

INTERNAL AUDIT REPORT

OF ULB

(PAKRIDAYAL)

FOR THE PERIOD

01/04/2018 TO 31/03/2019

CONDUCTED BY

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

From 15.07.2019 TO 22.07.2019

Report Issued on 20<sup>th</sup> August 2019

## Executive Summary

### 1. INTRODUCTION

. Name of the Municipality	NAGAR PANCHAYAT PAKRIDAYAL
. Period covered under current audit	ANNUAL REPORT 2018-19
. Name of Chief Municipal Officer for the period under Audit	Shri Sonu Kumar Rai

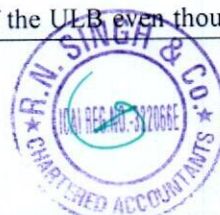
### 2. Results and Findings

#### . Strengths observed during the audit engagement.

- (a). All vouchers have supporting documents.
- (b) Office infrastructure is sufficient for operation.
- (c) Response from officer & Clerk are satisfactory.
- (d) General Cash book has been Maintained.
- (e) Subsidiary Cash book has been Maintained.

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

- (a) Bank Reconciliation Statement has not prepared by the ULB.
- (b) Double Accounting System has not been followed whereas accounting has been made on single entry system.
- (c). Fixed Assets Register is not maintained.
- (d). Advance Register is not maintained.
- (e). Stock Register is not maintained.
- (f). Daily collection register is (Revenue receipt wise) not maintained.
- (g). TDS, VAT, Royalty and Labour cess have been deducted but it has not been deposited till date. Therefore, TDS Return has not filled till date. As per Income Tax Act 1961, penalty may be levied on ULB. It is a statutory irregularity.
- (h). Property / Holding tax has not been assessed on property by the ULB from Financial Year 2015-16.
- (i). Tower tax has not been collected, since the establishment of the ULB even though number of tower is 8



as on 31-03-2019. Thus total outstanding tax amount is Rs.696000 /- For registration fee, renewal fee.

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

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

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

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

(n) File Movement register not maintain.

(o) Outward/Inward register not maintain.

### 3. Opinion

**As per Our Opinion the following improvements are required.**

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

#### 4. Audit Recommendations: -

**The Recommendation of Audit Team on the Observed weakness.**

SL No	We Recommend the followings:-
1.	ULB should maintain all the book of accounts, register, records etc. as prescribe in Bihar Municipal Accounts Act, Manual and Rules and same should be regularly verified by the executive Officer.



2.	ULB should adopt Computerized accounting system it provides automatic ledger entries accuracy and speed of automatic calculation automatic production of trial balance from ledger entries and provide additional analysis.
3.	ULB should prepare receipt and payments accounts on monthly basis. due to which it become very easy to find out how much fund has been received by the ULB.
4.	ULB must have to refund the unutilized amount to the Urban Development & Housing Department.
5.	ULB have to be statutory returns with in prescribe time line and deposit the deducted amount as specified in statutory law.
6.	As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Tax Collected has to be deposited on same day or latest before noon on the following working day.
7.	ULB should maintain all the books of account, register, records etc. as prescribe in Bihar municipal accounts Act, Manual and Rules.
8.	ULB should maintain log book of vehicles & generator so that consequently its analysis is possible.
11	Meeting of Municipal Account Committee are required to be held regularly to analyze the progress of various activities and accounting procedure.
12.	ULB should be prepare summary of daily collection in form GEN-13.
13.	ULB should prepare demand and arrear register of holding tax as soon as possible..
15	ULB should maintain DCR register separately for each head of its own revenue sources for appropriate internal control and also for appropriate disclosures of books of accounts.

#### 5. Comments from Management

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

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

#### 6. Acknowledgement: -

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

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

CA Chanakya Shree  
Partner

M.No: -079322

UDIN: 20079322AAAATY3421

Date :- 04/11/2020



## Detailed Audit Report

### 1. Introduction

The Internal audit of (Pakridayal Nagar Panchayat) covering the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 was conducted by following persons under guidance of TL CA Chanakya Shree and MAE CA Ashok Kumar Pandey:

- i. Mr. Arun Kumar
- ii. Mr. Mukund Kumar

### 2. Administration

The present body of the ULB has taken charge on 27<sup>th</sup> July 2014 the incumbency in the key administrative and executive positions was as under

Shrimati Radhika Devi Chairman from 27<sup>th</sup> July 2014 to till date.

Shri Mohan Pandey Executive Officer from 8<sup>th</sup> Sep 2015 to 2<sup>nd</sup> July 2018

Shri Ajay Kumar Executive Officer from 2<sup>nd</sup> July 2018 to 22<sup>nd</sup> January 2019

Shri Sonu Kumar Rai Executive Officer from 23<sup>rd</sup> January 2018 to till date.

### 3. Review of outstanding audit paras:

Status of Audit Observations is as under:

Sl. No.	Particulars of Audit and date of report	Total no. of audit Paras	Total no. of audit Paras where necessary improvement/ corrective measure is required	Total no. of audit Paras where recovery of cash is proposed	Total no. of audit Paras where recovery has been made	Total amount of Recovery	Total no. of outstanding para where no action has been taken	No. and Date of Compliance Report
1	AG Audit for the period 2013-14 to 2016-17	16	16	02	0	23.48 Lac	16	Not Compiled
2	Internal Audit for the period 2016-17	08	08	0	0	0	08	Not Compiled



### Detailed Report on Compliance of Previous Internal Audit Report: -

SL No.	Audit Observation	Nature of Irregularities	Compiled/Non-Compiled
1	Demand Collection Register has not been prepared hence it is not possible to ascertain total arrear of taxes	Persisting since last two year	Not Compiled
2	Taxes collected by tax collector are on deposited on daily basis we observed that it is being deposited after significant delay which is not proper.	Persisting since last three year	Not Compiled
3	Tower tax dues are not collected on timely basis.	Persisting since last three year	Not Compiled
4	There are lack of internal control w.r.t collection of taxes.	Persisting since long time	Not Compiled
5	Grant register is not being maintain hence it is difficult to find unutilized grant at any point of time.	Persisting since long time	Not Compiled
6	Bank Reconciliation statement is not prepared hence it is difficult to monitor possible fraud if any.	Persisting since long time	Not Compiled
7	Tender of Ghat,Crematorium, Gate Plam tree and land are not done on yearly basis.	Persisting since long time	Not Compiled
8	Advance register is not prepared hence it is difficult to monitor for advance given and adjustment thereof.	Persisting since long time	Not Compiled
9	There is lack of internal control on deduction and deposited of various taxes On deduction of taxes liability is not created hence it is difficult to ascertain tax payable at any point of time but its payment are made on yearly basis	Persisting since last year	Not Compiled



#### 4. Finance

##### I. Budgetary provisions and expenditure for the last three years

Year	2016-17	2017-18	2018-19
Final/Revised Budget	266789574.00	293049000.00	455007250.00
Actual Expenditure	61689101.50	73648467.53	121974870.50
Savings(+)/ Excess(-)	205100472.50	219400532.47	333032379.50

##### II. Volume of transactions

Period	Budgeted 2018-19	Previous Year (For one Year)2017-18	Current Year(For one Year)2018-19
Opening balance	<b>146033654.00</b>	<b>107287016.50</b>	<b>72882309.97</b>
Receipts	<b>387308200.00</b>	<b>39243761.00</b>	<b>109530358.00</b>
Total	<b>533341854.00</b>	<b>146530777.50</b>	<b>182412667.97</b>
Net expenditure	<b>455007250.00</b>	<b>73648467.53</b>	<b>121974870.50</b>
Closing balance	<b>78334604.00</b>	<b>72882309.97</b>	<b>60437797.47</b>

##### III. Bank Reconciliation: -

Since different scheme has been maintained in single cashbook therefore segregation of balances of different Scheme as on 31<sup>st</sup> March 2019 cannot be determined. Similarly, since through one bank account different schemes are being operated the bank balance of a particular scheme on a particular date cannot be determined. Bank Reconciliation Statement has not been prepared in the prescribed format by the ULB.

Details of closing balance

Sr no.	Name of scheme / item	Bank name / account no.	Balance as per pass book	Balance as per cash book	Differences	Remarks BRS Prepared/ Not Prepared
1.	Various Scheme	PLA A/C	77196762.00	77196762.00	0.00	Reconciled
2.	14TH finance	SBI 74255	164561.00	163153.00	1403.00	Not Prepared
3.	BRGF	SBI 70045	43679.00	43305.00	374.00	Not Prepared
4.	SBM	SBI 10684	1872090.00	1856028.50	16061.50	Not Prepared
5.	Nagar Nidhi	SBI 07759	2013887.02	Not provided	2013887.02	Not Prepared
6.	HFA	SBI 26831	Not provided	13590881.50	13590881.50	Not Prepared

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



IV. Revenue Receipts: -

		Income Details (Amounts to be provided in Rupees)						
		2017-18			2018-19		2019-20	
Sl. No.	Details	2017-18	2016-17	2018-19	2017-18	2019-20	2018-19	2019-20
	<b>Total Receipts (A+B)</b>	<b>39243761.00</b>	<b>60406307.00</b>	<b>109530358.00</b>	<b>39243761.00</b>			
A.	<b>Revenue Receipts (1+2+3)</b>	<b>33053761.00</b>	<b>60406307.00</b>	<b>109530358.00</b>	<b>33053761.00</b>			
1.	<b>Own Revenue Receipts (a+b)</b>	<b>1305055.00</b>	<b>2159875.00</b>	<b>1039288.00</b>	<b>1305055.00</b>			
a)	<b>Tax Revenue (levied and collected by municipal body)</b>	<b>733457.00</b>	<b>0.00</b>	<b>465310.00</b>	<b>733457.00</b>			
i)	Property tax	733457.00	0.00	465310.00	733457.00			
ii)	Other tax (levied and collected by municipal body)	0.00	0.00	0.00	0.00			
b)	<b>Non-tax revenue (levied and collected by municipal body)</b>	<b>571598.00</b>	<b>2159875.00</b>	<b>573978.00</b>	<b>571598.00</b>			
i)	Fees & fines	1514.00	0.00	769.00	1514.00			
ii)	User Charges	447984.00	2159875.00	70800.00	447984.00			
iii)	Other non-tax revenue (levied and collected by municipal body)	122100.00	0.00	502409.00	122100.00			
2	<b>Other Revenue Receipts</b>	<b>716447.00</b>	<b>0.00</b>	<b>240001.00</b>	<b>716447.00</b>			
a)	Income from interest/investments	716447.00	0.00	240001.00	716447.00			
b)	Other Revenue income	0.00	0.00	0.00	0.00			

Not Applicable for this quarter.



3.	<b>Transfers/ Grants/ Assigned Revenues</b>	<b>31032259.00</b>	<b>58246432.00</b>	<b>10825106 9.00</b>	<b>31032259.00</b>
a)	State Assigned Revenue	986829.00	825581.00	13782646. 00	986829.00
b)	State Finance Commission (SFC) Grants/ Devolution	0.00	0.00	0.00	0.00
c)	Octroi compensation	0.00	0.00	0.00	0.00
d)	Other State Govt. Transfer	16090830.00	45725162.00	12996526. 00	16090830.00
e)	Central Finance Commission (CFC) Grant	5697400.00	11695689.00	63199385. 00	5697400.00
f)	Other Central Govt. Transfer	8257200.00	0.00	18272512. 00	8257200.00
g)	Others				
B.	<b>Capital Receipts</b>	<b>6190000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6190000.00</b>
1	Sale of Municipal Land	0.00	0.00	0.00	0.00
2	Loans (from State Govt. or Banks etc.)	0.00	0.00	0.00	0.00
3	State Capital Account Grant (under State Schemes etc.)	6190000.00	0.00	0.00	6190000.00
4	Central Capital Account Grant (under Central Schemes etc.)	0.00	0.00	0.00	0.00
5	Other Capital Receipts	0.00	0.00	0.00	0.00

V. Revenue and Capital Expenditure Information: -

Expenditure Details (Amounts to be provided in Rupees)							
		2017-18		2018-19		2019-20	
Sl. No.	Details	2017-18	2016-17	2018-19	2017-18	2019-20	2018-19
<b>Total Expenditure (1+2)</b>		73648467.53	<b>61689101.50</b>	<b>121974870.50</b>	73648467.53	Not Applicable	



						for this quarter
1	<b>Revenue Expenditure</b>	<b>5575968.53</b>	0.00	<b>11293628.50</b>	<b>5575968.53</b>	
1.1	<b>Administrative Expenses, Establishment and Salaries</b> (All Departments- Regular and Contractual Staff)	2036926.00	0.00	5528595.00	2036926.00	
1.2	<b>Operation and Maintenance (O&amp;M)</b>	1237777.00	0.00	1409936.50	1237777.00	
1.3	<b>Loan repayment</b> (Interest payments)	0.00	0.00	0.00	0.00	
1.4	<b>Others</b> (any other revenue expenditure which is not salaries, O&M or Interest Payment)	2301265.53	0.00	4355097.0	2301265.53	
2.	<b>Capital Expenditure</b>	<b>68072499.00</b>	0.00	<b>110681242.00</b>	<b>68072499.00</b>	
2.1	<b>All developmental works under Central/State specific schemes</b>	61672629.00	0.00	106305264.00	61672629.00	
2.2	<b>Loan Repayments</b> (Principal Amount)	0.00	0.00	0.00	0.00	
2.3	<b>Other Capital expenditure</b>	6399870.00	0.00	4375978.00	6399870.00	

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

#### VI. Status of implementation of Double Entry Accounting System



Accounting of Nagar Panchayat Pakridayal has not been maintained as Double Entry Accounting System. The consultant for DEAS has been appointed but financial accounts for 2018-19 is still to be prepared. The DEAS team Vinod Singhal & Co. has started work since 1<sup>st</sup> Feb 2019.

**VII. Status of Municipal Accounts Committee; -**

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

**5. Audit Observations**

Part – A

- (a) All Audit objections/irregularities which has monetary implication, particularly in following areas Leakage of own source revenue either due to wrong assessment or non-levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax, fee etc.

**(I) Mobile Tower Collection: -**

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

**Criteria** – Tower Tax is taxes on Communication Tower & related structure as defined in BIHAR COMMUNICATION TOWERS AND RELATED STRUCTURES RULES, 2012. As per the rule, all operators are required to register with their concerned ULBs and pay registration fee & renewal charges on annual basis for communication tower erected within municipal area. Currently the registration fee for Nagar Panchayat Rs. 30,000/- per tower and annual renewal fee is Rs. 8000/- per annum per tower

**Condition** –As per details provided to us there are total 8 (eight) Mobile Towers registered with this ULB up to 31.03.2019 and Rs.696000/- has not been collected till the date of audit from these tower operators as Tower Tax.

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

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

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

S.N	Company Name	No of Tower	Date of establishment	Outstanding Fee as on 31/03/2017	Renewal Fee	Total	Collection	Dues Balance
1	Reliance	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
2	Idea	1	2009-10	48000.00	8000.00	56000.00	0.00	56000.00



3	Idea	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
4	Vodafone	1	2009-10	72000.00	8000.00	80000.0	0.00	80000.0
5	Airtel	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
6	Aircel	1	2009-10	72000.00	8000.00	80000.00	0.00	80000.00
7	Reliance Jio	1	2014-15	32000.00	8000.00	40000.00	0.00	40000.00
8	BSNL	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
TOTAL								696000.00

**(II) Advertisement Tax**

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

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

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

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

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

**(III) Holding & Property Tax Deposit – Irregularity: -**

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

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

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

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

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

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

Sl no	Date of collection	MR No	Amount	Date of Payment
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						for this quarter
1	<b>Revenue Expenditure</b>	<b>5575968.53</b>	0.00	<b>11293628.50</b>	<b>5575968.53</b>	
1.1	<b>Administrative Expenses, Establishment and Salaries</b> (All Departments- Regular and Contractual Staff)	2036926.00	0.00	5528595.00	2036926.00	
1.2	<b>Operation and Maintenance</b> (O&M)	1237777.00	0.00	1409936.50	1237777.00	
1.3	<b>Loan repayment</b> (Interest payments)	0.00	0.00	0.00	0.00	
1.4	<b>Others</b> (any other revenue expenditure which is not salaries, O&M or Interest Payment)	2301265.53	0.00	4355097.0	2301265.53	
2.	<b>Capital Expenditure</b>	<b>68072499.00</b>	0.00	<b>110681242.00</b>	<b>68072499.00</b>	
2.1	<b>All developmental works under Central/State specific schemes</b>	61672629.00	0.00	106305264.00	61672629.00	
2.2	<b>Loan Repayments</b> (Principal Amount)	0.00	0.00	0.00	0.00	
2.3	<b>Other Capital expenditure</b>	6399870.00	0.00	4375978.00	6399870.00	

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

#### VI. Status of implementation of Double Entry Accounting System



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**Part – A**

(a) All Audit objections/irregularities which has monetary implication, particularly in following areas Leakage of own source revenue either due to wrong assessment or non-levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax, fee etc.

**(I) Mobile Tower Collection: -**

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

**Criteria** – Tower Tax is taxes on Communication Tower & related structure as defined in BIHAR COMMUNICATION TOWERS AND RELATED STRUCTURES RULES, 2012. As per the rule, all operators are required to register with their concerned ULBs and pay registration fee & renewal charges on annual basis for communication tower erected within municipal area. Currently the registration fee for Nagar Panchayat Rs. 30,000/- per tower and annual renewal fee is Rs. 8000/- per annum per tower

**Condition** –As per details provided to us there are total 8 (eight) Mobile Towers registered with this ULB up to 31.03.2019 and Rs.696000/- has not been collected till the date of audit from these tower operators as Tower Tax.

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

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

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

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5	Airtel	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
6	Aircel	1	2009-10	72000.00	8000.00	80000.00	0.00	80000.00
7	Reliance Jio	1	2014-15	32000.00	8000.00	40000.00	0.00	40000.00
8	BSNL	1	2009-10	102000.00	8000.00	110000.00	0.00	110000.00
TOTAL								696000.00

**(II) Advertisement Tax**

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

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

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

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

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

**(III) Holding & Property Tax Deposit – Irregularity: -**

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

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

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

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

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

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

Sl no	Date of collection	MR No	Amount	Date of Payment
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1	5.04.2018 to 20.04.2018	1459 to 1475	25000	30.04.2018
2	3.07.2018 to 26.07.2018	1585 to 1637	51568	31.07.2018
3	01.10.2018 to 10.10.2018	1725 to 1740	51240	31.10.2018
4	20.01.2019 to 30.01.2019	1844 to 1883	35932	30.03.2019

**(IV) Holding & Property Tax Collection: -**

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

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

**Condition** – Total Property Tax/Holding Tax outstanding as on F/Y 2018-19 is Rs3504343/-

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

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

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

Year	Total Demand			Total Recovery			Total Arrear		
	Arrear	Current	Total	Arrear	Current	Total	Arrear	Current	Total
2018-19	2335219	1899685	4234904	442746	287815	730561	1892473	1611870	3504343

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

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

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

**Condition**– ULB has no any own shop in their nagar Parisad.

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



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

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

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

➤ No observation found during the course of audit.

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

**Report on field survey of 20 high value properties**

NAME OF ULB- PAKRIDAYAL

DATE OF SURVEY:16.07.19 to 18.07.19

Sl. No.	Owner Property Name	Add Of Owner	Ward No	Type of construction	Type of uses	Carpet Area(in square feet)	Annual Property Tax	Remarks of Auditor
1	Bihari Prasad	Jagatia	3	Rcc	Resi+com	2045	4712	No variation found
2	Chandrika Prasad	Jagatia	3	Rcc	Resi+com	2045	4712	No variation found
3	Sanjit Kumar	Jagatia	1	Rcc	Residential	1760	444	No variation found
4	Ramji Prasad	Pakridayal	4	Rcc	Residential	1400	1292	No variation found
5	Mukesh Prasad jaiswal	Pakridayal	4	Rcc	Resi+com	1320	1237	No variation found
6	Bishwnath Prasad	Pakridayal	7	Rcc	Resi+com	538	1392	No variation found
7	Krishna Prasad jaiswal	Pakridayal	7	Rcc	Residential	538	1392	No variation found
8	Late Badri shah	Pakridayal	7	Asbestos	Residential	3000	1323	No variation found
9	Manoj Kumar	Pakridayal	7	Asbestos	Residential	4000	1764	No variation found
10	Naval Kishore Ttripathi	Pakridayal	7	Rcc	Residential	3000	3690	No variation found
11	Ramakant Prasad	Pakridayal	7	Rcc	Residential	1700	4842	No variation found
12	Umesh Prasad	Pakridayal	7	Rcc	Resi+com	3800	5855	No variation found
13	Sunil kr jaishwal	pakridayal	11	Rcc	Resi+com	2000	4608	No variation found
14	Anil Kumar	pakridayal	11	Rcc	Residential	1500	1039	No variation found



15	Raju Kumar	Pakridayal	7	Rcc	Resi+com	1200	1153	No variation found
16	Ashok Prasad	Pakridayal	7	Rcc	Resi+com	6800	10028	No variation found
17	Deepak Kumar	Pakridayal	7	Rcc	Resi+com	800	1843	No variation found
18	Harishankar pd	Pakridayal	7	Rcc	Residential	4000	2772	No variation found
19	Dinesh chaudhri	Pakridayal	11	Rcc	Resi+com	7100	13567	No variation found
20	Anil kumar	Pakridayal	11	Rcc	Residential	1500	1039	No variation found

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

## ii. Part-B

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

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

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

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

### b. Irregularity in procurement process: -

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

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



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

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

**d. Non- compliance of Act & Rules: -**

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

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

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

And as per Income Tax Act 1962 and Vat Act 2005 are not properly followed by Ulb.

- Proper Sec of TDS Deduction is not conduct.
- According to Vat Act 2005 Vat is deducting from the payment but Ulb is not in practice to deduct vat from payment at the time of procurement of machine or goods.
- Vat is deducting from departmental work on whole of the work but it is levy only on material purchased.

**e. Lack of internal control measures: -**

1. During the course of our Audit, we have observed various discrepancies in the Cash Book, which are enumerated below: -
  - Head wise expenditure were not clearly entered and recorded.
  - The cash book balances are not reconciled with the Balances in Bank Pass Book.



- Cash book has not been regularly authorized by the executive officer.
2. Cash book has not been properly prepared by Nagar Panchayat Ramnagar
    - Cash book is maintained from pass book; it means at the time of payment cash book is not maintained that shows a departmental failure.
  3. After analyzing operating control, it was observed that there is shortage of Man Power in ULB. Consequently, it is not functioning smoothly with respect to completion of works on time, provide and review the service efficiently which is the main function of ULB, preparation of books and records on time etc.

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

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

**g. Deficiency in pay-roll system: -**

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

**h. Utilizations of grant and report on missing Utilization certificates: -**

During the course of audit, we observed that Utilization of grant has been prepared by ULB and no case found of missing utilization certificates and also we are providing all help to the ULB so that UC shall be prepared on time and submitted to UD&HD.

**i. Physical verification of inventory/stores: -**

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

**J. Advances, their adjustment & recovery: -**



Advance Register has not been maintained by the concerned ULB and in the absence of above register it is difficult to check or comments on adjustment and recovery of advances.

Advance has been given to staff for office expenses without any advance requisition and without the approval of executive officer.

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



**PART – “C”**  
**Scope of Audit**

Sl. No	Particular	Remarks/ Observation
1	Whether all these the compliance of Bihar Municipal Act and specifically Chapter IX to XV and related rules and regulations as well as related directives by UD&HD.	No observation found in this regard.
2	What is the status of implementation of SAS of Property Tax in the ULB; If SAS has been implemented then witness some assessment procedures to check any in-consistencies in assessment. at least 20 high value properties in the city /town (irrespective of the fact that SAS is received or not).	We have witnessed the 20 high value of property same has been reported above in Point 5, Part A(c).
3	Whether all compliance have been complied regarding Bihar Municipal Accounting Manual, Bihar Municipal Accounts Rules, 2014 and Bihar Municipal Budget Manual with special attention to following Rules of BMAR  Rule 22: All moneys to be brought to account  Rule: 27: Collections to be deposited into Bank on the same day  Rule 69: Grant Related Compliance  Rule 120-121: Monthly Receipt & Payment Account and Trial Balance  Rule 130: Audit to be completed & reported within 6 month	All the compliance has been made at ULB except Rule :27 & Rule 120-121. Details of discrepancies regarding Rule: 27. has been reported above in Point 5, Part A(iii).  Rule 120-121: Monthly Receipt & Payment Account and Trial Balance are not being prepared.  Rule 130 is not being followed.
4	Whether all such compliance of financial guidelines of schemes of MOHUA and UD & HD, Gob have been complied.	Yes, Compliance of financial guidelines of schemes of MOHUA and UD & HD, Gob have been complied.
5	If any revenue losses and opportunities lost or missed including in the area of Property Tax, Mobile Transmission Towers Tax, Rental of Municipal properties, Advertisement Taxes/Fees, Sai rat etc. have incurred then quantify the same.	Loss of Rs 696000/- has been made to the ULB for non-collection registration and renewal fee from installed transmission tower in the jurisdiction of ULB.
6	Status of adequacy and appropriateness of the documentation, approvals, compliance of procedures etc. of all payments on or above Rs. 10,000.	No Observation Found in this regard.



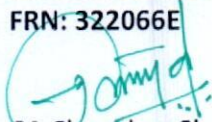
7	Whether all Procurement made including through E-Tendering and E-Auction indicating exceptions, if any and whether a register is kept for all Procurements with value above Rs. 15,000/-	No, Such type of Issue found in this regards.
8	An assessment of presence or absence of a system of issuance of utilization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



**General Observations: -**

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

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



CA Chanakya Shree  
Partner  
Mem No: 079322







Annual Discussion Note

Pakridayal

Financial Year 2018-19

Sl No	Particulars	Management Remarks
1.	Cash Book has not been regularly authorized by the executive Officer.	
2.	Computerized accounting system has not been implemented by the ULB in F/Y2018-19.	
3.	ULB has not been in practice to prepare monthly receipt and payment account.	
4.	We observed that Statutory Compliance has not been accomplished by ULB. These statutory irregularities are following: TDS return has not been filled. Labor-cess & Royalty & GST has not been deposited to concern department which is deducted from payment.	
5.	Amount Collected from own sources revenue has not been deposited into bank by the ULB on the same date/next to the same date as required.	
6.	Various register books of records etc. are not being prepared by the ULB such as fixed asset register, Stock register, Advance recovery register, Demand register, Statutory register, with regard TDS,GST,Royalty and Labour-cess etc.	
7.	Log book of vehicle & generator is not properly maintained and consequently its analysis is not possible.	
8.	Loss of Rs 6,58,000 /- has been made to the ULB for non-collection registration and renewal fee from installed transmission tower in the jurisdiction of ULB.	
9	Municipal accounts committee has not been constituted till the date of audit	



10.	ULB is not in practice to prepare summary of daily collection receipt in form GEN-13	
11.	Demand and arrear registers of holding tax are not prepared by the ULB.	
12.	Pay-roll system at the ULB is not maintain. The register, records relating to statutory deduction like PF, ESIC, Income tax are not maintained. the PF, ESIC with respect to contractual employee are neither deducted nor paid to the statutory authority.	
13	BRS has not been prepared by ULB Hence it is difficult to monitor fraud if any.	
14	Assessment of holding tax has not been done since long time.	

उम्मीद है कि इन बातों का अनुपालन  
अकिल्य में किया जाएगा।

H  
22-7-19

*[Signature]*  
22-7-19  
नगर कांसुपलक पदाधिकारी  
नगर पंचायत, पलवीदपाव

