

SPUR-PMU (Samvardhan)  
No.....645  
In Coming Date...30/8/16

# INTERNAL AUDIT REPORT

(SPUR-PMU/194/IA-140ULBs & SLMA/G-14/RS&C/2016/134/39)

OF

NAGAR PANCHAYAT

MAHNAR

FOR THE F.Y. 2014-15

Conducted by:

**R.SHAH & CO.**

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The major observations during the course of internal audit have been discussed with the Executive Officer & Accountant of the Nagar Panchayat.

- 1) General Cashbook, all Subsidiary Cash Books for the period from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 maintained manually in the Nagar Panchayat.
- 2) Vouchers (Cash, Bank, Journal etc) along with supporting documents;
- 3) Receipt Books
- 4) Pass Book & Bank Statement
- 5) Budgets prepared by the ULB
- 6) Other necessary records and registers

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

We have conducted the internal audit of Nagar Panchayat – Mahanar, for the year ending on 31<sup>st</sup> March, 2015 (as per TOR). We familiarized ourselves with documents of Nagar Panchayat, the internal guidelines and circulars applicable during this period under review. We also reviewed the working of the Nagar Panchayat and evaluated the accounting systems and related controls of the Nagar Panchayat in order to plan and perform our audit.

We reviewed transactions from April 01, 2014 to March 31, 2015. Our objective was to check all transactions and to design procedures to detect omissions. We also applied procedures to assess the adequacy of the Nagar Panchayat's financial management systems, including internal controls for entire audit period. We applied necessary tests and controls, as we considers necessary under the circumstances.

#### Audit Methodology

#### AUDIT METHODOLOGY AND APPROACH

CA. Neetu Jejani  
(Partner)  
M.N. - 406561



For R. Shah & Co.  
Chartered Accountants  
FRN.- 502010 C

Date : Aug 27, 2016

Place : Ranchi

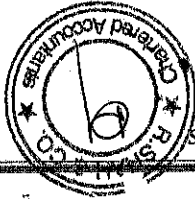
The purpose of defining the audit approach is to ensure that sufficient, appropriate audit evidence is collected to enable the drawing of a conclusion with respect to each of the audit objectives.

An effective approach will normally incorporate a variety of auditing tools and techniques. Different tools and techniques have various strengths and weaknesses.

Our approach to the internal audit started with an overview of activities through a study and documentation of the existing systems and procedures in all the ULBs. 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 business. 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.

Audit Approach



- Tower tax is not being collected at all. Outstanding Rs.652000/- as on 31.03.15. (Annexure - A) for delayed deposit.
- Taxes collected by tax collector are not deposited on daily basis. As per Rule 27 of BMAR it should be deposited on daily basis otherwise a sum of Rs. 500/- per day may be imposed
- There is no proper cash handling neither any locker was kept by the ULB. payment of demand.
- Demand and collection register have not been prepared in a proper manner hence it seems difficult to ascertain total tax dues. No penalty/ surcharge have been imposed for non-
- Fixed Assets Register is not maintained by the ULB.
- Rs.3043144/- as on 31.03.2015
- There is a lack of internal control w.r.t collection of taxes. Outstanding holding tax was records etc
- ❖ Following weaknesses have been observed in the functioning of office, maintenance of

- Weakness
- Budget prepared by the ULB.
- Staffs were cooperative during the Audit period.
- All the Books & Register have been verified by Executive Officer on monthly basis.
- Salary Register maintained by the ULB.
- The General Cash book & all the Subsidiary Cash Books have been maintained by the ULB.
- ❖ Following strengths have been observed in the audit of Nagar Panchayat.

2. Result and Findings

Name of the Municipality	Mahnar Nagar Panchayat
Period Covered under Current Audit	1 <sup>st</sup> Apr 2014 to 31 <sup>st</sup> March 2015
Name of the Chief Municipal Officer for the period under Audit	Shri Shalendra Kumar Verma
Audit Conducted on	14-15 <sup>th</sup> May 2016 & 4 <sup>th</sup> June & 6 <sup>th</sup> August, 2016.

1. Introduction

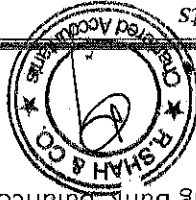
EXECUTIVE SUMMARY

- Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof. We observed that Rs.150000/- on 13.05.14, Rs.25000/- on 20.06.14, Rs.50000/- on 15.11.14 given as advance to staff from own sources to Shri Baldyanath Jha, Smt. Saraswati Devi And Shri Kamra Pd.Rai respectively. But recovered Rs.18000/- from Shri Baldyanath Jha And Smt Saraswati Devi Rs.9000/- each during the year. So Rs.207000/- lying outstanding as on 31.03.15.
- Grant Register is not being maintained hence it is difficult to find unutilized grant at any point of time.
- Bank Reconciliation Statement for any of the account is not prepared hence it is difficult to monitor possible fraud, if any.
- 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.
- The ULB has not maintain the Log Book Register.
- No ESI, Pension Fund have been deducted from the salary of the employees.
- Taxes such as Sales Tax(VAT), TDS, Royalty, and Labour Cess etc are collected from time to time but payments are made on yearly basis which is not proper. TDS, Vat, Royalty and Labour Cess was Rs. 53062/-, Rs, 265308/- Rs.38014/- and Rs.53062/- respectively deposited on 17.03.2015. Taxes should be remitted to the Govt. account on timely basis otherwise delayed interest charges may be imposed.

### 3. Opinion

- ❖ Overall opinion of the Audit team about the functioning of the Municipality is as under:-

- The functioning of the Municipality is very weak due to following reasons:
  - Collection from own sources is very poor as demand register is not maintained.
  - The procurement of fixed assets is not proper and non-maintenance of Fixed Asset Register would lead to failure of determining the replacement cost.
  - BRS is not prepared on a monthly basis, so it is difficult to keep record of variances between Cash Book and Bank Passbook balances. Non preparation of BRS would lead to improper use of available funds.
  - 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 deduction and deposit of statutory dues such as TDS, Sales Tax(VAT), Royalty, Labour cess etc.
  - Maximum portion of fund received by the ULB from Gob is left unspent during the financial year 2014-15. So the Closing Bank Balance is huge.



4. Audit Recommendations

❖ The recommendations of Audit team on the observed weakness is as under:-

- We suggest the followings:
- ✓ All the prescribed books of accounts and Registers should be prepared on real time basis.
  - ✓ PF & ESI should be deducted from salary, if applicable.
  - ✓ Grant Register should be prepared.
  - ✓ Bank reconciliation Statement should be prepared on monthly basis.
  - ✓ Demand & Collection Register of all the wards should be prepared and calculation should be done as per new assessment.
  - ✓ Collection from own sources should be improved.
  - ✓ Collection by tax collector should be deposited on daily basis.
  - ✓ All the statutory dues should be deposited on timely basis and returns prescribed under respective laws should also be filed on timely basis.
  - ✓ New staff are to be appointed by the management for smooth running of the ULB and they should be equipped with regular training to run the ULB smoothly.

6. Acknowledgment

We thanks Shri Shailendra Kumar Verma (Executive Officer), for his support during the period of our audit. We are also thankful to Mr. Kamta Prasad Ray (Accountant), Tax Daroga and support staffs of the municipality for their cooperation extended to us during the period of our audit.

For R. Shah & Co.

Chartered Accountants  
FRN.- 502010 C

CA. Neetu Jeani

(Partner)

M.N.- 406561



Date : Aug 27, 2016

Place : Ranchi

**MAIN AUDIT REPORT**

1. Introduction  
The internal audit of Nagar Panchayat Mahanar covering period from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March, 2015 was conducted by following persons under guidance of CA Neetu Jafari

i. Rana Burha Gohain

ii. Ajay Singh

iii. Anjali Singh

2. Administration

The present body of the ULB is functioning since June 2012. The incumbency in the key administrative and executive position was as under:

1. Smt. Asha Devi, Chairperson from 12/06/2012 to 31/10/2014

2. Sahjahan Khatoun, Chairperson from 01/11/2014 to till date

2. Shri. Shalendra Kumar Verma, Executive officer from Sept 2015 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 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. compliance has been made.
1	AG, Bihar (Performance Audit), 31.07.15	21	16	3	18000.00	16	No compliance has been made.

Details of major irregularities pointed out in AG Audit Report are as under :

1. Holding tax was not revised since last seven years. Outstanding was Rs.30.43 lakhs as on 31.03.15
2. Position of outstanding demand was Rs.40.65 Lakhs.
3. Recoverable Advance outstanding was Rs.2.07 Lakhs.
4. Stamp duty not collected towards sairat settled from 2010-11 to 2014-15 was Rs.2.10 Lakhs
5. Outstanding user charges was Rs.30.27 Lakhs.
6. Mobile tower Registration & Annual fee pending Rs.6.52 Lakhs.







Period	Budgeted (14-15)	Previous year (13-14)	Corresponding Period of Previous year (13-14)	Current Period (14-15)	Cumulative for the current period (14-15)
Opening Balance	16097400.00	86040892.00	28569884.00	92332627.00	92332627.00
Receipts	16097400.00	86040892.00	86040892.00	82926971.00	82926971.00
TOTAL	16097400.00	114610776.00	114610776.00	175259598.00	175259598.00
Net Expenditure	7333734.00	42278149.00	42278149.00	102104869.00	102104869.00
Closing Balance		92332627.00	92332627.00	73154729.00	73154729.00

II. Volume of transactions

Year	2014-15	2013-14	2012-13
Final/ Revised Budget	7333734.00	29086445.00	40401445.00
Actual Expenditure	102104869.00	42278149.00	10290584.00
Savings (+)/ Excess (-)	(28771135.00)	(113191704.00)	(+)(30110861.00)

I. Budgetary provisions and expenditure for the last three years

4. Finance



The Nagar Panchayat is suggested to reconcile the above mentioned differences immediately and prepare B.R.5 on monthly basis.

Bank Reconciliation Statements have not been prepared by the Nagar Panchayat. There is a difference of Rs.325711.55 between Cash Book and Consolidated Balance as per Pass Book of all accounts.

S.No	Name of Bank	Account No.	Balance as on 31.03.2015
1	CBI	XXXXX6061	6808949.00
2	CBI	XXXXX6668	5156757.00
3	CBI	XXXXX0253	308354.00
4	CBI	XXXXX9306	4631662.00
5	SBI	XXXXX2022	672543.50
6	SBI	XXXXX6554	16831212.00
7	SBI	XXXXX2978	721621.00
8	UBGB	XXXXX8182	24119.00
9	Allahabad Bank	XXXXX4609	173160.00
10	PL A/c		38152061.05
Total of Bank			73480440.55
Total as per Cash Book			73154729.00
Difference			325711.55

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

### III. Bank Reconciliation



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 Nagar Panchayat till the date of our audit.

VI. Status of Municipal Accounts Committee; if meeting held

Appointment of chartered accountant has been done but Double Entry Accounting System is not operational in the Nagar Panchayat Mahanar till date.

V. Status of Implementation of Double Entry Accounting System

Period	Budgeted (14-15)	Previous Year (13-14)	Corresponding Period of Previous Year (13-14)	Current Period (14-15)	Cumulative for the current period (14-15)
a) Own Source					
Property Tax	15035500.00	73488.00	73488.00	582062.00	582062.00
Assigned revenue	1845600.00			897963.00	897963.00
Others (Fees & User Charges)		1596600.00	1596600.00	1871830.00	1871830.00
(b) Administrative Grant					
(c) Specific Grant					
4th Finance	115000000.00	25535045.00	25535045.00	16299604.00	16299604.00
E-Governance					
BRGF	13200000.00	4318412.00	4318412.00	2788356.00	2788356.00
Various Schemes	15892900.00	54517347.00	54517347.00	60487156.00	60487156.00
TOTAL	160974000.00	86040892.00	86040892.00	82926971.00	82926971.00

IV. Revenue Receipts

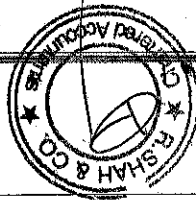
5. Audit Observations

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>We observed that property tax, mobile tower tax &amp; advertisement tax, has not been collected during the year. Outstanding holding tax was Rs.3043144/- as on 31.03.2015 New Assessment has not been done since 2008 and the processes of self assessment of property are in progress but at a slow rate.</p>
<p>b) Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULBs</p>	<p>During the course of audit, 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</p>	<p>Demand and collection register were not updated and not maintain properly, so in this regard we checked 20 high value property on the basis of available data. It has been further notice that the assessment has not been done since 2008.</p>

List of 20 high value property tax payers					
Sl. No	Ward no	Holding no.	Yearly Amount	Due as on 31-03-15	Assessment done
1	7	1	1850.00	14800.00	No
2	7	49	1097.00	8776.00	No
3	7	3	680.00	5440.00	No
4	7	33	1237.00	9896.00	No
5	7	35	588.00	4704.00	No
6	7	79	1049.00	8392.00	No
7	7	81	1125.00	9000.00	No
8	7	80	1102.00	8816.00	No
9	7	76	985.00	7880.00	No
10	7	2	862.00	6896.00	No
11	7	4	2547.00	20376.00	No
12	7	5	2622.00	20976.00	No
13	7	7	2912.00	23296.00	No
14	7	13	1031.00	8248.00	No
15	7	12	740.00	5920.00	No
16	7	21	1007.00	8056.00	No





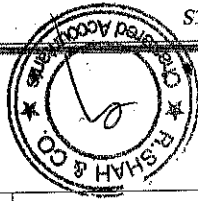
No	5976.00	747.00	25	7	17
No	6928.00	866.00	-26	7	18
No	25952.00	324.00	28	7	19
No	7464.00	933.00	15	7	20

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>The N.P. is maintaining only General &amp; subsidiary Cash Books/Bank Book.                  In addition to above following other General Registers and forms are required to be maintained but the same are not being maintained or not properly maintained-</p> <p>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. Register of Public Lighting System GEN-37                  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</p>	<p>a) Non-maintenance of books of accounts, subsidiary registers</p>
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<p>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 28 Function-wise Expense Subsidiary Ledger GEN-35 29 Asset Replacement Register GEN-36 30 Register of Public Lighting System GEN-37</p>	<p>b) Irregularity in procurement process</p>
<p>Directives relating to preparation of budget has not been complied with. Formation of Municipal Account committee has not been done.</p>	<p>c) Non-compliance of directives by UD &amp; HD, GOB</p>
<p>Various books of accounts and records, as provided in the Bihar Municipal Accounting Act and Rules are not maintained. Also, there is non-compliance of various acts such as Income Tax Act, 1961, VAT Rules etc.</p>	<p>d) Non Compliance of Act &amp; Rules</p>
<p>Tax deducted at source (TDS), VAT, Labour Cess &amp; Royalty are not being deposited as per law within the due date prescribed under the respective statute. We observed that income Tax, VAT, Royalty &amp; Labour cess for whole financial year has been deposited at the year end. TDS, Vat, Royalty and Labour Cess was Rs. 53062/-, Rs, 265308/- Rs.38014/- and Rs.53062/- respectively deposited on 17.03.2015. 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>e) Non-compliance of TDS, VAT and other relevant Statute</p>



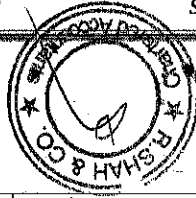


<p>Staff strength in the accounts department needs to be increased. Accountant should be provided with necessary training to prepare the books, which can add value addition to the functioning of ULB.</p>	<p>j) Any other matters as may be prescribed in due course.</p>
<p>➤ Advance Register has not been prepared hence it is very difficult to monitor advances, their recovery and adjustment. Hence, there is a possibility of defalcation of cash. We observed that Rs.15000/- on 13.05.14, Rs.25000/- on 20.06.14, Rs.50000/- on 15.11.14 given as advance to staff from own sources to Shri Baidyanath Jha, Smt. Saraswati Devi And Shri Kamra Pd. Rai respectively. But recovered Rs.18000/- from Shri Baidyanath Jha And Smt Saraswati Devi Rs.9000/- each during the year. So Rs.207000/- lying outstanding as on 31.03.15.</p>	<p>i) Advances, their adjustment &amp; recovery</p>
<p>Stores Register has not been prepared and physical verification of inventory/stores has also not been done.</p>	<p>h) Physical verification of inventory/stores</p>
<p>Utilization certificate has been sent to the govt and a copy of utilization certificate have been provided to us during the course of audit.</p>	<p>g) Utilization of Grant and report on missing Utilization Certificates</p>
<p>The pay-roll system is functioning satisfactorily but ESI, Pension Fund Contribution, LTA have not been deducted from Salary. Only TDS has been deducted from EO Salary.</p>	<p>f) Deficiency in Pay-roll System</p>



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

No, Ledger accounts have not been prepared by the Nagar Panchayat.	Whether the postings for the entries in the books of original entry have been correctly made in the respective ledger accounts
No, except General Cash book and Subsidiary Cash Books, no other books of accounts have been maintained.	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;
Quarterly Financial Statements have not been prepared by the Nagar Panchayat.	Whether the Quarterly Financial Statements have been compiled on the basis of the actual entries in the books of accounts;
No, period-end and reconciliation procedures as prescribed have not been carried out.	Whether the period-end and reconciliation procedures prescribed have been carried out.
No, Bank Reconciliation Statements have not been prepared by the Nagar Panchayat.	Whether the Bank Reconciliation statements have been prepared and are appropriate
Yes, all grants from Government have been accounted at gross value but all transactions are not correctly classified with sufficient details. No Grant Register is maintained.	Whether all grants from Government have been accounted at gross value with proper entries to various accounts
Yes all transactions have been classified as incomes and expenditure but assets and liabilities have not been recognized.	Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified and stated in sufficient detail;
Grant received during the year has been properly accounted for. Information related to grant sanctioned and deductions made out of such grants is not available with the ULB.	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;
No such Special fund has been created by the Nagar Panchayat.	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;
On our test check we did not notice any major deviation.	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;






<p>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.</p>	<p>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;</p>
<p>As explained to us no property of the ULB has been given on lease.</p>	<p>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;</p>
<p>No, physical verification of stores has not been conducted by the ULB at reasonable intervals.</p>	<p>Whether physical verification has been conducted by the ULB at reasonable intervals in respect of stores;</p>
<p>No there are no procedures in place to identify any unserviceable or damaged stores.</p>	<p>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;</p>
<p>No valuation of stores has been done.</p>	<p>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;</p>
<p>There is no case of loans and advances other than advance to staff.</p>	<p>Whether the parties to whom loans or advances have been given by the ULB are repaying the principal amounts as stipulated and are also regular in payment of the interest and if not, whether reasonable steps have been taken by the municipality for recovery of the principal and interest?</p>
<p>Advance Register has not been maintained so we are unable to verify whether it is being recovered regularly or not or any adjustments made or not.</p>	<p>Whether advances given to municipal employees and interest thereon are being regularly recovered;</p>
<p>No there does not exist any internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets.</p>	<p>Whether there exists an adequate internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets?</p>
<p>No, the municipality is not regular in depositing statutory dues including TDS, Service tax, VAT,</p>	<p>Whether the municipality is regular in depositing statutory dues including tax deducted at source</p>

Date : Aug 27, 2016

Place : Ranchi

For R. Shah & Co.  
Chartered Accountants  
FRN.- 502010 C

CA. Neetu Jejani  
(Partner)  
M.N.- 406561



service tax, VAT, works contract tax, cess payable to the government etc., and if not, the nature and cause of such delay and the amount not deposited;	Whether the municipality is regular in remittance of pension and leave encashment contributions or any other amounts which the municipality is liable to remit towards the retirement dues of its employees, including employees on deputation;
Works contract tax, Labour cess payable to the government etc. We observed that all such taxes deducted during the financial year have been deposited year end.	No, Contribution to and pension fund is not being deducted from the salary of the employee.
Whether all revenue has been properly assessed, accounted for, collected and recovery action taken on timely basis;	No revenue has not been properly assessed, accounted for and collected. Recovery action is also not taken on timely basis.
Whether all sums due to and received by the Municipality have been brought to account within the prescribed time limits and are in all cases such as are authorized by law;	No, tax collected by the tax collector are not deposited on daily basis.
Whether in respect of all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made for the sanctioned plans and the estimates without the sanction of the competent authority;	Yes, on our test check we observed that all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made for the sanctioned plans and the estimates without the sanction of the competent authority.
Whether the amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order;	Yes, on our test check we observed that amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order.
Whether biometric devices and payroll software are used at the ULB. If not whether there is satisfactory system of payroll accounting; otherwise mention the key deficiencies of the system.	No, biometric devices and payroll software are not used at the ULB. Pay roll system of the municipality is satisfactory as its maintain Attendance register, contain leave records, details of deductions made etc.



Sl. No.	Ward No.	Tower Co.	Year of Installation	Regd. Fee	Regd. Fee received	O/s Regd fees	Annual fee to be realised	Realised Annual Fee	Dues as on 31.03.2015
1	5	BSNL	2007-08	30000	00	30000	64000	00	94000
2	7	Tata Indicom	2007-08	30000	00	30000	64000	00	94000
3	11	Idea	2007-08	30000	00	30000	64000	00	94000
4	8	Airtel	2005-06	30000	30000	00	80000	00	80000
5	14	Airtel	2007-08	30000	30000	00	64000	00	64000
6	12	Ascend	2010-11	30000	00	30000	40000	00	70000
7	12	Reliance	2009-10	30000	00	30000	48000	00	78000
8	12	Viom Net	2009-10	30000	00	30000	48000	00	78000
Total									652000

Mobile Tower Tax Dues as on 31.03.2015

Annexure-A