

**GADARWARA NAGAR
PARISHAD**

AUDIT REPORT 2019-20

**AUDITOR:
NPJS & ASSOCIATES
CHARTERED ACCOUNTANTS**


मुख्य अधिकारी
नगर पालिका परिषद गडरवार



INDEPENDENT AUDITOR'S REPORT

To the Stakeholders of GADARWARA NAGAR PARISHAD

1. Report on the Financial Statements

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

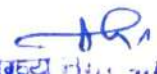
2. Management's Responsibility for the Financial Statements

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.

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.


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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, 2020. We provide our qualified opinion on the non-maintenance/ non production of registers, documents, sheets etc and on the accuracy of the financial information prepared from such documents.

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 differences with accounting records maintained by accounting department.
- Non-maintenance or incomplete registers as prescribed under manual and mentioned at point 3 of annexure 2.
- Non-availability of details related with Tenders.
- Non verification of EPF, TDS on GST and TDS-Income Tax deposited, as same has not been made available to us by the ULB.
- Cash book of financial year is not balanced.


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Our opinion is not modified in respect of these matters.

7. We further report that:

- 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;
- 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.
- The Receipt & Payment Account deal with by this Report are in agreement with the books of account.
- 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.
- 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.
- The qualification relating to the maintenance of accounts and other matters connected therewith are as stated in the Basis for Qualified Opinion paragraph above.
- 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 I'.

Date: 10-06-2021

UDIN: 21421786AAAAAR1763

For NPJS & Associates
Chartered Accountants
F.R.No.
019014C
CA Jitendra Singh
(Partner)
MRN - 421786

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Annexure 'I'

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 GADARWARA NAGAR PARISHAD ("the ULB") as of March 31, 2020 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 and operating effectiveness of internal control based on the assessed risk. The procedures selected depend on the

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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

- pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the ULB;
- 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
- 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.

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, 2020:

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- 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, 2020 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, 2020 financial statements of the ULB, and these material weaknesses do not affect our opinion on the financial statements of the ULB.

Date: 10-06-2021

For NPJS & Associates
Chartered Accountants



CA Jitendra Singh
Partner
MRN - 421786

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Annexure '2'

The Annexure referred to in paragraph 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. However grant registers were not made available to us and hence we cannot comment upon receipt as per such registers.

- 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, samekit kar, shiksha upkar, nagriya vikas upkar, 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 such 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 no major discrepancy was noticed by us. However 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.

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No details with respect to quarterly and monthly targets set for the FY 2019-20 and 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 target.

- 7) The auditor shall verify the interest income from FDR's and verify that interest is duly and timely accounted for in cash book.
As per the explanation provided by ULB it does not have any FDR during the financial year. Hence we cannot comment on interest income and its recognition in the cashbook.
- 8) The case where, the investments are made on lesser interest rates shall be brought to the notice of the Commissioner/CMO.
No detail of any investment provide by ULB. Hence we cannot comment on interest rates on such FD's.

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 other payment of Rs. 1,43,04,237, Nikaye nidhi of Rs. 31,17,510, Totalling Difference of Rs. 6,92,016 for which ULB has not provided any explanation. Also, in absence of grant registers we were unable to verify the expenses made out of particular grants.
- 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. Test checked vouchers revealed below mentioned instances.
- i. ULB have not provided challans or returns for payment of TDS on GST 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.
- 3) He should also check monthly balance of the cash book and guide the accountant to rectify errors, if any.
Cash book provided by ULB for verification was not balanced, neither there was brought forward balance of last year. Proper guidance has been provided to ULB on how to avoid / rectify totalling errors and to balance cash book.

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- 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.

No such instance has been noticed from available information during the course of our verification.

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

In absence of availability of guidelines, directives, acts and rules issued by Government of India/ State Government, 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. However, in absence of information/ written document with respect to administrative and financial limits of the sanctioning authority, it was not possible for us to verify whether the expenditure incurred and sanctioned by authority were within their limits or not.

- 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 (UCS). 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

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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 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.

During the course of the audit, necessary records and registers were not provided to us by the ULB such as Fixed Asset Registers, Security Deposit Registers, Stock Registers, Loan Registers, Investment Registers as prescribed under MP MAM. Hence we cannot comment upon the accuracy of the records.

- 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.

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 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 specific condition related to advances are placed. 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.

The differences during the year between bank and cashbook entries has been compiled and annexed as an annexure-A with this report. However the cashbook does not contain opening and closing balances, and was not also totalled and balanced during the year, hence opening difference cannot be pointed out. In the absence of such information we as

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an auditor, provided proper guidance to the ULB to prepare the Bank Reconciliation Statement. ULB is not in practice of preparing regular BRS, hence we suggest the ULB to balance the cashbook at regular intervals so that Bank Reconciliation Statement can be drawn.

- 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 not made available to us. Hence verification of the same cannot be done from the entries in cash book.
- 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. Separate cash book were not made available to us for verification. So cannot comment on that.

4. Audit of FDR

- 1) The auditor is responsible for audit of all fixed deposits and term deposits.
As per explained by ULB, it does not contain any FDR. Hence we cannot comment upon fixed deposit and term deposit if any, maintained by the ULB.
- 2) It shall be ensured that proper record of FDR's are maintained and renewals are timely done.
FDR registers were not made available to us. Hence we cannot comment upon maintenance and renewals of the same.
- 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.
NA.
- 4) Interest earned on FDR/TDR Shall be verified from entries in the cash book.
Cash book does not contain any entry of such kind.

5. Audit of Tenders / Bids

- 1) The auditor is responsible for audit of all tenders / bids invited by the ULB.



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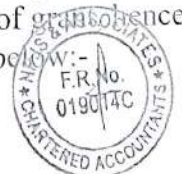
No tender related documents were provided, so we can comment on procedures of tenders / bids. It was explained to us that for tenders amounting to less than Rs. One Lakh offline bids were asked and for more than Rs. One Lakh online bids were accepted.

- 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 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 Commissioner ICMO.
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 BG'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 as per UADD records. Cashbook does not contain records related to receipt of grants. Hence UADD records were relied upon. Details for the same are provided in table below:-



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<u>Revenue Grants, Contributions & Subsidies</u>	<u>As per UADD</u>
State Finance Commission	78,11,000.00
Surcharge On Commercial Tax	1,10,44,000.00
Sadak Marammat	33,75,000.00
Vishesh Nidhi	50,00,000.00
Mudrank Shulk	30,43,000.00
14th Finance General Basic Grant	3,09,88,000.00
14th Finance Performance Grant	72,66,000.00
<u>Assigned Revenue & Compensation</u>	
Chhungikshatipurti	6,72,84,910.00
Yatrikar	17,50,000.00
	13,75,61,910.00
	13,75,61,910.00

In absence of grant registers we were unable to comment on opening & closing balances and utilisation of grant during the year by the ULB. We suggest the ULB to maintain and update the grant registers on regular basis.

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 is 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. Details for repayment as provided by the ULB have been tabled below. Also, 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 and repayment, as provided by the ULB to us, are provided here below:



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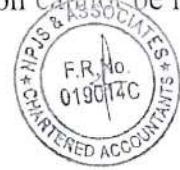
Payments

	Interest	Principle	Total
Qtr 1	69,137.00	62,500.00	1,31,637.00
Qtr 2	67,448.00	62,500.00	1,29,948.00
Qtr 3	65,044.00	62,500.00	1,27,544.00
Qtr 4	63,375.00	46,000.00	1,09,375.00

Total outstanding as on 31st march 2020 is Rs. 23,75,666/-

- 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 non-availability of records related to grant receipt and utilisation and inherent limitation of internal controls over financial reporting, possibilities of fund diversion cannot be ruled out completely.



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Nagar Parishad Gadarwara, District Narsinghpur

Receipt & Payment Account

For the Financial Year 2019-20

RECEIPTS		PAYMENTS	
Particular	Amount	Particular	Amount
Taxes and Dues		Salary and Wages	
Samekit kar-Outstanding	5,06,909.00	Salary and Wages	4,30,10,563.00
Samekit kar-Current	1,97,361.00	Muster Payment	1,89,20,660.00
Sampatti kar-Outstanding	4,07,019.00	Income tax-TDS	1,32,532.00
Sampatti kar-Current	3,19,990.00	Provident Fund	13,44,332.00
Education cess-outstanding	9,281.00	Worker's Pension Contribution	25,18,310.00
Education Cess-current	36,583.00	Dearness allowance	81,43,270.00
Nagariye vikas upkar-outstanding	1,30,006.00	Medical compensation	1,25,277.00
Nagariye vikas upkar-current	3,01,886.00	Advance Salary	4,22,000.00
Jalkar outstanding	15,03,095.00		
Jalkar Current	12,19,271.00	Establishment Expenses	
Surcharge	25,904.00	Stationary work	2,03,354.00
		Diesel	36,10,158.00
Rent and Rates		Computer supplies	11,373.00
Shop rent arrears	2,43,968.00	Vehicle fare	1,39,193.00
Store rent Current	2,38,627.00	Telephone bill	1,87,135.00
Building Land rent arrears	4,730.00	Travelling Exp	15,076.00
Land Building & Hall rental	1,740.00	Digital signature	22,700.00
Vegetable market	1,96,712.00	Professional Fees	60,000.00
Cattle market	5,42,235.00	Newspaper	64,200.00
Mangal Bhawan Rent	1,37,923.00	Computer work	1,00,800.00
		Internet payment	8,072.00
Fees, Recoveries & Others		Advocate's legal charge	49,800.00
Surcharge	2,37,122.00	Printer Cart Edge Refill	15,245.00
Water Disconnection fees	7,19,655.00	Legal fees	19,000.00
Application fee	3,12,715.00	Courier	5,340.00



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Jalkar- Excess	1,17,690.00	DPR payment	1,70,815.00
Avak Javak shulk	1,320.00		
Road crossing fee	12,300.00	Repair and Maintenance	
Survey fee	1,26,000.00	Electricity Expenses	23,600.00
Ration card	440.00	Radium and painting	97,151.00
Labor card	3,800.00	Honorarium	4,29,400.00
Labour Registration	1,830.00	Drain coverings	31,554.00
Performance tax arrears	14,220.00	Drain repair	8,81,003.00
Cremation wood	6,370.00	Tree cutting	2,91,850.00
Burial vehicle Charges	5,100.00	Tree purchasing	23,980.00
Certificate	28,860.00	Road crossing pay	5,00,000.00
Building license fee	200.00	Road repair	8,48,734.00
Jalkar	18,770.00	Culvert repair	55,527.00
License fee	1,55,700.00	Garbage repair	1,11,296.00
Slum recovery	168.00	Vehicle repair	7,04,515.00
		Hand Pump Cleaning & Repairing	1,56,635.00
Security money	16,60,360.00	Repair work	7,33,821.00
Tender form	45,500.00	Roof repair	45,289.00
Pesticide	300.00	Pole shifting	60,02,395.00
Electricity NOC	1,400.00	Motor pump shifting	20,000.00
Sahu Kari Income	3,800.00	Mangal Bhawan Repair Work	9,530.00
Structure Engineering Registration	5,500.00	Road repair	46,345.00
Shop conversion fee	3,000.00	Material & Fitting	4,36,909.00
Vehicle recovery fee	3,660.00	Shifting Exp-Others	3,40,749.00
Road cutting	300.00	Passenger Waiting Room	57,509.00
Fire brigade duty	2,000.00	Beautification	4,19,048.00
Aisthai Samekit	12,000.00		
Fair-Damru Valley	1,00,290.00		
Performance amount	1,48,456.00	Capital Expenses	
Safety tank cleaning fee	34,700.00	Drain construction	98,44,910.00
Aisthai dhakal	9,51,715.00	Water supply payment	33,54,268.00
Demand copy	50,080.00	Pipe Line	15,83,135.00
Shop rent surcharge	18,541.00	Road Construction	1,38,96,013.00
		Construction work payment	11,74,953.00
Water harvesting fee	21,120.00		
Colony Development Permission	1,01,150.00	School building	2,77,152.00

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Penalty for littering	1,000.00	Culvert construction	4,75,305.00
Registration fees	4,500.00	Chamber construction	5,41,642.00
Penalty amount-Others	12,850.00	Fan installation	20,620.00
Environmental duty	83,000.00	Electrical works	89,990.00
Auditorium rent	5,000.00	Toilet Construction Exp	10,46,784.00
Fees for duplicate copies	882.00	Motor pump Exp	18,03,485.00
Other	4,753.00	Hand pump Exp	34,796.00
Shop fee	19,200.00	Tap & well payment	39,15,165.00
Difference	20,118.00	Table chair Purchase	3,86,906.00
		Water tank construction	29,461.00
Grants Receipts		Other Construction works	44,24,804.00
State Finance Commission	78,11,000.00	Dustin purchasing	36,838.00
Surcharge On Commercial Tax	1,10,44,000.00	Construction Exp	36,766.00
Sadak Marammat	33,75,000.00	Electrical material	36,36,440.00
Vishesh Nidhi	50,00,000.00	Garbage collection vehicle purchase	23,79,846.00
Mudrank Shulk	30,43,000.00	Ladder purchase	40,960.00
14th Finance General Basic Grant	3,09,88,000.00	Gate installation	2,42,877.00
14th Finance Performance Grant	72,66,000.00	Garbage container purchase	2,04,000.00
Chhungikshatipurti	6,72,84,910.00		
Yatrikar	17,50,000.00	Scheme and Programs	
PM Awas Yojna	13,67,00,000.00	Chief Minister Drinking Water Scheme	50,01,285.00
		Contribution amount	75,410.00
		Swachh Bharat Mission Exp	31,600.00
		NULM Shakha-Azivika Mission Bhuktan	15,83,543.00
		CM Drinking Water mission-Urban	1,11,82,693.00
		Adhosanrachna Payment	77,33,388.00
		PMAY	11,42,19,102.00
		Operation and Maintenance	

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	Greeting Messages	83,500.00
	Flower goods, table chair purchasing	44,184.00
	Publication	16,800.00
	Advertisement publication	1,52,650.00
	Tender publication	3,77,865.00
	Printing work	1,02,936.00
	Water payment	2,25,903.00
	Leave encashing	7,87,497.00
	CCTV	2,38,745.00
	Sanitation Exp	2,24,500.00
	Munadi Payment	24,400.00
	Refreshment Exp	49,523.00
	Election Exp	95,528.00
	Painting Exp	2,38,275.00
	Appeal publication	32,080.00
	Message publishing	3,01,522.00
	Flex related work	1,56,804.00
	Purchasing others	19,54,125.00
	Water system	1,33,121.00
	Function arrangement	43,864.00
	Flooring	1,03,641.00
	Sanitation Material	23,481.00
	Tiles Purchase	48,643.00
	ESTP	13,68,755.00
	Debris Shifting	2,04,869.00
	Drinking Water facility	17,781.00
	Internet work	4,713.00
	National program system	20,554.00
	Purchases for park	2,96,927.00
	Health supplies purchase	2,71,200.00
	Dustbin purchase	11,750.00
	Immersion system	52,510.00
	New electricity connections	20,61,438.00
	Tent arrangement	1,85,540.00
	Wood sawing & harvesting	2,96,557.00



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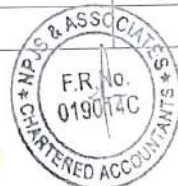
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	Tractor trolley rent payment	11,91,661.00
	Registration Exp	3,225.00
	Budget work	20,000.00
	Payment of electricity bill	91,17,042.00
	Board payment	1,90,969.00
	Sahayak Raashi Bhugtaan	9,66,300.00
	JCB machine rental	1,52,724.00
	Fire brigade exp	48,340.00
	Online tender upload	76,000.00
	Electrical system payment	1,42,771.00
	Structure and design payment	70,800.00
	TDS (Contractor)	1,29,885.00
	Advocate's honorarium	7,000.00
	Sack payment	49,293.00
	Daily Publication-Newspaper	11,06,820.00
	Panel bulb payment	38,000.00
	LED board installed	3,63,400.00
	Connection work	1,53,450.00
	Crematorium	2,13,340.00
	Street light electric bill	17,07,958.00
	Scholarship amount	9,49,000.00
	Cutting machine purchase	99,120.00
	Supply payment for items	87,968.00
	Lift exp	11,11,990.00
	Traffic signal	6,23,038.00
	Jalkar Raashi return	3,375.00
	Vehicle insurance registration	70,776.00
	Tender shulk	38,000.00
	Other Payments	
	Other	1,43,04,237.00
	Grant	75,000.00
	Nikaye Nidhi	31,17,510.00
	HUDUCO loan	4,98,504.00

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Excess of Payment over Receipt	4,32,87,540.00	Deposit return	1,08,250.00
		Totaling Difference	6,92,016.00
	32,86,50,125.00	TOTAL	32,86,50,125.00

Chief Accounts Officer

Chief Municipal Officer,
Nagar Parishad Gadarwara,
District Narisinghpur




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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 2020 a sum of Rs 182.44 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 01/04/2019	Received From Previous Dues	Un-Recovered Due for More than a Year	Current Due	Current Received	Un-Recovered due of Current Year	Total un-recovered amount
1	Sampatti Kar	44.02	2.74	41.28	8.55	2.70	5.85	47.13
2	Samakit Kar	26.25	2.46	23.79	4.43	2.48	1.95	25.74
3	Nagriya Vikas Upkar	6.67	0.88	5.79	4.11	0.91	3.20	8.99
4	Shiksha upkar	0.83	0.06	0.77	0.16	0.05	0.11	0.88
5	Jal Upbhokta Prabhar	76.08	7.10	68.98	19.22	10.61	8.61	77.59
6	Bhawan Bhumi kiraya	20.82	2.93	17.90	6.27	2.05	4.22	22.12
	Total	174.66	16.16	158.51	42.73	18.80	23.93	182.44
	Total Un-Recovered amount							182.44

Date: 10-06-2021

For NPJS & Associates

Chartered Accountants



CA Jitendra Singh
Partner

MRN - 421786

मुख्य नगर पोलिका अधिकारी
नगर पालिका परिषद् गण्डगाव

Name of ULB

Gadarwara Nagar Parishad
NPJS & AssociatesAnnexure C
(in lakhs)

Name of Auditor

Name of Auditor				NPJS & Associates		NPJS & Associates		FR.No.	
S.no.	Parameters	Description		% of growth	Observation in brief		Suggestions		
		Receipt in (Rs.)			Collection % w.r.t. to CY dues	Collection grading & observations			
Audit of Revenue		2018-19	2019-20						
	Rajaswa Kar wasooli								
1	Sampatti Kar	6.50	5.44	-16.27	31.58%	Below Average	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
2	Samekit Kar	4.73	4.94	4.53	55.95%	Average	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
3	Nagriya Vikas Upkar	2.09	1.79	-14.52	22.13%	Not upto the mark	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
4	Shiksha upkar	0.14	0.11	-21.54	33.52%	Below Average	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
	Total	13.45	12.28						
	Gair-Rajaswa wasooli								
6	Jal Upbhokta Prabhar	48.65	17.71	-63.60	55.20%	Average	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
7	Bhawan Bhumi kiraya	1.81	4.98	174.16	32.69%	Below Average	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.	
	Total	50.46	22.68						
	Grand Total	63.91	34.96						



मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद गडारवारा

Reporting on Audit Paras for Financial Year 2019-20

Name of ULB:

Name of Auditor:

Gadarwara Nagar Parishad

NPJS & Associates, Chartered Accountants

Parameters	Description	Observation in brief	Suggestions
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. TDS 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	ULB should maintain renewal records of FDR.
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 & Loans	Verification of Grant received from Government and its utilisation	Observations were listed in brief in point no. 6 of annexure 2 of audit report attached	Grant register should be updated and 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	1085.97% $(12,05,50,471 / 1,11,00,675) \times 100$	


मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद गडारवाड़ा



	respect to revenue receipts (Tax & Non Tax).			
	b) Percentage of Capital expenditure wrt Total expenditure	29.10% $(4,94,77,116 / 17,00,27,587) \times 100$		
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.	ULB should impose strict action to collect such amount or make necessary adjustment after prior approval of relevant authority.
10	Whether bank reconciliation statements is being regularly prepared		In the absence of opening and closing balances in the cashbook, BRS cannot be prepared accurately.	ULB should balance the cashbook at regular intervals and at year end so that reconciliation of cashbook balance with bank balance can be made.



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