2019-20
ANNUAL AUDIT REPORT

NAGAR PARISHAD, INDERGARH
DISTRICT – DATIA (M.P.)

Financial Year 2019-20

PRASAD KUMAR AGRAWAL & ASSOCIATES
CHARTERED ACCOUNTANTS
B-1 VIVEK VIHAR
GWALIOR

INDEPENDENT AUDITORS REPORT

To,
The CMO
ULB Nagar Parishad,
ULB Indergarh (M.P.)

We have audited the Books of accounts and relevant records of **ULB** Nagar Parishad, **Indergarh** for the FY 2019-20. The scope of work provided to us that required Audit under various heads i.e. **Audit of Revenue, Audit of Book Keeping, Audit of Expenditure, Audit of FDR, Audit of Tenders/Bills & Audit of Grants and Loans with our comments on specific points as on 31.03.2020.**

Management's Responsibility for the maintenance of records

The Management of Municipal corporation is responsible to maintained records as per the MP Municipal act 1961, and also required to maintained their accounting policies, procedure and books of accounts & records as per Madhya Pradesh Municipal accounting manual, This responsibility also includes maintenance of adequate accounting records in accordance with the provision of the Act for safeguarding of the assets of the corporation and for preventing and detecting frauds and other irregularities .

Auditor's Responsibility

Our responsibility is to express an opinion on scope of work annexed herewith based on our audit. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures. An audit also includes assessing the accounting principles used and significant estimates made by management, We have conducted our audit in accordance with the Auditing standards generally accepted in 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 was established and maintained.

Report on Other legal and Regulatory Requirements

As required by the order of Joint Director of directorate, Urban Administration & development MP.

Further, on the basis of the accounts and records maintained and produced before us and information & explanations given. In our opinion proper books of accounts as required by law have not been kept by the Nagar Parishad, Indergarh so far as appear from our examination.

UDIN :- 21401975AAAAB[illegible]

Date :- 24/03/[illegible]

Place :- Gwalior

C.M.O

Nagar Parishad Indergarh

Dist. Datia (M.P.)

नगर परिषद – इन्दरगढ़, जिला–दतिया (म0प्र0)
प्राप्ति एवं भुगतान खाता
01 अप्रैल 2019 से 31 मार्च 2020 तक

Annexure - A

प्राप्तियाँ	अनु. क्र.	राशि	भुगतान	अनु. क्र.	राशि
प्रारंभिक शेष			**भुगतान**		
रोकड़ बचत		-	स्थापना व्यय	(क)	1,71,62,213.94
बैंक बचत एवं एफ.डी.आर.		**17,09,61,750.14**	प्रशासनिक व्यय	(ख)	26,84,192.70
प्राप्तिया			सहायता, अनुग्रह एवं अंशदान	(ग)	73,33,543.04
नगर पालिका कर व दर	(क)	1,79,887.00	संचालन एवं संधारण	(घ)	47,52,904.10
किराया एवं प्रिमियम	(ख)	46,184.00	पूंजीगत व्यय	(ङ)	7,18,13,234.47
प्रभार एवं शुल्क	(ग)	8,25,257.55	ऋण, सुरक्षानिधि एवं विविध	(च)	99,40,937.32
अनुदान, अंशदान एवं क्षतिपूर्ति	(घ)	10,57,23,937.00	**अंतिम शेष :–**		
विविध प्राप्तियाँ	(ङ)	3,44,841.00	रोकड़ बचत		-
			बैंक बचत एवं एफ.डी.आर.		**16,43,94,831.12**
योग		**27,80,81,856.69**	योग		**27,80,81,856.69**

नगर परिषद – इन्दरगढ़, जिला--दतिया (म0प्र0)

प्राप्तियाँ का विवरण

अनुसूची	विवरण	राशि
(क)	**नगर पालिका कर व दर**	
1	संपत्तिकर बकाया	
2	संपत्तिकर चालू	29,272.00
3	समेकित कर बकाया	7,532.00
4	समेकित कर चालू	1,12,320.00
5	शिक्षा उपकर बकाया	21,840.00
6	शिक्षा उपकर चालू	5,603.00
7	विकास उपकर बकाया	1,693.00
8	विकास उपकर चालू	640.00
		987.00
	योग	**1,79,887.00**
(ख)	**परिषद की संपत्तियों से प्राप्त किराया एवं प्रिमियम**	
1	दुकान किराया बकाया	
2	दुकान किराया चालू	30,476.00
		15,708.00
	योग	**46,184.00**
(ग)	**प्रभार एवं शुल्क**	
1	जल उपभोक्ता प्रभार बकाया	
2	जल उपभोक्ता प्रभार चालू	1,11,770.00
3	नवीन नल कनेक्शन शुल्क	75,449.00
4	बाजार बैठक	25,000.00
5	आवेदन, प्रमाण–पत्र, प्रतिलिपि, फार्म शुल्क	1,25,600.00
6	नामान्तरण शुल्क	2,701.00
7	टेण्डर फार्म	500.00
8	भवन अनुज्ञा शुल्क	1,30,000.00
9	अस्थाई दखल	37,904.00
10	टेंकर शुल्क	-
11	अन्य प्रभार एवं शुल्क	7,690.00
		3,08,643.55
	योग	**8,25,257.55**

C.M.O
Nagar Parishad Indergarh
Distt. Datia (M.P.)

(घ)	अनुदान, अंशदान एवं क्षतिपूर्ति	
1	चुंगी क्षतिपूर्ति अनुदान	
2	यात्रीकर क्षतिपूर्ति	2,41,33,778.00
3	निर्यात कर	14,00,000.00
4	मुद्रांक शुल्क	16,000.00
5	मुलभूत अनुदान	10,73,000.00
6	राज्य वित्त आयोग	34,36,000.00
7	14 वां वित्त आयोग	41,70,000.00
8	सड़क मरम्मत अनुदान	1,60,89,000.00
9	प्रधानमंत्री आवास योजना	13,29,000.00
10	मुख्यमंत्री अधोसंचरना द्वितीय चरण (ऋण)	1,52,00,000.00
11	अन्य मद	2,40,00,000.00
12	हितग्राही अंशदान व्यक्तिगत शौचलय निर्माण	1,18,01,939.00
13	मुख्यमंत्री जनकल्याण (संबल) योजना अंतर्गत अनुग्रह सहायता	57,120.00
14	मुख्यमंत्री जनकल्याण (संबल) योजना अंतर्गत अन्त्येष्टि सहायता	28,00,000.00
15	श्रम उपकर	2,00,000.00
		18,100.00
	योग	**10,57,23,937.00**
(ङ)	विविध प्राप्तियाँ	
1	अमानत (धरोहर राशियाँ)	
2	बैंकों से ब्याज प्राप्त	2,82,984.00
		61,857.00
	योग	**3,44,841.00**
	महायोग	**10,71,20,106.55**

नगर परिषद – इन्दरगढ़, जिला--दतिया (म0प्र0)

भुगतान का विवरण

अनुसूची	विवरण	राशि
(क)	**स्थापना व्यय**	
1	वेतन एवं भत्ते (स्थायी कर्मचारी)	76,14,501.00
2	वेतन एवं मजदूरी (अस्थायी कर्मचारी)	92,15,569.00
3	परिषद भत्ता	3,21,343.94
4	यात्रा भत्ता	10,800.00
	योग	**1,71,62,213.94**
(ख)	**प्रशासनिक व्यय**	
1	स्टेशनरी एवं छपाई	1,34,373.00
2	समाचार पत्र व्यय, विज्ञापन, विज्ञप्ति	10,12,721.82
3	अंकेक्षण शुल्क/अन्य फीस	1,06,514.26
4	दूरभाष एवं इंटरनेट	23,994.00
5	निर्वाचन व्यय	2,10,762.62
6	अन्य प्रशासनिक व्यय	11,95,827.00
	योग	**26,84,192.70**
(ग)	**सहायता, अनुग्रह एवं अंशदान**	
1	मुख्यमंत्री जनकल्याण (संबल) योजना अनुग्रह सहायता	50,00,033.04
2	मुख्यमंत्री जनकल्याण (संबल) योजना अंत्येष्टि सहायता	1,95,000.00
3	स्वच्छ भारत मिशन (आई.एच.एच.एल.)	21,38,510.00
	योग	**73,33,543.04**
(घ)	**संचालन एवं संधारण**	
1	विद्युत प्रवाह खर्च	8,65,507.00
2	डीजल, पेट्रोल एवं ऑयल	8,13,259.00
3	सामग्री क्रय	17,98,846.88
4	संचालन एवं संधारण – वाहन	6,48,976.52
5	संचालन एवं संधारण – साफ सफाई	3,56,242.30
6	संचालन एवं संधारण – जल प्रदाय	2,70,072.40
	योग	**47,52,904.10**

C M O
Nagar Parishad Indergarh
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(ङ)	पूंजीगत व्यय	
1	**निर्माण एवं मरम्मत**	
	नये रास्ते एवं सड़के	
	रास्ते एवं सड़के एवं अन्य मरम्मत	92,88,578.83
	नाली/नाला निर्माण	18,02,499.00
	पुलिया निर्माण	1,22,63,009.98
	मुख्यमंत्री शहरी पेयजल योजना अनुदान	3,60,813.00
	मुख्यमंत्री शहरी पेयजल योजना ऋण	-
	आंगनबाड़ी भवन निर्माण	58,79,779.00
	अन्य निर्माण	1,63,294.00
	प्रधानमंत्री आवास योजना	13,80,387.00
	मुक्तिधाम निर्माण	1,87,00,000.00
	उक्त की आई.टी./एल.टी./जी.एस.टी./रॉयल्टी	4,42,779.00
	हैण्डपम्प खनन स्थापना	32,52,406.00
	मुख्यमंत्री शहरी मुख्यमंत्री शहरी अधोसंरचना	99,435.80
		1,54,85,637.00
	योग	**6,91,18,618.61**
2	**स्थायी संपत्ति क्रय**	
	फर्नीचर क्रय	
	बैटरी इनवर्टर	84,139.36
	सी.सी.टी.व्ही. कैमरा	18,556.00
	मडपम्प	4,85,811.98
	टाटा टिपर	4,39,576.00
		16,66,532.52
	योग	**26,94,615.86**
	महायोग (1 एवं 2)	**7,18,13,234.47**
(च)	**ऋण, सुरक्षानिधि एवं विविध**	
1	अमानत वापिसी	
3	पेयजल योजना ऋण वापिसी	6,04,171.54
2	बैंक चार्ज	93,33,164.50
		3,601.28
	योग	**99,40,937.32**
	महायोग	**11,36,87,025.57**

CMO
Nagar Parishad Indergarh
Dist. Datia (M.P)

नगर परिषद – इन्दरगढ़, जिला–दतिया (म0प्र0)
आय एवं व्यय खाता
01 अप्रैल 2019 से 31 मार्च 2020 तक

व्यय	राशि	आय	राशि
वेतन एवं भत्ते (स्थायी कर्मचारी)	76,14,501.00	संपत्तिकर बकाया	29,272.00
वेतन एवं मजदूरी (अस्थायी कर्मचारी)	92,15,569.00	संपत्तिकर चालू	7,532.00
परिषद भत्ता	3,21,343.94	समेकित कर बकाया	1,12,320.00
यात्रा भत्ता	10,800.00	समेकित कर चालू	21,840.00
स्टेशनरी एवं छपाई	1,34,373.00	शिक्षा उपकर बकाया	5,603.00
समाचार पत्र व्यय, विज्ञापन, विज्ञप्ति	10,12,721.82	शिक्षा उपकर चालू	1,693.00
अंकेक्षण शुल्क / अन्य फीस	1,06,514.26	विकास उपकर बकाया	640.00
दूरभाष एवं इंटरनेट	23,994.00	विकास उपकर चालू	987.00
निर्वाचन व्यय	2,10,762.62	दुकान किराया बकाया	30,476.00
अन्य प्रशासनिक व्यय	11,95,827.00	दुकान किराया चालू	15,708.00
मुख्यमंत्री जनकल्याण (संबल) योजना अनुग्रह सहायता	50,00,033.04	जल उपभोक्ता प्रभार बकाया	1,11,770.00
मुख्यमंत्री जनकल्याण (संबल) योजना अंत्येष्टि सहायता	1,95,000.00	जल उपभोक्ता प्रभार चालू	75,449.00
स्वच्छ भारत मिशन (आई.एच.एच.एल.)	21,38,510.00	नवीन नल कनेक्शन शुल्क	25,000.00
विद्युत प्रवाह खर्च	8,65,507.00	बाजार बैठक	1,25,600.00
डीजल, पेट्रोल एवं ऑयल	8,13,259.00	आवेदन, प्रमाण–पत्र, प्रतिलिपि, फार्म शुल्क	2,701.00
सामग्री क्रय	17,98,846.88	नामान्तरण शुल्क	500.00
संचालन एवं संधारण – वाहन	6,48,976.52	टेण्डर फार्म	1,30,000.00
संचालन एवं संधारण – साफ सफाई	3,56,242.30	भवन अनुज्ञा शुल्क	37,904.00
संचालन एवं संधारण – जल प्रदाय	2,70,072.40	अस्थाई दखल	-
अमानत वापिसी	6,04,171.54	टैंकर शुल्क	7,690.00
बैंक चार्ज	3,591.84	अन्य प्रभार एवं शुल्क	3,08,643.55
उक्त की आई.टी. / एल.टी. / जी.एस.टी. / रॉयल्टी	32,52,406.00	चुंगी क्षतिपूर्ति अनुदान	2,41,33,778.00
		यात्रीकर क्षतिपूर्ति	14,00,000.00
		निर्यात कर	16,000.00
		हितग्राही अंशदान व्यक्तिगत शौचलय निर्माण	57,120.00
		मुख्यमंत्री जनकल्याण (संबल) योजना अंतर्गत अनुग्रह सहायता	28,00,000.00
		मुख्यमंत्री जनकल्याण (संबल) योजना अंतर्गत अन्त्येष्टि सहायता	2,00,000.00
		श्रम उपकर	18,100.00
		अमानत (धरोहर राशियाँ)	2,82,984.00
		बैंकों से ब्याज प्राप्त	61,857.00
		व्यय का आय पर आधिक्य	57,71,855.61
योग	**3,57,93,023.16**	**योग**	**3,57,93,023.16**

C.M.O.
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नगर परिषद – इन्दरगढ़, जिला–दतिया (म0प्र0)

तुलना पत्रक

वित्तीय वर्ष 2019–20

दायित्व (स्थायी / अस्थायी)	राशि	संपत्ति (स्थायी / अस्थायी)	राशि
पूंजी खाता		**स्थायी संपत्ति**	
सामान्य संचय	22,29,68,288.56	फर्नीचर क्रय	84,139.36
चालू दायित्व		बैटरी इनवर्टर	38,848.00
मुलभूत अनुदान	40,61,249.60	सी.सी.टी.वी. कैमरा	6,31,093.98
राज्य वित्त आयोग	74,33,720.30	मडपम्प	4,39,576.00
14 वॉं वित्त आयोग	4,57,91,151.43	टाटा टिपर	16,66,532.52
13 वॉं वित्त आयोग	41,26,923.00	ह्यूम पाइप	2,00,227.00
12 वॉं वित्त आयोग	9,590.00	**निर्माण कार्य**	
मुद्रांक शुल्क	79,94,540.00	नये रास्ते एवं सड़के	1,05,37,521.53
स्वच्छ भारत मिशन व्यक्तिगत शौचालय निर्माण	-	रास्ते एवं सड़के एवं अन्य मरम्मत	28,74,728.26
स्वच्छ भारत मिशन (आई.ई.सी.)	2,33,103.00	नाली / नाला निर्माण	1,82,51,724.04
मुख्यमंत्री पेयजल योजना अनुदान	1,13,92,599.00	पुलिया निर्माण	4,35,587.85
मुख्यमंत्री पेयजल योजना (ऋण)	41,684.62	मुख्यमंत्री शहारी पेयजल योजना अनुदान	2,42,714.62
मुख्यमंत्री शहरी अधोसंरचना विकास योजना (द्वितीय चरण)	-	मुख्यमंत्री शहारी पेयजल योजना ऋण	2,97,71,675.20
आंगनबाड़ी भवन निर्माण	10,46,871.62	आंगनबाड़ी भवन निर्माण	10,58,433.81
सड़क मरम्मत अनुदान	1,45,417.32	अन्य निर्माण	25,75,888.22
प्रधानमंत्री आवास योजना	36,25,000.00	प्रधानमंत्री आवास योजना	9,76,00,110.92
फायर बिग्रेड अनुदान	5,000.00	मुक्तीधाम निर्माण	6,20,694.08
किचिन शेड़ निर्माण	-	उक्त की आई.टी. / एल.टी. / जी.एस.टी. / रॉयल्टी	22,07,064.79
मध्यान्ह भोजन	1,89,261.00	हैण्डपम्प खनन स्थापना	3,30,011.15
स्वर्ण जयंती	8,12,026.00	मुख्यमंत्री शहरी मुख्यमंत्री शहरी अधोसंरचना	1,54,85,637.00
अन्य मद	2,67,56,410.00	डी आर पी	6,13,212.00
	1,34,27,416.00	**चालू संपत्ति**	
		बैंक एवं एफ.डी.आर	**16,43,94,831.12**
			-
योग	**35,00,60,251.45**	योग	**35,00,60,251.45**

नगर परिषद – इन्दरगढ़, जिला–दतिया (म0प्र0)
वर्ष 2019–20 में प्राप्त अनुदान एवं व्यय की जानकारी

Schedule "A"

क्र0	मद का नाम	प्रारम्भिक शेष	प्राप्त राशि	व्यय राशि	शेष राशि
1	मुलभूत अनुदान	50,57,937.00	34,36,000.00	44,32,687.40	40,61,249.60
2	राज्य वित्त आयोग	1,28,62,043.00	41,70,000.00	95,98,322.70	74,33,720.30
3	14 वॉ वित्त आयोग	3,82,62,000.00	1,60,89,000.00	85,59,848.57	4,57,91,151.43
4	13 वॉ वित्त आयोग	41,26,923.00	-	-	41,26,923.00
5	12 वॉ वित्त आयोग	9,590.00	-	-	9,590.00
6	मुद्रांक शुल्क	69,21,540.00	10,73,000.00	-	79,94,540.00
7	स्वच्छ भारत मिशन व्यक्तिगत शौचालय निर्माण	14,30,788.00	-	14,30,788.00	-
8	स्वच्छ भारत मिशन (आई.ई.सी.)	2,33,103.00	-	-	2,33,103.00
9	मुख्यमंत्री पेयजल योजना अनुदान	1,18,11,397.00	-	4,18,798.00	1,13,92,599.00
10	मुख्यमंत्री पेयजल योजना (ऋण)	1,52,55,150.30	-	1,52,13,465.68	41,684.62
11	मुख्यमंत्री शहरी अधोसंरचना विकास योजना (द्वितीय चरण)	60,00,000.00	-	60,00,000.00	-
12	मुख्यमंत्री शहरी अधोसंरचना विकास योजना (ऋण)	-	2,40,00,000.00	1,05,72,584.00	1,34,27,416.00
13	आंगनबाड़ी भवन निर्माण	12,16,497.00	-	1,69,625.38	10,46,871.62
14	सडक मरम्मत अनुदान	44,88,893.00	13,29,000.00	56,72,475.68	1,45,417.32
15	प्रधानमंत्री आवास योजना	71,25,000.00	1,52,00,000.00	1,87,00,000.00	36,25,000.00
16	फायर बिग्रेड अनुदान	5,000.00	-	-	5,000.00
17	किचिन शेड़ निर्माण	3,77,813.00	-	3,77,813.00	-
18	मध्यान्ह भोजन	1,89,261.00	-	-	1,89,261.00
19	स्वर्ण जयंती	8,12,026.00	-	-	8,12,026.00
20	अन्य मद	1,49,54,471.00	1,18,01,939.00		2,67,56,410.00
	योग	**13,11,39,432.30**	**7,70,98,939.00**	**8,11,46,408.41**	**12,70,91,962.89**

Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD, INDERGARH

NAME OF AUDITOR: Prasad Kumar Agrawal & Associates

Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
1	Audit of Revenue					
		Receipts in Rs.				
		Year 2018-19	Year 2019-20	% of Growth		
(i)	संपत्तिकर	27,313.00	36,804.00	34.75%	Increase in Collection of Water tax Shows efforts are Made for Collection.	Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay since long.Various incomes accrued but not collected are recorded in Receipts & Payments Account andIncome & Expenditure Accounts. Such amounts are not received so they should not form part of receipts and payments account. Such errors should immediately be reversed to present thetrue statement of affairs of the entity.
(ii)	समेकित कर	1,48,440.00	1,34,160.00	-9.62%	Decrease in collection showing that officer in charge has not made proper action plan for recovery of the same.	
(iii)	नगरीय विकास उपकर	1,664.00	1,627.00	-2.22%	Decrease in collection showing that officer in charge has not made proper action plan for recovery of the same.	
(iv)	शिक्षा उपकर	4,859.00	7,296.00	50.15%	Increase in Collection of Water tax Shows efforts are Made for Collection.	
	कुल योग	1,82,276.00	1,79,887.00			
	गैर राजस्व वसूली					

Nagar Parishad Indergarh
Dist Datia (M.P.)

Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD, INDERGARH

NAME OF AUDITOR: Prasad Kumar Agrawal & Associates

Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
(i)	भवन भूमि किराया	42,190.00	46,184.00	9.47%	Increase in Collection of Rent Shows efforts are Made for Collection.	Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay Rent since long.
(ii)	जल उपभोक्ता प्रभार	2,79,445.00	2,12,219.00	-24.06%	Increase in Collection of Water tax Shows efforts are Made for Collection.	Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay water tax since long.
(iii)	ठोस अपशिष्ट प्रबंधन उपभोक्ता प्रभार	-		0.00%	no collection for this year.	
(iv)	अन्य कर / शुल्क	-	6,13,038.55	#DIV/0!		Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay since long.
	कुल योग	3,21,635.00	8,71,441.55			
	महा योग	**5,03,911.00**	**10,51,328.55**			

Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD, INDERGARH

NAME OF AUDITOR: Prasad Kumar Agrawal & Associates

Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
2	Audit of Expenditure				Bifurcation of Capital & revenue Expenditure should be Properly done. No one to one correlation was found between grant received and expenditure so far.	Nature of Expenditure Should be Understood by Staff. Training of GL Codes should be Provided to staff.
3	Audit of Book Keeping				Record of Security Deposit & EMD should be Improved.	Books of Security Deposit & EMD Should be Maintained as per MPMAM
4	Audit of FDR				Interest on FDRs should be entered on Accrual Basis. Usally excess cash kept in bank account. New FDR has been made in this year.	FDR Sheet should be prepared Annually on Accrual Basis.
5	Audit of Tenders/Bids				Tenders are online & transparent but more control required when the payment made to Publishers, reputed and local newspaper rates should be compared. Sometime it has been seen that local newspapers are charging high rates incomparison to reputed newspaper.	Comparison should be done at the time of fixing the rates of publicity of tenders & others.
6	Audit of Grants & Loans				Heads of Grant should be mentioned Properly & FDRs made from Grants & Loans should be mentioned specifically and interest received on FDRs should be credited in Grant fund instead of other & Municipal Fund.	FDR Sheet should be prepared Annually on Grant Basis.

Nagar Parishad
Dist. Datia

Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD, INDERGARH

NAME OF AUDITOR: Prasad Kumar Agrawal & Associates

Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
7	Incidences relating to diversion of funds from capital receipts/Grants/Loans to Revenue Nature Expenditure and from one shceme/project to another				No Such Incidences are Found During the Audit.	
		Revenue Expenditure	Revenue Receipts			
8	any other (a) percentage of revenue expenditure (establishment , salary, operation & maintenance) with Respect to Revenue receipts(Tax & non Tax) excluding octroi, Entry tax,Stamp Duty and other grants etc.	3,57,93,023.16	3,00,21,167.55	119.23%	Revenue Expediture is 119.23% of Revenue Revenue Receipts. Income should be increased by Collection of taxes & Interest & fees & Charges. In this year previous year bills has also been paid including GST. GST Paid challans should be taken from vendors.	Proper headwise accounting should be maintained by the officials. Previous year expeses to be bifurcated seperatly. Diversion of funds should be informed to head office.

Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD, INDERGARH

NAME OF AUDITOR: Prasad Kumar Agrawal & Associates

Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
		Capital Expenditure	Total Expenditure			
	(b)Percentage of Capital Expenditure with Respect to Total Expenditure	8,11,46,408.41	11,69,39,431.57	69.39%	Percentage of Capital Expenditure to Total Expenditure is normal to 69.39 %. Expenditure should be in the ratio with revenue expenditure.	Proper headwise accounting should be maintained by the officials.

C.M.O.
Nagar Parishad Indergarh
Dist. Datia (M.P.)

Heading	SR. NO.	Points to be Checked.	Remarks	Suggestion
Audit of Revenue	I.	The auditor is responsible for audit of revenue from various sources.	We have verified accounts and maintenance of records of various sources of income i.e Taxes, Fees, Rental income and Assigned Revenues to ULB i.e. Compensation in lieu of Octroi and Passenger Tax etc. Levy and calculation of taxes, fees etc. is not checked by us.	• Decline in revenue is majorly due to non- collection of taxes because of lack of manpower and robust methods like collecting the tax by sending the staff directly to homes for collection of cheques or with card swiping machines to collect the tax, such methods should be adopted. • Various schemes and incentives should be introduced on regular intervals to increase the revenue collection. • The cash/bill receipt books should be maintained by only one person. Further the receipt of daily taxes should be done by a single person rather than different individuals.
	ii.	He is also responsible to check the revenue receipts from the counter files of receipt books and verify that the money received is duly deposited in the respective bank account.	We have verified revenue receipt on test check basis the revenue receipts were verified with counter files on sample basis and it was observed that the same was deposited timely in respective bank accounts, but the signature of the person depositing was missing.	
	iii.	Percentage of revenue collection increases decreases in various heads in property tax samekit kar shiksha upkar Nagariya vikas upkar and other tax, compared to previous year shall be part of report.	The comparison of all the taxes with regard to yearly targets have been duly verified and is forming part of the report, annexed herewith Details as per **Annexure-1.**	
	iii.	Delay beyond 2 working days shall be immediately brought to the notice of Commissioner/CMO.	There are no any instances of Delay in receipts deposited in bank beyond 2 working days & brought to the knowledge of CMO. **Annexure-2.**	

	iv.	The entries in cash book shall be verified.	We have verified various cash book entries on test check basis and observed that various cutting and corrections are made including use of whitener therein which is not a fair practice.	
	v.	The auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets. Any lapses in the revenue recovery shall be a part of the report.	ULB did not fixed any quarterly and monthly targets. Only Budgcted yearly targets were fixed for revenuc recoveries. ULB did not achieve its yearly revenue recovery targets. Indergarh Municipality has still not achieved desired tax recovery efficiency ,On the basis of information provided by Rcvenue Department).	
	vi.	The auditor shall verify the interest income from FDR's and verify that interest income is duly and timely accounted for in cash book.	FDRs Interest income is duly checked and not accounted in cash book timely. Only Bank Interest From some savings accounts is accounted in Cash Book.	
	vii.	The cases where, the investments are made on lesser interest rates shall be brought to the notice of the commissioner/CMO.	There is no procedure of calling rate of interest from different banks and same brought to the notice of the CMO.	
Audit of Expenditure	I.	The auditor is responsible for audit of expenditure under all	We have test check expenditures under various scheme on the basis of entries in	• On the Notesheet the CMO and The President should put their

C.M.O.
Nagar Parishad Inder...
Dist. Datia (M.P.)

		the schemes.	cash book. ULB has not prepared scheme wise cash book. Therefore identification of scheme wise expenditure is not possible.	official Seal with the Signature. • Whenever the signature of a Witness is taken the details of witness like the name, address should be mentioned. • The attendance register should be kept with a person incharge and should be daily verified and signed by the CMO/ Chief Accountant. • The completion report and testing report of the project should be attached in the files as in many of the files the completion report and testing report were missing
	ii.	He is also responsible for checking the entries in cash book and verifying them from relevant vouchers.	During the verification of voucher from entries in cash book, we have observed that various vouchers are missing. Vehicle log book is there in the parishad but not maintained on daily basis. Further vouchers are not kept/maintain properly owing to same proper voucher verification could not be done.	
	iii.	He should also check monthly balances of the cash book and guide the accountant to rectify errors, if any.	While the scrutiny of records we have found cash books for same period was maintained separately and but there are many cuttings in the cash books. ULB is required to get its accounting staff trained so that records can be kept properly and reliably.	
	iv.	He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall brought to the notice of the commissioner/CMO.	ULB has not prepared any Scheme wise Cash book and scheme wise expenditures records. Grant register is properly updated and maintained. where fund allocated to particular scheme cannot be ascertained.	
	v.	He shall also verify that the expenditure is accordance with the guidelines, directives, acts	The expenditures were checked on sample basis as all expense and construction files were not presented	

		and rules issued by Government of India/ State Government.	before us for audit. The expenses were in accordance with the applicable directives, except for the following observation 1. There is no completion certificate and no testing reports in most of the files of construction. 2. There were no pre/post photographs of the construction sites in the files.	
	vi.	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.	On the basis of our audit we have observed that all the expenditures have been supported by financial and administrative sanctions accorded by competent authority and are limited to the administrative and financial limits of the sanctioning authority. Although the CMO and president should put their official seal and signatures as in most of the vouchers and supporting the official seal was not found and is some the signatures were also missing.	
	vii.	All the cases where appropriate sanctions have not been obtained shall be reported and the compliance of audit observations shall be ensured during the audit. Non compliances of audit paras shall be brought to the notice of commissioner/CMO.	No such case observed.	

	viii	The auditor shall be responsible for verification of scheme wise project wise Utilization Certificates (UCs). UC's shall be tallied with the income & expenditure records and creation of Fixed Asset.	During the course of audit no utilization certificate was made available before us. Moreover ULB has not prepared fixed asset register. ULB has not prepared scheme wise project wise UCs. Further records regarding income & expenditure are not maintained properly.	
Audit of Book Keeping	I.	The auditor is responsible for audit of all the books of accounts as well as stores.	As per recommendations of the Eleventh Finance Commission (EFC) and the guidelines issued by the Ministry of Finance, Government of India, the Comptroller and Auditor General of India (C&AG) had constituted a Task Force to recommend budget and accounting formats for ULBs. The Task Force in its report, inter alia, suggested formats for maintaining Books of Accounts. The Urban Administration and Development Department (UADD) published the Madhya Pradesh Municipal Accounts Manual (MPMAM) in July, 2007 adopting such formats Indergarh municipality is required to follow such formats.we have examined the books of Accounts taking MP MAM as a base. Further, During the F.Y. 2019-20 Books of Accounts are maintained by ULB on	• The books of accounts are not fully shifted to SAP, still the revenue collection is recorded under Single entry system, hence full/ complete transition is done.

Nagar Parishad Indergarh
Dist. Datia (M.P.)

			Single entry system basis.	
	ii.	He shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to Urban Local Bodies.(ULBs) Any discrepancies shall be brought to the notice of Commissioner/CMO.	Although ULB has shifted to SAP accounting, still there are some accounts in which the expenses are not accounted in the system, hence it is not fully implemented. Books of accounts and Stores are maintained by ULB in General Way Accounting rules applicable to urban local bodies are governed by MPMAM and the books maintained by ULB are not as per MPMAM and same has been brought to the notice of CMO.	
	iii.	The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report.	As per Para 4.1.6 of Chapter 9 of MP MAM 2007. Register of Advances will record details concerning advances extended to employees and its subsequent adjustment and it will maintain separate register for each type of advance. Scrutiny of the records reveals that no any register for advances are maintained by the Indergarh Municipality and details regarding sanction no, accounting code, accounting head and date of posting are also not maintained anywhere.	

	iv.	Bank reconciliation states shall be verified from the records of ULB and the bank concerned. If bank reconciliation statements are not prepared the auditor will help in the preparation of BRS.	Rules 97-98 of Madhya Pradesh Municipal Accounts Rules 1971 provide that the reconciliation of any difference between the balances of cash book and bank accounts is required to be conducted every month. As the Inder ULB Bank reconciliation statement were not updated. We helped and guided them to prepare the same.	
	v.	He shall be responsible for verifying the entries in the grant register. The receipts and payments of grants shall be duly verified from the entries in the cash book.	Grant register is not maintained only schemes register are maintained but details of grant utilization (payment of grant) for particularwork for which grant is received is not fully updated in register. There were also various grants grouped under other grants where head (mad) is unidentified.	
	vi.	The auditor shall verify the fixed asset register form other records and discrepancies shall be brought to the notice of commissioner/CMO.	Fixed Asset register and dead stock register not found in the branch it is not maintained at ULB. Details of various register required to be maintained in accordance with prescribed format in MPMAM.	
	vii.	The auditor shall reconcile the accounts of receipt and payments especially for project	No separate cash book is maintained for project wise receipt and payments, details of expenditure made out of grant	

		funds.	was also incomplete in grant register. Hence we could not verify the same.	
Audit of FDR.	I.	The auditor is responsible for audit of all Fixed deposits and term deposits.	As informed by officials of Indergarh that they have invested in fund in FDR.	• FDRs should be created out of excess funds so that the funds are not idle and are constantly generating revenue.
	ii.	It shall be ensured that proper records of FDR's are maintained and all renewals are timely done.	FDRs are automatically renewed by Core Banking Bank through system on time.	
	iii.	The cases where FDR's/TDR's are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of commissioner/CMO.	There is no procedure of calling interest rate from different banks.	
	iv.	Interest earned on FDR/TDR shall be verified from entries in the cash book.	Interest earned on FDR/TDR is entered on Consolidated basis not on annual basis.	
Audit of Tenders/Bids.	i.	The auditor is responsible for audit of all tenders/bids invited by the ULB's.	We have verified the online bids invited by ULB on test check basis. Tenders allotted on nomination/quotation basis are not made available before us for verification therefore we are unable to give our opinion on the same.	• More competitive tendering process should be implemented. • The limit of online tendering should be reduced so that more and more tenders are put online so as to increase the transparency. • Tender Register should be maintained.

CMO
Nagar Parishad Indergarh
Distt. Datia (M.P.)

	ii.	He shall check whether competitive tendering procedures are followed for all bids.	While going through stock register we have observed that various purchases are made on quotation basis instead of online tendering basis although requirement of such items are above the limit prescribed for online tenders.	
	iii.	He shall verify the receipts of tender fee/bid processing fee/ performance guarantee both during the construction and maintenance period.	We have randomly verified tender fee bid processing fee/performance guarantee on the basis of records provided before us.	
	iv.	The bank guarantees, if received in lieu of bid processing fee/ performance guarantee shall be verified from the issuing banks.	We did not receive any bank guarantee in the books of accounts or not provided to us by the officials during the course of audit for the year 2019-20.	
	v.	The conditions of BG's 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/CMO.	Not applicable	
	vi.	The cases of extension of BG's shall be brought to the notice of Commissioner/CMO. Proper guidance to extend the BG's shall also be given to ULB's.	Not Applicable.	

Audit of Grants and Loans.	I.	The auditor is responsible for the audit of grants given by central government and its utilization.	Grant register is not maintained and details of grant utilization (payment of grant) for particular work for which grant is received is not fully updated in register. There were also various grants grouped under other grants where head (mad) is unidentified. Hence we are unable to form any opinion on the same.	• More and more assets should be created for the welfare of the people as well as for generating more revenues. • Idle funds should be invested in Mutual funds, as they provide better returns against any other form of investment.
	ii.	He is responsible for audit of grants received from state government and its utilization.	During the F.Y.2019-20 ULB has not issued any utilization certificate.	
	iii.	He shall perform audit of loans provided for physical infrastructure and its utilization. During the 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.	Further, as informed by the ULB officials no any loan was taken by Indergarh Municipality During F.Y. 19-20.	

C.M.O.
Nagar Parishad Indergarh
Dist. Datia (M.P.)

	iv.	The auditor shall specifically point out any diversion of funds from capital receipts/grants/loans to revenue expenditure.	During the audit as per randomaly checked records no diversion of funds from capital receipts/grants/loans to revenue expenditure.	

Percentage of revenue collection increases decreases in various heads in property tax

Annexure-1

Audit Of Revenue						
Sr.NO	Parameter				Overview in brief	Suggetions
	Revenue Income	description				
		Receipts in Rs				
		Year 2018-19	Year 2019-20	% of Growth		
1	Property tax	27313	36804	34.75	Collection of dues as compare to previous year is not satisfactory	ULB should taken steps to recover its previous as well as current dues
2	Samekit kar	148440	134160	(9.62)		
3	Nagariya vikas upkar	1664	1627	(2.22)		
4	Shiksha upkar	4859	7296	50.15		
	Total	**182276**	**179887**	(1.31)		
	Non Revenue Taxes					
1	Building/Complex rent	42190	46184	9.47		
2	Water Charges	279445	212219	(24.06)		
3	Other Misc Taxes	0	613038.55	#DIV/0!		
	Total	**321635**	**871441.55**	170.94		
	Grant Total	503911	1051328.55	108.63		

Various incomes accrued but not collected are recorded in Receipts & Payments Account and Income & Expenditure Accounts. Such amounts are not received so they should not form part of receipts and payments account. Such errors should immediately be reversed to present the true statement of affairs of the entity.

C.M.O.
Nagar Parishad Indergarh
Dist. Datia (M.P.)

Annexure-2

Receipts deposited in bank beyond two working days

Aa per ULB the collection is deposited in bank with in 2 days except in the case of bank holidays and servers problems.

Head of Revenue	Date of Collection	Date of Deposited in Bank Statement	Differnce in days	Amount	Reason
Other Receipt	22/10/2019	24/10/2019	2	400	Bank Strike

C.M.O.
Nagar Parishad Indargarh
Dist. Datia (M.P)

Annexure-3

S.no	Register	Whether Maintained	Remark
1	Stock Register	Maintained but not provided	Accounting rules 1999 of the MP Municipal corporation Act 1961 provides that the CMO shall constitute a committee to verify the stocks held by the municipality & Committee shall conduct stock verification at least twice in a year. While the course of audit we have observed that no such committee was constituted and no any physical verification of stock was done by the ULB. Ceriticate in respect of no of pages in Stock register is not found. Stock register was not certify by competent authority
2	Cheque Received Register	Not Maintained	
3	Cheque Dishonored Register	Not Maintained	
4	Cheque Issued Register	Maintained	
5	Register of advances to employees	Not Maintained	register of advances are not maintained by the Chanderi Municipality
6	Register of security deposits	Not Maintained	
7	Register of Earnest Money Deposits	Not Maintained	
8	Register of retention money	Not Maintained	
9	Investment Register	Not Maintained	As per MP MAM investment register will contain details concerning investment of fund in specific securities & details of investment matured during the year.
10	Loan Register	Not Maintained	

Annexure-4

Status of Maintenance of various Fixes Assets Register at Baihar Municipal Council

S.No	Type of Register	Remark
1	Building Register	As per format provided in MP MAM, Ulbs are required to prepare building register which contains details of survey No, location,area,details of use of building etc including details of improvement if any, during the course of verification of records it has been found that no such list /register and details are prepared by ULB.
2	Roads & Street Register	As per format provided in MP MAM, Ulbs are required to prepare ward wise, area wise list of roads, streets ,lanes & footpaths including details of improvement if any, during the course of verification of records it has been found that no such list and details are prepared by ULB
3	Drain Register	As per format provided in MP MAM, Ulbs are required to maintain register which will contain details about all drains including underground drains & the same will be maintain on continuous basis & not for any specific year. while examining the records it has been observed that no such registers are maintain.
4	Public lighting system register	As per format provided in MP MAM, Ulbs are required to maintain register which will contain details about all Public lighting system & the same will be maintain on continuous basis & not for any specific year, while examining the records it has been observed that no such registers are maintain.
5	Vehicle Register	Not Maintained
6	Office Equipment Register	Not Maintained
7	Furniture & Fixture Register	Not Maintained
8	Computer & Peripheral Register	Not Maintained

C.M.O.
Nagar Parishad Indergarh
Dist. Datia (M.P.)