

INTERNAL AUDIT REPORT

(SPUR-PMU/194/IA-140ULBs & SLMA/G-15/MMS/2016/136/32)

OF

NAGAR PANCHAYAT

THAKURGANJ

FOR THE YEAR 2016-17 (ANNUAL)

(01.04.2016 to 31.03.2017)

F.Y. 2016-17



Conducted by:

M/s MANMOHAN SINGH & Co.

2ND FLOOR, VYAPAR BHAWAN

LALJI HIRJI, RANCHI

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CONTENTS

Sl No.	Particulars	Page No.
1	Audit Methodology and approach	03-06
2	Executive Summary	07-11
3	Main Audit Report	12-17
4	Audit Observations-Part A	18-25
5	Audit Observations-Part B	26-35
6	Audit Observations-Part C	36-37



AUDIT METHODOLOGY AND APPROACH

Audit Methodology

We have conducted the internal audit of **Nagar Panchayat - THAKURGANJ**, for the period ending on 31st March, 2017 (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, 2016 to March 31, 2017. 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.

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

- 1) All Subsidiary Cash Book for the period from 1st April 2016 to 31st March 2017 maintained manually in the Nagar Panchayat
- 2) Vouchers (Cash, Bank, Journal etc) along with supporting documents;
- 3) Attendance Register
- 4) Salary Register
- 5) Log Books
- 6) Other necessary records and registers

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



Audit Approach

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.

Place: Ranchi

Date:05/10/2018

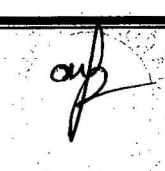
For Manmohan Singh & Co.
Chartered Accountants
FRN NO.000107N



CA. J.P.Sharma
(Partner)
M.N.- 402655

Internal Audit Report –Nagar Panchayat- THAKURGANJ F.Y- 2016-17 (ANNUAL)

Name of Auditor: M/s Manmohan Singh & Co.		NAME OF ULB: THAKURGANJ	
SL NO	Relevant Clause of Scope of Work of the Contract		Compliance (Mention the para no & Page no of audit report)
	Clause No.	Description	
1		Internal Audit should undertake risk-based review and evaluation of the internal control as discussed in Bihar Internal Control Manual. Internal Audit should devote particular attention to any aspects of the internal control environment affected by significant changes to the ULBs risk environment.	Complied in para no 1 to 19 of Part.2. of Executive Summary at Page no.7-11
2		<p>a) Internal Auditor should see the compliance of Bihar Municipal Act and specifically Chapter IX to XV and related rules and regulations as well as related directives by UD&HD. In its report there must be a separate section for non-compliance of rules/directives of UD&HD, GoB;</p> <p>b) Report on compliance of Bihar Municipal Accounting Manual, Bihar Municipal Accounts Rules,2014 and Bihar Municipal Budget Manual with special attention to following Rules of BMAR</p> <p><input checked="" type="checkbox"/> Rule 22: All moneys to be brought to account</p> <p><input checked="" type="checkbox"/> Rule: 27: Collections to be deposited into Bank on the same day</p> <p><input checked="" type="checkbox"/> Rule 69: Grant Related Compliance</p> <p><input checked="" type="checkbox"/> Rule 120-121: Monthly Receipt & Payment Account and Trial Balance</p> <p><input checked="" type="checkbox"/> Rule 130: Audit to be completed & reported within 6 month</p>	<p>Complied in para no.1,2,3,4,5,6,7,8,9,10-12 of Part 2 of Executive Summary at Page no.7-11</p> <p align="center">&</p> <p>Complied in para no.19-20, 13-14,21,22 Of part 2 of Excutive Summary at page no.7-11</p>
3		a) Report and quantify all major Own revenue losses and opportunities lost or missed including in the area of Property Tax, Mobile Transmission Towers Tax, Rental of Municipal properties, Advertisement Taxes/Fees, Sairatetc;	Complied in para no. 5 Audit Observations of Part A. of Main Audit Report at Page no .18-25



		b) Check on audit trail of all collection of Taxes and Non-Taxes either through staff or outsourced agency and report of any lapses in controls, if any and also advise recommendations to strengthen the prevailing processes;	
4		Report in a separate chapter on implementation of SAS of Property Tax in the ULB; internal auditor should witness some assessment procedures to check any inconsistencies in assessment. At least 20 high value properties in the city /town (irrespective of the fact that SASis received or not) must be surveyed and checked in each quarter and reported variations, if any, in PTRs and Actuals as per internal audits;	Complied in para no.23 of Part 2 of Executive summary at Page no.7-11
5		Vouch on all payments above Rs. 10,000 and report on adequacy and appropriateness of its documentation, approvals, compliance of procedures etc.	Complied in para no..24. of Part Executive summary of. at Page no.7-11
6		Report on 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/-	Complied in para no 25 of Part.2.. of Executive summary at Page no .7-11
7		Internal auditor shall also report on presence or absence of a system of issuance of utilization certificate for the different schemes for any utilisation made during the reporting period; Where there is no system for issuance of U/Cs, the Internal Audit report shall prepare Utilisation Certificate for various schemes/grants as per the guidelines of such scheme available on the UD&HD website.	Complied in para no 26 of Part 2 of Executive summary . at Page no 7-11
8		Internal Audit can also, provide recommendations to help the ULB management improve the ULB's internal control environment;	Complied in para no 1to10 of Part 4. of Audit Recommendations. at Page no.09.
9		Internal Audit should report instances of losses, failures or inefficiencies and recommendations and/or measures which can be taken to avoid their recurrence in future.	Complied in Para No A of Part 5. of Main Audit ReportPage no .12-17



EXECUTIVE SUMMARY

1. Introduction

Name of the Municipality	Thakurganj Nagar Panchayat
Period Covered under Current Audit	1 st April 2016 to 31 st March 2017
Name of the Chief Municipal Officer for the period under Audit	Sri Ratindra Kr. Tripathi
Audit Conducted on	6 th & 7 th Sept 2016, & 01.09.2018

2. Result and Findings:-

Strength Observed During the audit

- We have observed following strength during the course of audit:-
 - ★ subsidiary cash books have been maintained by the ULB.
 - ★ Attendance Register of Staff were maintained properly.
 - ★ Salary Register was maintained by the ULB.
 - ★ Staffs were cooperative during the Audit period.

Weakness observed in the functioning of office, maintenance of records etc. observed during the audit engagement

- Following weaknesses have been found in the Nagar Panchayat during the course of audit:-
 1. There is a Huge- un traceable difference of Rs. 468,717,802.28/- between Consolidated Balance as per Pass Book of all accounts and Treasury PL Account and Cash Book.
 2. General Cash book has not been prepared for the Current Period 01.01.2017 to 31.03.2017.
 3. Fixed Assets Register is not maintained by the ULB.
 4. Main Cash Book is not maintained by the accountant with proper clarity.
 5. Cash book is not balanced on daily basis and is signed by the Cashier and the Account officer on monthly basis.
 6. Books of accounts are not verified by E.O and other assigned officials on time to time basis.
 7. Non collection of tax on government building of Rs105,224.00 up to 31.03.2017
(List Attached)
 8. Daily collection register is not maintained by the Nagar Panchayat.



9. There is no proper cash handling neither any locker was kept by the ULB.
10. There are lack of internal control w.r.t collection of taxes.(Mobile tower Tax, Trade License Fee, Advertisement Fee **Annexure(B)**).
11. Fees and taxes collected are not deposited by the Tax Collector on daily basis.
12. Demand and collection register have not been prepared hence it is difficult to ascertain total tax dues. No penalty/ surcharge have been imposed for non-payment of demand.
13. Grant Register is not maintained properly hence it is difficult to find scheme wise and unutilized grant at any point of time.
14. Bank Reconciliation Statement for any of the account as mentioned in the **Point IV of main audit report** has not prepared.
15. There are lack of internal control w.r.t collection of taxes. Deficiency has been observed in the collection of tower tax, property tax and fees of trade license. Also interest has not been charged on nonpayment of such taxes.
16. Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof.
17. Separate cash books for some heads were not maintained. Details of expenditure were not booked in P/L cashbook. Only cheque register was maintained.
18. It is very hard to find deducted amount of **VAT, ROYALTY, TDS, and LABOUR CESS** as scheme register is not maintained properly.
19. Yes, all moneys have been brought to account.
20. No, Collections have not been deposited into Bank on the same day.
21. Monthly Receipt & Payment Account and Trial Balance is not being made.
22. The process of audit to be completed and reported within 6 months is in progress.
23. No Self Assessment of property tax is being done.
24. On verification of vouchers on all payments above Rs. 10,000.00, we have found that these are appropriates and is in order with respect to documentation and approval etc.
25. No, Register for E-tender & Auction is not been maintained by ULBs.
26. Yes, there is a system of issuance of utilization certificate for the different schemes for any utilisation made during the reporting period.



3. Opinion

➤ Overall opinion of the Audit team about the functioning of the Municipality

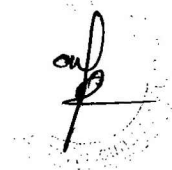
1. The functioning of the Municipality is weak due to the following reasons:-

1. Collection from own sources is very poor.
2. The procurement of fixed assets is not proper and non-maintenance of Fixed Asset Register would lead to failure of determining the replacement cost.
3. BRS is not prepared on 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.
4. Most of the prescribed Books of accounts are not maintained. **Reported in Part B(a)**
5. Internal Control w.r.t. collection of taxes, monitoring of grant, monitoring of advances, monitoring of schemes etc. is very poor.
6. Grant received for various purposes are should utilized on timely basis.

4. Audit Recommendations

➤ Following suggestions can be recommended on the observed weaknesses

1. All the prescribed books of accounts and Registers should be prepared on real time basis.
2. TDS should be deducted from salary, if applicable.
3. Bank reconciliation Statement should be prepared on monthly basis.
4. Demand & Collection Register of all the wards and schemes should be prepared and calculation should be done as per new assessment.
5. Collection from own sources should be improved.
6. Collection by tax collector should be deposited on daily basis.
7. Cash Book should be written and updated on daily basis.
8. All the statutory dues should be deposited on timely basis and returns prescribed under respective laws should also be filed on timely basis.
9. Cash deposit locker should be available on the Nagar Panchayat.




DISCUSSION NOTE

A Discussion note has been done with audit manager of the firm of "Manmohan Singh & co." on the audit observation of the Financial Year 2016-17 Nagar Panchyat Thakurganj .we kept in the mind and follow their recommendation and suggestion on the areas of process and control weakness in best manner. Some of the serious issues has been given below which were discussed with them.


1. Some tower tax are not collected properly .
2. Subsidry cash book has been maintained but General cash book not maintained.
3. Bank reconciliation statement has not been maintained .
4. Holding Tax not collection properly.
5. According to tax daroga own source collected are not deposited in bank on the same day

(BMAR RULE-27).

Executive officer


Nagar Panchayat Thakurganj
नगर पंचायत, ठाकुरगंज

For Manmohan Singh & Co.


Audit Manager

6. Acknowledgment

We thank Mr. Sri **Ratindra kr. Tripathi** (Executive Officer), for his support during the period of our audit. We are also thankful to Mr. Rambaran Singh (Accountant), Tax Daroga and support staffs of the municipality for their cooperation extended to us during the period of our audit.

Place : Ranchi

Date :05/10/2018

For Manmohan Singh & Co..
Chartered Accountants
FRN.- 000107N



CA. J.P. Sharma
(Partner)
M.N.- 402655

Main Audit Report**1. Introduction**

The Internal audit of Nagar Panchayat Thakurganj covering period from 1st April 2016 to 31 March, 2017 was conducted by following persons under guidance of CA J. P. Sharma-

- i. Venkatesh Pathak
- ii. Krishna Pandey
- iii. Abhishek Kumar
- iv. Manish Pathak

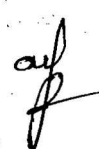
2. Administration

The present body of the ULB is functioning since July 2002. The incumbency in the key administrative and executive position was as under:

- 1. Smt. Beby Devi, Mayor / Chairman from 09.06.2012 till date.
- 2. Sri Ratindra Kumar Tripathi, 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.	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
1	AG AUDIT	15	10	06	00	00	07	28/05/2016



Particulars of some outstanding para's has been given below:-

Para	Particulars
1	Revenue collected by tax collector are not being deposited to the Nagar Panchayat of Rs.2495802.00
2	Poor implementation of the scheme titled integrated housing and slum development programme of Rs.2537.36 lakh.
4	Outstanding shop rent of Rs.1612087.00
5	Non collection of holding tax / property tax of Rs.12.14 lakh.
6	Non collection of registration and renewal fee of mobile tower of Rs.1.86 lac
8	Expenditure on doubtful vouchers in scheme and other irregularities of Rs.1.67 lac
9	Expenditure on doubtful vouchers in scheme of Rs. 87596.00
12	Non implementation of Bihar municipal accounting rule 2014.

1. Wrong disbursement of fund available in Kabir Antyesthi Yojna.

- A) Related application form and acknowledgement was not enclosed for amount distributed to beneficiaries of Ward No. 2 serial no. 1 to 10.
- B) Receiver signature was missing in serial no. 1 to 19 of ward 2.
- C) Signature of Ward Parshad was found instead of beneficiaries (dependent of deceased) on acknowledgement receipt at serial no. 11,12,13 and 15 of ward no 2.

2. Outstanding rent on government building up to 31.03.2017 was Rs. 51,19,629.00. No interest /penalty imposed on arrears.

3. Difference found in the closing balance of all the schemes with respect to general cash book and all the subsidiaries cash books on 30.06.2016.



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

Year	2016-17	2015-16	2014-15
Final/ Revised Budget	34,92,26,500.00	6,49,47,953.00	Not Prepared
Actual Expenditure	15,00,32,859.28*	5,27,27,920.00	1,03,35,655.00
Savings (+)/ Excess (-)	19,91,93,640.72	1,22,20,033.00	Indeterminable

***Actual Expenditure from 01.04.2016 to 31.03.2017**

II. Volume of transactions

Period	Budgeted (16-17)	Previous year(15-16)	Current period (from 01.04.16 to 31.03.2017)
Opening Balance	0.00	3,03,69,523.00	1,51,38,845.00
Prior Period Item	0.00	0.00	1,96,29,790.76
Receipts	34,92,26,500.00	3,74,97,242.00	26,89,16,694.00
TOTAL	34,92,26,500.00	6,78,66,765.00	30,36,85,329.76
Net Expenditure	34,92,26,500.00	5,27,27,920.00	15,00,32,859.28
Closing Balance	0.00	1,51,38,845.00	15,36,52,470.48

In Cash book of IHSDP Awaas Expenditure is over booked by Rs.68000./ and Internal Resources (Aantarik Sansadhan) Calculation error by Rs. 60.00 in receipt side so, there are Closing Difference in cumulative closing Balance by Rs.67940.00



III. Bank Reconciliation

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

Sl. No	Name of Bank	Account No.	Name of Scheme	Balance as on 31.03.2017
1	State Bank of India	9580	NAGAR NIKAY	7,493,582.23
2	State Bank of India	9594	IHSDP	395,562,243.25
3	State Bank of India	8749	IHSDP (house)	108,811,477.00
4	State Bank of India	3121	SBM	5,233,379.40
5	State Bank of India	3350	13th Finance	3,803,058.00
6	State Bank of India	4915	HFA	21,357,177.25
7	State Bank of India	3210	BRGF (G)	45,129.00
8	State Bank of India	5142	BRGF SC	238,403.00
9	State Bank of India	9408	BRGF ST	192,326.00
10	State Bank of India	174	P/L General	47,653,534.40
Total of Bank Book				59,03,90,309.53
Total as per Cash Book				15,36,52,470.48
Difference				43,67,37,839.05

Bank Reconciliation Statements have not been prepared by the Nagar Panchayat. There is a difference of Rs. 43,67,37,839.05 between Cash Book and Consolidated Balance as per Passbook of all accounts and Treasury PL Account.

The Nagar Panchayat is suggested to prepare B.R.S on monthly basis.

Note:- The nagar Panchayat does not properly matched the cash book and pass book balance, details of expenditure were not booked on P/L cashbook. Only cheque register was maintained, causing very difficult to verify the expenses.



IV. Revenue Receipts

Period	Budgeted (2016-17)	Previous year (2015-16)	Current-Period (from 01.04.16 to 31.03.17)
a) Own Source			
Property Tax	18,72,000.00	13,20,000.00	7,95,333.00
Assigned revenue	-	20,00,000.00	8,000.00
Others (Fees & User Charges)	33,54,500.00	29,42,900.00	50,46,382.00
(b) Administrative Grant	-	-	2,59,685.00
© Specific Grant (Scheme wise)			
4 th Finance	-	-	8327.00
13 th Finance	-	-	2,27,824.00
BRGF SC/ST	-	-	7,020.00
BRGF GEN	-	-	4,123.00
Adharbhut Sansadhan	-	-	4,98,54,726.00
5 th Finance	-	-	1,66,74,974.00
11 th Finance	-	-	8,902.00
Sahayak anudan	-	-	15,39,900.00
SJSRY	-	-	24,687.00
NSDP	-	-	31,657.00
Drinking Water	-	-	1,56,97,648.00
CM Nali Gali	-	-	50,65,586.00
Peshakar	-	-	16,47,354.00
Bus Padav	-	-	45,00,000.00
Door to Door Cleaning	-	-	19,38,393.00
14 th Finance	40,00,000.00	-	22,05,534.00
IHSDP Awas	30,00,00,000.00	-	16,33,70,639.00
Salary & D.A. Grant	60,00,000.00	-	-
Sbm	15,00,000.00	-	-
Special Grant	50,00,000.00	-	-
Total	32,17,26,500.00	6262900.00	26,89,16,694.00

**** The scheme wise details of specific grant have not been properly recorded in scheme register or grant register. As per accountant, some scheme wise details are recorded in P/L cash book.**



V. Status of Implementation of Double Entry Accounting System

Till date Double Entry Accounting System is not in operation in the Nagar Panchayat. Appointment of Chartered Accountant firms for implementation of Double Entry Accounting System in the Nagar Panchayat is not in operation & no Chartered Accountant firm has been appointed by the UD & HD till financial year 2015-16.

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.



5. Audit Observations**PART-A**

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

- a) We observed that only property tax, Tower tax has been collected during the year, other taxes have not been levied till date.
New Assessment has not been done since 1974-75 and holding tax is being collected at old rates. The processes of self assessment of property are in progress but the progress is very slow.
- b) During Course of audit Nagar panchayat failed to provide counterfoils of Property tax receipts for verification of total holding tax collected and deposited to bank during current period, so we are unable to comment upon short/excess deposit of holding tax.
- c) During 01.04.2016 to 31.03.2017 Rs.8000/- received from Vodafone as a Tower tax. **(Annexure Attached).**
- d) Non Collection of Trade Licence Fee, Advertisement Fees.
- e) We did not observe any excess payment against bill, lack of prudence against vouchers etc.
- f) Field survey of high value properties list has been provided below but collection has been made as per old rates.-:

List of High Value Property Tax Collections

Sl No	Name	Holding No	Ward No.	Amount
1	Keshav Prasad	163		400.00
2	Jayprakash Singh	189		400.00
3	Kumod Mishra	87	01	600.00
4	Babban Ram	188	01	400.00
5	Anil Ghosh	16	01	700.00
6	Ravi lal Goshai	99	02	300.00
7	Champa Kumari	280	02	660.00
8	Barzi v mamta Nakhat	4	10	2000.00
9	Arun Dey	166	10	2000.00
10	Rakesh Karnani	115	12	2000.00
11	Niranjan Mantri	50	8	1900.00
12	Sarita kalundia	94	1	1800.00

13	Damodar devi	1	10	1500.00
14	Mohani Devi	3	10	1500.00
15	Navratna Agarwal	145	11	1500.00
16	Shyam Prasad	1	8	4500.00
17	Tarachand Dhanuka	3	8	2000.00
18	Om Prakash Shyam Prasad Agarwal	88	10	3000.00
19	Om Prakash Jaishwal	14	6	2970.00
20	Om Prakash Jaishwal	42	6	3276.00
Total				33406.00

Collection of Revenue (own source)

Holding & Property Tax Collection

Subject: Collection of Property Tax/Holding Tax by the Concerned ULB.

- Demand and collection register have not been prepared in a proper manner so it seems difficult to ascertain of tax arrears
- An arrear of property Tax on Government Building of Rs. 5118975.00/- **Annexure (C).**

Outstanding Tax on Government Building

<u>Sl no.</u>	<u>Name</u>	<u>Holding no.</u>	<u>Arrear upto 2015-16</u>	<u>Demand 2016-17</u>	<u>Total Arrear 2016-17</u>	<u>Collection 2015-16</u>	<u>Total Arrear 2016-17</u>
1	Krishi utpadan Kendra	72	66,000.00	6,000.00	72,000.00	-	72,000.00
2	Pashu chikitsa officer	56	1,400.00	400.00	1,800.00	-	1,800.00
3	Bal vikas pariyojna	57	1,200.00	400.00	1,600.00	1,600.00	-
4	Anchal padhakari	58	1,100.00	100.00	1,200.00	-	1,200.00
5	BDO	84	4,000.00	1,000.00	5,000.00	-	5,000.00
6	Prakhand sanshadan	219	2,660.00	2,660.00	5,320.00	-	5,320.00
7	Sahayak vidyut	212	362,000.00	30,200.00	392,200.00		-
8	Kisaan bhawan	220	5,152.00	5,152.00	10,304.00	-	10,304.00
9	Avar nibandhak office	206	3,000.00	600.00	3,600.00	-	3,600.00

10	Chikitsha padhakari	167	500.00	500.00	1,000.00	1,000.00	-
11	Thana prabhari	73	5,500.00	500.00	6,000.00	-	6,000.00
	total		452,512.00	47,512.00	500,024.00	2,600.00	105,224.00

Mobile Tower Tax:

Subject: Collection of Mobile Tower Tax

- Tower Tax is taxes on communication Tower & related Structure Defined in **BIHAR COMMUNICATION TOWERS AND RELATED STRUCTURES RULES, 2012**. As per the rules 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 and Annual Fees as follow

Fee for Registration: - Rs.30000.00 (thirty Thousand)

Annual Fees: - Rs.8000.00 (Eight Thousand)

Status/Condition: As per Details Provided to us there are total **4(FOURE)** Mobile Towers registered with this ULB up to 31st March, 2017 and **Rs.2,18,000.00/-** is due to be recovered from these tower operators on account of Tower Tax.

Uncollected Mobile Tower Tax

Name of Tower	Place	Regd. Fee payable	Renewal Fee Payble	Total Due Amount	Total Paid Amount	Outstanding Amount
Bharti Airtel Limited	Argada Road	-	32,000.00	32,000.00	-	32,000.00
Reliance Communication	Station Road	30,000.00	32,000.00	62,000.00	-	62,000.00
Tata Teli Services Ltd.	Urdu Colony	30,000.00	32,000.00	62,000.00	-	62,000.00
Dur Sanchar Nigam Limited	Lahidi Campus	30,000.00	32,000.00	62,000.00	-	62,000.00
Total		90,000.00	128,000.00	218,000.00	-	218,000.00

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Impact: Due to non collection of Tower Tax/Fees there is a revenue loss to ULB.

Cause: The ULBs does not have Proper mechanisms for Supervision and monitoring of the tower tax/rent due to which result in Result in Revenue Leakage.

Recommendation:

There should be proper monitoring and further steps are required to be taken for collection of Tower Tax by concerned ULB.

Trade License:-

As per section 342 of Bihar Municipal Act,2007,Trade license fee is to be collected from different types of Trader, who are trading in Concerned Municipal area not collected in F.Y.2016-17.

****Survey Report for Assess of Trade License not provided to us during the course of audit.**

Impact: Due to non collection of Trade license/Fees there is a revenue loss to ULB.

Cause: The ULBs does not have Proper mechanisms for Supervision and monitoring of the Trade license fees due to which result in Result in Revenue Leakage.

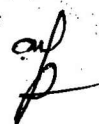
Recommendation:

There should be proper monitoring and further steps are required to be taken for collection of Trade License by concerned ULB.

Conduct the Survey for Assess of Trade License on yearly basis or regular intervals.

Advertisement Tax:

chapter XVII of the Bihar Municipal Act,2007 requires license for advertisement of any hording, etc. as per the act Every Person who erects, exhibits, fixes or retains upon or over any land, building ,wall, boarding, frame, post, kiosk, structure, vehicle, neon-sign or sky-sign any advertisement, or display any advertisement to public view in any manner whatsoever (including any advertisement exhibited by means of cinematograph),visible from a public street a public place in any location in a municipal area including airport or a port or a railway station ,shall pay or every advertisement, which is so erected ,exhibited, fixed or retained or so displayed to public view, a tax calculated at such rate as may be determined regulations. it requires payment of certain fee for advertisement. No record regarding the same has been made available to us during the course of Audit.



Market/Shop Rent Arrear:-

Subject:- There is Rs. 4,18,226..00 outstanding as Non collection of Market/Shop Rent and Imposition of late fine by the Concerned ULB. Details are given below.

Uncollected Shop Rent

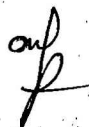
S.no	Retailer Name	Market Name	Arrear
1	Arun Kuddu	DDC Market	3,456.00
2	Ashok Devnath	DDC Market	8,640.00
3	Subodh Kuddu	DDC Market	8,640.00
4	Sashibhusan Kumar	DDC Market	4,320.00
5	Pradeep Kumar Das	DDC Market	8,640.00
6	Mustak Allam	DDC Market	4,320.00
7	Ananad Kumar	DDC Market	2,700.00
8	Om Prakash Sharma	DDC Market	5,400.00
9	NashimKhan	DDC Market	5,400.00
10	Nashim Ahmad Khan	DDC Market	8,640.00
11	Milan Kuddu	DDC Market	8,640.00
12	Gopal Sharaf	DDC Market	8,640.00
13	Badhan Kuddu	DDC Market	8,640.00
14	Sailendra Jha	DDC Market	8,640.00
15	Ashok Kumar	Bus Stand	4,608.00
16	Vijay Kuddu	Bus Stand	9,216.00
17	Rajiv Nandan	Bus Stand	5,760.00
18	ShivShankar	Garima Bazar	5,760.00
19	Bhaves Singh	Garima Bazar	5,760.00
20	Upendra Prasad Gupta	Garima Bazar	5,760.00
21	Vinodh Kumar Shah	Garima Bazar	5,760.00
22	PrabhuNath Shah	Garima Bazar	5,760.00
23	Chandrakanta Jha	Garima Bazar	4,320.00
24	JaduLal Shah	Garima Bazar	3,456.00
25	Pradeep Dash	Garima Bazar	3,456.00
26	Mantosh Ghpsh	Prerna Bazar	4,919.00
27	Abidh Hussain	Prerna Bazar	3,456.00
28	Rafiq Anshari	Prerna Bazar	3,456.00
29	Dulal Chand De	Prerna Bazar	3,456.00
30	Govind Choudhary	Prerna Bazar	2,688.00
31	Majhar Alam	Prerna Bazar	8,640.00

32	Mustak Ahmad	Prerna Bazar	15,040.00
33	Sabir Allam	Prerna Bazar	8,628.00
34	Subhash Ghos	Prerna Bazar	10,195.00
35	Mohib	Aishwarya bazar	2,304.00
36	Abdul Matin	Aishwarya bazar	30,745.00
37	Abdul Mohib	Aishwarya bazar	28,480.00
38	Jafar Allam	Aishwarya bazar	38,495.00
39	Rizwan Saeed	Aishwarya bazar	15,667.00
40	Kali Singh	Aishwarya bazar	7,365.00
41	Hassin Razza	Aishwarya bazar	11,750.00
42	Sikendra Azam	Aishwarya bazar	11,750.00
43	Vishwajeet KUDDu	Shubhara Market	10,800.00
44	Lalita Singh	Shubhara Market	7,800.00
45	Manzoor Ahmad	Shubhara Market	4,320.00
46	Hafizoor Rehman	Shubhara Market	5,760.00
47	Mumtaz Aalam	Shubhara Market	10,160.00
48	Shahid Aalam	Radha Market	4,320.00
49	Gopal Roy	Radha Market	7,000.00
50	Krishna nandan	Radha Market	6,700.00
TOTAL			418,226.00

Statutory Deductions**1) Tax Deducted at Source(TDS):-**

- I. TDS has been deducted at the rate 2.26 % in contractor Payment (Construction Works).
- II. TDS has not been deducted in Salary.
- III. TDS has not been paid to Concerned Govt. Department within stipulated Due date.
- IV. Quarterly Return not shown to us during the course of audit. As per Sec.234E Of Income Tax Act,1961 late fees of RS.200 Per day is imposed if the return is not filed within the Due date

2) VAT, Royalty & Labour Cess:- These taxes are deducted from different type of Contractors & Suppliers. these taxes are deducted on the payment to contractor and deposited in appropriate Govt. of different Department as like Bihar Commercial Taxes Dept. Mining Deptt. & Labour Deptt. these taxes are required to be deducted at the time of accrual or payment whichever is earlier but in the concerned ULB all taxes paid to the appropriate Govt. Account after the Stipulated Due Date.. (Annexure attached).



CONTRACTOR NAME	AGREMENT AMOUNT	TOTAL AMOUNT	S.D (5%)	S.TAX (5%)	I.TAX (1%)	L.CESS (1%)	ROYALTY	CHEQUE AMOUNT
Ravikant Shahay	132,636.00	131,191.00	-	6,560.00	-	1,311.00	2,210.00	121,110.00
Shahjahan Allam	47,250.00	41,129.00	-	2,056.00	-	410.00	1,345.00	37,318.00
Shahjahan Allam	386,000.00	367,964.00	-	18,398.00	-	3,680.00	4,480.00	341,406.00
Shahjahan Allam	364,707.00	222,937.00	-	11,145.00	-	2,230.00	3,840.00	205,722.00
Shahjahan Allam	307,629.00	301,246.00	-	15,062.00	-	3,012.00	3,715.00	279,457.00
Ravikant Shahay	155,308.00	115,289.00	-	5,764.00	-	1,152.00	1,725.00	106,648.00
Shahjahan Allam	301,000.00	259,609.00	-	12,980.00	-	2,595.00	11,245.00	232,789.00
Shahjahan Allam	176,866.00	175,094.00	-	8,754.00	-	1,750.00	2,402.00	162,188.00
Ravikant Shahay	746,750.00	746,757.00	-	37,337.00	-	7,467.00	12,206.00	689,747.00
Ravikant Shahay	621,100.00	593,605.00	-	29,680.00	-	5,935.00	10,270.00	547,720.00
Dhirendra kumar	936,953.00	869,548.00	43,477.00	43,477.00	-	8,696.00	26,391.00	747,507.00
Shyam Kumar	1,186,000.00	515,853.00	25,793.00	25,793.00	5,159.00	5,159.00	13,769.00	440,180.00
Shyam Kumar	1,186,000.00	418,780.00	20,939.00	25,127.00	4,188.00	4,188.00	10,888.00	353,450.00
Mohid Allam	2,480,100.00	1,711,247.00	85,562.00	74,409.00	17,120.00	17,120.00	28,493.00	1,488,543.00
Namita Suchit	2,621,093.00	870,968.00	35,861.00	52,258.00	8,710.00	8,710.00	-	765,429.00
Mohid Allam	934,411.00	932,366.00	46,618.00	55,941.00	9,323.00	9,323.00	24,653.00	786,508.00
Hariram Mahto	7,850,800.00	6,282,419.00	314,121.00	314,121.00	62,825.00	62,825.00	148,198.00	5,454,291.00
Anant Shah	4,747,181.00	3,782,163.00	189,209.00	240,792.00	37,822.00	37,822.00	44,922.00	3,231,596.00
Kanhaiya Lal	5,336,002.00	4,795,342.00	239,771.00	239,771.00	47,953.00	47,953.00	75,801.00	4,144,093.00
Shanhawaj Alam	338,284.00	304,489.00	-	15,224.00	-	3,044.00	1,180.00	285,040.00
Dyanand Kumar	799,900.00	712,450.00	35,622.00	35,662.00	7,125.00	7,125.00	24,325.00	602,631.00

and

Internal Audit Report -Nagar Panchayat- THAKURGANJ F.Y-2016-17 (ANNUAL)

Kanhaiya Lal	406,980.00	402,724.00	20,136.00	8,054.00	8,054.00	4,027.00	4,027.00	358,426.00
Kanhaiya Lal	4,753,145.00	2,166,757.00	108,337.00	147,411.00	21,667.00	21,668.00	46,074.00	1,821,600.00
TOTAL	36,816,095.00	26,719,927.00	1,165,446.00	1,425,776.00	229,946.00	267,202.00	502,159.00	23,203,399.00

only

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 –

- Non- maintenance of books of accounts and subsidiary registers.

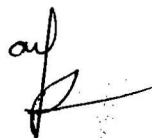
Maintenance of Books Of Accounts: Status of Thakurganj Nagar Panchayat with respect to non- maintenance of various books of accounts/ register is as follow:-

Name of Books/Registers	Status	Effort made by auditor
Ledger (Form Gen-3)	Not Maintained	List of non maintained books or registers are given to Accountant and also try to rectify during the course of audit.
Statement on Status of Cheques Received GEN-10	Not Maintained	
Collection Register GEN-11	Not Maintained	
Summary of Daily Collection GEN-13	Not Maintained	
Register of Bills for Payment GEN-14	Not Maintained	
Demand Register GEN-21	Not Maintained	
Register of Notice Fee, Warrant Fee, Other Fees GEN-24	Not Maintained	
Register of Immovable Property GEN-31	Not Maintained	
Register of Movable Property GEN-32	Not Maintained	
Asset Replacement Register GEN-36	Not Maintained	
Vehicle Log Book	Not Provided to us	

- Nagar Panchayat is not complying the rules and regulations as provided in Income Tax , Sales tax, Mining Act and Labour Tax Act. Below are some cases where such taxes are paid at the end of the year.
- Lack of internal Control measures
- ✓ Fixed Assets Register is not maintained by the ULB.
 - ✓ Budget for the previous year 2012-13, 2013-14, 2014-15 has not been prepared.
 - ✓ There are lacks of internal control w.r.t collection of taxes.
 - ✓ There is no proper cash handling neither any locker was kept by the ULB.
 - ✓ Books of accounts (**Ledgers/ reported in Part B(a)**) are not written in a proper manner. Also, they are not verified by E.O. and other assigned officials on time to time basis.



- ✓ 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.
 - ✓ Taxes such as Sales Tax (VAT), TDS, Royalty, and Labour Cess etc are collected from time to time but payments were not proper. Taxes should be remitted to the Govt. account on timely basis otherwise delayed interest charges may be imposed.
- 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.



UTILIZATION CERTIFICATES

संचिका सं०-07/सहा0अनु०- 121/2015... 1873 न०वि० एवं आ०वि०
बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

विषय:-

नगर पंचायत, ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में। पटना, दिनांक 22/11/17

महार्थ:-

उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत, ठाकुरगंज से प्राप्त सहायक अनुदान
की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 प्राप्त है जिसे
समायोजन हेतु भेजा जा रहा है।

क्र. सं.	स्वीकृति सं०	विवरण	आवृत्ति राशि	जमा उपयोगिता की राशि
1	07/23.05.17	कार्यपालक पदाधिकारी का वेतन	800220	800220
कुल योग -			800220	800220

कृपया प्राप्ति स्वीकार की जाय।

अनु०- यथोक्त।

ज्ञापक:-

1873

दिनांक- 22/11/17

प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत, ठाकुरगंज एवं एम०आई०एस० सेल को सूचना एवं
आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग

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Internal Audit Report -Nagar Panchayat- THAKURGANJ F.Y- 2016-17 (ANNUAL)

सं. 07 / सहाजनु 121 / 2015 नवि 0 एवं आवि 0

बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

नगरपालिका (ले 0 एवं ह 0),
कैरचंद स्टेशन मार्ग,
पटना-800001

विषय :-

नगर पंचायत, ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र समर्पित करने के संबंध में।

महाराज,

उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत, ठाकुरगंज से प्राप्त सहायक अनुदान की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बीटीसी-42ए में क्रम संख्या- 1 से 2 तक प्राप्त है जिसे समायोजन हेतु भेजा जा रहा है।

क्र. सं.	स्वीकृति सं.	मद	आवृत्त राशि	जमा उपयोगिता की राशि
1	211/31.01.17	कार्यपालक पदाधिकारियों के वेतनादि भुगतान हेतु	215000	215000
2	248/10.03.17	नागरिक सुविधा मद	405193	405193
कुल योग -			620193	620193

कृपया प्राप्ति स्वीकार की जाय।

अनु- यथोक्त।

विश्वासभाजन

ह 0/-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग

ज्ञापक:-

प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत, ठाकुरगंज एवं एमआईओएस सेल को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग

M/s Manmoh

DUPLICATE LETTER

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संयिका सं०-०७/सहा०अनु०- 121/2015..... न०वि० एवं आ०वि०
बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक:-
सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,
महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में। पटना, दिनांक-.....

महाशय,
उपर्युक्त-विषयक निदेशानुसार कहना है कि-नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान
की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 प्राप्त है जिसे
समायोजन हेतु भेजा जा रहा है।

क्र० सं०	स्वीकृत्यादेश सं०	मद	आवृत्त राशि	जमा उपयोगिता की राशि
1	16/17.07.15	नागरिक सुविधा	2260200	2260200
		कुल-योग	2260200	2260200

कृपया प्राप्ति स्वीकार की जाय।

अनु०- यथोक्त।

विश्वासभाजन

ज्ञापक:- १४५१ दिनांक- 19/12/16
प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज को सूचनार्थ प्रेषित।

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

संचिका सं०-07/सहा0अनु०- 121/2015..... न०वि० एवं आ०वि०

बिहार सरकार

नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में। पटना, दिनांक-

महाशय,

उपर्युक्त विषयक-निर्देशानुसार कहना है कि नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान
की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 01 प्राप्त है जिसे
समायोजन हेतु भेजा जा रहा है।

क्र० सं०	स्वीकृति सं०	मद	आवृत्ति राशि	जमा उपयोगिता की राशि
1	85/23.12.14	पथ एवं पुल निर्माण	4619700.00	4619700.00
		कुल योग	4619700.00	4619700.00

कृपया प्राप्ति स्वीकार की जाय।

अनु०- यथोक्त।

विश्वासभाजन

ह०/-

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

ज्ञापांक:- 9042 दिनांक- 6.12.16

प्रतिलिपि:- कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज को सूचनार्थ प्रेषित।

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

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संचिका सं०-07/सहा0अनु०- 121/2015..... न०वि० एवं आ०वि०

बिहार सरकार

नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

पटना, दिनांक-

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र समर्पित करने के संबंध में।

महाराज,

उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 से 3 तक प्राप्त है जिसे समायोजन हेतु भेजा जा रहा है।

क्र सं०	स्वीकृतिदेश सं०	मद	अवधि राशि	जमा उपयोगिता की राशि
1	31/13.11.13	नगर सरकार भवन	7547000	7547000
2	23/26.09.13	पेशाकर	292593	292593
3	07/16.06.14	पेशाकर	368166	368166
		कुल योग	8207759	8207759

कृपया प्राप्ति स्वीकार की जाय।

विश्वासभाजन

अनु०- यथोक्त।

ह०/-

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

ज्ञापक:- 228- दिनांक- 8/3/17
प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज एवं एम०आई०एस० सेल को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

संचिका सं०-07/सहा0अनु०- 121/2015..... न०वि० एवं आ०वि०

बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

पटना, दिनांक-

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में।

महाशय,

उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान
की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 से 3 तक प्राप्त है जिसे
समायोजन हेतु भेजा जा रहा है।

क्र० सं०	स्वीकृत्यादेश सं०	मद	आवंटित राशि	जमा उपयोगिता की राशि
1	59/03.11.15	वेतनादि	307326	306210
2	20/23.06.16	वेतनादि	513456	494803
3	165/24.10.16	वेतनादि	300000	258968
		कुल योग	1120782	1059981

कृपया प्राप्ति स्वीकार की जाय।

विश्वासभाजन

अनु०- यथोक्त।

ह०/-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभागज्ञापक:- 88 दिनांक- 10/01/17
प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज को सूचनार्थ प्रेषित।सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

M/s M

FORM FOR UTILIZATION CERTIFICATE

संचिका सं०-07/सहा0अनु०- 121/2015..... न०वि० एवं आ०वि०

बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक:-

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद पटेल मार्ग,
पटना-800001

पटना, दिनांक-

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में।

महाशय,

उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान
की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 प्राप्त है जिसे
समायोजन हेतु भेजा जा रहा है।

क्र० सं०	स्वीकृति सं०	मद	आवृत्त राशि	जमा उपयोगिता की राशि
1	13/13.07.15	14 वां वित्त आयोग	2249529	2249529
		कुल योग	2249529	2249529

कृपया प्राप्ति स्वीकार की जाय।

अनु०- यथोक्त।

विश्वासभाजन

ह०/-

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

ज्ञापक:-

631

दिनांक- 9/5/17

प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज एवं एम०आई०एस० सेल को सूचना एवं
आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

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संचिका सं०-०७/सहा०अनु०- 121/2016..... न०वि० एवं आ०वि०
बिहार सरकार

प्रेषक:-

नगर विकास एवं आवास विभाग

सरकार के विशेष सचिव,
नगर विकास एवं आवास विभाग।

सेवा में,

महालेखाकार (ले० एवं ह०),
वीरचंद मटेल मार्ग,
पटना-800001

विषय :- नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि से संबंधित उपयोगिता प्रमाण-पत्र
समर्पित करने के संबंध में। पटना, दिनांक-.....

महाशय, उपर्युक्त विषयक निदेशानुसार कहना है कि नगर पंचायत ठाकुरगंज से प्राप्त सहायक अनुदान की राशि का उपयोगिता प्रमाण-पत्र विहित प्रपत्र बी०टी०सी०-42ए में क्रम संख्या- 1 प्राप्त है जिसे समायोजन हेतु भेजा जा रहा है।

क्र० सं०	स्वीकृत्यादेश सं०	मद	आवृत्ति राशि	जमा उपयोगिता की राशि
1	37/28.08.15	पेशाकर	455776	455776
		कुल योग	455776	455776

कृपया प्राप्ति स्वीकार की जाय।

अनु०- यथोक्त।

विश्वासभाजन

HA.
सचिव
सेवा विभाग
पटना

ज्ञापक:- 877 दिनांक- 5/6/17
प्रतिलिपि:- नगर कार्यपालक पदाधिकारी, नगर पंचायत ठाकुरगंज एवं एम०आई०एस० सेल को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह०/-
सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

5-6-17
सरकार के विशेष सचिव
नगर विकास एवं आवास विभाग

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PART- C

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

- It has been observed during the audit period, that the concerned ULB is maintaining Consolidated cash book. There is no record / information regarding number of bank accounts in the name of concerned ULB and thus bank wise opening and closing balances are not available with the office. Also bank reconciliation statements are not prepared.
- During the course of audit it was observed that VEHILCE LOG book was not being maintained by the office.
- Survey for New Assesses of Mobile Tower /Advertisement / Hoarding/License fee etc. should be done on regular basis. We were not provided last survey report.
- As we have already mentioned irregularities in holding tax related to collection of taxes. In this regard it is worthwhile to mention that there is no any mechanism for follow up of tax. Defaulter and no any notice to tax defaulter has been sent by the concerned ULBs. The concerned ULBs has not yet prepared tax defaulter list for the same.
- As per Bihar municipal act, 2007, trade license fee is to be collected from different types of traders, who are trading in concerned municipal area. No records regarding the same has been made available to us during the audit.
- Ledger accounts have not been prepared by the N.P.
- Except General Cash Book and Subsidiary Cash Book no other books of accounts have been maintained.
- Period end reconciliation procedures have not been carried out.
- Bank Reconciliation Statements have not been prepared by the Nagar Panchayat.
- All grants from Government have been accounted at gross value but all transactions are not correctly classified with sufficient details.
- All transactions have been classified as incomes and expenditure but assets and liabilities have not been recognized.
- No such special fund has been created by the ULB.



- 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.
- There is no any case of loans and advances other than advance made to staff for expenditure.
- No there does not exist any internal control procedure for the purchase of stores, including components, plant and machinery, equipment and other assets.
- The municipality is not regular in depositing statutory dues including tax deducted at source, service tax, VAT, works contract tax, cess payable to the government etc.
- No all revenues have not been properly assessed, accounted for and collected. Recovery action is also not taken on timely basis.
- Biometric devices and payroll software are not used at the ULB. Pay roll system of the municipality is deficient as it does not contain lave records, details of deductions made etc.

Place : Ranchi

Date : 05/10/2018

For Manmohan Sing h & Co.
Chartered Accountants
FRN.- - 000107N



CA. J. P. Sharma
(Partner)
M.N.- 402655