

NAGAR PARISHAD ORCHHA

AUDIT REPORT FOR THE
FINANCIAL YEAR 2020-21



AUDITORS

PATIDAR AND ASSOCIATES
CHARTERED ACCOUNTANTS



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INDEPENDENT AUDITOR'S REPORT

To the Stakeholders of NAGAR PARISHAD ORCHHA

1. Report on the Financial Statements

We have audited the accompanying financial statements of NAGAR PARISHAD ORCHHA ("the ULB"), which comprise the Receipt & Payment Account for the year then ended, and other explanatory information.

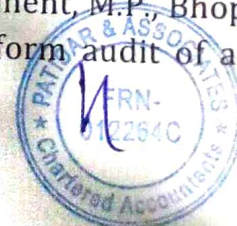
2. Management's Responsibility for the Financial Statements

The ULB's Management is responsible for the matters with respect to the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the ULB in accordance with the provisions of Municipal Corporation Act, 1956 and accounting principles generally accepted in India, including the Municipal Accounting Manual ("the Manual") and Accounting Standards applicable to the Urban Local Bodies. This responsibility also includes maintenance of adequate accounting records in accordance with the Municipal Accounting Manual for safeguarding of the assets of the ULB and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. However, in this case ULB is not in practice of maintaining balance sheet & Income and expenditure account, so receipt and payment account shall be considered as final statement on which we express our opinion.

3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit.

We have taken into account the Municipal Accounting Manual, the accounting and auditing standards and matters which are required to be included in the audit report as per the letter issued by Directorate, Urban Administration & Development, M.P., Bhopal in this regard. The Commissioner/CMO has not directed us to perform audit of any other section in his office in addition to the above scope.



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We conducted our audit in accordance with the Standards on Auditing issued by Institute of Chartered Accountants of India. Those Standards requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the ULB's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the ULB's officers, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

4. Qualified Opinion

In our opinion and to the best of our information and according to the explanations given to us, except for the effects of the matter described in the report attached below, the Receipt & Payment Account annexed to this report give true and fair view of financial transactions affected by ULB and recorded these transactions in cash book for the financial year ending as on 31st March, 2021.

5. Basis for Qualified Opinion

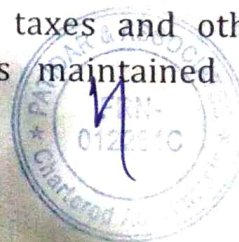
The details which form the basis of qualified opinion are reported in the Annexure 1 and Annexure 2 annexed to this report.

6. Emphasis of Matters

We draw attention to the following matters reported in Annexure - 2, annexed to this report.

- Accounts prepared as per the Manual in lieu of accounting standards for local bodies as issued by Institute of Chartered Accountants of India.
- Revenue department's records related to recovery of revenue taxes and other revenue dues has minor differences with accounting records maintained by accounting department.

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- c) Non-maintenance or incomplete registers as prescribed under manual and mentioned at point 3 of annexure 2.
 - d) Non-availability of details related with Tenders.
 - e) Non verification of EPF, TDS on GST and TDS-Income Tax deposited, as same has not been made available to us by the ULB.
 - f) The cashbook was not totalled and balances during and at year end and the closing balance of receipt and payment statement cannot be commented upon.
- Our opinion is not modified in respect of these matters.

7. We further report that:

- a) We have sought and, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph above, obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b) Except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph above, in our opinion proper books of account as required by Municipal Accounting Manual have been kept by the ULB so far as appears from our examination of those books.
- c) The Receipt & Payment Account deal with by this Report are in agreement with the books of account.
- d) Except for the matter described in the Basis for Qualified Opinion paragraph above, the Receipt & Payment Account comply with the Municipal Accounting Manual and Accounting Standards applicable to the Urban Local Bodies.
- e) The matter described in the Basis for Qualified Opinion paragraph above, in our opinion, may have an adverse effect on the functioning of the ULB.
- f) The qualification relating to the maintenance of accounts and other matters connected therewith are as stated in the Basis for Qualified Opinion paragraph above.
- g) With respect to the adequacy of the internal financial controls over financial reporting of the ULB and the operating effectiveness of such controls, refer to our separate Report in 'Annexure 1'.

Date: 31/03/2022

UDIN: 22418806AHMVRG6185

For Patidar & Associates
Chartered Accountants


CA Neellesh Patidar
(Partner)
MRN - 418806

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Annexure '1'

Report on Internal Financial Controls over Financial Reporting

1. Report on the Internal Financial Controls of the ULB ("the ULB")

We have audited the internal financial controls over financial reporting of NAGAR PARISHAD ORCHHA ("the ULB") as of March 31, 2021 in conjunction with our audit of the financial statements of the ULB for the year ended on that date.

2. Management's Responsibility for Internal Financial Controls

The ULB's management is responsible for establishing and maintaining internal financial controls based on the internal control over financial reporting criteria established by the ULB. These responsibilities include the design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring the orderly and efficient conduct of its business, including adherence to ULB's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information, as required in accordance with the Municipal Corporation Act, 1956 including the Municipal Accounting Manual and accounting principles generally accepted in India applicable to the Urban Local Bodies.

3. Auditors' Responsibility

Our responsibility is to express an opinion on the ULB's internal financial controls over financial reporting based on our audit. We conducted our audit in accordance with the Guidance Note on Audit of Internal Financial Controls over Financial Reporting (the Guidance Note") and the Standards on Auditing, to the extent applicable to an audit of internal financial controls, both issued by the Institute of Chartered Accountants of India. Those Standards and the Guidance Note require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether adequate internal financial controls over financial reporting was established and maintained and if such controls operated effectively in all material respects.

Our audit involves performing procedures to obtain audit evidence about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness. Our audit of internal financial controls over financial reporting included obtaining an understanding of internal financial controls over financial reporting, assessing the risk that a material weakness exists, and testing and evaluating the design



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and operating effectiveness of internal control based on the assessed risk. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion on the ULB's internal financial controls system over financial reporting.

4. Meaning of Internal Financial Controls Over financial Reporting.

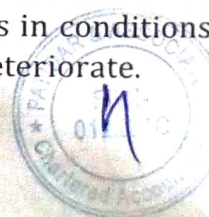
A ULB's internal financial control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles. A ULB's internal financial control over financial reporting includes those policies and procedures that

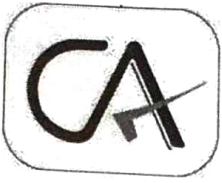
- a) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the ULB;
- b) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of the ULB are being made only in accordance with authorizations of management and officers of the ULB; and
- c) Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the ULB's assets that could have a material effect on the financial statements.

5. Inherent Limitations of Internal Financial Controls Over Financial Reporting

Because of the inherent limitations of internal financial controls over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the internal financial controls over financial reporting to future periods are subject to the risk that the internal financial control over financial reporting may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

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6. Qualified opinion

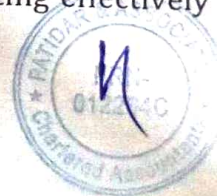
According to the information and explanations given to us and based on our audit, the following material weaknesses have been identified as at March 31, 2021:

- a) The ULB did not have an appropriate internal financial control system over financial reporting since the internal controls adopted by the ULB did not adequately consider risk assessment, which is one of the essential components of internal control, with regard to the potential for fraud when performing risk assessment
- b) The ULB did not have an appropriate internal control system for tax and user charges collection, tax demand evaluation, which could potentially result in the ULB recognizing revenue without establishing reasonable certainty of ultimate collection.
- c) The ULB did not have an appropriate internal control system for inventory with regard to receipts, issue for production and physical verification. Further, the internal control system for identification and allocation of overheads to inventory was also not adequate. These could potentially result in material misstatements in the ULB's trade payables, consumption, inventory and expense account balances.
- d) The ULB did not have an appropriate internal control system for fixed asset with regard to purchase, construction, transfer and physical verification. Further, the internal control system for identification and allocation of overheads to fixed asset was also not adequate. These could potentially result in material misstatements in the ULB's grants, payable to contractors, tax and other statutory dues, fixed assets, capital work in process and accumulated depreciation account balances.

A 'material weakness' is a deficiency, or a combination of deficiencies, in internal financial control over financial reporting, such that there is a reasonable possibility that a material misstatement of the ULB's annual or interim financial statements will not be prevented or detected on a timely basis.

In our opinion, because of the effects/possible effects of the material weaknesses described above on the achievement of the objectives of the control criteria, the ULB has not maintained adequate internal financial controls over financial reporting and such internal financial controls over financial reporting were not operating effectively as of March 31, 2021 based on the criteria established by the ULB.

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We have considered the material weaknesses identified and reported above in determining the nature, timing, and extent of audit tests applied in our audit of the March 31, 2021 financial statements of the ULB, and these material weaknesses do not affect our opinion on the financial statements of the ULB.

Date: 31/03/2022

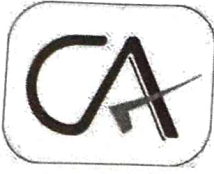
For Patidar & Associates
Chartered Accountants

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CA Neelesh Patidar
Partner
MRN - 418806





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Annexure '2'

The Annexure referred to in paragraph 5 & 6 of Our Report:

1. Audit of Revenue

1) The auditor is responsible for audit of revenue from various sources.

We have verified the revenue from various sources which was recognized and entered in the books of account produced before us for verification except the amount shown under the head other receipts in the receipt & payment statement. Also the receipt in the cashbook was not bifurcated according to their nature and consolidated entries were made for the various revenue receipts. Hence we could not comment upon the recovery of respective revenues like property tax, water tax, samkeit kar etc.

2) He is also responsible to check the revenue receipts from the counter files of receipt book and verify that the money receipt is duly deposited in respective bank account.

The counter foils or revenue receipts were made available to us for verification. It was informed to us that the revenue/tax collector/officer directly deposits the amount collected with main cashier at the cash counter, who in turn deposit this amount directly to the bank account. A register is being maintained by revenue/tax collector/officer from which collected amount move into cashier cash book. A detailed statement containing outstanding demand and tax collected during the year was provided to us by the concerned department duly certified by the concerned officer.

3) Percentage of revenue collection increase or decrease in various heads in property tax, samekitkar, shikshaupkar, nagriyavikasupkar, and other tax compared to previous year shall be part of report.

Details are given in Annexure C attached to this report.

4) Delay beyond 2 working days shall be immediately brought to the notice of commissioner/CMO.

No such instances were noticed during the test check of entries conducted by us except the circumstances like public holidays, government or local holidays etc.

5) The entries in Cash book shall be verified.

We have verified the entries in cash book on test check basis and we found the cashbook was not totalled and balanced during and at year end. Some of the transactions also recorded without proper narration explain the nature of receipt and payment. Due to quantum of transactions and inherent limitation of audit we



cannot provide our absolute assurance on the entries of the cash book. It is generally recommended that entries of the cash book should be duly supported by necessary documentary evidences and authorizations.

- 6) The auditor shall specifically mention in the report the revenue recovery against the quarterly and monthly targets any lapses in revenue recovery shall be a part of the report.

No details with respect to quarterly & monthly targets set for the FY 2020-21 & the revenue recovery against such targets were made available to us. Hence, it was not possible for us to report the revenue recovery against the quarterly and monthly targets.

Registers/records related to recovery of revenue due during the year was not made available to us for verification.

- 7) The auditor shall verify the interest income from FDR's and verify that interest is duly and timely accounted for in cash book.

We have verified the interest income from FDR's and noticed that interest income is not recognised in books of accounts on accrual basis. The same is recorded at the time of FDR maturity.

- 8) The case where, the investments are made on lesser interest rates shall be brought to the notice of the Commissioner/CMO.

All FDR's have been verified as provided to us & were in the possession of ULB. Detail of the same is provided in sub point 3 of point 4.

2. Audit of Expenditure:

- 1) The auditor is responsible for audit of expenditure under all the schemes.

We have verified the expenditure under various heads which was recognized and entered in the books of account produced before us for verification except the amount shown in under the head other payments as shown in the receipt and payment statement.

- 2) He is also responsible for checking the entries in cash book and verifying them relevant vouchers.

We have verified the entries in cash book on test check basis which were supported by relevant vouchers/note sheets. However, considering the bulk quantum of entries and the weak internal control procedures, the discrepancies in the entries of cash book cannot be ruled out. Other findings during the verification of vouchers and records revealed the following:



- i. ULB deducted TDS @2% on all supply, whether contract value is exceeding Rs. 2.5 Lakhs or not.
- ii. ULB have not provided challans or returns for payment of TDS on GST and IT to the Government. However ULB has explained that same had been duly deposited on or before the due date. Non-compliance of tax provision attract statutory penalty.
- iii. Vouchers were properly authorised but quotation were attached with vouchers instead of final bill.

3) He should also check monthly balance of the cash book and guide the accountant to rectify errors, if any.

During the verification of cashbook we noticed that the cashbook was not totalled and balances at all. We have guided the accountant to rectify the issue and close the cashbook at year end under proper authorisation.

4) He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of the Commissioner / CMO.

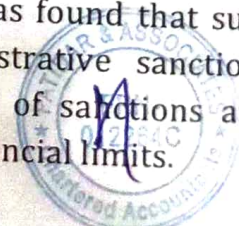
Details relating to deviation of expenditure, if any, of particular scheme is specified at sub point 4 of point 6.

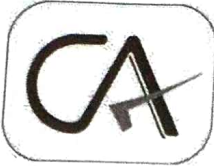
5) He shall also verify that the expenditure is accordance with the guideline, directives, acts and rules issue by Government of India/ State Government.

As explained to us, ULB follows the necessary guidelines, directives, acts and rules issued by Government of India and State Government. However, ULB didn't provided such directives with written confirmation and hence it was not possible for us to verify the expenditures in accordance with such guidelines etc.

6) During the audit financial propriety shall also be checked. All the expenditure shall be supported by financial and administrative sanctions accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.

We have verified the expenditure on test check basis and it was found that such expenditure were duly supported by financial and administrative sanctions accorded by competent authority. ULB follows the hierarchy of sanctions and approvals depending upon the nature of the transactions and financial limits.





7) All the cases where appropriate sanctions have not been obtained shall be reported and the compliance of audit observation shall be ensured during the audit. Non-compliance of audit paras shall be brought to the notice of Commissioner / CMO. No such instances were noticed during the test check of such entries conducted by us.

8) The auditor shall be responsible for verification of scheme wise/ project wise Utilization Certificate (UC's). UC's shall be tallied with the Receipt & Payment Account and creation of Fixed Asset. Utilization certificates of various schemes for verification of scheme wise project/ wise Utilization Certificate (UCS) were not provided to us by the ULB. Hence same cannot be commented upon.

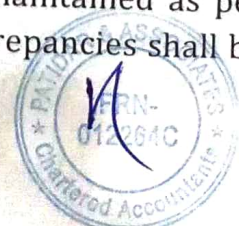
We are unable to verify the details of capitalization of expenditure since there is neither any proof available nor completion of work from respective department. There is no cross check mechanism exist to ensure the completion of project except payment of final bill. It is suggested that a proper internal control system should be framed to identify the fixed asset and its recognition in fixed asset register and books of account of the ULB.

9) He shall verify that all temporary advances of other than employees have been fully recovered.

Details regarding temporary advances were not provided to us by the ULB and hence we cannot comment on the same.

3. Audit of Book Keeping

- 1) The auditor is responsible for audit of the books of accounts as well as stores. As per the information and explanation provided to us by the management of the ULB and on perusal of books of accounts, it was noticed by us that the ULB has not maintained Fixed Asset Registers, Security Deposit Registers, Stock Registers, Loan Registers, Register of Earnest Money Deposits as prescribed under MP MAM.
- 2) He shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to the Urban local Bodies. Any discrepancies shall be brought to the notices of Commissioner / CMO.





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As stated in point no. 1 above, as the books stores are not provided for verification, so it was not possible for us to verify whether the same is maintained as per Accounting Rules applicable to the urban local Bodies.

- 3) The auditor shall verify advance register and see that all the advance to employees are timely recovered according to the condition of advance. All the case of non-recovery shall be specifically mentioned in audit report.

As per the information and explanation provided to us by the management of the ULB, no advances were made during the year. Hence, it is not possible for us to verify the cases of timely recovery of advances, if any.

- 4) Bank reconciliation statement (BRS) shall be verified from the records of ULB and the bank concerned. If bank reconciliation Statement are not prepared the auditor will help in the preparation of BRS's

Bank Reconciliation is provided to us by the ULB and annexed with this report separately. However in absence of opening and closing balance of cashbook only the reconciliation differences during the year were presented in the BRS.

- 5) He shall be responsible for verifying the entries in the Grant register. The receipts and payment of grants shall be duly verified from the entries in cash book. Grant registers were provided to us was incomplete at the time of audit. It contains entries related to receipt for some grant heads. Hence we cannot comment upon the opening, utilisation and closing balance of the grants. A summarised statement of grants has been provided in the point 6(1) of this report.

- 6) The auditor shall verify the fixed assets register from other records and discrepancies shall be brought to the notices of Commissioner / CMO. Fixed asset registers were not provided to us for verification. Therefore we are not able to verify the same and comment upon whether it is complete and correctly balanced.

- 7) The auditor shall reconcile the account of receipt and payment especially for project funds.

As explained to us ULB does not maintain separate cash books for different schemes and projects and hence we cannot comment on reconciliation with Receipt & Payment.



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4. Audit of FDR

- 1) The auditor is responsible for audit of all fixed deposits and term deposits.
We have verified fixed deposits maintained by the ULB and provided to us for verification, the detail regarding the same is tabled below:-

S.NO.	BANK NAME	FDR NO.	CURRENT VALUE	ROI	MATURITY DATE
1	SBI	30378230384	46,01,441.00	5.70%	06/11/2021
2	SBI	38464560951	3,16,48,168.00	3.00%	17/05/2021

- 2) It shall be ensured that proper record of FDR's are maintained and renewals are timely done.
Proper records of FDRs are maintained. However renewal records were not provided for verification and hence the same cannot be commented upon.
- 3) The case where FDR'S / TDR are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of Commissioner/ CMO.
Investments are made by the ULB at competitive rate. No instance found where FDR's are kept at low rate of interest than the prevailing rate.
- 4) Interest earned on FDR/TDR Shall be verified from entries in the cash book.
Interests on FDRs' are booked on receipt basis, as on the maturity and realization of invested amount is recorded in the cash book.

5. Audit of Tenders / Bids

- 1) The auditor is responsible for audit of all tenders / bids invited by the ULB.
No tender related documents were provided, so we can comment on procedures of tenders / bids.

Bid were invited online where the tender amount exceeding Rs. One Lakh and for value less than one lakh, manual bids were asked.
- 2) He shall check whether competitive tendering procedures are followed for all bids.
No tender related documents were provided, so we can comment on whether competitive tendering procedures were followed for all bids or not.
- 3) He shall verify the receipts of tender fee / bid processing fee / performance guarantee both during the construction and maintenance period.
No tender related documents were provided, so we cannot verify the receipts of





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tender fee / bid processing fee / performance guarantee both during the construction and maintenance period.

4) The bank guarantees, if received in lieu of bid processing fee / performance guarantee shall be verified from the issuing banks.
No such bank guarantees were produced before us for verification.

5) The conditions of BG shall also be verified; any BG with any such condition which is against the interests of the ULB shall be verified and brought to the notice of CMO.
No such bank guarantees were produced before us for verification. Therefore, it is not possible for us to comment on the conditions of BG.

6) The cases of extension of BG shall be brought to the notice of Commissioner / CMO.
Proper guidance to extend the BC's shall also be given to ULB
No such bank guarantees were produced before us for verification. Therefore, it is not possible for us to comment on the conditions/extensions of BG.

7) The contract closure shall also be verified by the auditor.
No contract closure documents were made available to us for verification.

6. Audit of Grants and Loans

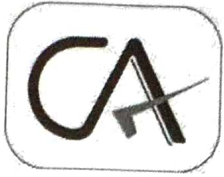
1) The auditor is responsible for audit of grants given by Central Government and its utilization.

Verification had been conducted for the grants received from the Central/state government. Details of grant receipt and utilised as per grant register are as follows:

Grants	Received
CM swachhata mishan	85,53,000.00
mudrankan vyay	6,13,000.00
CM shahari peyajal yojana	1,00,00,000.00
Moolbhut	13,79,000.00
Rajya vitt	14,63,000.00
Sadak anurakshan/mrammat	5,52,000.00
Chungi chhatipurti	3,84,31,594.00
Yatrikar chhatipurti	1,85,000.00
Sansad nidhi/ rasoi yojna	35,75,000.00
Vidhayak nidhi	50,00,000.00
CM jankalyan sambal yojana	1,35,000.00
15th vitta aayog	1,61,80,000.00



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Anganwadi kendra bhavan	7,80,000.00
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ULB has recorded some of the grant amount without any head in the cashbook. Hence we cannot confirm the receipt of grants between cashbook and grant register.

- 2) He is responsible for audit of grants received from State Government and its utilization.

Verification had been conducted for the total grants received from the State/Central government. Details for the same are provided in table above.

- 3) He shall perform audit of loans provided for physical infrastructure and its utilization. During his audit the auditor shall specifically comment on the revenue mechanism i.e. whether the asset created out of the loan has generated the desired revenue or not. He shall also comment on the possible reasons for non-generation of revenue.

As per information provided by the ULB and according to our verification, ULB has accorded loan from HUDCO. The loan repayment has been timely made at each quarterly/annually (as applicable) rest. However, there was no document or information provided to verify whether the asset created out of the loan has generated the desired revenue or not. We cannot comment on the possible reasons for non-generation of revenue.

Details of loan taken as provided by the ULB to us, are provided here below:

Quarter	Interest Payment by ULB	Principal Payment by ULB	Total Payment
1st	2,62,644.00	2,60,250.00	5,22,894.00
2nd	2,57,804.00	2,60,250.00	5,18,054.00
3rd	2,46,773.00	2,60,250.00	5,07,023.00
4th	2,34,860.00	2,60,250.00	4,95,110.00
	10,02,081.00	10,41,000.00	20,43,081.00

Above loan was utilised for CM adhoshanrachna scheme.

- 4) The auditor shall specifically point out any diversion of funds from capital receipts/ grants/ bans to revenue expenditure.

As per the information made available to us, and as per our verification, instances of diversion of funds from one grant account to another have not been noticed. However, due to inherent limitation of internal controls over financial reporting and non-availability of necessary records and information possibilities of fund diversion cannot be ruled out completely.





PATIDAR & ASSOCIATES
CHARTERED ACCOUNTANTS

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Other Audit Observations

1. Non recovery of taxes

Urban Local Bodies (ULB) earns revenue from their own resources through taxes, rent, fees, issue of licenses etc. In test check of Nagar Parishad as of 31 March 2021 a sum of Rs 81.42 lakhs (as shown in Table Below) plus Interest & Penalties were outstanding against the taxpayers, although the ULBs had powers under section 165 of Madhya Pradesh Municipalities Act, 1961 to approach a Magistrate to seek orders for recovery by distress and sale of any movable property of attachment and sale of immovable property belonging to defaulters, however they had not invoked these power to recover the outstanding taxes. Failure to invoke its powers resulted in non-recovery of outstanding taxes and resource crunch, leading to hindrance in development works.

Non Recovery of dues

(Amount in Lakhs)

Sl. No.	Type of Tax	Due amount recoverable on 01/04/2020	Received From Previous Dues	Un-Recovered Due for More than a Year	Current Due	Current Received	Total Recovery	Un-Recovered due of Current Year	Total un-recovered amount
1	Sampatti Kar	12.50	1.22	11.28	10.48	5.24	6.46	5.24	16.52
2	Samekit Kar	23.68	2.30	21.38	7.46	1.06	3.36	6.39	27.77
3	Nagar Vikas Upkar	2.40	0.27	2.12	2.53	1.31	1.58	1.22	3.34
4	Siksha Upkar	2.05	0.22	1.83	2.53	1.31	1.53	1.22	3.05
5	Shop Rent	20.54	0.83	19.71	4.87	1.53	2.36	3.34	23.05
6	Water Tax	5.55	0.41	5.14	4.97	2.42	2.83	2.56	7.70
	Total	66.71	5.25	61.46	32.84	12.88	18.13	19.96	81.42
Total Un-Recovered amount									81.42

For Patidar & Associates

Chartered Accountants

Date: 31/03/2022

मुख्य नगर पालिका अधिकारी
नगर परिषद ओरछा

CA Neelesh Patidar
Partner
MRN - 418806



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Reporting on Audit Paras for Financial Year 2020-21

Name of ULB:

NAGAR PARISHAD ORCHHA

Name of Auditor:

Patidar & Associates, Chartered Accountants

S. no.	Parameters	Description	Observation in brief	Suggestions
2	Audit of Expenditure:	Verification of Expenditures are as per guidelines, directives, and rules under all schemes and entries of expenditures in cash book, Diversion of Funds, financial propriety of expenditures, scheme project wise utilisation certificate.	Observations were listed in brief in point no. 2 of annexure 2 of audit report attached	Vouchers should be adequately supported with proper documents. Statutory/employee dues should be correctly deducted and deposited on time.
3	Audit of Book keeping	Verification of books of accounts and stores are maintained as per accounting rules, advance register and check timely recovery, Bank reconciliation statement, grant register, fixed asset register	Observations were listed in brief in point no. 3 of annexure 2 of audit report attached	Required books of accounts as prescribed under MP MAM Should be maintained
4	Audit of FDR/TDR	Verify fixed deposits and term deposits and their maintenance	Observations were listed in brief in point no. 4 of annexure 2 of audit report attached	Records related to renewal should be maintained.
5	Audit of Tenders and Bids	Verify Tenders/Bids invited by ULB and competitive tendering procedures followed	Observations were listed in brief in point no. 5 of annexure 2 of audit report attached	Procedure for Tenders opening and Performance review should be carefully monitored.
6	Audit of Grants &	Verification of Grant received from Government	Observations were listed in brief in	Grant register should be updated and



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	Loans	and its utilisation	point no. 6 of annexure 2 of audit report attached	balanced regularly with its Utilization Certificate.
7	Verify whether any diversion of funds from capital receipt /grants /Loans to revenue expenditure and from one scheme /project to another.		Observations related to diversion of funds has been pointed out in point no. 6 (iv) of annexure 2 of report attached	
8	a) Percentage of revenue expenditure (Establishment, salary, Operation & Maintenance) with respect to revenue receipts (Tax & Non Tax).	124.79% $(6,01,36,387 / 4,81,88,933) \times 100$		
	b) Percentage of Capital expenditure wrt Total expenditure.	45.89% $(5,09,93,004 / 11,11,29,391) \times 100$		
9	Whether all the temporary advances have been fully recovered or not.		Cases of outstanding advances have been outlined in point no. 3 (3) of report attached, if any.	ULB should impose strict action to collect such amount or make necessary adjustment after prior approval of relevant authority.



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10	Whether bank reconciliation statements is being regularly prepared		BRS prepared by the ULB taking into account only the reconciliation differences during the year.	The cashbook was not balanced and totalled at year end, consequently the BRS was not prepared taking into account the closing balance of the cashbook. Only the reconciliation differences during the year were presented in such BRS.
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मुख्य नगर पालिका अधिकारी
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Rajdar & Associates					Annexure C Amt in lakhs					
S.no.	Parameters	Description		% of growth	Observation in brief					Suggestions
	Audit of Revenue	Receipt in (Rs.)								
	Rajaswa Kar wasooli	2019-20	2020-21							
1	Sampatti Kar	12.10	6.46	(46.57)	Collection % w.r.t. total dues is	28.12%	which is	Not upto the mark of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
2	Samekit Kar	4.66	3.36	(27.80)	Collection % w.r.t. total dues is	10.81%	which is	Not upto the mark of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
3	Nagar Vikas Upkar	3.29	1.58	(51.80)	Collection % w.r.t. total dues is	32.17%	which is	Below Average of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
4	Siksha Upkar	3.17	1.53	(51.79)	Collection % w.r.t. total dues is	33.38%	which is	Below Average of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
	Total	23.22	12.94							
	Gair-Rajaswa wasooli									
5	Shop Rent	-	2.36	NA	Collection % w.r.t. total dues is	9.29%	which is	Not upto the mark of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
6	Water Tax	-	2.83	NA	Collection % w.r.t. total dues is	26.87%	which is	Not upto the mark of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
	Total	-	5.19							
	Grand Total	23.22	18.13							

Nagar Parishad-Orchha

Receipts and Payments
1-Apr-2020 to 31-Mar-2021

Receipts	Amount	Payments	Amount
Opening Balance		Salaries, Wages and Allowances	
Bank & Cash balance	12,25,34,281.17	Salaries, wages and bonus	2,44,99,923.00
		Allowances	2,71,888.00
Grants	5,90,52,118.00	Pension	3,96,000.00
Sancit Nidhi	3,00,100.00	GPF	13,45,960.00
15th Finance	1,61,80,000.00	PF	7,07,090.00
Rajya Vitt Aayog	14,63,000.00	Other benefits	14,93,644.00
Karmkaar mandal	1,05,000.00		
CM Adhosanrachna	7,00,000.00	Establishment and Administrative Expenses	59,82,548.70
Rasoi Yojna	21,87,758.00	Commercial Tax	19,720.00
State Grant	1,82,37,150.00	Royalty	9,68,771.00
Other Grants	1,98,79,110.00	TDS-Contractor	44,40,235.00
		Vehicle expenses	9,800.00
Revenue receipts	4,81,88,933.20	Accounting fee	1,02,900.00
Mudrank Shulk	6,13,000.00	Advertisement fee	2,59,520.00
Moolbhut suvidha	14,11,179.00	Tender fee	12,383.00
Chhungikshatipurti	3,84,31,594.00	Digital signature	26,460.00
Yatrikar	1,85,000.00	Interest	880.70
Property Rent	1,85,162.00	Upkar Rashi	1,41,879.00
Anugyapti Shulk	8,20,000.00		
Certificate fee	125.00	Other Payments	1,63,20,250.00
Other fees	5,54,545.00	PMAY	5,00,000.00
Sale of Forms & Publications	2,24,844.00	Mini Smart City Yojna	90,00,000.00
Property tax	75,032.00	Loan	20,43,081.00
Jalkar	10,37,651.00	PROFESSIONAL TAX	29,750.00
Other receipts	26,86,671.20	Security Deposit	20,65,372.00
Interest	19,64,130.00	Other Payments	26,82,047.00
		Capital Expenditure	5,09,93,004.00
		Park & Garden	12,56,999.00
		Office Building	21,74,609.00
		Community Hall	20,39,285.00
		Construction work	56,85,747.00
		Boundry wall	47,36,239.00
		Tin Shed	1,47,518.00
		M R F CENTER	7,79,122.00
		Platform	1,95,534.00
		Block Construction	7,84,101.00
		Cement Roads	1,15,35,131.00
		Bitumen Road	57,675.00
		Culvert	3,01,450.00
		Beautification	4,63,388.00
		RCC Road	45,86,041.00
		Foothpath	6,18,859.00
		Ramp	2,56,798.00
		Pipeline-PVC	40,54,092.00
		Street Light	46,03,762.00
		Plant and Machinery	32,900.00
		Motor Pump	17,11,595.00
		Tankers	8,36,388.00
		Tractors	7,95,536.00
		Cooler	7,000.00
		CCTV	8,949.00
		Kitchen Shed	1,12,825.00
		Drainage Construction	30,25,077.00
		Public Convenience	1,86,384.00
		Operation & Maintenance	
		Rent-Building	4,900.00
		Other Rentals	28,864.00
		Rent-Tractor-trolly	37,919.00
		Rent-Generator	15,680.00
		Rent-JCB	6,10,495.00
		Rent-Vehicle	16,73,306.00

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		Rent-tent	3,40,557.00	
		Rent-Motor pump	3,66,242.00	
		Electricity Expenses	46,21,286.00	
		Communique	37,043.00	
		Books & Periodicals	4,618.00	
		Printing & Stationary	6,06,791.00	
		Fuel Expenses	8,53,933.00	
		Tent	4,49,818.00	
		Insurance	18,96,437.00	
		Other fee	17,700.00	
		Pesticide	2,64,920.00	
		Vedio and photography	58,548.00	
		Misc exp	2,24,149.00	
		RO-water	21,580.00	
		Refreshment	2,50,333.00	
		DPR	6,59,384.00	
		Mask purchase	42,420.00	
		Sign board	2,24,122.00	
		Sanitizer	1,34,414.00	
		Bulk purchase	11,07,029.00	
		Rental expenses	16,55,048.00	
		Repair and Maintenance	70,50,822.00	
		Repair and Maintenance-public property	51,33,260.00	
		Repair and Maintenance-building	5,10,338.00	
		Repair and Maintenance-vehicle	5,14,934.00	
		Repair and Maintenance-Office equipments	90,734.00	
		Repair and Maintenance-electrical fittings	14,44,863.00	
		Repair and Maintenance-machinery	2,69,075.00	
		Repair and Maintenance-others	32,172.00	
		Repair and Maintenance-Computer	13,424.00	
		Repair and Maintenance-Photocopy	35,118.00	
		Repair and Maintenance-gate	1,19,606.00	
		Closing Balance		
		Bank & Cash balance	9,63,43,142.67	9,63,43,142.67
Total		22,97,75,332.37	Total	22,97,75,332.37

Chief Municipal Officer
Nagar Parishad-Orchha

Accounts Officer
Nagar Parishad-Orchha



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Bank Reconciliation Statement

Nagar Parishad Orchha

FY 2020-21

sbi	5004	
Closing bank balance	<u>Date</u>	<u>Amount</u>
		-
Less:		
Amount paid as per cashbook but not as per bank		
Less:		
Amount received as per bank but not in cashbook		
INTT RECV	04-Dec-20	1,920.00
ADD		1,920.00
Amount received as per cashbook but not in bank		
		-
		-
		-
Add:		
Amount paid as per bank but not in cashbook		
Closing cashbook balance		-1,920.00

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<u>SBI</u>	<u>1221</u>	
	<u>Date</u>	<u>Amount</u>
Closing bank balance		40,67,082.22
Less:		
Amount paid as per cashbook but not as per bank		
Less:		
Amount received as per bank but not in cashbook		
<u>ADD</u>		
Amount received as per cashbook but not in bank		
<u>Add:</u>		
Amount paid as per bank but not in cashbook		
Closing cashbook balance		40,67,082.22



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<u>SBI</u>	<u>9443</u>	
	<u>Date</u>	<u>Amount</u>
Closing bank balance		6,26,928.00
<u>Less:</u>		
Amount paid as per cashbook but not as per bank		
<u>Less:</u>		
Amount received as per bank but not in cashbook		
<u>ADD</u>		-
Amount received as per cashbook but not in bank		
<u>Add:</u>		-
Amount paid as per bank but not in cashbook		
Closing cashbook balance		6,26,928.00

मुख्य नगर पालिका अधिकारी
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<u>SBI</u>		
	9915	
	<u>Date</u>	<u>Amount</u>
Closing bank balance		0
<u>Less:</u>		
Amount paid as per cashbook but not as per bank		
<u>Less:</u>		
Amount received as per bank but not in cashbook		
<u>ADD</u>		
Amount received as per cashbook but not in bank		
<u>Add:</u>		
Amount paid as per bank but not in cashbook		
BANK CHARGES	04/12/2020	648.00
Closing cashbook balance		648.00



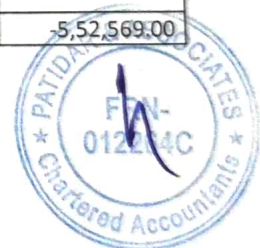
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PMB	2712	
	Date	Amount
Closing bank balance		
Less:		
Amount paid as per cashbook but not as per bank		
		-
Less:		
Amount received as per bank but not in cashbook		
		47,936.00
		16,472.00
ADD		64,408.00
Amount received as per cashbook but not in bank		
		-
Add:		
Amount paid as per bank but not in cashbook		
Closing cashbook balance		64,408.00


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 नगर परिषद ओरछा

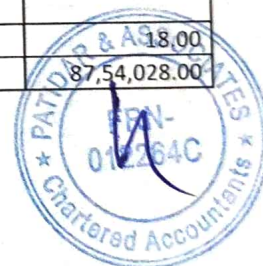


canara	canara0003	
	Date	Amount
Closing bank balance		12,91,890.00
Less:		
Amount paid as per cashbook but not as per bank		
Less:		
Amount received as per bank but not in cashbook		
	01-Jul-20	1,00,000.00
ADD		1,00,000.00
Amount received as per cashbook but not in bank		
Add:		
Amount paid as per bank but not in cashbook		
bank charges	27/07/2020	18.00
Closing cashbook balance		5,52,569.00



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canra	9249	
	<u>Date</u>	<u>Amount</u>
Closing bank balance		87,54,010.00
Less:		
Amount paid as per cashbook but not as per bank		
Less:		
Amount received as per bank but not in cashbook		
ADD		
Amount received as per cashbook but not in bank		
Add:		
Amount paid as per bank but not in cashbook		18.00
		87,54,028.00
Closing cashbook balance		



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canra		
	4465	
Closing bank balance	Date	Amount
Less:		
Amount paid as per cashbook but not as per bank		
Less:		
Amount received as per bank but not in cashbook		
CEMTEX DEP.	20-Aug-20	10,000.00
ADD		10,000.00
Amount received as per cashbook but not in bank		
Add:		
Amount paid as per bank but not in cashbook		
		59.00
Closing cashbook balance		4,47,109.00



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sbi	232	
Opening balance		
As per cashbook	5,36,05,862.95	
As per bank	5,35,60,249.95	
Difference		45,613.00
	Date	Amount
Closing bank balance		3,05,66,560.31
Less:		
Amount paid as per cashbook but not as per bank		-
Opening balance adjustment		-
Less:		
Amount received as per bank but not in cashbook	29-Jul-20	200.00
		200.00
ADD		
Amount received as per cashbook but not in bank		-
Add:		
Amount paid as per bank but not in cashbook		
Closing cashbook balance		3,06,11,973.31
		3,05,66,360.31



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नगर परिषद ओरछा