-[INTERNAL AUDIT REPORT OF NAGAR PANCHAYAT – BALLIA

For the Period from April-2015 to March - 2016

INTERNAL AUDIT CONDUCTED BY

THAKUR BHUWANESH & ASSOCIATES

Chartered Accountants 2nd Floor, Nathani Market Sutapatti, Muzaffarpur Bihar-842001

Audit Conducted from: 28th Sep'16 to 2nd Oct'16

NAGAR PANCHAYAT - BALLIA (BEGUSARAI)

INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2015-16

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INTERNAL AUDITOR'S REPORT

Joint Secretary and Additional Project Director Urban Development & Housing Department, Patna

We have conducted internal audit of the Books of Accounts and related document and vouchers of **Nagar Panchayat – Ballia (ULB)** for the period of **1-4-2015 to 31-03-2016** in terms of agreement with UD&HD dated 21.03.2016. These Books of Accounts and related document and vouchers are the responsibility of Management. Our responsibility is to express an opinion on the Books of Accounts and related document and vouchers based on our audit.

We have conducted our audit in accordance with the **Standard on Internal Audit (SIA) formulated by ICAI**. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the Books of Accounts and related document and vouchers are free from material misstatement. An audit includes examining, evidence supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our observations. The salient points of the scope covered by the internal audit are as follows:

- 1. The effectiveness of accounting system.
- 2. Compliance with the legal and statutory requirements.
- 3. Risk-based review and evaluation of the Internal Control.
- 4. Compliance of Bihar Municipal Act.
- 5. Compliance of Bihar Municipal Accounting Manual.

Moreover, our scope of examination also covered the requirements of the specific points as spelled out by the management of the Urban Development & Housing Department. The result and recommendations of our internal audit are set out in Scope, Observations and Annexure of our report.

The statutory auditor of the Urban Development & Housing Department expresses opinion as to the true and fair view of the financial statements. We have not expressed any opinion on the financial statements and accordingly, this report should not be constructed as our opinion on the financial statements.

ForThakur Bhuwanesh& Associates

Chartered Accountants. FRN: 019690N

(CA. Rajesh Kumar Jha) Partner M.NO. 412318 Date: 2nd Nov 2016

Executive Summary

1. Introduction

Period covered under current audit

: Nagar Panchayat – Ballia

: 01.04.2015 to 31.03.2016

Name of Chief Executive Officer for the period under Audit

: Mr. Naveen Kumar Kanth

2. Results and Findings

Strength observed during the audit	T
engagement	The following records are available:
engagement	 Cash Book with Subsidiaries
	 Cheque issue register
	 Log Book of Vehicle
	 Staff Cooperation during the Audit period is
	satisfactory.
Weakness observed in the functioning	The local sector of the lo
of office, maintenance of records etc.	Total Collection against Own source is only
observed during the audit engagement.	298542.00
enter aumig the addit engagement.	 Total Due from tower is Rs. 266000.00 yet
	to be collected.
	 Photograph of scheme executed is not
	available in file.
	 No House plan is passed in Nagar
	Panchayat and neither any register is
	maintained.
	 Some cash expenditure has been made
	against cash collection.
	• There are some lapses in internal control
	w.r.t collection of taxes.
	 Dues from Tower tax has not been
	collected on time.
	 Interest @1.5% not imposed on delay
	payment of Tower registration fees and
	annual fees beyond 30 days. After 5 years
	there should be increase by 25% in renewal
	fee has not been demanded.
	• There is lack of internal control on deposit
	of various taxes. Due to cash basis
stuwanesh ely	accounting liability of Taxes has not been
II TAX	

accounted for 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. Due to late payment of TDS,
interest has been imposed to Rs.46,380 and
late filing fee u/s 234E of Income Tax Act-
1961 demanded to Rs. 1,33,200/- in
previous year.
 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.
 Salary register not maintained.

3. Opinion

Overall opinion of the Audit team about the functioning of the Municipality	In our opinion some improvements are required in the functioning of the Municipality due the following reasons
	 Most of the prescribed Books of accounts are not maintained
	 Internal Control w.r.t. collection of taxes, monitoring of grant, monitoring of advances, monitoring of schemes etc. is very poor.
	 Grant received for various purposes are not utilized on timely basis.
	 There are serious lapses in deposit of statutory dues such as TDS, VAT, Royalty, Labour cess etc.
	 Bank Reconciliation statement has not been prepared on monthly basis.
	 Scheme wise Bank Account has not been maintained
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4. Audit Recommendations

The recommendations of	We recommend the followings:
Audit team on the observed weakness	 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 maintained and written 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.
	 Collection from own sources should be improved.

5. Comments from Management

Comment from Management	The audit report has been discussed with us; we will try our best to remove the irregularities pointed out in the audit report.
	For Nagar Panchayat – Ballia (Executive Officer)

6. Acknowledgment

We are thankful to Mr Naveen Kumar Kanth (Executive Officer) and Mr. Sanjay Kumar (Head Clerk) for their support during the period of our audit. We are also thankful to the support staffs of the municipality for their cooperation extended to us during the period of our audit.

ForThakur Bhuwanesh& Associates

Chartered Accountants.

FRN: 019690N

(CA. Rajesh Kumar Jha) Partner M.NO. 412318



Detailed Audit Report

1. Introduction

The Internal audit of Nagar Panchayat covering period from 1st April 2014 to 31st March, 2015 was conducted by following persons under guidance of CA. Rajesh Kumar Jha

- i. Mr. Shashank Shekhar
- ii. Amit Kumar

2. Administration

The present body of the ULB has taken charge on 08th April'2011. The incumbency in the key administrative and executive position was as under:

Smt. Champa Devi, Chairman from 08th April'2011 to till date, Mr. Naveen Kumar KanthExecutive officer from 18.04.2016 to till date.

3. Review of outstanding audit paras : Status of Audit Observations are as under:No Audit has been carried out till date

SI.No.	Particulars	Total	Total No. of	Total No.	Total	Total	Total No. of	No. & date
	of Audit	No.	audit paras	of audit	No. of	amount	outstanding	of
	and date	of	where	paras	audit	of	paras	Compliance
	of report	Audit	necessary	where	paras	Recovery	where no	report
		Paras.	improvement/	recovery	where		action has	
			corrective	of cash is	recovery		been taken	
			measure is	proposed	has			
			required		been			
					made			
		Not Ap	plicable due to n	o AG audit l	nas been ca	rried out til	date	

4. Finance

I. Budgetary provisions and expenditure for the last three years

Year	2013-14	2014-15	2015-16
Final/ Revised Budget	28,95,07,428	34,53,36,328	37,81,77,428.00
Actual Expenditure	2,58,77,507	5,87,95,812	9,96,39,870.00
Savings (+)/ Excess(-)	26,36,29,921	28,65,40,516	27,85,37,558.00



Period	Budgeted (F.Y.15-16)	Previous year (F.Y. 14-15)	Corresponding period of previous year (F.Y. 14-15)	Current Period (F.Y. 15-16)	Cumulative for the current period (F.Y. 15-16)
Opening Balance	11708275	7,54,58,519	7,54,58,519	7,54,58,519.00	7,54,58,519.00
Receipts	398246709 409954984	4,54,94,188	4,54,94,188	85872827.00	85872827.00
TOTAL		12,09,52,707	12,09,52,707	161331346.00	161331346.00
Net Expenditure	378177428	5,87,95,812	5,87,95,812	99639870.00	99639870.00
Closing Balance	31777556	7,54,58,519	7,54,58,519	61691476.00	61691476.00

II. Volume of transactions

III. Bank Reconciliation

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Preparation of Bank Reconciliation Statement is not in practice; however we have verified the cashbook balance and pass book balance and found the same in order except the following:

Bank balance:- The details of bank balances & Treasury P/L balance as per cashbook as on 31st march,2016 are given below:

S. No.	Bank Accounts	Amount (Rs.)
1	Treasury PL	4,41,07,926.00
2	SBI (169 LKH)	8,02,845.00
3	SBI (548 LKH)	13,52,451.00
4	SBI (572 LKH)	7,26,668.00
5	BKG ballia	1,51,889.00
6	BOI (7362)	4,06,854.00
7	BOB Beg.	8,14,049.00
8	BOI (8105)	6,343.00
9	SBI (378)	33,99,235.00
10	BOI (8326)	47,56,456.00



	Total	6,03,60,570.00
11	BOI 050	38,35,854.00

2. Cheque issued but not present for Payments:

Cheque No./Date		Amt.	Remarks
037740	31/10/14	28,195/-	Cheque cancelled, Entry to be reversed

IV. Revenue Receipts

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Period	Budgeted (F.Y. 2015- 16)	Previous year (For One year)(F.Y. 2014-15)	Correspondi ng period of previous year	Current Period	Cumulative for the current period
A.Own Source					
Property Tax	1900000	0	0	298542	298542
Assigned revenue	5000000	0	0	18128574	18128574
Others (Fees & User Charges) (b) Administrative	39670000			522689	522689
Grant					
© Specific Grant (Scheme wise)					
S.J.RY	1000000				
MACHING GRANT	20000000				
BRGF	10000000	3396983	3396983		
14 th Finance				4959828	4959828
M.P. Fund					
5 th Finance				17607717	17607717
13thFinanceCommission Grant	10000000	6942853	6942853	8376772	8376772
4th Finance Commission Grant	20000000	<u>17193638</u>	<u>17193638</u>	5058766	5058766
Grant fromState Misc. Fund		943396	943396		
RENOVATION	6500000				
Allowances of Ward Parsad		255600	255600	137932	137932
Salary of Teacher	Showanesh	4165348	4165348	8426891	8426891



Social Securities		11009183	11009183	4521950	4521950
Loan from					
Financial					
Institution					
State Grant	5000000			12924457	12924457
MLA	5000000				
MPLAD	20000000				
Urban	50000000				
Development Fund					
Swachh Bharat	· · · · · ·			3835854	3835854
E-GOV	1000000				
OTHERS	270000	1587187	1587187	1072855	1072855
Total	337260000	45494188	45494188	85872827	85872827

V. Status of Implementation of Double Entry Accounting System

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

M/S Manmotion Singh & Co., Chartered Accountants have been appointed by the UD & HD for implementation of Double Entry Accounting System in the Nagar Panchayat, Work in progress, actual status not able to explain us.

VI. 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.



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5. Audit Observations

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- I. PART- A
 - All audit objections/ irregularities which have monetary implication, particularly in following areas:

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.	Property TaxRs. 298542.00 has been collected aProperty tax, property register has notbeen maintained to ascertain total due.Due from Mobile TowerRs. 266000 due from Mobile Tower as per annexure
b. Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULBs	
c. Report on findings of field survey of Property Tax of minimum 20 high value properties	Field survey of 80 high value properties has been conducted by us a report thereon is attached in Annexure



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 –

а.	Non-	mai	ntenance	of	The Nagar Panchayat is maintaining only Cash Book/ Bank
	books	of	accounts	,	Book
	subsidi	iary r	egisters		
					As per Bihar Municipal Accounting Manual Following
					primary Books of accounts are required to be maintained :
					1. Cash Book (Form Gen-IA)
					2. Bank Book (Form Gen-IB)
					3. Journal Book (Form Gen-2)
					4. Ledger (Form Gen-3)
					Journal Book and Ledger are not maintained.
					In addition to above following other General Registers and
					forms are required to be maintained but the same are not
					being maintained.
					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
	<u></u>	- 7	unner!		20 Summary Statement of Refunds and Remissions GEN-27
		16	wanesh &		



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f. Non-compliance of TDS VAT and other relevant Statute g. Deficiency in Pay-roll	 deposited on yearly basis which is not proper it should be deposited within the due date prescribed under the respective statute. Royalty for the year 2014-15 and 2015-16 yet to be deposited. Interest of Rs.46,380/- on delay payment of TDS amount has been imposed. Delay return file fee of Rs. 1,33,200/ demanded on late return filing of TDS. Both amount unpaid till date.
g. Denciency in Pay-roli System	except Executive officer and Accountant are on daily basis.
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. Also as per head office various utilisation is pending till date.
i. Physical verification of inventory/Stores	Inventory/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.	

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I. Part – C

General observations: Auditor should report the deficiencies noticed during their audit and recommendation ULB management to improve internal systems.

Particulars	Comments
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 and Subsidiary 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. Whether the Bank Reconciliation statements have	No, period-end and reconciliation procedures as prescribed have not been carried out. No, Bank Reconciliation Statements have not
been prepared and are appropriate 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;	On our test check 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.



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Particulars	Comments
Whether in case of leasehold property given by the	As explained to us no property of the ULB has
ULB, lease rentals are collected regularly by the ULB	been given on lease.
and that the lease agreements are renewed after their	
expiry;	
Whether physical verification has been conducted by	No, physical verification of stores has been
the ULB at reasonable intervals in respect of stores;	conducted by the ULB at reasonable intervals.
Whether the procedures of physical verification of	No
stores followed by the ULB are reasonable and	
adequate? If not, the inadequacies in such	
procedures should be reported;	
Whether any material discrepancies have been	No physical verification has been carried out
noticed on physical verification of stores as	during the audit period.
compared to book records, and if so, whether the	during the addit period.
same has been properly dealt with in the books of	
account;	
Whether proper procedures are in place to identify	No there is no procedures are in place to
any unserviceable or damaged stores and whether	identify any unserviceable or damaged stores
provision for the loss in this respect, if any, has been	
made in the accounts;	
Whether the valuation of stores is in accordance with	No valuation of stores has been done.
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;	
Whether the parties to whom loans or advances have	There is no case loans and advances other than
been given by the ULB are repaying the principal	advance to staff for expenditure.
	advance to starr for experiantifie.
amounts as stipulated and are also regular in	
payment of the interest and if not, whether	
reasonable steps have been taken by the	
municipality for recovery of the principal and	
interest?	
Whether advances given to municipal employees	Advance Register has not been maintained so
and interest thereon are being regularly recovered;	we are unable to verify whether it is being
	recovered regularly or not.
Whether there exists an adequate internal control	No there does not exist any internal control
procedure for the purchase of stores, including	procedure for the purchase of stores, including
components, plant and machinery, equipment and other	components, plant and machinery, equipment and
assets?	other assets
Whether applicable procurement rules and procedures	On our test check we did not notice any major
are being followed and if so, significant deviations should	deviation.
be identified and reported.	
Whether the municipality is regular in depositing	No, the municipality is not regular in depositing
statutory dues including tax deducted at source, service	statutory dues including tax deducted at source,
tax, VAT, works contract tax, cess payable to the	service tax, VAT, works contract tax, cess payable to
government etc., and if not, the nature and cause of such	the government etc.
delay and the amount not deposited;	
Whether the municipality is regular in remittance of	The municipality is not giving contribution to P.F or
pension and leave encashment contributions or any other	pension Fund in prescribed rate and procedure.
amounts which the municipality is liable to remit towards	andet
shuw	anesher



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Particulars	Comments
the retirement dues of its employees, including employees	
on deputation;	
Whether any personal expenses have been charged to the	We did not notice any such expenses.
municipality' s accounts; if so, the details thereof;	
Whether all the expenditure incurred by the Municipality	Yes on our test check we observed that all the
are authorized by appropriate provision in the sanctioned	expenditure incurred by the Municipality are
budget, whether made originally or subsequently and are	authorized by appropriate provision in the
in all cases such as are authorized by law;	sanctioned budget
Whether all revenue has been properly assessed,	No all revenues have not been properly assessed,
accounted for, collected and recovery action taken on	accounted for and collected. Recovery action is also
timely basis;	not taken on timely basis
Whether all sums due to and received by the Municipality	Delay in collection and depositions of taxes has been
have been brought to account within the prescribed time	observed.
limits and are in all cases such as are authorized by law;	
Whether in respect of all bills for charges on account of all	Yes on our test check we observed that all bills for
works and other expenditure, proper certificates have	charges on account of all works and other
been furnished in support of them and that no deviation	expenditure, proper certificates have been furnished
has been made for the sanctioned plans and the estimates	in support of them and that no deviation has been
without the sanction of the competent authority;	made for the sanctioned plans and the estimates
·	without the sanction of the competent authority
Whether the amounts received as specific grants have	Yes on our test check we observed that amounts
been utilized for the purposes as stated in the grant	received as specific grants have been utilized for the
sanction order;	purposes as stated in the grant sanction order
Whether bio-metric devices and payroll software are used	No, bio-metric devices and payroll software are not
at the ULB. If not whether there is satisfactory system of	used at the ULB. Pay roll system of the municipality
pay-roll accounting; otherwise mention the key	is deficient as it does not contain leave records,
deficiencies of the system.	details of deductions made etc.
Whether the grievance redressal mechanism for the ULB	No, we did not observe any grievance redressal cell
is sufficient.	functioning at the ULB.



Detail of high value property visited.

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NAME	FATHERS NAME	HOLDING NO	AREA	As per Physical verification
CHANDRMAUSHI YADAV	Late JAMUN PR YADAV	90	450	450
PRAMOD CHAUDHARI	Late VISHESWAR CHAUDHARI	216A	1760	1760
DILIP CHAUDHARI	Late VISHESWAR CHAUDHARI	216	880	880
MIRA DEVI	Late BINDESHARI RAM	211	10560	10560
SUSMA DEVI	Late RAJESWAR DAD	135	2190	2190
ARJUN SHARMA	NEWALAL SHWARMA	20	220	220
RAMESHWAR SHARMA	CHAMRU SHARMA	18	150	150
SANJAY CHAUDHARI	GUDAR CHAUDHARI	243	120	120
ASHOK SHARMA	GONAR SHARMA	11	480	480
PANKAJ KUMAR	SADHU SHARAN YADAV	160	300	300
SANJAY KUMAR	GAYA DEVI	204	150	150
PRDEEP KUMAR	Late SHEEVJEE SWA	248	225	225
SUNIL AGRWAL	Late SITARAM AGRWAL	81	1395	1395
DR SUDHANSU DAS GUPTA	Late DR BHAGWAT DAS	86	1776	1776
DR JAY PRAKASH AGRWAL	Late DR BANARSHI AGRWAL	423	8260	8260
VISHWANATH AGRWAL	Late MOTIN LAL AGRWAL	13	3526	3526
SUNIL KUMAR AGRWAL	Late SITARAM AGRWAL	12	2706	2706
PRAKASH SAW	Late DR BAIDHANATH SWA	11	150	150
	Late DR BANARSHI LAL			
OMPRAKASH AGRWAL	AGRWAL	237	1400	1400
RAJENDRA BHAGAT	Late JAGRNATH BHAGAT	79	240	240
PRDEEP KUMAR		257	2700	2700



Internal Audit Report – Nagar Panchayat- Baliya Financial Year 2015-16

Detail of Due from Tower

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		Total Due up to	Collection in 15-	
WARD	TOWER NAME	2015-16	16	Balance
		54000		
9	VODA		54000	0
		54000		
4	VODA		54000	0
		62000		
19	VODA		0	62000
		62000		
22	AIRTEL&VODA		30000	32000
		62000		
12	AIRTEL		30000	32000
		46000		
12	TATA		30000	16000
		62000		
9	MTS&UNINOR		0	62000
	RELIANCE	62000		
3	CDMA&GSM		0	62000
		464000	198000	266000



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