

SPUR-PMU (Samvardhan)

No. 1204

In Coming Date 23/02/17

Internal Audit Report -Nagar Parishad- Bagaha | F.Y- 2015- 2016

INTERNAL AUDIT REPORT OF NAGAR PARISHAD- Bagaha (West Champaran)

For the period from 01.04.2015 to 31.03.2016



Internal Audit Conducted by:

GKSureka & Co.
Chartered Accountants

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Audited conducted From: July 27, 2016 to August 28, 2016

Report Issued on: September 08, 2016

NAGAR PARISHAD – Bagaha (West Champaran)**INTERNAL AUDIT REPORT OF F.Y.2015-16**

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Internal Audit Report of Financial year 2015-2016

Section A: Audit Methodology and Approach

Audit Methodology

We have conducted the internal audit of Nagar Parishad – Bagaha (West Champaran), for the year ending on 31st March , 2016 (as per TOR). We familiarized ourselves with N.P. documents, the internal guidelines and circulars applicable during this period under review. We also reviewed the working of the Nagar Parishad and evaluated the accounting systems and related controls of the N.P. in order to plan and perform our audit.

We reviewed transaction from April 01, 2015 to March 31, 2016. Our objective was to check all transactions and to design procedures to detect omissions. We also applied procedures to assess the adequacy of the N.P. financial management systems, including internal controls for entire audit period. We applied necessary tests and controls, as we considers necessary under the circumstances.

During the course of our audit we reviewed the below mentioned documents and registers:

- General Cash Book for the period from 1st April 2015 to 31st March 2016 maintained manually in the N.P. ;
- Vouchers (Cash, Bank, Journal etc)along with supporting documents;
- Receipt Books
- Other necessary records and registers

The major observations, in respect of the Nagar Parishad have been discussed with the Executive Officer & Accountant of the N.P.

Audit Approach

Our approach to the internal audit started with an overview of activities through a study and documentation of the existing systems and procedures. We then identified, evaluated and tested the adequacy, efficiency and effectiveness of internal controls including standard policies and procedures laid down by the management (where applicable), for each of the areas included in the Scope of Work.

Testing of internal controls was carried out by checking a sample of transactions for the period covered by the audit.

Apart from the test of controls and samples we also carried out various types of analytical reviews to understand as well as highlight unusual or significant trends in the income & expenditure.



Our observations, resulting from the audit tests performed on a sample of transactions, are set out under "Part-A, Part-B & Part-C" of the audit report and include our recommendations for addressing these observations.

Place : Muzaffarpur
Date : September 08,2016

For G.K.Sureka & Co.
Chartered Accountants

FRN -513018C

(CA. Dhrub Narayan)

Partner

M.N.- 501415



Executive Summary

1. Introduction

Name of the Municipality	N.P. Bagaha (West Champaran)
Period Covered under Current Audit	01.04.2015 to 31.03.2016
Name of the Chief Municipal Officer for the period under Audit	Sh. Kapildev Kumar

2. Results and Findings

Strength observed during the audit engagement	<ul style="list-style-type: none"> ➤ General Cash Book has been written ➤ Staff Cooperation during the Audit period was very good.
Weakness observed in the functioning of office, maintenance of records etc. observed during the audit engagement.	<ul style="list-style-type: none"> ➤ There are lack of internal control w,r,t collection of taxes. ➤ Demand collection Register has not been prepared hence it is not possible to ascertain total arrear of taxes ➤ Taxes collected by tax collector are on deposited on daily basis we observed that it is being deposited after significant intervals which is not proper. As per Rule 27 of BMAR it should be deposited on daily basis otherwise a penalty up to Rs. 5000/- per day may be imposed for delayed deposit. ➤ Tower tax dues are not collected on time basis. ➤ Tower tax is not being collected on timely basis as Rs. 18.30 lacs is receivable as tower tax as on 31.03.2016. Details of Tower Tax dues are annexed in Annexure. ➤ Shop Rent is not being collected on timely basis as Rs.7.87 lacs is receivable as tower tax as on 31.03.2016. Details of shop Rent dues is annexed in Annexure. ➤ Tender of Ghat, Crematorium, Gate, Palm trees and lands are not done on yearly basis. ➤ Grant Register is not being maintained hence it is difficult to find unutilized grant at any point of time.



	<ul style="list-style-type: none"> ➤ Bank Reconciliation Statement is not prepared hence it is difficult to monitor possible fraud, if any. ➤ Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof. ➤ There is lack of internal control on deduction and deposit of various taxes. On deduction of taxes liability is not created hence it is difficult to ascertain tax payable at any point of time. Taxes such as VAT, I.T. Royalty etc are collected from time to time but its payments are made on yearly basis which is not proper. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes.
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3. Opinion

<p>Overall opinion of the Audit team about the functioning of the Municipality</p>	<p>The functioning of the Municipality is very weak due to following reasons:</p> <ul style="list-style-type: none"> • Most of the prescribed Books of accounts including subsidiary cash book are not maintained • Internal Control w.r.t. collection of taxes, monitoring of grant, monitoring of advances, monitoring of schemes etc. is very poor. • Collection from own sources is very poor. • Grant received for various purposes are not utilized on timely basis. • There are serious lapses in deduction and deposit of statutory dues such as TDS, VAT, Royalty, Labour cess etc.
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4. Audit Recommendations


<p>The recommendations of Audit team on the observed weakness</p>	<p>We recommend the followings:</p> <ul style="list-style-type: none"> ✓ All the prescribed books of accounts and Registers should be prepared on real time basis ✓ Bank reconciliation Statement should be prepared on monthly basis ✓ Cashier Cash Book should be written on daily basis. ✓ Collection by tax collector should be deposited on daily basis. ✓ Grant Register should be prepared ✓ All the statutory dues should be deposited on timely basis and returns prescribed under the statute should also be deposited on timely basis. ✓ Demand Collection Register of all the wards should be prepared. ✓ Property tax register should be prepared as per new assessment. ✓ Collection from own sources should be improved.
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<p>5. Compliance of Terms of Contract as per scope of work</p>	<p>Terms of Internal Audit Contract as per scope of work has been complied with and a report of compliance of terms of the contract is attached in Annexure.</p>
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<p>6. Compliance of Previous Internal Audit Report</p>	<p>Audit report of F.Y. 2014-15 has been submitted after completion of the financial 2015-16 hence possibility of compliance of previous year's report in the current financial year does not arise.</p>
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7. Comments from Management

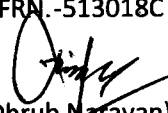
<p>Comment from Management</p>	<p>The audit report has been discussed with us; we will try our best to remove the irregularities pointed out in the audit report.</p> <p> 30/9/16 Executive Officer Bagaha (Executive Officer)</p>
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8. Acknowledgment

We thank Mr. Kapil dev Kumar (Chief Municipal Officer) and Mr.Vipin Kumar (Accountant) for their support during the period of our audit. We are also thankful to Tax Daroga and support staffs of the municipality for their cooperation extended to us during the period of our audit.

Place : Muzaffarpur
Date : September 08,2016

For G.K.Sureka & Co.
Chartered Accountants
FRN.-513018C


(CA. Dhrub Narayan)
Partner
M.N.- 501415



Detailed Audit Report**1. Introduction**

The Internal audit of N.P.- Bagaha (West Champaran) covering period from 1st April 2015 to 31st March, 2016 was conducted by following persons under guidance of CA. Dhruv Narayan

i. CA. Chandra Bhushan Kumar

ii. Shr Manish Kumar

iii. Irshad Siddique

2. Administration

The present body of the ULB has taken charge on 09 June 2012. The incumbency in the key administrative and executive position was as under:

Shri Vijay Kumar Ram, Chairman from 09.06.2012 to till date, Shri Kapil Dev Kumar Executive officer from 28.08.2015 to till date.

3. Review of outstanding audit paras : Status of Audit Observations are as under:

Sl.No.	Particulars of Audit and date of report	Total No. of Audit Paras.	Total No. of audit paras where necessary improvement/ corrective measure is required	Total No. of audit paras where recovery of cash is proposed	Total No. of audit paras where recovery has been made	Total amount of Recovery	Total No. of outstanding paras where no action has been taken	No. & date of Compliance report

No A.G. Audit has been conducted since the date of completion of our previous audit for the F.Y. 2014-15



4. Finance**I. Budgetary provisions and expenditure for the last three years**

Year	2013-14	2014-15	2015-16
Final/ Revised Budget	160455000.00	190470100.00	358403000.00
Actual Expenditure	167421521.00	169260897.00	74377536.10
Savings (+)/ Excess (-)	-6966521.00	21209202.00	284025463.90

II. Volume of transactions

Period	Budgeted	Previous year (For One year)	Corresponding period of previous year	Current Period	Cumulative for the current period
Opening Balance	90810764.00	120676398.00	120676398.00	100902717.00	100902717.00
Receipts	263913000.00	149487217.00	149487217.00	177093438.91	177093438.91
TOTAL	263913000.00	270163615.00	270163615.00	277996155.91	277996155.91
Net Expenditure	358403000.00	169260897.00	169260897.00	74377536.10	74377536.10
Closing Balance	1320764.00	100902717.00	100902717.00	203618619.81	203618619.81



III. Bank Reconciliation

Details of Bank Accounts and their reconciliation position are as under:

Sl.No	Name of Bank	Account No.	Balance as on 31.03.2016	Name of Scheme	Reconciliation position
1	C.B.I	3172596515	26033.00	PENSION FUND	Un-reconciled
2	B.O.I	577910110001 379	7999897.00	NULM	Un-reconciled
3	C.B.I	2190644500	8908298.00	RAJ YOGNA	Un-reconciled
4	C.B.I	2190645388	1723781.00	B.R.G.F	Un-reconciled
5	S.B.I	32726356321	19701991.00	13 th Finance	Un-reconciled
6	S.B.I	11598897971	14533720.62	S.J.S.R.Y	Un-reconciled
7	S.B.I	11598877024	4592990.07	General Fund	Un-reconciled
8	S.B.I	32726357574	45277.00	4 th Finance	Un-reconciled
9	P.N.B	008000010014 3845	883748.00	Kabir Antesthi General Fund	Un-reconciled
10	P.N.B	008000010014 3836	34592.00	Kabir Antesthi Special Fund	Un-reconciled
11	P.N.B	716400010005 8002	275352.02	Raj Yogna	Un-reconciled
12	PLA		145886834.00	Own source & various other schemes	
		Grand Total	204612513.71		
		Closing Cash Book	203618619.81		

Bank reconciliation statements have not been prepared by the N.P. There is a difference of Rs. 9,93,893.90 between Cash Book and consolidated balance as per pass book of all accounts.

The N.P. is suggested to reconcile the above mentioned differences immediately and prepare B.R.S on monthly basis.



Revenue Receipts

Period	Budgeted	Previous year (For One year)	Corresponding period of previous year	Current Period	Cumulative for the current period
a) Own Source					
Property Tax	12500000	456123	456123	480801	480801
Assigned revenue		1730656	1730656	2859461	2859461
Others (Fees & User Charges)	6416250			4461341	4461341
(b) Administrative Grant					
© Specific Grant (Scheme wise)					
Grant for Construction of Road	10000000				
Grant for Construction of Drain					
13th Finance Commission Grant	17500000	11159670	11159670	8349531	8349531
4 th & 5 th Finance Commission Grant	26000000	40855690	40855690	52946225	52946225
Grant for Water Supply	17500000	44000000	44000000	7540100	7540100
BRGF	20000000	6384420	6384420	488533	488533
Grant for construction of Building	11100000				
Kabir Anthesthi Yojna	1000000	159848	159848	1598422	1598422
Establishment & Contingencies	600000				
Gandi Basti Yojna	10000000				
Amrut Yojna				19566000	19566000
14 th Finance Commission Grant				30178826	30178826
Grant for Sal & Allow. Of CWC & VCWC	200000	843770	843770	920131	920131
Grant for Hand Pump	25000000				
Grant for				14400000	14400000



Construction of Toilet					
Grant for SECC	550000				
Women gender facilities	5000000				
National Widow Pension Scheme					
National Handicap Pension Scheme					
Bihar Handicap pension Scheme					
State Social security Pension Scheme		38562487	38562487	14230868	14230868
Laxmibai Social Security Pension					
Grant for E-Governance					
Swachh Bharat Mission				12588000	12588000
SJSRY/NULM	10000000	3000000	3000000	4988963	4988963
Chief Minister fund					
Rajya Yojna					
Laptop		710000	710000	480000	480000

IV. Status of Implementation of Double Entry Accounting System

Till date Double Entry Accounting System is not operational in the Nagar Parishad.

No Chartered Accountant firm has been appointed by the UD & HD for implementation of Double Entry Accounting System in the Nagar Parishad .

V. Status of Municipal Accounts Committee; if meeting 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 meeting subsequent thereto, but no Municipal Accounts Committee has been constituted by the N.P. till the date of our audit.



5. Audit Observations

I. PART- A

All audit objections/ irregularities which have monetary implication, particularly in following areas:

<p>a. Leakage of own source revenue either due to wrong assessment or non- levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax fees etc.</p>	<p>Tower tax is not being collected on timely basis as Rs. 18.30 lacs is receivable as tower tax as on 31.03.2016. Details of Tower Tax dues are annexed in Annexure.</p> <p>Shop Rent is not being collected on timely basis as Rs.7.88 lacs is receivable as tower tax as on 31.03.2016. Details of shop Rent dues is annexed in Annexure.</p>
<p>b. Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULBs</p>	<p>We did not observe any excess payment against bill, lack of prudence against vouchers etc.</p>
<p>c. Report on findings of field survey of Property Tax of minimum 20 high value properties per quarter</p>	<p>Field survey of 80 high value properties has been conducted by us and a report thereon has been annexed in annexure.</p>



PART-B

All audit objections/ irregularities which have no monetary implication, but significant violation of Act, Rules & directives of UD & HD. Mention the reference Act & Rules wherein remedial measures is required. In this part auditor should report in respect of –

<p>a. Non- maintenance of books of accounts , subsidiary registers</p>	<p>As per Bihar Municipal Accounting Manual Following primary Books of accounts are required to be maintained :</p> <ol style="list-style-type: none"> 1. Cash Book (Form Gen-IA) 2. Bank Book (Form Gen-IB) 3. Journal Book (Form Gen-2) 4. Ledger (Form Gen-3) <p>In addition to above following other General Registers and forms are required to be maintained but the same are not being maintained.</p> <ol style="list-style-type: none"> 1 Receipt GEN-8 2 Receipt Register GEN-9 3 Statement on Status of Cheques Received GEN-10 4 Collection Register GEN-11 5 Memorandum of Collection GEN-12 6 Summary of Daily Collection GEN-13 7 Register of Bills for Payment GEN-14 8 Payment Order GEN-15 9 Cheque Issue Register GEN-16 10 Register of Advance GEN-17 11 Register of Permanent Advance GEN-18 12 Deposit Register GEN-19 13 Summary Statement of Deposits Adjusted GEN-20 14 Demand Register GEN-21 15 Bill for Municipal Dues GEN-22 16 Summary Statement of Bills Raised GEN-23 17 Register of Notice Fee, Warrant Fee, Other Fees GEN-24 18 Summary Statement of Notice Fee, Warrant Fee, Other Fees GEN-25 19 Register of Refunds, Remissions and Write-offs GEN-26 20 Summary Statement of Refunds and Remissions GEN-27 21 Summary Statement of Write-Offs GEN-28 22 Statement of Outstanding Liability for Expenses GEN-29 23 Documents Control Register/Stock Account of Receipt/Cheque Book GEN-30 24 Register of Immovable Property GEN-31 25 Register of Movable Property GEN-32 26 Register of Land GEN-33 27 Function-wise Income Subsidiary Ledger GEN-34
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	<p>28 Function-wise Expense Subsidiary Ledger GEN-35 29 Asset Replacement Register GEN-36 30 Register of Public Lighting System GEN-37</p> <p>The N.P. is maintaining only Cash Book/ Bank Book, Journal Book , Ledger and other prescribed registers are not maintained.</p>
b. Irregularity in procurement process	No major irregularity observed
c. Non-compliance of directives by UD & HD , GOB	As explained to us there is no non-compliance of directives of UD & HD, GOB but related correspondence could not be provided to us.
d. Non Compliance of Act & Rules	<p>As per Section 127 of the Bihar Municipal Act , the Municipality can levy the following taxes:-</p> <p>(a) property tax on lands and buildings. (b) surcharge on transfer of lands and buildings, (c) tax on deficit in parking spaces in any non-residential building, (d) water tax, (e) fire tax, (f) tax on advertisements, other than advertisements published in newspapers, (g) surcharge on entertainment tax (h) surcharge on electricity consumption within the municipal area, (i) tax on congregations, (j) tax on pilgrims and tourists, and (k) toll – (i) on roads, bridges, ferries and navigable channel and (ii) on heavy trucks which shall be heavy goods vehicles, and buses, which shall be heavy passenger motor vehicles, within the meaning of the Motor Vehicles Act, 1988, plying on a public street. (l) Tax on profession</p> <p>We observed that only property tax has been collected during the year other taxes have not been levied till date.</p> <p><i>New Assessment has not been done since since long and holding tax is being collected at old rates.</i></p>
e. Lack of internal Control measures	<ul style="list-style-type: none"> ➤ Reassessment of holding tax has not been done since long and holding tax is being collected at old rates. ➤ Due collection of revenue on old rates there is significant loss the N.P. Quantification of loss is not possible at this point of time. ➤ Advertisement Tax is not being levied by the N.P as a result there is a loss to the N.P of advertisement tax amount.



	<ul style="list-style-type: none"> ➤ There are lack of internal control w,r,t collection of taxes. ➤ Demand collection Register has not been prepared hence it is not possible to ascertain total arrear of taxes ➤ Taxes collected by tax collector are on deposited on daily basis we observed that it is being deposited at interval of 2-3 months which is not proper. As per Rule 27 of BMAR it should be deposited on daily basis otherwise a sum of Rs. 500/- per day may be imposed for delayed deposit. ➤ Tower tax dues are not collected on time basis. ➤ Tender of Ghat, Crematorium, Gate, Palm trees and lands are not done on yearly basis. ➤ Grant Register is not being maintained hence it is difficult to find unutilized grant at any point of time. ➤ Bank Reconciliation Statement is not prepared hence it is difficult to monitor possible fraud, if any. ➤ Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof. ➤ There is lack of internal control on deduction and deposit of various taxes. On deduction of taxes liability is not created hence it is difficult to ascertain tax payable at any point of time. Taxes such as VAT, I.T. Royalty etc are collected from time to time but its payments are made on yearly basis which is not proper. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes.
<p>f. Non-compliance of TDS, VAT and other relevant Statute</p>	<p>Tax deducted at source of Income Tax, VAY & Royalty are deposited on yearly basis which is not proper it should be deposited within the due date prescribed under the respective statute. We observed that Income Tax, VAT, Royalty & labour cess for whole financial year has been deposited in the month of March 2016. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes</p> <p>Income tax deducted during the F.Y. 2013-14 amounting to Rs. 1,97,115 has been deposited on 28/12/2015 but return of TDS has not been filed till date.</p>



	<p>Royalty deducted from contractor's payment amounting to Rs. 69608 has been deposited on 05.12.2015.</p> <p>VAT deducted from contractor's payment during the F.Y. 2013-14 amounting to Rs. 541770 has been deposited on 17.12.2015.</p>
g. Deficiency in Pay-roll System	The pay-roll system does not contain leave details of employee. PF contribution and pension fund contribution of employees are deducted but municipal contribution is not being paid. PF account has not been opened with PF department all the deductions of PF contribution and pension fund contribution are being deposited in a separate account opened by the municipality.
h. Utilization of Grant and report on missing Utilization Certificates	Grant Register has not been prepared hence it is difficult to ascertain unutilized grant at any particular time. As explained to us Utilization certificates up to 31.03.2016 has been sent to the Government but copy of the same could not be provided to us. Details of UC sent to Govt. as on 31.03.2016 (as provided to us by the N.P.) is attached in Annexure.
i. Physical verification of inventory/Stores	Store Register has not been prepared and physical verification of inventory/stores has also not been done.
j. Advances, their adjustment & recovery	Advance Register has not been prepared hence it is very difficult to monitor advances, their recovery and adjustment.
k. Any other matters as may be prescribed in due course.	Nothing Specific.



PART- C

General Observations: Auditor should report the deficiencies noticed during their audit and recommend ULB Management to improve internal systems.

Whether the postings for the entries in the books of original entry have been correctly made in the respective ledger accounts	No, Ledger accounts have not been prepared by the N.P.
Whether all the books of accounts and supplementary registers that are prescribed in the Accounts Manual / other applicable regulations have been properly maintained by the ULB;	No, except General Cash Book no other books of accounts have been maintained.
Whether the Quarterly Financial Statements have been compiled on the basis of the actual entries in the books of accounts;	No quarterly Financial Statements have been prepared by the N.P.
Whether the period-end and reconciliation procedures prescribed have been carried out.	No, period-end and reconciliation procedures as prescribed have not been carried out.
Whether the Bank Reconciliation statements have been prepared and are appropriate	No, Bank Reconciliation Statements have not been prepared by the N.P.
Whether all grants from Government have been accounted at gross value with proper entries to various accounts	Yes, all grants from Government have been accounted at gross value but all transactions are not correctly classified with sufficient details.
Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified and stated in sufficient detail;	No all transactions have been classified as incomes and expenditure only assets and liabilities have not been recognized.
Whether all grants sanctioned or received by the municipality during the year, have been accounted properly, and where any deduction is made out of such grants towards any dues of the ULB? Whether such deductions have been properly accounted;	Grant received during the year has been properly accounted for. Information about grant sanctioned and deductions made out of such grant is not available with the ULB.
Whether any Special Funds have been created as per the provision of any statute and whether the Special Funds have been utilized for the purposes for which they have been created;	No Special fund has been created by the ULB.



In respect of contracts that are in existence during the year, whether there are any deviations from the sanctioned plans and the estimates without the sanction of the competent authority;	We did not notice any major deviation.
Whether the ULB is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets; whether these fixed assets have been physically verified at reasonable intervals; whether any material discrepancies were noticed on such verification and if so, whether the same has been properly dealt with in the books of account;	No, record of fixed assets has not been maintained by the ULB. Physical verification of fixed assets has not been done during the financial year under audit.
Whether in case of leasehold property given by the ULB, lease rentals are collected regularly by the ULB and that the lease agreements are renewed after their expiry;	As explained to us no property of the ULB has been given on lease.
Whether physical verification has been conducted by the ULB at reasonable intervals in respect of stores;	No, physical verification of stores has been conducted by the ULB at reasonable intervals.
Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate? If not, the inadequacies in such procedures should be reported;	No
Whether any material discrepancies have been noticed on physical verification of stores as compared to book records, and if so, whether the same has been properly dealt with in the books of account;	No physical verification done.
Whether proper procedures are in place to identify any unserviceable or damaged stores and whether provision for the loss in this respect, if any, has been made in the accounts;	No there is no procedures are in place to identify any unserviceable or damaged stores
Whether the valuation of stores is in accordance with the accounting principles laid down in the rules? Whether the basis of valuation of stores is same as in the preceding year? If there is any deviation in the basis of valuation, the effect of such deviation, if material, should be reported;	No valuation of stores has been done.
Whether the parties to whom loans or advances have been given by the ULB are repaying the	There are no case loans and advances other than

