- 130	YES.	
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>	
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 1 to 73 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 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>



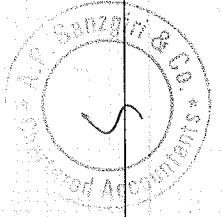
31	Whether physical verification has been conducted by the ULB at reasonable intervals In respect of stores;	BMAR Rule No.- 130	No such practices followed by ULB;	It will be followed by F.Y. 2019-20. Refer Discussion Note
32	Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate?	BMAR Rule No.- 130	No physical verification is carried out.	It will be consider and follow as per rule;
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;	( Refer Discussion Note)
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.	( Refer Discussion Note)
35	Whether the parties to whom loans or advances have been given by the ULB are repaying the principal amounts as stipulated and are also regular in payment of the interest and If not, whether reasonable steps have been taken by the municipality for recovery of the principal and interest?	BMAR Rule No.- 130	No loan given during F.Y.2018-19	ULB does not gives loan and advances. Refer Discussion Note



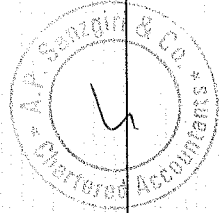
36	Whether advances given to municipal employees and interest thereon are being regularly recovered;	BMAR Rule No.- 130	Advance Register has not been maintained	ULB does not gives loan and advances. <b>Refer Discussion Note</b>
37	Bihar Municipal Accounting Manual, 2014, every year budget should be prepared 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.	
40	<b>Procedure when money not covered by 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.	BMA,2007 : Chapter X		<b>( Refer Discussion Note)</b>



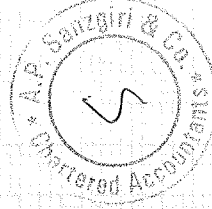
<p>41</p> <p><b>Investment of surplus money.</b> Whether municipality has invested surplus fund as per the requirement of the chapter-X of BMA-2007. Auditor will report on the fixed deposit and other funds should be in nationalized banks/Approved financial institutions and should earn maximum interest at their gestation period. Check whether comparative interest rate is invited from parties before investing surplus funds:</p>	<p>No fund invested by ULB;</p>	<p>ULB does not follow the practices of investing its surplus amount;</p>
<p>42</p> <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>	
<p>43</p> <p><b>Maintenance of accounts.</b> Whether the Chief Municipal Officer prepared and maintained accounts of receipts and expenditure of the Municipality in such form, and in such manner, as may be prescribed,</p>	<p>Receipt and Expenditure A/c has not been prepared;</p>	<p>( Refer Discussion Note)</p>
<p>44</p> <p><b>Financial Statement.</b> 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>	<p>Not Prepared;</p>	<p>( Refer Discussion Note)</p>



<p>45</p> <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>	<p>Financial Statement has not been submitted.</p>	<p>(Refer Discussion Note)</p>
<p>46</p> <p><b>As per section 127, 128, 129 &amp; 131 of chapter XV Bihar Municipal Act, 2007 various tax are applicable on ULBs</b></p> <p>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 per 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</p>	<p>YES</p>	



	<p>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>		
47	<p>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,</p>	<p>BMA,2007 : Chapter XIX</p>	<p><b>Refer-PART-A(a)(3)</b> Yes, Notice of demand issued but levy of Notice Fee is not followed currently.  <b>( Refer Discussion Note)</b></p>
48	<p>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.</p>	<p>BMA,2007 : Chapter XXXVII</p>	<p><b>Refer Discussion Note</b></p>



**5. 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 91 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.

**2. NON-COMPLIANCE OF TDS, VAT AND OTHER RELEVANT STATUTE**

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

S.N	Name of Party	Invoice Value	Amount of deduction	Due date of deposit	Actual Date of deposit	Cheque/Challan Number
1	Supriya Sinha	9,67,314.00	9,965.00	07.04.2018	Not Deposited	
2	Ravi Ranjan	8,59,335.00	8,850.00	07.04.2018		
3	Anita Kumari	10,28,340.00	10,595.00	07.04.2018		
4	Rekha Kumari	5,81,388.00	5,988.00	07.04.2018		
5	Anil kumar	7,07,725.00	7,288.00	07.04.2018		
		<b>41,44,102.00</b>	<b>42,686.00</b>			

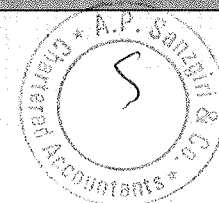
**Note:** TDS deducted by the ULB @ 1.03% instead of 1% in case of proprietors.

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

**Management Comment:** There is not any case of vat deduction.

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

S.N	Name of Party	Invoice Value	Amount of deduction	Date deposit of	Cheque/Challan Number
1	Sri Ravi Ranjan	8,59,335.00	17,187.00	Not Deposited	
2	Supriya Sinha	9,67,314.00	19,347.00		
3	Rekha Kumari	5,81,388.00	11,626.00		
4	Anil Kumar	7,07,725.00	14,154.00		
5	Anita Kumari	10,283,40.00	20,570.00		
<b>Total</b>		<b>41,44,102.00</b>	<b>82,884.00</b>		



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

S.N	Name of Party	Invoice Value	Amount of deduction	Date deposit of	Cheque/Challan Number
1	Sri Ravi Ranjan	8,59,335.00	8,594.00	Not Deposited	
2	Supriya Sinha	9,67,314.00	9,675.00		
3	Rekha Kumari	5,81,388.00	5,814.00		
4	Anil Kumar	7,07,725.00	7,077.00		
5	Anita Kumari	10,283,40.00	10,285.00		
<b>Total</b>		<b>41,44,102.00</b>	<b>41,445</b>		

1 Details of TDS returns filled are mentioned below:

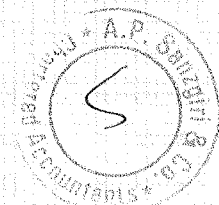
During audit of Warshliganj Nagar Panchayat we have noticed that no TDS return has been filed during the financial year 2017- 2018.

6. DETAILS OF DEPOSIT OF TDS ON GST ARE MENTIONED BELOW:

S.N	Name of Party	Invoice Value	Amount of deduction	Date deposit of	Cheque/Challan Number
1	Sri Ravi Ranjan	8,59,335.00	17,187.00	Not deposited	
2	Supriya Sinha	9,67,314.00	19,347.00		
3	Rekha Kumari	5,81,388.00	11,626.00		
4	Anil Kumar	7,07,725.00	14,154.00		
<b>Total</b>		<b>31,15,762.00</b>	<b>62,314.00</b>		

8. DEFICIENCY IN PAYROLL SYSTEM:

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

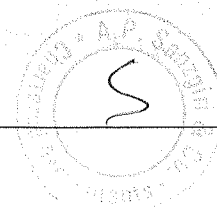


**9. DETAILS OF DELAY OF DEPOSIT OF EPF:**

Month of Deduction	Amount PF Deduction	PF Advance (Loan)	Due date of deposit	Amount Deposit	Actual Date of deposit	Delay in days
April - 17	1,278.00	-	15.05.2017	Not Deposited		
May - 17	1,278.00	-	15.06.2017			
June - 17	1,371.00	-	15.07.2017			
July-17	1,371.00	-	15.08.2017			
August-17	1,371.00	-	15.09.2017			
September-17	1,371.00	-	15.10.2017			
October-17	1,371.00	-	15.11.2017			
November-17	1,371.00	-	15.12.2017			
December-17	1,371.00	-	15.01.2018			
January-18	1,371.00	-	15.02.2018			
February-18	1,371.00	-	15.03.2018			
March-18	1371.00	-	15.04.2018			
<b>Total</b>	<b>16,266.00</b>					

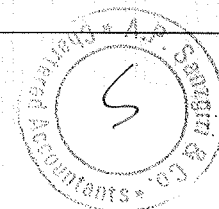
**11. UTILISATION OF GRANT AND REPORT ON MISSING UTILISATION CERTIFICATES**

S N	Head	Details
1	Status of Utilisation Certificate	<b>(REFER ANNEXURE)</b>
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>

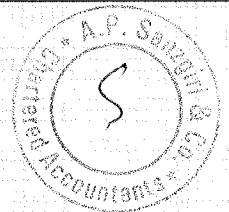


### III. PART-C

SN	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 inconsistencies in assessment. At least 20 high value properties in the city /town (irrespective of the fact that SAS is received or not) must be surveyed and checked in each quarter and reported variations, if any, in PTRs and Actuals as per internal audits;	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)

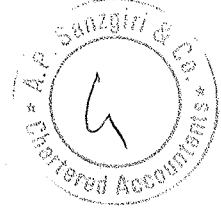


H	Auditor should Report on presence or absence of a system of issuance of utilisation certificate for the different schemes for any utilisation made during the reporting period; Where there is no system for issuance of U/Cs, the Internal Audit report shall prepare Utilisation Certificate for various schemes/grants as per the guidelines of such scheme available on the UD&HD website.	Complied Refer-PART-B(8)
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(d)
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 was compiled 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-WARISALIGANJ NAGAR PANCHAYAT**  
**ANNEX-1 REPORT ON LATE DEPOSIT OF PROPERTY TAX**

S/N	Serial No		Amount of tax	Date of collection as per Receipt Book	Date of Deposit Into bank as per Deposit slip	Delay in Deposit with bank "In days"
	From	To				
1	6401	6425	25366	18.03.2017 to 31.03.2017	28.04.2017	28 days
2	6426	6450	15217	31.03.2017 to 31.03.2017	19.05.2017	49 days
3	6451	6475	12087	31.03.2017 to 31.03.2017	25.05.2017	55 days
4	6476	6500	14386	31.03.2017 to 31.03.2017	30.06.2017	91 days
5	6801	6900	15690	31.03.2017 to 04.06.2017	14.07.2017	41 days
6	7001	7025	10379	05.06.2017 to 27.06.2017	19.07.2017	22 days
7	7026	7050	5840	29.06.2017 to 29.06.2017	19.07.2017	21 days
8	7051	7075	7595	30.06.2017 to 10.07.2017	19.07.2017	9 days
9	7076	7100	8161	10.07.2017 to 17.07.2017	19.07.2017	2 days
10	7201	7225	16428	17.07.2017 to 20.07.2017	03.08.2017	13 days
11	7226	7250	8660	22.07.2017 to 29.07.2017	03.08.2017	5 days
12	7251	7275	23317	29.07.2017 to 01.08.2017	03.08.2017	3 days
13	7276	7300	5527	01.08.2017 to 22.08.2017	30.08.2017	8 days
14	7301	7374	37374	22.08.2017 to 29.11.2017	11.12.2017	12 days
15	7375	7400	7518	30.11.2017 to 12.12.2017	21.12.2017	9 days
16	7701	7800	32629	12.12.2017 to 06.01.2018	10.02.2018	45 days
17	7901	7925	15672	06.01.2018 to 27.01.2018	07.02.2018	11 days
18	7926	7950	21361	27.01.2018 to 03.02.2018	14.02.2018	11 days
19	7951	7975	16587	03.02.2018 to 08.02.2018	15.03.2018	25 days
20	7976	8000	31055	08.02.2018 to 13.02.2018	15.03.2018	30 days
21	8101	8150	11268	13.02.2018 to 16.03.2018	21.03.2018	5 days
22	8151	8200	31022	16.03.2018 to 26.03.2018	28.03.2018	2 days



**INTERNAL AUDIT REPORT FOR FY 2017-18**  
**ULB-WARISALIGANJ NAGAR PANCHAYAT**  
**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 tax Collector	As per Auditor	As per Tax Collector	As per Auditor	Diff.	As per Tax Collector	As per Auditor	Diff.	
1	CHINI MILL FACTORY MAIN FACTORY	20	4885	COMMERCIAL	COMMERCIAL	28200	28200	-	60608	60608	-	-
2	CHINI MILL FACTORY	20	4884	COMMERCIAL	COMMERCIAL	2415	2415	-	17831	17831	-	-
3	CHINI MILL GODAM	20	4887	COMMERCIAL	COMMERCIAL	37148	37148	-	17831	17831	-	-
4	S N SINHA MAHA BIDHALAY	08	1785	COMMERCIAL	COMMERCIAL	15068	15068	-	23820	23820	-	-
5	UMA SINGH	20	4948	COMMERCIAL	COMMERCIAL	6200	6200	-	8928	8928	-	-
6	KARAMCHARI QUARTER CHINI MILL KOLNI	20	4895	COMMERCIAL	COMMERCIAL	19800	19800	-	7128	7128	-	-
7	JANARDAN SINGH	08	1685	COMMERCIAL	COMMERCIAL	5176	5176	-	7543	7543	-	-
8	UMA CHARAN RAM	09	2076	COMMERCIAL	COMMERCIAL	4392	4392	-	6324	6324	-	-
9	VIDHYA DEVI	07	5228	COMMERCIAL	COMMERCIAL	1143	1143	-	9593	9593	-	-
10	PARAS NATH	09	2016	COMMERCIAL	COMMERCIAL	11870	11870	-	5750	5750	-	-
11	BRIJ KISHOR PRASAD	10	2322	COMMERCIAL	COMMERCIAL	3003	3003	-	5186	5186	-	-
12	MAHABIR PRASAD	10	2334	COMMERCIAL	COMMERCIAL	5134	5134	-	4071	4071	-	-
13	SRI KANT SINGH	08	1687	COMMERCIAL	COMMERCIAL	4400	4400	-	3402	3402	-	-
14	THANA KARYALAY SAH KARAMCHARI AWAS	06	1248	COMMERCIAL	COMMERCIAL	4646	4646	-	5255	5255	-	-



15	SURESH SINGH	06	1219	COMMERCIAL	COMMERCIAL	2578	2578	-	3712	3712	-	-
16	JANKI DEVI	20	4942	COMMERCIAL	COMMERCIAL	2675	2675	-	3468	3468	-	-
17	MITHELESII KUMAR	08	1703	COMMERCIAL	COMMERCIAL	5157	5157	-	3743	3743	-	-
18	RAJ KUMAR AGARWAL	10	2183	COMMERCIAL	COMMERCIAL	2222	2222	-	3200	3200	-	-
19	BRIJ MOHAN LAL	10	2113	COMMERCIAL	COMMERCIAL	4960	4960	-	3398	3398	-	-
20	DUARKA LAL	06	956	COMMERCIAL	COMMERCIAL	1867	1867	-	3585	3585	-	-





Warisaliganj  
Nawada

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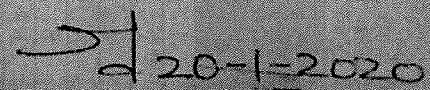
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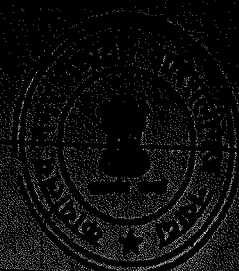
(Chartered Accountants)

Subject: Regarding confirmation of documents not maintained and Management comment in Audit report for FY 2017-18

S/N	Auditor observation	Management comment
1	Non implementation of Double entry system.	Currently there is no agency working for implementation of accrual based double entry accounting system.
2	AG Compliance Report.	It will be provided.
3	Difference in opening balance of in budget for F.Y. 16-17 and 2017-18; and 2015-16 details was not available.	Management is now making effort to find out error and will be rectify accordingly.
4	No Municipal Accounts committee established.	Under process, and matter will be put before Board for constitution of "Municipal Accounts Committee";
5	Notice fee.	It will be collected & copy has been provided.
6	TDS return file not on due date/ acknowledgement.	It will be provided. Due to shortage human resources & pressure of work TDS return filing is delayed.
7	Non levy of Taxes in IAR Para " I Part-A a) (1).	Only Property Tax Has Been Collected This ULB.
8	Late deposit of property Tax.	1. Due to shortage human resources & pressure of work amount of tax collected is not deposited on time. 3. Necessary steps will be taken in this respect and it will be collected and deposited as per Act.
9	Late deposit of statutory deduction of TDS.	It will deposit on or before due date from now.
10	Delay in deposit of EPF	Management will deposit it as soon as possible. Due to implementation of CFMS the same problem arises.
11	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.
12	Non maintenance of log book.	ULB has prepared and updated Log book.

  
10/11/20  
ACCOUNTANT CUM HEAD CLERK  
NAGAR PANCHAYAT WARISALIGANJ  
(NAWADA)

  
20-1-2020  
EXECUTIVE OFFICER  
NAGAR PANCHAYAT WARISALIGANJ  
(NAWADA)

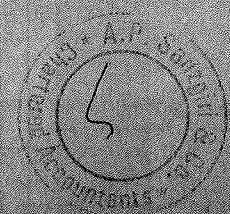


14	Non maintenance of book refer to Para 10(2)(b) (c)	It will be provided After reading this Para we conclude the following comments 1. SN 5 to 8 - No transaction Occurred. 2. 10 to 11 - Amount not collected in this respect. Rest will be maintained upon applicability of concern Para.
15	Non preparation of Receipt and Payment A/c Trial Balance, Income and Expenditure A/c and Balance Sheet (Financial Statement)	Receipt and Payment A/c, Trial Balance, Income and Expenditure A/c and Balance Sheet will be prepare after implementation of DEAS.
16	Non creation Special Fund and Fund Mentioned in Chapter IX of BMAR,2007	The same will be created on applicability of relevant provision of said act.
17	Non Maintenance of Fixed Assets Register	It will be maintained
18	Outstanding Taxes	We will make our best effort to realize it by establishing camp in ward. Steps will be taken very soon.
19	Bank Reconciliation on Monthly Basis	Bank Reconciliation Of Accountant Cash Book & subsidiary Cash Book.
20	Difference in Holding Tax Amount as per Physical Measurement.	"Report on survey relating to 20 high value property will be Reported in 19-20 Report after physically survey."
21	Any payment made out of Municipal Fund that is not covered by Budget	Payment made out of budget provision. No such type of payment made that is not covered by budget.
22	Non implementation of Biometric Devices and Payroll Software	It is under process.
23	Directive/Circular issued during Financial Year 2017-18.	It will be provided.
24	Non Maintenance of Advance Register.	This ULB Not Provided Advance .

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

*[Signature]*  
**ACCOUNTANT CUM HEAD CLERK**  
**NAGAR PANCHAYAT WARISALIGANJ**  
**(NAWADA)**

*[Signature]* 20/12/2020  
**EXECUTIVE OFFICER**  
**NAGAR PANCHAYAT WARISALIGANJ**  
**(NAWADA)**



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

S.No	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 of Ucs
1	EO salary	07/23.05.18	8.30	7.64	0.66	7.64	-	100%	0%	Not Provided
2	Sub-Allowance	15/15.06.18	3.48	3.27	0.21	1.23	2.04	38%	62%	Not Provided
3	Peshakar	23/30.06.18	11.36	11.36	-	-	11.36	0%	100%	Not Submitted
4	14th State Finance Commission	33/02.08.17	87.76	87.76	-	-	87.76	0%	100%	Not Submitted
5	Path and Puliya Nirman	31/27.07.17	8.82	8.82	-	-	8.82	0%	100%	Not Submitted
6	Nali Gali	38/11.08.17	47.22	47.22	-	23.61	23.61	50%	50%	1831/14.08.2018
7	Citizen Facility (Cleaning Work)	43/24.08.17	31.75	31.75	-	31.75	-	100%	0%	Not Provided
8	5th Finance	46/14.09.17	187.11	187.11	-	187.11	-	100%	0%	Not Provided
9	Nali gali	68/30.11.17	40.46	16.61	23.85	-	16.61	0%	100%	Not Submitted
10	14th State Finance Commission	97/24.01.18	87.49	87.49	-	87.49	-	100%	0%	Not Provided
11	State Plan Item	127/07.03.18	87.86	-	87.86	-	-	NIL	NIL	Transferred to PL A/c
12	Nagar Sarkar Bhawan	150/21.03.18	64.60	-	64.60	-	-	NIL	NIL	Transferred to PL A/c
13	Path and Puliya Nirman	160/27.03.18	10.00	-	10.00	-	-	NIL	NIL	Transferred to PL A/c
14	Samrat Ashok Bhawan	126/28.02.2018	67.63	-	67.63	-	-	NIL	NIL	Transferred to PL A/c
15	EO(SALARY)	145/19.03.2018	1.00	1.00	-	1.00	-	100%	0%	Not Provided

