

INTERNAL AUDIT REPORT
OF
(VIKRAM NAGAR PANCHAYAT)

FOR THE PERIOD

01/04/2020 TO 31/03/2021
(Annual)

CONDUCTED BY

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

From 11-03-2022 to 16-04-2022
Report Issued on 22-04-2022

1. Executive Summary

1. INTRODUCTION

• Name of the Municipality	Nagar Panchayat Vikram
• Period covered undercurrent audit	Financial Year 2020-21 (Annual)
• Name of the Chairman of the ULB for the period under Audit.	Mrs. Geeta Devi
• Name of Chief Municipal Officer for the period under Audit.	Dr. Bipin Kumar

2. Results and Findings

a. Strengths observed during the audit engagement:
<ol style="list-style-type: none">1. Subsidiary cash books have been maintained by Nagar Panchayat.2. Office infrastructure is copious for operation.3. Response from officer & Staff were satisfactory.
b. Weaknesses observed in the functioning of office, maintenance of records etc. during the audit engagement:
<ol style="list-style-type: none">1. We are not able to check the Compliance Status of AG Audit Observations for FY 2013-14 to FY 2015-16, as compliance report has not been prepared by the ULB.2. Bank Reconciliation Statement has not been prepared.3. Cash book has not been maintained on daily basis. Further, we observed that closing figures have not been written in most of cash book properly.4. Consolidated Cashbook has not been maintained at the level of Nagar Panchayat; it shows ULB has not been followed Bihar Municipal Accounting Manual in respect in above observation.5. Tibrewal Chand & Co (Rourkela, Odisha) has started doing double entry accounting system but it is in process.6. Municipal Accounts Committee has not been constituted by the Nagar Panchayat. It should be constituted in the first Board Meeting of the ULB every year.7. Demand Register has not been maintained at the level of Nagar Panchayat, only the name of property holder has been written in that register. Further, we observed that no demand is being generated related to collection of Property Tax.8. All the processes related to calculation, recovery & updating of demand register have been controlled by single person.



9. No assessment is being done at the level of Nagar Panchayat regarding the data has been self-assessed by the Property Holders.
10. During verification of property tax collection receipt and tax deposit receipt we have found that property tax collected by the tax collector is not deposited to the bank on the same date.
11. Demand register has also not been maintained by the ULB in prescribed format as per BMAM in respect of Tower Tax, Rent on Municipal Properties, Trade License.
12. Mobile Tower Tax has not been collected by the ULB. As per details provided to us there are total 6 (Six) Mobile Towers registered with this ULB up to 31.03.2021 i.e., end of the FY and Rs. 7,42,578.72 has not been collected till the date of audit from these tower operators as Tower Tax. Further, no notice has been issued regarding recovery of same or either it is not provided to us.
13. Advertisement Tax has not been levied by the Nagar Panchayat. There has not been any system developed for the levy of advertisement tax.
14. Various registers, books of records etc. are not being prepared by the ULB. Such as Journal Register, Register for Temporary Advance, Bank Draft Issue and Receipt Register, Cheque Issue Register, Bill Register, Pay Roll Register, PF Register, Store Register, Capital Goods Consumable/non-consumables, Journals & Magazines, Investment Register, Fixed Asset Register, Advance & Recovery Register, Demand Register, File Movement Register, Statutory Deduction Register, Grant Register, Scheme Register, TA-DA Advance Register etc.
15. ULB has not been in practice to prepare monthly receipt and payment account, Journals, Ledgers & Trial Balance.
16. ULB has not been in practice to prepare financial statements.
17. Statutory Deduction Register is being maintained at the ULB hence it is difficult to ascertain tax payable at any point of time. Taxes such as GST, Income Tax, Royalty, Labour Cess etc. are collected from time to time but its payments are not made within due dates.
18. TDS or GST Return have been filed after due date.
19. UC of some schemes are pending for submission to the Urban Development & housing Department end of FY- 2020-21 which is required to be deposited. Details of UC's prepared & pending has been provided in detailed audit report.
20. Details of Directives issued by UD & HD has not been provided to us during the course of audit, so we are unable to check compliance of the same.

3. Opinion

As per Our Opinion the following improvements are required.

- ULB is not working properly, even internal control is poor.
- Finding new areas for revenue generation
- All cash collection from sources of revenue are not deposited in the bank on same day. It should be deposited on time as specified in Bihar Municipal Act.
- Due to lack of manpower, there is delay in performing day-to-day work which ultimately affects the functionality of the ULB.
- There should be proper segregation of duties to perform day-to-day work in efficient manner.
- Bank Reconciliation Statements should be prepared on monthly basis.



- We find that rules and regulation are there but ULB is not following them properly. Further, they have to follow them properly.
- Most of the Books of Accounts as prescribed by BMAR Should be maintained by the ULB.
- Separation of work in area of internal revenue collection, demand generation and assessment of properties
- Recovery of back dues.

4. Audit Recommendations:

The Recommendation of Audit Team on the Observed weakness.

SI No	We Recommend the followings: -
1.	Compiling the observation which is observed during the course of CAG Audit and prepare a compliance Report as quickly as possible.
2.	Monthly preparation of BRS.
3.	Recording of Cash book on daily basis.
4.	Recording and maintenance of Consolidated Cash Book.
5.	Complete the back logs of double entry with the help of Tibrewal Chand & Co.
6.	Constitution of Municipal Accounts Committee in the next financial year.
7.	Preparing the demand register and serve notices to the property holders to deposit the holding and other taxes which is levied but not deposited till the date.
8.	Segregation of the process related to calculation, recovery & updating of demand register.
9.	Assess the measurement all properties within the jurisdiction of ULB.
10.	Follow the procedure which is prescribe in terms of depositing the tax & other charges collected.
11.	Prepare demand register in respect of Tower Tax, Rent on Municipal Properties, Trade License etc.
12.	Serve notices to collect the dues of Tower taxes.
13.	Impose Advertisement tax as per guideline prescribed.
14.	Maintenance of the registers which is required for strengthen the internal control system.
15.	Prepare monthly receipt and payment account, Journals, Ledgers & Trial Balance.
16.	Prepare financial statements.
17.	Compliance of all Statutory Requirements.
18.	Timely fill the GST as well as TDS returns.
19.	Timely submit the UCs and refund the unutilized amount to the department.
20.	Comply all the directive which is issued by UD & HD.

5. Comments from Management:

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

Detailed discussions on this are given in Discussion Note as attached below (Annexure-1)

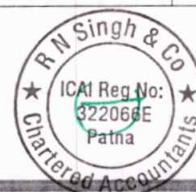


6. Acknowledgement:

We Thanks Dr. Bipin Kumar (Executive Officer) and Mr. Santosh Kumar (Head Clerk) for his support during the period of our audit. We are also thankful to the Tax Collector and other staffs of the Nagar Panchayat for their co-operation during the period of audit.

7. Management Discussion with Risk Assessment:

Sl. No.	Observations (Sort the observations from high risk to low)	Risk Rating	Design Gap	System Gap	Operational Gap	Management (CMO) Comments	Reference Page
1.	Consolidated Cash Book has not been maintained at the ULB level due to this, the chances of wrong balance considered as Opening as well as Closing balance is too high. Further, the DEAS team has started the work, but there is lack communication regarding the dead line to complete the back logs of the financial statements and the required registers.	High	Yes	Yes	Yes	It will be completed soon.	
2.	We observed that there is lag in recording of transaction in the Subsidiary Books as they have booked all the internal sources revenues just as a receipt without categorizing them into holding tax, trade license, etc.	High	Yes	Yes	Yes	It will be started from next financial year.	
3.	As per the guidelines of the UD & HD Utilizations Certificates for various allotment should must be submitted within 18 months of the allotment to the respective departments but we observed that UC of an Amount of RS. 659.85 lakhs are pending to be submitted to the respective departments.	High	Yes	Yes	Yes	It will be submitted soon.	
4.	Cheque/ draft issue/ receipt/ dishonored registers have not been maintained as prescribe under BMAM, further as per the books (Cash Book) maintained	High	Yes	Yes	Yes	We have been already started it from FY-2021-21.	



	at ULB have not been recorded on daily basis. BRSs have also not been provided to us due to this we are unable to quantify the figures of stale cheques and bank statements of all account has not been collected on monthly basis.						
5.	As per our observation, all the collection has been made in cash and the details of receipts/collection has not been recorded in Demand & Collection Register. Penalty is not being charged on late payments, due to this there is no deterrent for timely deposit of Taxes. Demand and Collection Register is not being maintained at ULB level; only ward wise name of holder is written in that register. Collected amount has not been deposited as per prescribed norms i.e., next day after collection. Altogether in respect of functioning of ULB in context of collection is very poor. Due to this, ultimately the internal revenue generating capacity of ULB is affected badly.	High	No	Yes	Yes	We have been already started it from FY-2021-21.	
6.	We observed that there is lag in collection of tower tax from the tower holders and NO Notices has been issued to the respective tower holders for payment of the same. As per our calculations according to the details provided to us Rs. 6,57,622.68 has not been collected as tower tax.	High	No	Yes	Yes	Notice has been sent.	
7.	As per our observation, no closing balance of previous year is brought forward in this year. Nagar Panchayat is not in practice to maintain Demand, Collection and Balance Register. No assessment is being conducted from the date of	High	Yes	Yes	Yes	It will be taken care from next financial year.	



	imposition of holding taxes and no notice is being served to the holders of properties who is not depositing the Holding Tax. No measures have been taken by ULB for recovery of the same. Further, no penalties are being charges to defaulters.						
8.	ULB is not in practice to maintain the Leave Register. Due to these chances of wrong payment to the employees of ULB is high.	High	Yes	Yes	Yes	It will be maintained from next financial year.	
9.	Statutory Liability Register is not being prepared by the ULB. Further, the statutory requirement such filling of TDS, GST return, has not been followed by the ULB.	Medium	Yes	Yes	Yes	Register has been already printed and started from FY-2021-21	
10.	We observed that no physical verification is being conducted at the level of ULB for the fixed assets which is purchased by the ULB. Further, no depreciation is being charged in the books of account.	Medium	Yes	Yes	Yes	It will be prepared soon.	
11.	Register of Suits are not being maintained at ULB, due to this we are unable to provide comment in detailed audit report in this context.	Medium	Yes	Yes	Yes	Register has not been maintained but file maintained.	
12.	Stock Register has not been maintained.	Medium	Yes	Yes	Yes	Register has been already printed and started from FY-2021-21	
13.	Compliance report has not been prepared by the ULB regarding the observation of CAG and Internal Auditors, due to this we are unable to verify the same.	Medium	Yes	Yes	Yes	It is in process and will be completed soon.	
14.	Municipal Accounts Committee has not been constituted by the Nagar Panchayat. It is one of the important reasons for lack of internal financial control.	Medium	Yes	Yes	Yes	It is in process and will be constituted soon.	
15.	There are lots of scopes for increment in internal revenue of	Medium	Yes	Yes	Yes	Not applicable.	

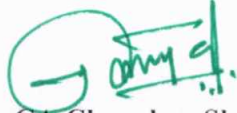


	ULB such as Advertisement Tax, Water Tax, Entertainment Taxes etc. but these are not implemented at the panchayat level.						
16.	We observed that various registers, books of records etc. are not being prepared by the ULB. Such as Journal Register, Register for Temporary Advance, Bank Draft Issue and Receipt Register, Cheque Issue Register, Bill Register, Pay Roll Register, PF Register, Store Register, Capital Goods Consumable/non-consumables, Journals & Magazines, Investment Register, Fixed Asset Register, Advance & Recovery Register, Demand Register, File Movement Register, Statutory Deduction Register, Grant Register, Scheme Register, TA-DA Advance Register, etc.	Medium	Yes	Yes	Yes	It will be maintained from next financial year.	
17.	We observed that ULB is not in practice to prepare monthly Receipt & Payment Account and financial statement.	Medium	Yes	Yes	Yes	ULB is practice for preparing income and expenditure for the same.	
18.	Details of Directives issued by UD & HD has not been provided to us during the course of audit, so we are unable to check compliance of the same.	Medium	Yes	Yes	Yes	It will be provided from next time onward.	
19.	Procurement Register has not been maintained by the ULB.	Medium	Yes	Yes	Yes	It will be maintained soon.	
20.	We observed that there are some calculation mistakes in memo of property tax. E.g.-Memo no. 1683, property tax is 2268 and interest amount is 408 same has been totaled as 2276.	High	Yes	Yes	Yes	Will be taken care from future.	
21.	We observed that there are many transactions has been recorded in cash book on delay basis, further cash book has not been closed on daily basis.	Low	Yes	Yes	Yes	It will take care from future next financial year.	



22.	During the course of Audit, we observed that payment made to a contractor (Kisan Tent House) of Rs. 2,85,452 and 3,65,913 for catering services on dated 15-06-2020 and 25-06-2020 respectively, but ULB Vikram has not been deducted TDS. ULB should deduct TDS by following the provision of Section 194 C of income tax act 1961.	High	Yes	Yes	Yes	It will be recovered as soon as possible.
23.	We observed that amount of bank interest has not been carry forwarded separately in the books of account. ULB should record the interest amount separately and should capitalize the amount at the end of each year.	High	Yes	Yes	Yes	It is recorded in tally. And take care from FY-2021-21.
24.	ATR has not been prepared on previous year audit observations.	High	Yes	Yes	Yes	It will be prepared soon.

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



CA Chanakya Shree
Partner
M. No: - 079322
UDIN: - 22079322AOWQDR749
Date: - 12-08-2022

SD
Municipal Commissioner/
Executive Officer
Nagar Panchayat Vikram

Date:
Place: Vikram



2. Auditee Profile

1. Introduction

The Internal Audit of (Vikram Nagar Panchayat) covering the Period from 1st March 2020 to 31st March 2021 was conducted by following person under the guidance of TL CA Ashok Kumar Pandey and MAE Birendra Kumar Singh.

(1) Mr. Anuj Kumar

2. Administration

The present body of the ULB has taken charge on 30th March 2010. The incumbency in the key administrative and executive positions was as under:

Smt. Savita Somya Commissioner/Executive Officer from 07 Sep 2015 to 4th Oct 2018.

Shri Rajeev Ranjan Kumar Commissioner/Executive Officer from 5th Oct 2018 to 20 April 2022.

Dr. Bipin Kumar Commissioner/ Executive Officer from 21st April to till now.

3. Review of outstanding audit paras:

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, 2014-15 & 2015-16	19	17	2	0	0	19	No compliance report provided to us for verification
2	Internal Audit Report dt. 29.06.2016	9	9	0	0	0	9	No compliance report provided to us for verification
3	Internal Report for the period 2015-16	10	10	0	0	0	10	No compliance report provided to us for verification

Further Compliance of Previous Internal Audit Observation has not been provided to us however, as per our observation the observation is still sustain.



4. Finance

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

Year	2018-19	2019-20	2020-21
Final/Revised Budget	7,95,46,880.00	27,08,92,300.00	38,10,51,080.00
Actual Expenditure	9,73,34,896.72	14,06,64,956.91	6,30,13,510.80
Savings (+)/ Excess (-)	(1,77,88,016.72)	13,02,27,343.09	31,80,37,569.20

Note: Actual expenditure for Qtr. 4 for the FY_2020-21 has been taken from the cash books maintained at Vikram ULB.

II. Volume of transactions: Annual 2020-21

Period	Budgeted (2020-21)	Previous Year (For One Year) (2019-20)	Current Year 2020-21
Opening balance	134882844.00	15,98,79,288.15	15,08,25,712.20
Receipts	272787250.00	13,16,11,380.96	10,08,24,217.38
Total	407670094.00	29,14,90,669.11	25,16,49,929.58
Net expenditure	381051080.00	14,06,64,956.91	6,30,13,510.80
Closing balance	26619014.00	15,08,25,712.20	18,86,36,418.78

III. **Bank Reconciliation:** - We have observed that in Vikram Nagar Panchayat Cashbook is prepared as per passbook hence no difference arises as per passbook & cashbook. So, they are not in practice to prepare bank reconciliation statement as per prescribed format which is not proper as per Bihar Municipal Accounting Rule. Also Bank wise subsidiary cashbook has not been open & closed on daily basis by the ULB. However, the balance of different bank accounts has been provided which are as follows;

Details of Closing Balance:



S. No.	Name Of Scheme / Item	Bank Name / Account No.	Balance As Per Pass Book As On 31-03-2021	Balance As Per Cash Book As On 31-03-2021	Differences	Remarks BRS Prepared/ Not Prepared
1.	13th finance	SBI/PNB/CANER A	15299.3	15299.3	0.00	Not Prepared
2.	Sauchalay ICICI	ICICI	2717562	2717562	0.00	Not Prepared
3.	4th finance	SBI	0	0	0.00	Not Prepared
4.	NULM	UNION BANK OF INDIA	1297368	1297368	0.00	Not Prepared
5.	Nagar Sarkar Bhawan Mad	UNION BANK OF INDIA	753610.24	753610.24	0.00	Not Prepared
6.	E- Governance	UNION BANK OF INDIA	3005.5	3005.5	0.00	Not Prepared
7.	Jalapurti	UNION BANK OF INDIA	2916362.76	2916362.76	0.00	Not Prepared
8.	Indra Gandhi Samajik Surksha Yojna	UNION BANK OF INDIA	90142	90142	0.00	Not Prepared
9.	SJSRY	STATE BANK OF INDIA	2027	2027	0.00	Not Prepared
10.	SBM, Sauchalay	UNION BANK OF INDIA	1384773	1384773	0.00	Not Prepared
11.	BRGF	CANARA BANK	630864	630864	0.00	Not Prepared
12.	Kabir Antesthi	UNION BANK OF INDIA	73928.5	73928.5	0.00	Not Prepared
13.	Sabke Liye Awash	UNION BANK OF INDIA	34527043.68	34527043.68	0.00	Not Prepared
14.	14th Finance	UNION BANK OF INDIA	112479	112479	0.00	Not Prepared
15.	Kachara Prabandhan, SBM	UNION BANK OF INDIA	57143.36	57143.36	0.00	Not Prepared
16.	Nagar Nidhi/Internal Source	SBI/BOI	1462950.88	1462950.88	0.00	Not Prepared
17.	5 th Finance	UNION BANK OF INDIA	637075.56	637075.56	0.00	Not Prepared
18.	Sauchalya BOB	BOB	1212523	1212523	0.00	Not Prepared
19.	Treasury	-	140742261	140742261	0.00	Not Prepared

Treasury Balance as on 31.03.2021: -

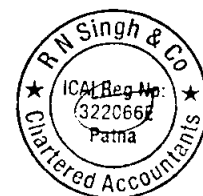


Sl. No.	Ledger ID	Scheme's list	PLA Code	closing balance (31.03.2021)
1	2737	City Manager	394440	394440
2	2738	Executive Officer Salary	456628	456628
3	2739	5th Finance	27959897	27959897
4	2740	14th Finance	16415725	16415725
5		Jalapurti One	7597175	7597175
6	11222	Jal Jeevan Hariyali	499066	499066
7	2742	CM Nali Gali	3758970	3758970
8		Professional tax	2035501	2035501
9	2744	Samrat Ashok Bhawan	6763000	6763000
10		Stamp duty	20390211	20390211
11		State Plan	616008	616008
12	2747	Electricity Grant (Street Light)	6000000	6000000
13		Nagrik Suvidha	79828	79828
14		Ward Parsad	276000	276000
15		15th Finance	47499812	47499812
Total				140742261

Note: -Various Schemes such as 5th Finance, 14th Finance, City manager salary, Executive Officer Salary, Mukhya Mantri Sahri Nali-Gali Nischay Yojna, Parshad Bhatta, Peshakar Yojna, Nagrik Suvidha, Jal Jeevan Hariyali, Ashok Bhawan and Electricity Bill Grant have been maintained through PLA Account.

IV. Revenue Receipts: -

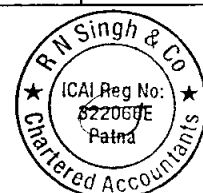
Income Details (Amounts to be provided in Rupees)							
		2018-19		2019-20		2020-21	
Sl. No.	Details	2018-19	2017-18	2019-20	2018-19	2020-21	2019-20
Total Receipts (A+B)		88621967.17	126519395	131611380.96	88621967.17	10,08,24,217.38	131611380.96
A.	Revenue Receipts (1+2+3)	88621967.17	71516111	98313044.96	88621967.17	55277687	98313044.96
1	Own Revenue Receipts (a+b)	2401411	393565	1742415	2401411	4094764	1742415



a)	Tax Revenue (levied and collected by municipal body)	1522716	1473226	1110926	1522716	2396636	1110926
i)	Property tax	239370	73926	866318	239370	1676534	866318
ii)	Other tax (levied and collected by municipal body)	1283346	1399300	244608	1283346	720102	244608
b)	Non-tax revenue (levied and collected by municipal body)	878695	323939	631489	878695	1698128	631489
i)	Fees & fines	0	0	8600	0	0	8600
ii)	User Charges	116000	75196	24500	116000	82987	24500
iii)	Other non-tax revenue (levied and collected by municipal body)	762695	248743	598389	762695	1615141	598389
2	Other Revenue Receipts	992351.17	1069424	2698088.96	992351.17	1498774	2698088.96
a)	Income from interest/investments	992351.17	1069424	2698088.96	992351.17	1498774	2698088.96
b)	Other Revenue income	0	0	0	0	0	0



3	Transfers/ Grants/ Assigned Revenues	85228205	123778546	93872541	85228205	49684149	93872541
a)	State Assigned Revenue	0	750113	0	0	0	0
b)	State Finance Commission (SFC) Grants/ Devolution	0	4212741	17934378	0	6354005	17934378
c)	Octroi compensation	0	0	0	0	0	0
d)	Other State Govt. Transfer	60340431	65263714	66852238	60340431	5297069	66852238
e)	Central Finance Commission (CFC) Grant	9790881	0	6589925	9790881	19042690	6589925
f)	Other Central Govt. Transfer	14748756	64739306	1346000	14748756	3336367	1346000
g)	Others	348137	24386238	1150000	348137	15654018	1150000
B.	Capital Receipts	0	0	33298336	0	45546530.38	33298336
1	Sale of Municipal Land	0	0	0	0	0	0
2	Loans (from State Govt. or Banks etc.)	0	0	0	0	0	0
3	State Capital Account Grant (under State Schemes etc.)	0	0	4470078	0	9271235	4470078
4	Central Capital Account Grant (under Central Schemes etc.)	0	0	12771465	0	16791247.38	12771465
5	Other Capital Receipts	0	0	16056793	0	19484048	16056793



V. Revenue and Capital Expenditure Information: -

Expenditure Details (Amounts to be provided in Rupees)							
Sl. No.	Details	2018-19		2019-20		2020-2021	
		2018-19	2017-18	2019-20	2018-19	2020-2021	2019-20
	Total Expenditure (1+2)	97334896.72	74575534.8	14,06,64,956.91	97334896.72	63013510.8	14,06,64,956.91
1	Revenue Expenditure	1224063.54	4189465	3,76,45,202.17	1224063.54	20133980.1	3,76,45,202.17
1.1	Administrative Expenses, Establishment and Salaries (All Departments- Regular and Contractual Staff)	953350	2978660	27,25,449.00	953450	2809242	27,25,449.00
1.2	Operation and Maintenance (O&M)	189666.54	1210805	15,87,370.40	189666.54	3284287	15,87,370.40
1.3	Loan repayment (Interest payments)	0	0	0	0	0	0
1.4	Others(any other revenue expenditure which is not salaries, O&M or Interest Payment)	80947	0	3,33,32,381.77	80947	14040451.1	3,33,32,381.77
2	Capital Expenditure	96110833.18	70386069.8	10,30,19,754.74	96110833.18	42879530.7	10,30,19,754.74
2.1	All developmental works under Central/State specific schemes	96110833.18	65386069.8	10,30,19,754.74	96110833.18	42879530.7	10,30,19,754.74
2.2	Loan Repayments (Principal Amount)	0	0	0	0	0	0
2.3	Other Capital expenditure	0	5000000	0	0	0	0

Note: - Since the transactions have not been recorded with proper narration in cash book so, we are unable to classify the nature of receipts and payments either it is capital or revenue. further at our own we have classified the nature and reported the same.



VI. Status of implementation of Double Entry Accounting System:

Tibrewal Chand & Co (Rourkela, Odisha) has started doing double entry accounting system. Further, Year wise Status of DEAS are as follows;

FY- 2014-15: Completed

FY- 2015-16: Completed

FY- 2016-17: Completed

FY- 2017-18: Completed

FY- 2018-19: Completed

FY- 2019-20: Completed

FY- 2020-21: In Process

- Interval of accounting entry passed in tally: Monthly Basis
- Preparation of Fixed Asset Register: In Process.
- Opening Balance Sheet: Not Prepared
- Annual Financial Statement: Not Prepared.
- Tally License Id: - nagarpanchayatbikram@gmail.com
- Tally Serial No.: 786646980
- Installed in: Vikram Nagar Panchayat

However, the DEAS team has not provided us any data, the above information has been provided to us by the accountant.

VII. Status of Municipal Accounts Committee; if meeting is held

As per section 98 of Bihar Municipal Act ,2007 it is necessary for the Municipality to constitute a Municipal Accounts Committee at its first meeting in each year or as soon as may be at any subsequent meeting thereto, but no Municipal Accounts Committee has been constituted by the Nagar Panchayat till the date of our audit.

3. Summary Audit Observations

Part – A (Monetary Implication):

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

- a. Leakage of own source revenue (tax and non-tax) either due to wrong assessment or non-levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax, Trade License, User Charges and 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. 8,000/- per annum per tower

Condition –As per details provided to us (*Annexure-2*) there are total **6 (Six)** Mobile Towers registered with this ULB up to the end of FY 2020-21 and **Rs. 7,42,578.72** has not been collected till the date of audit from these tower operators as Tower Tax. Further interest amount of **Rs.1,04,634.72** is also outstanding on tower arrear for the FY-2019-20.

<u>Company name</u>	<u>Amount of outstanding interest for the</u> <u>FY-2019-20</u>
Airtel	18,834.12
Tata	12,534.12
Idea	11,094.12
Reliance	25,089.12
Aircel	19,689.12
Tata DoCoMo	17,394.12
Total	104,634.72

Consequence Effect/ Impact– Due to non-collection of Tower Rent within prescribe time line, ULB incurred interest loss and 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 no 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 basis and take appropriate actions against irregularity.

S. No.	Company Name	Outstanding amount till 2019-20	Renewal charges for (2020-21)	Total outstanding till 4th qtr. (2020-21)	Interest on total outstanding	Amount actually collected till 31.03.2021	Amount Due
1	Airtel	1,04,634.00	8,000.00	1,12,634.00	20,274.12	0	1,32,908.12
2	Tata	69,634.00	8,000.00	77,634.00	13,974.12	0	91,608.12
3	Idea	61,634.00	8,000.00	69,634.00	12,534.12	0	82,168.12
4	Reliance	1,39,384.00	8,000.00	1,47,384.00	26,529.12	0	1,73,913.12
5	Aircel	1,09,384.00	8,000.00	1,17,384.00	21,129.12	0	1,38,513.12



6	Tata DoCoMo	96,634.00	8,000.00	1,04,634.00	18,834.12	0	1,23,468.12
TOTAL							7,42,578.72

(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 - During verification of property tax collection receipt and tax deposit receipt we have found that no notice is being served to the ULB to the property holders for their back dues. We also observed that no field level holding tax collector is working in the ULB. We also further observed that the person who is working as Tax Inspector have control on overall process such as responsibility for calculation, recovery & updating of register for demand. Penalty has not been levied on any late payment as per prescribed norms.

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 updating 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. Also receipt number should be mentioned on the deposit slip and to be mentioned on cashbook.

Details of Some of the cases where Property Tax (Annexure 7) collected by tax inspector is not deposited on the same date;



Receipt No.	Amount Collected	Amount Deposited	Collection Date	Deposit Date	Name of Tax Collector
1618-1627	10753	10753	04.02.2020 to 05.03.2020	07.03.2020	Mantu Kumar
1628-1641	10535	10535	12.05.2020 to 18.06.2020	20.06.2020	Mantu Kumar
1642-1653	13069	13060	20.06.2020 to 18.07.2020	05.08.2020	Mantu Kumar
1654-1659	10286	10286	19.08.2020 to 31.08.2020	02.09.2020	Mantu Kumar
1660-1671	12536	12530	03.09.2020 to 30.09.2020	03.10.2020	Mantu Kumar
1672 to 1678	3909	3909	06.09.2020 to 13.11.2020	05.12.2020	Mantu Kumar
1679 to 1701	22606	22606	14.12.2020 to 19.03.21	20.02.2021	Mantu Kumar

(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.

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 prepared by Vikram Nagar Panchayat.

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 by Tax Inspector/Collectors and deposit of collection into Bank either on same day or latest before noon on the following working day.

During verification of property tax related documents, we have found so many property holders (*Annexure-3*) that are not paying property tax from a long lime but no major action taken by the ULB for recovery of the same. Details of Some Big defaulters are mentioned below;

S. No	Name	Fathers Name	Ward No.	Holding no.	Holding Period	Annual tax	Total Arrear
.							



1	TALESHWAR PRASAD SINGH	KAMALNATH SINGH	8	96	FROM 2016-17	1814	16765
2	DHEERAJ PRASAD	RAM SIBHASAN SAW	8	36	FROM 2016-17	1814	16765
3	JAYNARAYAN SHARMA	LATE BRIJDEV SHARMA	8	52	FROM 2016-17	1209.6	11176
4	GOLDEN SINGH	LATE KAMESHWAR SINGH	7	8	FROM 2016-17	2016	18627.84
5	SUNIL KUMAR	LATE RADHESWAR SINGH	7	9	FROM 2016-17	2016	18627.84
6	DR. RAVINDRA TIWARI	LATE BAIKUNTHDY AL SINGH	3	2	FROM 2016-17	1209.6	11176
7	RAGHUNATH PRASAD	LATE DWARIKA SAW	6	22	FROM 2016-17	661.5	6112.26
8	BABAN PRASAD	LATE SHIV SAW	6	204	FROM 2016-17	992.25	9169.2
9	NARENDRA PRASAD	LATE MANDIP SAW	6	185	FROM 2016-17	1323	12234.52
10	SAMBHU PRASAD GUPTA	LATE RAMESHWAR SAW	7	32	FROM 2016-17	2268	20956.32

b. Excess payments against bill, lack of prudence in payment against vouchers inefficiency in control resulting loss to ULB'S;

- No such cases found where any excess payments were made against any bill during the course of audit.

There are few payments has been verified by us during the course of audit.

SL. NO.	SCHEME/FUND	DESCRIPTIONS	AMOUNT
1	NAGAR NIDHI	ELECTION EXP.(DIESEL)	114545
2	NAGAR NIDHI	VEHICLE HIRE EXP.	30000
3	5 TH FINANCE	SALARY TO NAGAR KARMI	111876

c. Report on findings of field survey and calculation of property tax of minimum 20 high value properties;



S. No	Name of Owner	Farther Name	Ward No	Area of Sq. ft.	Rate	Annual Tax(9 %)	Type of Building
1	TALESHWARE PRASAD SINGH	KAMALNATH SINGH	8	1800	16	1814	RESIDENTIAL
2	DHEERAJ PRASAD	RAM SIBHASAN SAW	8	1800	16	1814	RESIDENTIAL
3	JAYNARAAYAN SHARMA	LATE BRIJDEV SHARMA	8	1200	16	1209.6	RESIDENTIAL
4	GOLDEN SINGH	LATE KAMESHWAR SINGH	7	2000	16	2016	RESIDENTIAL
5	SUNIL KUMAR	LATE RADHESWAR SINGH	7	2000	16	2016	RESIDENTIAL
6	DR. RAVINDRA TIWARI	LATE BAIKUNTHDYAL SINGH	3	1200	16	1209.6	RESIDENTIAL
7	RAGHUNATH PRASAD	LATE DWARIKA SAW	6	750	14	661.5	RESIDENTIAL
8	BABAN PRASAD	LATE SHIV SAW	6	1125	14	992.25	RESIDENTIAL
9	NARENDRA PRASAD	LATE MANDIP SAW	6	1500	14	1323	RESIDENTIAL
10	SAMBHU PRASAD GUPTA	LATE RAMESHWAR SAW	7	2250	16	2268	RESIDENTIAL
11	JAGARNATH SINGH	MUNARIK SINGH	11	1200	10	1080	RESIDENTIAL
12	GUDAR RAM	LATE JHAPSI RAM	13	600	10	540	RESIDENTIAL
13	MO. SAM SUNDAR DEVI	LATE LAKHANDEW PRASAD	4	1200	16	1728	RESIDENTIAL
14	KAILASH SINGH	AMIT SINGH	12	1600	16	2016	RESIDENTIAL
15	AWADESH YADAV	LATE CHANDRDEV YADAV	12	5000	10	2700	RESIDENTIAL
16	RAM PRAVESH YADAV	LATE HARNATH SINGH	12	4000	16	5040	RESIDENTIAL
17	MO. MANJU DEVI	LATE NAND KISHOR SINGH	9	1200	10	1080	RESIDENTIAL
18	SHREE NIWASH SHARMA	LATE GUJAN SINGH	10	1600	10	1440	RESIDENTIAL
19	CHNDRADEV THAKUR	LATE GOKUL THAKUR	10	3500	10	3150	RESIDENTIAL
20	SAKUNTLA UPPADHYAY	LATE DWARIKANATH	1	1400	8	1008	RESIDENTIAL

NOTE: - Property / holding tax are assessed by the ULB. On test check basis, we have calculated the area and no variance found (*Annexure-4*). However, it is very difficult to do the Field survey due to resentment of property holders and sometimes it is very ugly.



d. Implementation of Self-Assessment System (SAS) of Property Tax in the ULB;

Self-Assessment System (SAS) of Property Tax has not been appropriately implemented in Vikram Nagar Panchayat. Also, we have found that assessee is very less aware of that. ULB should conduct time to time awareness program to make people aware of SAS and implement it.

Part-B (Non-Monetary Implication):

All Audit objections/irregularities 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	Register for Journal/Magazine	Not Maintained
2	Register for Temporary Advances	Not Maintained
3	Register of Money Orders/Bank Draft Received	Not Maintained
4	Cheque Issue Register	Not Maintained
5	Register of Remittances made into bank	Not Maintained
6	Register of Bank drafts	Not Maintained
7	Bill Register	Not Maintained
8	Stock Register	Not Maintained
9	Capital Goods/Consumable articles, non-consumable articles	Not Maintained
10	Statutory Deduction Register	Not Maintained
11	Fixed Assets Register	Not Maintained
12	Grant Register	Not Maintained
13	Scheme Register	Not Maintained
14	Monthly accounts of Receipt & Payments	Not Maintained
15	Temporary Advances Register for Staff, Customers/supplier/VEC and TA/DA Advance	Not Maintained
16	File Movement Register	Not Maintained

b. Irregularity in procurement process: -

However, we observed that no procurement register has been prepared by the ULB. Hence, we are unable to comment on the same.

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



Details of Directives issued by UD & HD has not been provided to us during the course of audit, so we are unable to check compliance of the same

d. Non- compliance of Act & Rules: -

S. No.	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	During verification of property tax collection receipt and tax deposit receipt we have found that property tax collected by the tax collector is not deposited to the bank on the same date.	<i>Refer Discussion Note</i>
2.	Whether The Chief Municipal Officer prepare a fund wise statement of receipts and payments in BMAR Form No. 71 not later than 20th of the subsequent month.	BMAR Rule No.- 120	No, ULB was not preparing a fund wise statement of receipts and payments in BMAR Form No. 71 not later than 20th of the subsequent month.	<i>Refer Discussion Note</i>
3.	Whether ULB prepare monthly Trial balance in BMAR Form No. 72 by extracting all ledger balances under various Account Codes as certified by the Chief Municipal Officer.	BMAR Rule No.- 121	No, ULB was not 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.	<i>Refer Discussion Note</i>
4.	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	The ULB was not maintaining and 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.	<i>Refer Discussion Note</i>
5.	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	BMAR Rule No.- 130	We observed that ULB was not regular in compliance of statutory dues (TDS, GST Returns).	<i>Refer Discussion Note</i>



	deposited: (BMAR Rule No.-130)			
6.	Whether the Bank Reconciliation statements have been properly prepared for all the bank accounts of the ULB and the remedial actions including all correcting entries have been taken on timely basis;	BMAR Rule No.-130	Bank wise cashbook has not been maintained by the ULB.	<i>Refer Discussion Note</i>
7.	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	No, some required books of accounts as per BMAM/BMAR has not been maintained.	<i>Refer Discussion Note</i>
8.	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,	BMA,2007 : Chapter XII	No, ULB was not preparing 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.	<i>Refer Discussion Note</i>
9.	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.	BMA,2007 : Chapter XV	Advertisement Tax has not been levied by the ULB. There have not been any system developed for the levy of advertisement tax.	<i>Refer Discussion Note</i>

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: -
 - Consolidated/Main Cash Book is not prepared by the ULB.
 - Subsidiary Cash Book has not been closed/authorized by Executive Officer on daily basis. Cashbook is not maintained on day-to-day basis which is not



proper as per Bihar Municipal Accounting Manual. It should be prepared & closed on daily basis.

2. 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
3. of ULB, preparation of books and records on time etc.
4. During verification of property tax collection receipt and tax deposit receipt we have

Some Statutory deduction during FY 2020-21							
S. No.	Party Name	Gross Amount	TDS	GST	Royalty	Labour Cess	Net Payment
1	Subham Shiwam Enterprises	352353	7047	7047		3523	334736
2	Subham Shiwam Enterprises	2162400	43248	43248		23424	2052480
3	Kishan Tent House	612973					612973

found that property tax collected by the tax collector is not deposited to the ULB on the same date/Next day.

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

TDS & GST returns has been filed after due date for the 4th Qtr. Of FY_2020-21.

Details of some of the cases checked by us during the course of audit are: -

However, we observed that in case of payment to Kishan Tent House, Income tax TDS and GST TDS has not been deducted.

g. Deficiency in pay-roll system: -

There is no system of Pay-Roll implemented at the ULB. So, we are unable to comment on the same. Moreover, no Register has been shown to us regarding records relating to statutory deduction like PF, ESIC, Income tax etc. during the period of internal audit. Also, there is no system of issuing pay slip. Thus, we are unable to comment on deficiency in pay-roll system. Further, Leave Register has not been maintained due to this, chances are high for irregularities.

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

As per details provided by Vikram Nagar Panchayat some UC's of Previous FY's was not prepared & submitted to the Urban Development & Housing Department till the date of audit.

The Detail of Pending UC: -

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



S. No.	Scheme	Letter No.& Date	Allotted Amount (in Lakh)	UC Submission	UC Pending
1	Jalapurti Yojna	77/28.12.2015	236.01	0	236.01
2	Har Ghar Nal Jal Yojna	121/25.09.2016	54.97	0	54.97
3	BRGF	130/08.03.2018	269.87	239.92	29.95
4	5th finance	57/13.08.2019	88.12	0	88.12
5	Sabhapati/up Sabhapti, ward parsad bhatta	82/20.09.2019	2.76	0	2.76
6	Nagrik subidha mad	47/06.08.2019	25.03	0	25.03
7	14th finance	38/11.07.2019	65.9	0	65.9
8	Pancham rajya vitt ayog	53/13.08.2019	91.21	0	91.21
9	14TH Finance	128/27.11.2019	65.9	0	65.9
Total			899.77	239.92	659.85

We are also attaching the status of Utilization Certificates for the FY 2019-20 as *Annexure-5*

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.

k. Comment on management of Fixed and other Assets: -

Fixed Assets Register have not been maintained in concerned ULB and in the absence of above register; it is difficult to verify the same. However, fixed asset register is being prepared by DEAS team but it's not finalized till the date of audit.

l. Report on compliance of financial guidelines of schemes of MOHUA and UD & HD, GoB: -

Financial guidelines of schemes of MOHUA and UD & HD, GoB have been not complied by the ULB. Such as;

1. During verification of property tax collection receipt and tax deposit receipt we have found that property tax collected by the tax collector is not deposited to the bank on the same date.



2. ULB was not preparing 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.
3. ULB was not preparing a fund wise statement of receipts and payments in BMAR Form No. 71 not later than 20th of the subsequent month.
4. ULB was 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.

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

PART – C (Other)

Sl. No.	Particular	Remarks/ Observation																
a.	Status of adequacy and appropriateness of the documentation, approvals, compliance of procedures etc. of all payments on or above Rs. 10,000.	No Irregularities Found in this regard. Further, the details of some cases checked during the course of audit are as follows:- <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">SL. NO.</th> <th style="text-align: center;">SCHEME/FUND</th> <th style="text-align: center;">DESCRIPTIONS</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">NAGAR NIDHI</td> <td style="text-align: center;">ELECTION EXP.(DIESEL)</td> <td style="text-align: center;">114545</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">NAGAR NIDHI</td> <td style="text-align: center;">VEHICLE HIRE EXP.</td> <td style="text-align: center;">30000</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">5TH FINANCE</td> <td style="text-align: center;">SALARY TO NAGAR KARMI</td> <td style="text-align: center;">111876</td> </tr> </tbody> </table>	SL. NO.	SCHEME/FUND	DESCRIPTIONS	AMOUNT	1	NAGAR NIDHI	ELECTION EXP.(DIESEL)	114545	2	NAGAR NIDHI	VEHICLE HIRE EXP.	30000	3	5 TH FINANCE	SALARY TO NAGAR KARMI	111876
SL. NO.	SCHEME/FUND	DESCRIPTIONS	AMOUNT															
1	NAGAR NIDHI	ELECTION EXP.(DIESEL)	114545															
2	NAGAR NIDHI	VEHICLE HIRE EXP.	30000															
3	5 TH FINANCE	SALARY TO NAGAR KARMI	111876															
b.	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/-.	Procurement register has not been maintained by the ULB. Further, no any major observations were found in this regard.																
c.	Verify instances of losses, failures or inefficiencies and recommendations and/or measures which can be taken to avoid their recurrence in future.	We have verified such instances and found some irregularities. Details of irregularity have been annexed in Executive Summary in Observation Para, and recommendations have also been annexed in Recommendation in Executive Summary.																



d.	Whether tax deductions i.e., Commercial tax, Income tax, provident fund etc. has been deducted from the payments as applicable, deposited properly and also should be properly recorded in appropriate ledgers.	We observed that statutory compliance has been accomplished by ULB regarding deduction but deposit and returns has not been accomplished. Details of major statutory irregularities are: <ul style="list-style-type: none"> • TDS return has not been filed on timeline. • GST Returns has not been filed on timeline. Penalty may be levied on ULB as per Statutory Laws.
e.	Whether all the C&AG audit & Internal audit Paras has been complied by the ULBs	No, Internal audit paras of FY 2016-17 & previous years has not been complied by the ULB. As Compliance report of the same has not been prepared by the ULB till the date of audit we are unable to check the exact status of compliance of the same.
f.	Any Other deficiencies noticed during the audit to improve internal control systems	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.



4. Detail Audit Observations

RISK ASSESSMENT

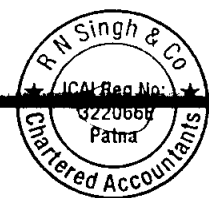
Name of the ULB		VIKRAM NAGAR PANCHAYAT					
Sr. No	Observations	Risk Rating	Design Gap	System gap	Operating Gap	Mgt. Comment	Auditor Recommendation
DEMAND GENERATION:							
1.	Loss of Revenue due to under Assessment /wrong Generation Of demand.	HIGH	No	Yes	Yes	There is scarcity of manpower in the ULB; however, we will comply in the near future.	Demand/Assessment register should be appropriately maintained ward wise with all required details with previous dues and made the assessment year wise before preparation of BUDGET of ULB.
2.	Collusion with Citizen regarding Assessment.	MEDIUM	No	Yes	Yes	We are trying our best to comply the same in near future.	Management should take initiative to the asses the property as quickly as possible to improve the internal revenue of the ULB. Further, management should hire Independent Person or Organization for assessment of properties.



3.	Non-Updating Various Register like hand book, DCB register, Assessment registered.	MEDIUM	No	No	Yes	It will be taken care in future.	Assessment Register has not been maintained.
4.	Others	-	-	-	-	-	-

RECEIPTS AND BANKING:

1.	Error in collections, loss of receipts and perpetrated frauds	HIGH	Yes	Yes	Yes	It will be taken care in future.	Management should ensure the implementation of system to serve the notice to the holders of property who are not depositing the holding tax. Further, management should ensure that the amount which is collected has to be deposited as per prescribed norms.
2.	Non-updating various register like hand book, DCB register, cash book, etc.	MEDIUM	No	No	Yes	It will be taken care in future.	Cash book should account on the basis of DCB.
3.	Collusion with the citizen and the ULBs staff to make wrong assessments of income	HIGH	No	No	No	There is scarcity of manpower in the ULB; however we will comply in	Management should segregate the work regarding collection, demand initiation, notice serving work.



							the near future.	balancing of demand and collection register, and assessment of properties.
4.	Others	-	-	-	-	-	-	-

REVENUE EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Perpetrated fraud (Like payment more than one time on same bill)	HIGH	No	No	No	-	No Such cases found.
5.	Non-updating various register like Bill register with payment fig., etc.	MEDIUM	No	No	No	-	No Such cases found.
6.	Others	-	-	-	-	-	-

ESTABLISHMENT EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with employee	HIGH	No	No	No	-	No Such cases found.
5.	Perpetrated fraud (Like payment more than one time to same or ghost employee)	HIGH	No	No	No	-	No Such cases found.



6.	Non-updating various register like salary register, PF register, Service book/record, advance register, etc.	HIGH	Yes	Yes	Yes	It will be taken care in future.	Registers should be maintained as quickly as possible.
7.	Others	-	-	-	-	-	-

CAPITAL EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with contractor	HIGH	No	No	No	-	No Such cases found.
5.	Perpetrated fraud (Like payment more than one time to same contractor).	HIGH	No	No	No	-	No Such cases found.
6.	Non-updating various register like work register, MB, bill register, Fixed Assets register, Service book/record, advance register, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Registers should be maintained as quickly as possible.
7.	Others	-	-	-	-	-	-

PROCUREMENT AND INVENTORY:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication/Procedural error	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with	HIGH	No	No	No	-	No Such cases



	contractor						found.
5.	Perpetrated fraud (Like payment more than one time to same contractor)	HIGH	No	No	No	-	No Such cases found.
6.	Non-updating various register like store register, issue register, bill register with payment fig., advance register, etc.	MEDIUM	No	Yes	Yes	It will be taken care in future.	Registers should be maintained as quickly as possible.
7.	Others	-	-	-	-	-	-

GRANT AND LOANS AND UTILISATION THEREOF:

1.	Non utilization of grant or grant unspent.	MEDIUM	No	No	No	It will be complied as quickly as possible.	The unspent grant should be refunded to the department which has not been utilized yet.
2.	Not furnishing of UC	HIGH	No	No	Yes	Only three UC has not been furnished to the department . It will be furnished as quickly as possible.	UC should be furnished within the timeline prescribed by the department.
3.	Non fulfillment of condition part thereto	MEDIUM	No	No	No	-	-
4.	Perpetrated fraud (Like payment more than one time same contractor)	HIGH	No	No	No	-	-



5.	Non-updating various register like grant register, work register, bill register with payment fig., advance register, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Registers should be maintained as quickly as possible.	be as as
6.	Others	-	-	-	-	-	-	-

FIXED DEPOSITS AND INVESTMENTS:

1.	Not deposited at appropriate time (loss of revenue)	HIGH	Yes	No	No	It will be taken care in future.	Management should invest or open swipe account to get more interest income.
2.	Loss of Investment certificate	HIGH	No	No	No	-	-
3.	Non fulfillment of condition part thereto	MEDIUM	No	No	No	-	-
4.	Collusion with bank officials to invest at lower rate	HIGH	No	No	No	-	-
5.	Deposit into Current account	MEDIUM	No	No	No	-	-
6.	Non-updating various register like investment register, Bank book, cash book, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Register should be updated on daily to avoid non updation of Cash Book.
7.	Others	-	-	-	-	-	-

LOANS AND ADVANCES:

1.	Unauthorized release of advance	HIGH	No	No	No	-	-
2.	Release of advance beyond authority	HIGH	No	No	No	-	-
3.	Non-adjustment of	MEDIUM	No	No	No	-	-



	loan or advance during the year						
4.	Collusion with employee/party to release advance/loan beyond authority	HIGH	No	No	No	-	-
5.	Advance/loan not account for	HIGH	No	No	No	-	-
6.	Non-updating various register like Loan & advance, Bank book, cash book, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Register should be updated on daily basis to avoid non updation of Cash Book.
7.	Others	-	-	-	-	-	-

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	HIGH				
	CAG OBSERVATIONS STATUS	Compliance Report has not been provided.				
PERIOD: 01/04/20 to 31/03/21						
Sl. No.	Particulars	Audit Observation	Associates Risk	MGT. Comment	Status (Resolved/ or not)	
1.	Cash Book	General Cash Book has not been maintained by the ULB further subsidiary cash book has not been updated and closed on daily basis.	Due to non-closing of cash book on daily basis there may be chance of making back dated entry. This may lead to fraud & defalcation.	It will be taken care in future.	Not Resolved	
2.	Ledger	Tally data has not been provided to us by the DEAS team at ULB.	It is quite difficult to prepare appropriate financial statement.	It will be taken care in future.	Not Resolved	



3.	Journal	Journal Register has not been maintained.	Advance has been accounted as expenditure and in case of amount has not been transferred to beneficiary, only expenditure is being reversed in respect of accounting as liability.	It will be taken care in future.	Not Resolved
4.	Register for Journal/ Magazines/Newspapers	Not-Maintained	This may lead to misplacement of Journal, Magazines & Newspapers.	It will be taken care in future.	Not Resolved
5.	Register for Temporary Advances	Not-Maintained	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
6.	Register of Money Orders/Bank Draft Received	Not Maintained	It may lead to dishonor of DD received or misplace of DD.	It will be maintained from next financial year.	Not Resolved
7.	Cheque Issue Register	Not Maintained	It may lead to dual payment and further create difficulty to prepare BRS.	It will be maintained from next financial year or as earlier possible.	Not Resolved
8.	Register of Remittances made into bank	Not Maintained	It may also lead to dual payment and further create difficulty to prepare BRS.	It will be maintained from next financial year or as earlier possible.	Not Resolved
9.	Bank Passbook	Maintained	-	-	-



10.	Register of Bankdrafts dispatched	Not Maintained	It may lead to dishonor of DD received and further create difficulty to prepare BRS.	It will be maintained from next financial year.	Not Resolved
11.	Bill Register	Not Maintained	It may lead to dual payment or delay in payment.	It will be maintained from next financial year or as earlier possible.	Not Resolved
12.	Establishment Register	Maintained	-	-	-
13.	Stock Register	Not-Maintained	It may lead to misutilization of Stock items.	It will be taken care in future.	Not Resolved
14.	Capital Goods/Consumable articles, non-consumable articles	Not-Maintained	It creates difficulties in classification of Capital Goods/Consumable articles & non-consumable article.	It will be taken care in future.	Not Resolved
15.	Statutory Deduction Register	Not-Maintained.	It may lead to statutory irregularities. Delay in deposit of deducted amount further leads to interest @ 1.5%/month. Further, filling of return may be affected.	It will be taken care in future.	Not Resolved
16.	Fixed Assets Register	Not-Maintained	It may lead to misplacement of fixed assets.	Being prepared by DEAS team but in process.	Not Resolved



17.	Grant Register	Not-Maintained	It may lead to delay in preparation and submission of UC. It may also affect the utilization of fund.	It will be taken care in future.	Not Resolved
18.	Scheme Register	Not-Maintained	It may lead to problem in auditing of scheme wise expenditure and its reporting.	It will be taken care in future.	Not Resolved
19.	Monthly accounts of Receipts/Payments	Not-Maintained	Due to this segregation of head wise balance is difficult.	Being Prepared by DEAS team.	Not Resolved
20.	Temporary Advances Register for Staff/ Customers/ supplier/ VEC and TA/DA Advance	Not-Maintained	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
21.	Dispatch Register	Maintained	-	-	-
22.	File Register	Not-Maintained	It may lead to misplacement of files.	It will be taken care in future.	Not Resolved
23.	Any other (Name of the register)	-	-	-	-

Cash and Bank

Name of the ULB	VIKRAM NAGAR PANCHAYAT
RISK RATING:	HIGH
CAG OBSERVATIONS STATUS	Compliance Report has not been provided.

PERIOD: 01/04/20 to 31/03/21

Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved/ or)
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							not)
1.	Check whether there is no any undue delay in presentation of cheque/DD received, to bank,	No Such cases Found.	-	-	-	-	-
2.	Whether cheque/draft issue/receipt/dishonored register have been maintained as per prescribed form (As Per BMAM) & entry are made on properly, accurately & timely basis.	No register is being prepared.	-	It may lead to dual payment and further create difficulty to prepare BRS.	It will be taken care in future.	Not Resolved	
3.	Whether banking transactions (receipts & Payments) are matched with cashbook, Cheque issue register, collection register, etc. Verify the same with Bank statement & BRS,	BRS has not been provided to us to verify further cheque issue and collection register is not maintained.	-	It may lead to dual payment and further create difficulty to prepare BRS.	It will be taken care in future.	Not Resolved	
4.	Whether cheque issue register is matched	No register is being prepared by the ULB	-	It is annexed above.	It will be taken care in future.	Not Resolved	
5.	Whether proper steps have been taken for dishonored cheque, it was realized in cash or not,	No such cases found.	-	-	-	-	
6.	Whether Bank Reconciliation has been made for each account, verify the status of BRS, (attached BRS as annexure)	Not Prepared.	-	It may lead to mis-appropriation of fund.	It will be taken care in future.	Not Resolved	
7.	Check whether no any fraud payment or payment to other person has been made,	No such cases found.	-	-	-	-	
8.	Whether Bank statement for all account have been promptly received from bank.	Yes.	-	-	-	-	
9.	Number of Bank account maintained	18	-	-	-	-	



10.	Original copy of cancelled receipt is attached with duplicate copy with "CANCELLED" marked on it.	No such cases found.	-	-	-	-
11.	Liability for stale cheques account review is done and necessary reversal entries are passed	No details have been provided to us to verify.	-	-	DEAS team is preparing the BRS after preparation of BRS; we will provide all the details which are required in respect of internal audit.	Not Resolved
12.	Any other	-	-	-	-	-

Public Works

Name of the ULB		VIKRAM NAGAR PANCHAYAT				
RISK RATING:		LOW				
CAG OBSERVATIONS		Compliance Report has not been provided.				
PERIOD: 01/04/20 to 31/03/21						
Sl. No	Particulars	Audit Observation	Amount involved	Associates Risk	MGT. Comment	Status (Resolved / or not)
1.	Whether bill has been prepared as per actual measurement & page no. of	Yes.	-	-	-	-



	the MB in which detailed measurement have been quoted has mentioned in first page of MB,					
2.	Whether bill has been signed by proper in charge,	Yes.	-	-	-	-
3.	Whether the bill has been checked by the accountant with the MB (also compare the qty.), estimate, agreement, previous bill (in case of running agreement)	Yes.	-	-	-	-
4.	Verify whether any payment made for removing/dismantling material which have scrap value must be indicated in the bill,	Yes.	-	-	-	-
5.	Whether measuring has done by the engineer concerned,	Yes.	-	-	-	-
6.	Whether expenditure on construction of work was debited to WIP & verified with MB maintained,	Yes.	-	-	-	-
7.	Whether master roll (machine numbered & authorized) has been maintained for details of store, specifying:	Yes.	-	-	-	-
	Date of Issue,	-	-	-	-	-
	Name of subordinate,	-	-	-	-	-
	Name of work,	-	-	-	-	-
	Number of Labour,	-	-	-	-	-
	Period of engagement,	-	-	-	-	-
	Details of payment (date, Amount, Cheque no, etc.)	-	-	-	-	-
8.	Whether the same has been periodically verified.	-	-	-	-	-



9.	Whether payments are as per defined approval level sanctioned u/s75ofBMA, 2007,	Yes	-	-	-	-
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Cash Book

Name of the ULB	VIKRAM NAGAR PANCHAYAT
RISK RATING:	MEDIUM
CAG OBSERVATIONS STATUS	NOT AVAILABLE

PERIOD: 01/04/20 to 31/03/21

Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether Opening Balance & Closing Balance was worked out or not,	Opening & Closing balance has been worked out in most of Subsidiary cashbook, details of such has been annexed in Annexure. Further, it has not been recorded on daily basis.	-	Due to non-closing of cash book on daily basis there may be chance of making back dated entry. This may leads to fraud & defalcation.	It will be taken care in future.	Not Resolved
2.	Whether posting of receipt & payment side of cash book are properly maintained & it was matched with proper evidence like Receipt Voucher, Cheque issue Register, Bank Statement,	Posting of receipt & payment side of cash book are properly maintained but we are unable to match with	-	-	It will be taken care in future.	-



	etc.,	Cheque issue Register because of it is not being maintained at the level of ULB.				
3.	Whether posting in on daily basis,	No	-	Due to non-closing of cash book on daily basis there may be chance of making back dated entry. This may leads to fraud & defalcation.	It will be taken care in future.	-
4.	Whether there is any clerical error (casting or/and posting error, etc.) or not,	No	-	-	-	-
5.	Whether any delay in deposit of amount of collection by cashier,	The revenue earned from internal source of ULB has not been deposited same day.	-	It leads to interest revenue loss to the ULB.	It will be taken care in future.	Not Resolved
6.	conduct physical verification of cash and report heavy cash balance if any	No discrepancies found in this regard.	-	-	-	-
7.	Any Other	No	-	-	-	-

Collection

Name of the ULB	VIKRAM NAGAR PANCHAYAT
RISK RATING:	HIGH
Name of Tax Collector	Mantu Kumar



PERIOD: 01/04/20 to 31/03/21

Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether collection procedures are as per guidelines/direction of ULB,	Collection procedure is not being appropriate followed at the level of ULB.	-	It may lead revenue loss to the ULB.	It will be prepared in future.	Not Resolved
2.	Whether collections are made on the basis of Demand & Collection Register,	Collection is not being made on the basis of Demand & Collection Register.	-	It may lead revenue loss to the ULB.	It will be prepared in future.	Not Resolved
3.	Whether collections are made in the same receipt Vouchers which has been issued/authorized by ULB/state government & it should be clearly mentioned of different head & not any alteration & the carbon copy of receipt vouchers are properly vouched so that no any variation in posting the same,	Yes	-	-	-	-
4.	Whether collections are bifurcated in different heads as required,	Yes	-	-	-	-
5.	Whether separate bank account has been maintained for each circle (for PMC only)	N/A	-	-	-	-
6.	Whether all collections are made in proper "Receipt Voucher Book" having same serial number which was actually issued to TC,	Yes	-	-	-	-



7.	Whether all collections made during the day are account for & banked on next working day or there is any teaming & lading,	All collections made during the day are not being account for & banked on next working day.	-	It leads to interest revenue loss to the ULB.	It will be taken care in future.	Not Resolved
8.	Whether no any collections are directly expended without prior approval,	No such observed during the quarter.	-	-	-	-
9.	Whether collections are made by all the holding fall under the same TC or Civics Centre,	Appropriate details have not been mentioned in Demand Register due to this we are unable to quantify the status of collection. Further, as per the DCB we observed that collection is not being made by all the holdings.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
10.	Whether governments collections (like Education cess & health cess) are properly & Timely deposited in its own account, (if applicable)	No Education/Health cess is being deposited in this quarter. Further liability register is not being maintained at the level of ULB to quantify the same.	-	It is a statutory irregularity; government may issue notice for penalty as well as interest.	It will be taken care in future.	Not Resolved
11.	Whether there is any short/non collection or short depositor not deposit,	No.	-	-	-	-
12.	Whether penalty(@2%P.M/1.5%) has been duly charged on late	No penalty is being charged on late payment. No	-	It may lead to revenue losses.	It will be taken care in future.	-



	payment,		any details are being maintained at the level of ULB to quantify the same.				
13.	Whether daily collections are entered into hand book, collection register maintained by TC & it should be properly entered in demand & Collection register,		Daily Collection register has been maintained but it has not been entered in demand & collection register.	-	It may lead to wrong demand generation on the concerned property holders/trade license holders. It may also lead to wrong estimation of revenue earned by the ULB.	It will be taken care in future.	Not Resolved
14.	Whether collection by way of cheques is properly banked & credited into account,		All the collection is being made through cash instead of Cheques.	-	It may lead to loss of interest.	It will be taken care in future.	Not Resolved
15.	Whether any refund/remission granted are admissible under the law and that have been duly sanctioned,		No Such cases found.	-	-	-	-
16.	Whether any immediate steps have been taken or not for cheque dishonored received,		No Such cases found.	-	-	-	-
17.	Whether reversal of payment has been made for any dishonored cheque.		No Such cases found.	-	-	-	-



Demand

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	HIGH				
	Name of Tax Collector	Mantu Kumar				
Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Ensure whether closing balance of previous year is accurately brought forward,	No closing balance of previous year is brought forward in this year. Amount has not been quantified due to non-maintenance of Demand Register.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
2.	Whether determination of demand is on manual or computerized way & it would be as per updated rules, regulation, guidelines & other required details for proper calculation,	Nagar Panchayat is not being in practice to raise the demand. No proper details are recorded in the manual register.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
3.	Whether data for calculation is correct & properly verified by appropriate authority/Internal Auditor by way of physical survey,	No verification is being conducted by appropriate authority. Further, no appropriate support provided to us to conduct for maximum 20 high value property.	-	It may lead to revenue losses.	We are providing the same in next period because of election of ULB.	Not Resolved
4.	Whether revision of valuation of holding properly made after specified period	No, revision of valuation of holding is being	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved



		made from the date of tax imposed.				
5.	Whether any refund/remission granted are admissible under the law and that have been duly sanctioned,	No Such cases found.	-	-	-	-
6.	Ensure whether there is any clerical error in calculation,	No Such cases found.	-	-	-	-
7.	Whether demand register in prescribed format is maintained or not,	The register which is used is in required format but details are not recorded as per their requirement.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
8.	Whether persons involve in calculation/collection have knowledge of their responsibility,	Yes	-	-	-	-
9.	Whether there is proper distribution of responsibility for calculation, recovery & updation of register for demand, so that no single person has control on two or process at the same time,	Due to lack of Manpower all this work has been controlled single handedly.	-	It may lead to fraud & Defalcation.	Need more skilled employees	Not Resolved
10.	Whether there is any under/no assessment,	No	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
11.	Whether there is appropriate measures (As Per section 155 & 158 of BMA,2007) are adopted for recovery of Government/bid dues,	No measures have been taken for recovery of Government Dues.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
12.	Whether notice for demand has been made in prescribed format (As Per BMAR) & as per rules & regulations,	No notices of demand are being served.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved



13.	Whether penalty (@2% P.M/ 1.5%) has been charged on late payment,	No penalty is being charged on late payment.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
14.	Whether Demand, Collection & Balance Register has been prepared on daily basis for all receipts or not, & it would be authorized by proper authority or not,	No register is being maintained at the level of ULB for reconciliation of Demand, Collection and Balance due.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
15.	Whether there is adequate safeguard on data has been operated or not,	Yes	-	-	-	-
16.	Whether self-assessment property tax return for payment of property tax has been filed by the assesses in the prescribed format,	Yes	-	-	-	-
17.	Whether there is any collusion with customer / holding Wrt- assessment, payment, etc.	As per our observation on the basis of operation of demand and collection of internal revenue indicates the collusion with the customers.	-	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
18.	Any Other	No	-	-	-	-

Establishment

Name of the ULB		VIKRAM NAGAR PANCHAYAT				
RISK RATING:		LOW				
Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)



13.	Whether penalty (@2% P.M/ 1.5%) has been charged on late payment,	No penalty is being charged on late payment.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
14.	Whether Demand, Collection & Balance Register has been prepared on daily basis for all receipts or not, & it would be authorized by proper authority or not,	No register is being maintained at the level of ULB for reconciliation of Demand, Collection and Balance due.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
15.	Whether there is adequate safeguard on data has been operated or not,	Yes	-	-	-	-
16.	Whether self-assessment property tax return for payment of property tax has been filed by the assesses in the prescribed format,	Yes	-	-	-	-
17.	Whether there is any collusion with customer / holding Wrt- assessment, payment, etc.	As per our observation on the basis of operation of demand and collection of internal revenue indicates the collusion with the customers.	-	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
18.	Any Other	No	-	-	-	-

Establishment

Name of the ULB		VIKRAM NAGAR PANCHAYAT				
RISK RATING:		LOW				
Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)



1.	Whether establishment expenditure is sanction by authorized person & it has been within sanctioned limit,	Yes	-	-	-	-
2.	Whether service log book has been Maintained & up to date or not	Yes	-	-	-	-
3.	Audit whether apart from comparing the pay & allowance drawn by each employee in the pay bill with the corresponding entries in the pay column of the service book and checking the acquaints roll of employee who have been paid in cash,	Yes	-	-	-	-
4.	Whether each employee has unique identification number & it has been referred in all matter in relation to service book Whether payment made to employee has been verified with attendance register/logbook,	Yes	-	-	-	-
5.	Whether service book for calculation of payable has been authorized by the proper person,	Yes	-	-	-	-
6.	Whether account depart has prepared the advice & instructed the bank for the payment as per advice,	Yes	-	-	-	-
7.	Whether undistributed amount of pay& allowance as shown in cash book matched with balance of undistributed salary balance,	No Such cases found.	-	-	-	-



8.	Whether undistributed amount of pay & allowances is not for more than 3 months as cash in hand,	No Such cases found.	-	-	-	-
9.	Whether disbursement of pay & allowances is duly recorded in books & accepted by employee specifying separate head with date of receive (In case of arrear),	No Such cases found.	-	-	-	-
10.	Whether the bill prepared according to sanctioned scale,	Yes	-	-	-	-
11.	Whether no any payment is made to Employee whose service retired in any manner,	No Such cases found.	-	-	-	-
12.	Whether no any withdrawal is made unless supported by last pay-in-slip, except in case of new appointment,	No observation found in this regard.	-	-	-	-
13.	Whether all statutory deduction or adjustment has been made before payment,	No observation found in this regard.	-	-	-	-
14.	To check compliance of rules in regard to establishment matters viz. travel, daily allowance, leave, advances (Housebuilding and vehicle advance etc.) and settlement thereof.	No Such cases found.	-	-	-	-
15.	To check salary bills.	No observation found in this regard.	-	-	-	-
16.	Position of outstanding advances paid to employees	No Such cases found.	-	-	-	-
17.	To check deduction of provident fund and ESI has been made as per rules	Yes	-	-	-	-
18.	Whether PF slips are issued to the employees on yearly basis and to see whether all	N/A	-	-	-	-



	statutory returns for PF are submitted to the concerned authorities.					
19.	To check whether salary bill is prepared in such a manner that it gives breakup of the amount of bill and all adjustments such as deduction of PF, TDS and other advances and loans etc.	Yes	-	-	-	-
20.	Check Retirement benefit to employee	No observation found in this regard.	-	-	-	-
21.	Personnel Appointments and to see whether all records are updated from time to time.	Yes, updated from time to time.	-	-	-	-
22.	Dismissal and Resignation/Termination	No Such cases found.	-	-	-	-
23.	Temporary workers	No observation found in this regard.	-	-	-	-
24.	Overtime	No Such cases found.	-	-	-	-
25.	Attendance Register To check number of persons mentioned in the attendance register tally with the sanctioned strength of a unit.	No observation found in this regard.	-	-	-	-
26.	Personnel Files	No observation found in this regard.	-	-	-	-
27.	Training of employees (including Skill development Levy)	No Such cases found.	-	-	-	-
28.	Leave Register–To check whether a leave register is maintained as per types of leave as medical Leave/CL/EL/maternity/paternity leave.	Not Maintained in prescribed format.	-	It may leads to over/less payments.	It will be taken care in future.	Not Resolved



Grant

Name of the ULB		VIKRAM NAGAR PANCHAYAT				
RISK RATING:		Medium				
Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved or not)
1.	Maintenance / Updation register regarding details of funds received and expenditure.	Yes	-	-	-	-
2.	Any diversion/re-appropriation of funds not covered under the provision of BMA, 2007 should be pointed out for remedial action.	No Such cases found.	-	-	-	-
3.	To check whether utilization certificate is for actual utilization of funds received.	Yes	-	-	-	-
4.	It should also be checked that utilization certificate is issued as per prescribed time frame given in the Manual and issue of UCs is not delayed.	We have found a case where UC is not prepared on time.	659.85	It may lead to mis-utilization of fund.	We will take necessary steps for same.	Not Resolve
5.	Internal Auditor should also check whether expenditure incurred on each activity does not exceed the budget.	No Such cases found.	-	-	-	-

Payment of bills of contractors

Name of the ULB	VIKRAM NAGAR PANCHAYAT
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RISK RATING:		LOW					
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved/ or not)	
1.	Original bill duly signed by contractors is submitted.	Yes.	-	-	-	-	
2.	Contractor has put his initials in all cuttings and corrections in the bill.	Yes.	-	-	-	-	
3.	All Supporting documents are Attached with the bills.	Yes.	-	-	-	-	
4.	The rates, security deposit, and deductions are as per terms and conditions specified in the agreement	Yes.	-	-	-	-	
5.	The variations in quantities and completion period etc. have been authorized by the competent authority	Yes.	-	-	-	-	
6.	Job completion certificate has been processed by the dealing assistant.	Yes.	-	-	-	-	
7.	Bills passed for payment are as per Rules & TC of Tender.	Yes.	-	-	-	-	
8.	All terms and conditions of the Contract are fulfilled before passing the bills.	Yes.	-	-	-	-	
9.	Every final bill is checked in detail with measurement books.	Yes.	-	-	-	-	
10.	Cash/Bank Vouchers to be checked for	Yes.	-	-	-	-	



	authorization etc.						
11.	Overall review of the books of accounts.	Yes.	-	-	-	-	-
12.	Position of outstanding advances paid to suppliers/contractors.	Yes.	-	-	-	-	-

Receipt Voucher

	Name of the ULB	VIKRAM NAGAR PANCHAYAT					
	RISK RATING:	MEDIUM					
Sl. No	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)	
1.	Whether "Receipt Vouchers" are in the prescribed format & having machined serial number & there is no any manuscript form,	Yes	-	-	-	-	
2.	Check;		-	-	-	-	
3.	What is the date of printing?	Checked	-	-	-	-	
4.	What quantity of serial number was printed out?	Checked	-	-	-	-	
5.	What is the date of dispatched, quantity of receipt vouchers? & Their serial number;	Checked	-	-	-	-	
6.	Log book/ Register maintained at printing press regarding printing of "Receipt Vouchers".	Checked	-	-	-	-	
7.	Verify that "Receipt Vouchers" received & their storing, having	Yes	-	-	-	-	



	Same quantity & serial numbered which was actually dispatched & Proper recording of the same along with issue,						
8.	Verify Log book/Register maintained at every collection center & cash counter with regard to receipt & return quantity & serial number,	Yes	-	-	-	-	-
9.	Verify the logbook/Register of "Receipt Vouchers" & cross Verified the allotments to TC (Log Book) with their date of issue, serial number, name of TC & their circle	Yes	-	-	-	-	-
10.	Check whether TC have same "Receipt Voucher" which was Actually, issued by store & it must be authorized by the appropriate authority,	Yes	-	-	-	-	-
11.	Check that there should be proper recording at each stage (where authority has been changed) of logbook/register for issue/receipt of "Receipt Vouchers",	No Such cases found.	-	-	-	-	-
12.	Confirm that all unused "Receipt Vouchers" are under	Yes	-	-	-	-	-



	the Custody of authorized person,						
13.	Verify that any cancelled vouchers have in both original & Carbon copy,	Yes	-	-	-	-	-
14.	Verify whether reversible carbon has been used during receipt.	Yes	-	-	-	-	-

Other Revenue:

1.	Advertisement Tax	No System Developed for collection of advertisement tax.	-	It will affect municipal fund.	System will be developed very soon.	Not Resolved
2.	Tower Tax	No amount is collected as Tower Tax in this financial year and no steps have been taken for recovery of dues.	7,42,578.72	It will affect municipal fund.	Notice will be sent to concerned tower operator.	In Process
3.	Professional Tax	No professional tax collected.	-	-	-	-
4.	Assigned Revenue (As details annexed)	No Such cases found.	-	-	-	-
5.	Rental Charges (As details annexed)	No observation found in this regard.				
6.	Fee & uses Charges	No observation found in this regard.	-	It may lead to interest loss or misutilization of the	It will be taken care in future.	-

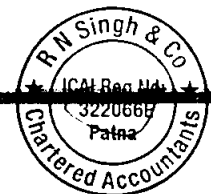


resources.

7.	Other Revenue Items	-	-	-	-	-
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Revenue Expenses

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	LOW				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether payment is on the basis of Sanction / work order letter & incurred by authorized person.	Yes	-	-	-	-
2.	Whether payment is made through prescribed format.	Yes	-	-	-	-
3.	Whether payment is made without any undue delay or whether any cheque issued are promptly issued to the respective person.	Yes	-	-	-	-
4.	Whether there is bifurcation of responsibility towards person making payment & person preparing MB, receipt of goods, maintenance of payment file, etc.	Yes	-	-	-	-
5.	Whether updation of accounts/books are on proper & timely basis,	Yes	-	-	-	-



6.	Whether authorized person verify & sign the document involve,	Yes	-	-	-	-
7.	Whether data base for the same has been properly maintained & safeguard measures are taken,	No database has been maintained by the ULB.	-	Important information may be lost or stolen.	We will take necessary step to implement the DBMS is near future.	Not Resolved.
8.	Whether exact amount (no any over payment) is paid and verified by supporting document, & no any collusion with party,	Yes	-	-	-	-
9.	Whether register for settlement of service bill has been maintained and up to date,	Yes	-	-	-	-
10.	Whether payment made to the same to whom it might be payable and no any second claim in this regard,	Yes	-	-	-	-
11.	Whether payment has been made after deducting statutory dues or advances,	Yes	-	-	-	-
12.	Whether the expenditures are made with a period & amount as sanctioned,	Yes	-	-	-	-
13.	Whether there is undue rush of expenditure at the end of financial year,	No	-	-	-	-



14.	Whether payment has to be made after confirmation from store,	Yes	-	-	-	-
15.	Whether payment for repairs, etc., has to be made on the basis of logbook maintained,	No Such cases found.	-	-	-	-
16.	Whether payment is as per defined approval level sanctioned u/s 75 of BMA, 2007,	Yes	-	-	-	-
17.	Confirm whether goods/assets received/accepted on or before 31 st March, where the bill is received after that date have been accounted for (either on the basis of purchase order, tender rate or as per bill),	No Such cases found.	-	-	-	-
18.	Whether no any withdrawal is made unless supported by last pay-in-slip, except in case of new appointment,	No Such cases found.	-	-	-	-
19.	Whether all statutory deduction or adjustment has been made before payment,	Yes	-	-	-	-
20.	Whether entry of any event during service has been made in service book by authorized person,	Yes	-	-	-	-



Statutory Requirement

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved or not)
1.	Whether deduction of TDS on payment has been made as per law,	No observation found in this regard.	-	-	-	-
2.	Whether TDS deducted are timely deposited into bank with same amount,	Yes.				
3.	Whether regulatory requirement for submission of Return has been followed,	No return is being filled.	Unable to quantify.	There may be levied statutory interest/penalty.	It will be taken care in future.	Not Resolved.
4.	Whether any deduction is made in any act, must be deposited as per their respective act,	Yes. but deposited late.	Unable to quantify.	There may be levied statutory interest/penalty	It will be taken care in future.	Not Resolved.
5.	Verify whether in case of "through rate" contract, there is no any payment for material, etc. by the ULB	No Such cases found.	-	-	-	-
6.	Any demand is outstanding from regulatory authority for non-compliance.	Details have not been provided to us to comment.	-	-	-	-

Tender Details (Work Order Wise)

	Name of the ULB	VIKRAM NAGAR PANCHAYAT
	RISK RATING:	MEDIUM



	Work order No.				
		PERIOD: 01-04-2020 to 31-03-2021				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved or not)
1.	To check whether the provisions contained in Tender Advertisement for procurement were followed in award of contracts.	It has been followed.	-	-	-	-
2.	To check that the time/date of receipt and opening of tenders was properly incorporated in the tender documents.	Yes, It has been properly incorporated in the tender documents.	-	-	-	-
3.	The important guidelines relating to earnest money, delivery schedule, payment terms, performance warranty/guarantee, inspection, arbitration, liquidated damages/penalty for delayed supplies, purchase on risk and cost were incorporated in the tender documents for safeguarding the interest of corporation.	No observation found in this regard.	-	-	-	-
4.	The purchase proposal was approved by the competent authority. as per delegation of powers	No observation found in this regard.	-	-	-	-
5.	Indent for purchase indicates the details of quantity required, last purchase rate, period for	No observation found in this regard.	-	-	-	-



	which stores are needed and name of consignee.					
6.	Approval of mode of procurement	No observation found in this regard.	-	-	-	-
7.	The tender documents are prepared properly and description of items to be procured, quantity and estimated value should be indicated.	It has been prepared properly.	-	-	-	-
8.	To check whether the direction was followed for notification /advertising and opening of bids at notified date, time and place in the presence of bidders.	It has been followed by the ULB.	-	-	-	-
9.	Award of contract and its execution is as per procedure and guidelines issued by the Govt. of India in view of conditions agreed with the Development partners (DFID, World Bank, & European Union etc.)	It has been compiled by the ULB.	-	-	-	-
10.	To check whether bids were evaluated in terms of the provisions of the bid documents and the evaluation report was available.	No observation found in this regard.	-	-	-	-
11.	To check whether contract was awarded to the lowest evaluated responsive bidders who fulfilled qualification requirements, specified in the tender's	Yes, contract has been awarded to the lowest evaluated responsive bidders who is fulfilled the qualification	-	-	-	-



	documents.	requirements as specified in the tender's documents.				
12.	In case of negotiations of prices, it should be checked whether the negotiation was made with L1 bidder and all the relevant records thereof were available.	No negotiation is being done in this quarter.	-	-	-	-
13.	To check whether articles were received/work was completed in time as per delivery schedule.	No observation found in this regard.	-	-	-	-
14.	The stores/goods are properly recorded in the Stock Registers /Asset Register.	Stock/Asset Register has not been maintained to record the same.	-	There may be chances of misplacement goods/stores.	It will be taken care in future.	Not resolved.
15.	Whether any complaint was received regarding procurement and payment and existence of mechanism for redressal of Complaints	No	-	-	-	-

Vehicle Log Book

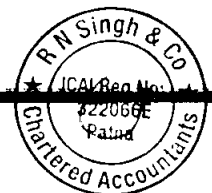
	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved or not)
1.	Whether logbook has maintained or not & up to date with proper	Yes	-	-	-	-



	details like journeys, work undertaken, covering route, visited place, kilometer, etc.,					
2.	Whether logbook of journey is maintained in detail & signed by the officials using them,	Yes	-	-	-	-
3.	Whether it should be used for official purpose, otherwise charges are recoverable,	Used only for official purpose.	-	-	-	-
4.	Whether details of fuel for the same has been maintained in log book,	Yes	-	-	-	-
5.	Whether full details of repairs have been maintained & it have been through authorized center,	Yes	-	-	-	-
6.	Whether authorized person have proper check over logbook.	Yes	-	-	-	-

Fixed Assets

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Status on Maintenance of Fixed Assets Register	It has not been maintained yet.	-	It may lead to misplacement of assets.	Being Prepared by DEAS Team.	Not Resolved
2.	Budget availability is confirmed before	Yes	-	-	-	-



	acquisition						
3.	Fixed assets are recognized at cost of acquisition and if so, check whether the cost components are incidental to its acquisition	Unable to comment on it, since fixed asset register is not finalized till now.	-	-		Being Prepared by DEAS Team.	Not Resolved
4.	all fixed assets are acquired only after obtaining approval of the concerned authority	Yes	-	-		-	-
5.	Physical verification of fixed assets is done and discrepancies are reconciled with Fixed Asset Register.	No Physical Verification has been done.	-	It may lead to misplacement of assets.		Being Prepared by DEAS Team.	Not Resolved
6.	Depreciation is provided on each class of fixed assets at the prescribed rates	No Depreciation is provided.	-	It leads to over valuation of fixed assets.		It will be levied once when fixed asset register has been finalized.	Not Resolved
7.	Asset Replacement Register is properly maintained asset class-wise	No such cases found.	-	-		-	-

Others

	Name of the ULB	VIKRAM NAGAR PANCHAYAT				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved or not)
1.	All permanent changes made in the assessment	No assessment has been done	-	It may lead to revenue loss.	It will be taken care	Not Resolve



	of buildings and lands have been recorded in this register with reference to the monthly lists, Register of Revision Petitions, Register of Appeal Petitions, and Register of Writes-off.	from the date of imposition of holding tax.			in future.	
2.	Demands of current year and previous year have been reconciled with reference to the above details	No reconciliation is being made due to demand register has not been prepared.	-	It may lead to revenue loss.	It will be taken care in future.	Not Resolve

Register of Suits

1.	All suits filed by the municipality for recovery of any sum due are entered.	No register of suits is being maintained at the ULB so; we are unable to comment on these matters.	-			
2.	All suits filed against the municipality are entered		-	-	-	-
3.	Sanction from the Council obtained for filing/defending the suit		-	-	-	-
4.	All details like the Assessment Number, amount involved, Name of Court and Suit Number etc. are clearly entered		-	-	-	-
5.	Execution Petitions are filed for recovery of sums, in cases the suits are disposed in favor of municipality.		-	-	-	-

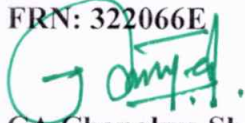


General Observations: -

There is lots of scope for improvement with respect to maintenance of Records and Registers. The important and basic records like Demand Register, Advance Register, Annual Accounts, Assets Register were not maintained. Effective steps should 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



ULB BIKRAM- ANNUAL DISCUSSION NOTE (2020-21)

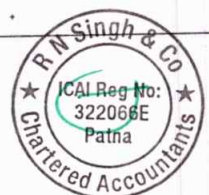
Sl. No.	Observations (Sort the observations from high risk to low)	Risk Rating	Design Gap	System Gap	Operational Gap	Management (CMO) Comments	Reference Page
1.	Consolidated Cash Book has not been maintained at the ULB level due to this, the chances of wrong balance considered as Opening as well as Closing balance is too high. Further, the DEAS team has started the work, but there is lack communication regarding the dead line to complete the back logs of the financial statements and the required registers. Further, the details of the status of the working of the DEAS team have not been provided to us to report.	High	Yes	Yes	Yes	It will be completed soon.	
2.	We observed that there is lag in recording of transaction in the Subsidiary Books as they have booked all the internal sources revenues just as a receipt without categorizing them into holding tax, trade license, etc.	High	Yes	Yes	Yes	It will be started from next financial year.	
3.	As per the guidelines of the UD & HD Utilizations Certificates for various allotment should must be submitted within 18 months of the allotment to the respective departments but we observed that UC of an Amount of RS. 659.85 lakhs are pending to be submitted to the respective departments.	High	Yes	Yes	Yes	It will be submitted soon.	
4.	Cheque/ draft issue/ receipt/ dishonored registers have not been maintained as prescribe under BMAM, further as per the books (Cash Book) maintained at ULB have not been recorded on daily basis. BRSs have also not been provided to us due to this we	High	Yes	Yes	Yes	We have been already started it from FY-2021-21.	



	are unable to quantify the figures of stale cheques and bank statements of all account has not been collected on monthly basis.						
5.	As per our observation, all the collection has been made in cash and the details of receipts/collection has not been recorded in Demand & Collection Register. Penalty is not being charged on late payments, due to this there is no deterrent for timely deposit of Taxes. Demand and Collection Register is not being maintained at ULB level; only ward wise name of holder is written in that register. Collected amount has not been deposited as per prescribed norms i.e., next day after collection. Altogether in respect of functioning of ULB in context of collection is very poor. Due to this, ultimately the internal revenue generating capacity of ULB is affected badly.	High	No	Yes	Yes	We have been already started it from FY-2021-21.	
6.	We observed that there is lag in collection of tower tax from the tower holders and NO Notices has been issued to the respective tower holders for payment of the same. As per our calculations according to the details provided to us Rs. 6,57,622.68 has not been collected as tower tax.	High	No	Yes	Yes	Notice has been sent.	
7.	As per our observation, no closing balance of previous year is brought forward in this year. Nagar Panchayat is not in practice to maintain Demand, Collection and Balance Register. No assessment is being conducted from the date of	High	Yes	Yes	Yes	It will be taken care from next financial year.	



	imposition of holding taxes and no notice is being served to the holders of properties who is not depositing the Holding Tax. No measures have been taken by ULB for recovery of the same. Further, no penalties are being charges to defaulters.						
8.	ULB is not in practice to maintain the Leave Register. Due to these chances of wrong payment to the employees of ULB is high.	High	Yes	Yes	Yes	It will be maintained from next financial year.	
9.	Statutory Liability Register is not being prepared by the ULB. Further, the statutory requirement such filling of TDS, GST return, has not been followed by the ULB.	Medium	Yes	Yes	Yes	Register has been already printed and started from FY-2021-21	
10.	We observed that no physical verification is being conducted at the level of ULB for the fixed assets which is purchased by the ULB. Further, no depreciation is being charged in the books of account.	Medium	Yes	Yes	Yes	It will be prepared soon.	
11.	Register of Suits are not being maintained at ULB, due to this we are unable to provide comment in detailed audit report in this context.	Medium	Yes	Yes	Yes	Register has not been maintained but file maintained.	
12.	Stock Register has not been maintained.	Medium	Yes	Yes	Yes	Register has been already printed and started from FY-2021-21	
13.	Compliance report has not been prepared by the ULB regarding the observation of CAG and Internal Auditors, due to this we are unable to verify the same.	Medium	Yes	Yes	Yes	It is in process and will be completed soon.	
14.	Municipal Accounts Committee has not been constituted by the Nagar Panchayat. It is one of the important reasons for lack of internal financial control.	Medium	Yes	Yes	Yes	It is in process and will be constituted soon.	



15.	There are lots of scopes for increment in internal revenue of ULB such as Advertisement Tax, Water Tax, Entertainment Taxes etc. but these are not implemented at the panchayat level.	Medium	Yes	Yes	Yes	Not applicable.
16.	We observed that various registers, books of records etc. are not being prepared by the ULB. Such as Journal Register, Register for Temporary Advance, Bank Draft Issue and Receipt Register, Cheque Issue Register, Bill Register, Pay Roll Register, PF Register, Store Register, Capital Goods Consumable/non-consumables, Journals & Magazines, Investment Register, Fixed Asset Register, Advance & Recovery Register, Demand Register, File Movement Register, Statutory Deduction Register, Grant Register, Scheme Register, TA-DA Advance Register, etc.	Medium	Yes	Yes	Yes	It will be maintained from next financial year.
17.	We observed that ULB is not in practice to prepare monthly Receipt & Payment Account and financial statement.	Medium	Yes	Yes	Yes	ULB is practice for preparing income and expenditure for the same.
18.	Details of Directives issued by UD & HD has not been provided to us during the course of audit, so we are unable to check compliance of the same.	Medium	Yes	Yes	Yes	It will be provided from next time onward.
19.	Procurement Register has not been maintained by the ULB.	Medium	Yes	Yes	Yes	It will be maintained soon.
20.	We observed that there are some calculation mistakes in memo of property tax. E.g.- Memo no. 1683, property tax is 2268 and interest amount	High	Yes	Yes	Yes	Will be taken care from future.



	is 408 same has been totaled as 2276.						
21.	We observed that there are many transactions has been recorded in cash book on delay basis, further cash-book has not been closed on daily basis.	Low	Yes	Yes	Yes	It will take care from future next financial year.	
22.	During the course of Audit, we observed that payment made to a contractor (Kisan Tent House) of Rs. 2,85,452 and 3,65,913 for catering services on dated 15-06-2020 and 25-06-2020 respectively, but ULB Bikram has not been deducted TDS. ULB should deduct TDS by following the provision of Section 194 C of income tax act 1961.	High	Yes	Yes	Yes	It will be recovered as soon as possible.	
23.	We observed that amount of bank interest has not been carry forwarded separately in cash book. ULB should record the interest amount separately and should capitalize the amount at the end of each year.	High	Yes	Yes	Yes	It is recorded in tally. And take care from FY-2021-21.	
24.	ATR has not been prepared on previous year audit observations.	High	Yes	Yes	Yes	It will be prepared soon.	

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

Municipal Commissioner/
Executive Officer
Nagar Pauchnynt Bikram

for Sh
22-04-22

कार्यपालक पदाधिकारी
नगर पंचायत विक्रम



2020-2021 (ANNUAL)							
S. No.	Company Name	Outstanding amount till 2019-20	Renewal charges for(2020-21)	Total outstanding	Interest on total outstanding	Amount actually collected till 31.03.2021	Amount Due
1	Airtel	104,634.00	8,000.00	112,634.00	20,274.12	0	132,908.12
2	Tata	69,634.00	8,000.00	77,634.00	13,974.12	0	91,608.12
3	Idea	61,634.00	8,000.00	69,634.00	12,534.12	0	82,168.12
4	Reliance	139,384.00	8,000.00	147,384.00	26,529.12	0	173,913.12
5	Aircel	109,384.00	8,000.00	117,384.00	21,129.12	0	138,513.12
6	Tata DoCoN	96,634.00	8,000.00	104,634.00	18,834.12	0	123,468.12
TOTAL							742,578.72

SL
19-04-22



ULB BIKRAM
DETAILS OF ARREAR ON HOLDING

S. No.	Name	Fathers Name	Ward No.	Holding n	Holding Period	Annual ta
1	TALESHWARE PRASAD SINGH	KAMALNATH SINGH	8	96	FROM 2016-17	1814
2	DHEERAJ PRASAD	RAM SIBHASAN SAW	8	36	FROM 2016-17	1814
3	JAYNARAAYAN SHARMA	LATE BRIJDEV SHARMA	8	52	FROM 2016-17	1209.6
4	GOLDEN SINGH	LATE KAMESHWAR SINGH	7	8	FROM 2016-17	2016
5	SUNIL KUMAR	LATE RADHESWAR SINGH	7	9	FROM 2016-17	2016
6	DR. RAVINDRA TIWARI	LATE BAIKUNTHDYAL SINGH	3	2	FROM 2016-17	1209.6
7	RAGHUNATH PRASAD	LATE DWARIKA SAW	6	22	FROM 2016-17	661.5
8	BABAN PRASAD	LATE SHIV SAW	6	204	FROM 2016-17	992.25
9	NARENDRA PRASAD	LATE MANDIP SAW	6	185	FROM 2016-17	1323
10	SAMBHU PRASAD GUPTA	LATE RAMESHWAR SAW	7	32	FROM 2016-17	2268

S
19-04-22



S. No	Name of Owner	Farther Name	Ward No	Area of Sq. ft.	Rate	Annual Tax(9%)	Type of Building
1	TALESHVARE PRASAD SINGH	KAMALNATH SINGH	8	1800	16	1814	RESIDENTIAL
2	DHEERAJ PRASAD	RAM SIBHASAN SAW	8	1800	16	1814	RESIDENTIAL
3	JAYNARAYAN SHARMA	LATE BRIJDEV SHARMA	8	1200	16	1209.6	RESIDENTIAL
4	GOLDEN SINGH	LATE KAMESHWAR SINGH	7	2000	16	2016	RESIDENTIAL
5	SUNIL KUMAR	LATE RADHESWAR SINGH	7	2000	16	2016	RESIDENTIAL
6	DR. RAVINDRA TIWARI	LATE BAIKUNTHDYAL SINGH	3	1200	16	1209.6	RESIDENTIAL
7	RAGHUNATH PRASAD	LATE DWARIKA SAW	6	750	14	661.5	RESIDENTIAL
8	BABAN PRASAD	LATE SHIV SAW	6	1125	14	992.25	RESIDENTIAL
9	NARENDRA PRASAD	LATE MANDIP SAW	6	1500	14	1323	RESIDENTIAL
10	SAMBHU PRASAD GUPTA	LATE RAMESHWAR SAW	7	2250	16	2268	RESIDENTIAL
11	JAGARNATH SINGH	MUNARIK SINGH	11	1200	10	1080	RESIDENTIAL
12	GUDAR RAM	LATE JHAPSI RAM	13	500	10	540	RESIDENTIAL
13	MO. SAM SUNDAR DEVI	LATE LAKHANDEW PRASAD	4	1200	16	1728	RESIDENTIAL
14	KAILASH SINGH	AMIT SINGH	12	1600	16	2016	RESIDENTIAL
15	AWADESH YADAV	LATE CHANDRDEV YADAV	12	5000	10	2700	RESIDENTIAL
16	RAM PRAVESH YADAV	LATE HARNATH SINGH	12	4000	16	5040	RESIDENTIAL
17	MO. MANJU DEVI	LATE NAND KISHOR SINGH	9	1200	10	1080	RESIDENTIAL
18	SHREE NIWASH SHARMA	LATE GUJAN SINGH	10	1600	10	1440	RESIDENTIAL
19	CHNDRADEV THAKUR	LATE GOKUL THAKUR	10	2500	10	3150	RESIDENTIAL
20	SAKUNTLA UPPADHYAY	LATE DWARIKANATH	1	1400	8	1008	RESIDENTIAL



ULB BIKRAM
DETAILS OF PENDING Ucs

S. No.	Scheme	Letter No. & Date	Allotted Amount (in Lakh)	UC Submission	UC Pending
1	Jalapurti Yojna	77/28.12.2015	236.01	0	236.01
2	Har Ghar Nal Jal Yojna	121/25.09.2016	54.97	0	54.97
3	BRGF	130/08.03.2018	269.87	239.92	29.95
4	14 th Finance	128/27.11.2019	65.9	0	65.9
5	5 th finance	57/13.08.2019	88.12	0	88.12
6	Sabhapati/up Sabhapti, ward parsad bhatta	82/20.09.2019	2.76	0	2.76
7	Nagrik Subidha Mad	47/06.08.2019	25.03	0	25.03
8	14 th finance	38/11.07.2019	65.9	0	65.9
9	Pancham Rajya Vitt Ayog	53/13.08.2019	91.21	0	91.21
Total			899.77	239.92	659.85

Sh
19-04-22



STATE OF BIHAR
FORM FOR UTILIZATION CERTIFICATE

Major Head
Sub-Major Head
Minor Head
Sub-Head

Treasury Code
O.D.D. Code
Bill Code

UTILIZATION CERTIFICATE No. / Bill No. MONTH OF 20

It is certified that out of Rs. 1,00,000/- of Grants-in-aid sanctioned during the year 2018-19 under this Department letter no. given in the table below, Rs. 1,00,000/- of the previous year, a sum of Rs. 1,00,000/- has been utilized for purpose for which it was sanctioned and the balance of Rs. 15,000/- remaining unutilized at the end of the year 2018-19 has been surrendered to the Govt. vide letter no. 15/2019. It will be adjusted towards the grants-in-aid payable during the next financial year.

A. For the Grant to Government Offices for various schemes
It is certified that the remaining undrawn grant amount of Rs. 15,000/- has been surrendered to the Govt. vide letter no. 15/2019 dated 15/02/2019 and the remaining drawn amount of Rs. 85,000/- has been deposited in the Treasury, Patna on 15/02/2019.

I have checked expenditure and drawn accounts: Cash Book, Asset Register, Distribution Register, Store Receipts, Final A/c Register, etc.

Signature & Stamp of Drawing & Disbursing Officer

Others

3. Particulars of Grants-in-aid:

S. No.	Sanction/Allotment Letter No. & Date	Name of the grantee Institution/office	Purpose of the grant/name of scheme	Bill No. Date	Amount of grant drawn	F.Y. up to & date	Amount UC	Balance amount	Amount surrendered (with date no. & date)	Char. No. & Date
1.		H.P. Bikaner	MVM		100,000/-				15,000/-	

This is Certified that
1. Audited Accounts Report has been obtained from the Grantee Agency/Institution & the same has been kept in this office.
2. The Grantee Agency/Institution has been exempted from producing audited accounts reports and in this cash utilization certificate is being countersigned on the basis of checking of Cash Book, Book of Accounts/Records.

Counter Signature & Stamp by Sanctioning Authority/Officer authorized by him

Signature & Stamp of Drawing & Disbursing officer for the grant-in-aid

BTC FORM - 42A
FORM FOR UTILIZATION OF GRANTS
(See Rule - 271)

888
100-XXXX
XXXX
XXXX

Temporary Code
DDO Code
Unit Code

LOCATION (LETTER) No. ... MONTH ...

Of Grants in aid sanctioned during the year ... under this Department letter no. ... has been utilized for purpose for which it was sanctioned ... has been surrendered ... will be adjusted against the grants in aid payable during the next financial year.

A For the Grant to Government Offices for various schemes

It is certified that the remaining undrawn grant amount Rs. ... (in words) ... has been surrendered vide letter no. ... dated ... and the remaining drawn grant amount Rs. ... has been sent along with the surrender letter ...

to check correctness of entries in Accounts, Cash Book, Asset Register, Distribution Register, Stock Register, etc.

Particular of Grants-in-aid:

No.	Sanction Allotment Letter No. & Institution/Office name	Name of the grantee	Purpose of the grant (name of scheme)	Bill No. & Date	Amount of grants drawn	T.V. No. & date	Amount LC	Balance Amount	Amount Surrendered (with letter no. & date)	Challan No. & Date
1		H.P. & B.M. ...	H.P. ...		20,000/-		20,000/-			

Signature & Stamp of Grantee Agency/Institution/Office
...

This is Certified that
1. Audited Accounts Report has been obtained from the Grantee Agency/Institution & the same has been kept in this office.
2. This Grantee Agency/Institution has been exempted from producing audited account reports and in this cash utilization certificate is being countersigned on the basis of checking of ... Books of Accounts/Records.

Counter Signature & Stamp by Sanctioning Authority/Officer authorized by him

Signature & Stamp of Drawing & Disbursing officer for the grant in aid.

BIC FORM - 42A
 FROMIOR UTILIZATION CERTIFICATE
 (See Rule 27(i))

Head
 Major Head
 Head
 Head

Treasury Code
 DDO Code
 Bill Code

ORGANIZATION CERTIFICATE No. _____ RA No. _____
 MONTHLY _____

Verified that out of Rs. _____ of Grants-in-aid surrendered during the year _____ under this Department letter no. _____ given in the table hereinafter, a sum of Rs. _____ has been utilized for purpose for which it was sanctioned and the remaining unutilized at the end of the year _____ has been surrendered for the purpose of this certificate and will be adjusted towards the grants-in-aid payable during the next financial year.

A. For the Grant to Government Offices for various schemes.

Verified that the remaining undrawn grant amount Rs. _____ (in words) _____ has been surrendered vide letter no. _____ Dated _____ and the remaining drawn grant amount Rs. _____ has been deposited in the treasury vide challan No. _____ dated _____ has been sent along with the above letter.

Under of check exercised (Audited Accounts, Cash Book, Asset Register, Distribution Register, Stock Register, etc.)

Others

Particular of Grants-in-aid:

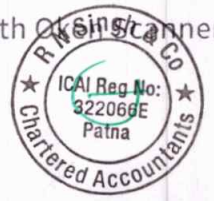
S.No.	Sanction/Allotment Letter No. & date	Name of the grantee institution/office	Purpose of the grant/name of scheme	Bill No. Date	Amount of grant drawn	T.V. No. & date	Amount	Balance Amount	Remarks
1	2	3	4	5	6	7	8	9	10
		M-P Bikrampur	MUM		5620/100		5620/100		

Signature & Stamp of Grantee Agency/Institution/Office
 धर्म प्रशासन

This is certified that
 1. Audited Accounts Report has been obtained from the Grantee Agency/Institution & the same has been kept in this office.
 2. This Grantee Agency/Institution has been exempted from producing audited account reports and in this case of exemption certificate is being countersigned on the basis of checking of Cash Books, Books of Accounts, Records.

Counter Signature & Stamp by sanctioning Authority/Officer authorized by him.

Signature & Stamp of Drawing & Disbursing officer for the grant-in-aid



ULB BIKRAM
DETAILS OF PROPERTY TAX COLLECTIONS

Receipt No.	Amount Collected	Amount Deposited	Collection Date	Deposit Date	Name of Tax Collector
1618-1627	10753	10753	04.02.2020 to 05.03.2020	07.03.2020	Mantu Kumar
1628-1641	10535	10535	12.05.2020 to 18.06.2020	20.06.2020	Mantu Kumar
1642-1653	13069	13060	20.06.2020 to 18.07.2020	05.08.2020	Mantu Kumar
1654-1659	10286	10286	19.08.2020 to 31.08.2020	02.09.2020	Mantu Kumar
1660-1671	12536	12530	03.09.2020 to 30.09.2020	03.10.2020	Mantu Kumar
1672 to 1678	3909	3909	06.09.2020 to 13.11.2020	05.12.2020	Mantu Kumar
1679 to 1701	22606	22606	14.12.2020 to 19.03.21	20.03.2021	Mantu Kumar

SA
19-04

