

पृष्ठ संख्या ११२/२०१९

Nagar Parishad, Chandra Shekhar Aajad Nagar, Dist. Alirajpur, MP
Income and Expenditure Account for the period ended 31.03.2020

Income		Expenditure During the Year	
राशि		Expenditures	राशि
होस्टल उपकर बकाया	14140	सड़क मरम्मत	48000
होस्टल उपकर चालू	181182	अवगुह्य राशि	300000
विकास उपकर बकाया	16207	अवत निधी	2054741
विकास उपकर चालू	215354	सी सी रोड	3181847
सम्पत्तिकर बकाया	80198	कम्यूटर एवं कॉन्सुमर	56953
सम्पत्तिकर चालू	913457	डीजल	1419990
समीकित कर बकाया	10910	इलेक्ट्रिसिटी	1076806
समीकित कर चालू	129120	इलेक्ट्रिसिटी सामग्री	162732
जलकर बकाया	5290	जी पी एफ	1243134
जलकर चालू	167235	जी एस टी	36742
बजार बंधक	1145960	रैड पंप	216169
पशु पंजीयन शुल्क	885185	हैडको लोन	266947
दुकान किराया बकाया	92404	ग्राफी का बिमा	12453
दुकान किराया चालू	292184	जल पदाथ	171743
जामानदार शुल्क	54000	जल सामग्री	654858
विविध	15892	जे सी बी किराया	275000
चुंगी धातु प्रति	9029671	कचरा ग्राफी	97881
समशीला शुल्क	27091	लोगन फीस	2196430
दुकान प्रिमियम	363959	एल आई सी प्रिमियम	376364
मू-आटक चालू	66000	लाइट फिटिंग-एल ई टी	625558
बुक वापसी/ब्याज	3342039	अन्य	74914
नल संयोजन शुल्क	7700	मोटर पंप	414566
यात्री कर	347000	ऑक्टोई डिडकशन	628771
भवन निर्माण शुल्क और लाईन जमा	64540	अन्य कार्य	128675
मंजूर	1065000	पुनाई	1500
सड़क मरम्मत	1062126	पावट मालदेय	156000
14 वां विल आयोग	9469000	पुश्कल	254692
संयोजन योजना राशि	302087	प्र म आवास योजना	150000
अन्य अनुदान	3924050	समस्तरी खर्च	919821
स्टाम्प ड्यूटी शुल्क	59000	R & M फालिग मशीन	135486
मुद्रांक शुल्क	7000	R & M अन्य ग्राफी	193510
अतिथार	404	साफ सफाई खर्च	20000
सरचार्ज	11370	वेतन	15521217
टेलीफोन कलिंग	24590	संभल योजना	3000000
किराया शुल्क	16247	सोचालय निर्माण	263763
टाउन हॉल किराया	28000	स्टेशनरी	377667
अडमिनिस्ट्रेशन शुल्क	6000	स्वच्छता सामग्री	685164
बकाया	10083	टैक्स	184871
आवदन शुल्क	142	टैकर किराया	60280
फाई	21293	टी टी एस	65725

दिनांक 01/apr/2019

UDIN : 20409459AAABZ9265

दिनांक - 04/11/2020

स्थान - इंदौर

पं. नं. 409459

(पार्टनर)

सी. ए. सावन गारिया

कर्म रजि. नं - 003084S

(चार्टर्ड एकाउन्टेन्ट)

कले राव एण्ड एसोसिएट

सामग्री शुल्क	3600	टेलीफोन खर्चा	9495
परिवहन	25600	ट्रेक्टर किराया	816490
प्रमाण पत्र	14200	टैबल	1481624
रिक्वाईर्ड दस्तावेजी शुल्क	20420	गारन किराया	141450
विवाह प्रोवायन	300	विजापन खर्चा	270567
वाटर टैंकर	9900	इन्कमटेक्स	70590
राज विदे आयोग	1171307	फर्नीचर व्यय	61600
वैद वेन	84624	व्यय से अधिक आय	3218036
वाणिज्य	1492695		
विविध बकाया	11000		
प्रांतीय जुरमाना	2800		
कृषि बृक टोल मिस्टक	49445		
बैंक सीक्युरिटीशन अंतर	2421821		
विशेष निधि	5000000		
Total	43780822	Total	43780822

Balance Sheet as on 31st March 2020

[illegible]

Nagar Parishad, Chandra Shekhar Aajad Nagar, Dist. Alirajpur, MP			
आदि :- 31 march 2020			
नगर पालिका के बैंक खातों की जानकारी			
क्र	बैंक का नाम	खाता नंबर	बैंक बैलेंस ऐस पर बैंक
1	स. प. ग्राजीपु बैंक	505110110001206	967143
2	स. प. ग्राजीपु बैंक	505110110000578	2055777
3	स. प. ग्राजीपु बैंक	505110110001302	707819
4	स. प. ग्राजीपु बैंक	505110110000276	268865
5	CCB	658108011042	6140838
6	CCB	158004652374	60389
7	CCB	158000900353	3275216
8	भारतीय स्टेट बैंक	53029274035	13605573
9	बैंक ऑफ बड़ोदा	08340100018109	5083700
10	CCB	658108002140	2111629
11	बैंक ऑफ बड़ोदा	08340100001730	608930
12	बैंक ऑफ बड़ोदा	08340100003517	202876
13	आई.डी.बी.आई. बैंक	1626104000056391	5944281
14	इलाहाबाद बैंक	50430394593	8650516
कुल			49683552

Abstract sheet for Reporting on Audit paras for financial year 2019-20

Name of ULB :- Nagar Parishad, Chandra Shekhar Aajad Nagar , Dist Alirajpur

Name of Auditor:- Rao And Emmar Chartered Accountants ,Indore

S. no.	Parameters	Description			Observation In Brief	Suggestions
	राजस्व कर वसूली	Receipt In Rs.				
		Year 2018-19	Year 2019-20	% of Growth		
(i)	सम्पत्तिकर	1034594	993655	-3.96	We observe that revenue collection from various taxes and duties are reducing in comparison to previous years/ budget target	1. We Suggest to increase in revenue by employing more manpower and proper responsibility to be assigned with performance basis
(ii)	समेकित कर	148239	140030	-5.54		
(iii)	नागरीय विकास उपकार	232736	231561	-0.50		
(iv)	शिक्षा उपकर	204551	195322	-4.51		
	कुल योग	1620120.00	1560568	-3.68		
	गैर राजस्व वसूली					
(i)	भवन भूमि किरया	732658	384588	-47.51		
(ii)	जल उपभोक्ता प्रभार	199210	172525	-13.40		
(iii)	ठोस अपशिष्ट प्रबंधन					
(iv)	अन्य कर / शुल्क	3644591	3213618	-11.83		
	कुल योग	4576459	3770731	-17.61		
	महा योग	6196579.00	5331299.00	-13.96		

Abstract sheet for Reporting on Audit paras for financial year 2019-20

Name of ULB :- Nagar Parishad, Chandra Shekhar Aajad Nagar , Dist Alirajpur

Name of Auditor :- Rao And Emnar Chartered Accountants , Indore

S.No	Parameter	Description	Observation	Suggestion
		The auditor is responsible for audit of revenue from various sources	We have verified revenue from various sources and our observation are mention in below points	
		He is also responsible to check the revenue receipt from the counterfiles of receipt books and verify that the money received is duly deposited in respective bank account	The revenue receipt was verified with counterfiles on sample basis and it was observed that the same was deposited timely in respective bank accounts	
		Percentage of revenue collection increases/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.	The comparison of all the taxes with regard to yearly targets have been duly verified and is forming part of report, annexed herewith	
		Delay beyond 2 working days shall be immediately brought to the notice of commissioner/ cmo	We have verified the bank statements given to us against the receipt and we found that there was no delay beyond 2 working days in depositing cash into respective bank accounts.	1) Decline in revenue is majorly due to non-collection of taxes because of lack of manpower and robust collection methods. Hence proper staffing is required and some 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. 2) Various schemes and incentives should be introduced on regular intervals to increase the revenue collection 3) 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
		The entries in cash book shall be verified	The entries in cash book have been verified and there was totaling mistake of Rs 49445/- in Cash Book. In cash book No bifercation of income mentioned of grants.	
		The auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets.	The targets given to the ULB with regard to revenue recovery are yearly. As per the information provided to us the targets of revenue recovery were not met.	
		The auditor shall verify the interest income from FDRs and verify that interest income are duly and timely accounted for in cash	As informed by the management there were no FDRs that were created during the audit period.	
		The cases where the investment are made on lesser interest	As per the information provided to us there were no such	

	rates shall be brought to the notice of the commissioner / cmo	cases	
2 Audit of Expenditure	The auditor is responsible for audit of expenditure under all the schemes	We have verified expenditure under all the schemes and our observation are mention in below points.	1. On the Notesheet the CMO and The President should put there official Seal with the Signature 2. The attendance register should be kept with a person incharge and should be daily verified and signed by the CMO/ Chief Accountant. 3. 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. 4. Overwriting or Manual Changes in Voucher and Invoices should be avoided.
	He is also responsible for checking the entries in cash book and verifying them from relevant vouchers.	The entries in cash book have been verified from relevant vouchers and we observed that Previous Year expenses payemint also made during current year.	
	He should also check monthly balances of the cash book and guide the accountant to rectify errors if any	The monthly balances of cashbook was checked and the errors were rectified	
	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 any commissioner /cmo	There is no such bifurcation of expenses, the payment of every expense is made from a single bank account in which the amount of various grants are credited. Given the above situation we are unable to form an opinion on whether the expenditure are done from a particular scheme or not	
	He shall also verify that the expenditure is in accordance with the guidelines directives acts and rules issued by government of India /state government.	The expenditure were checked on sample basis and expenditure is in accordance with the applicable directives.	
	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 sample audit checking we have observed that all the expenditure 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.	
	All the cases where appropriate sanction 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	The expenditure were in accordance with the applicable directives, except for following observation 1. There are no completion certificates and no testing report in most of the files of construction. Also in some cases the quotations were on blank pages instead of Letter heads of the firm. 2. There were no pre/post photographs of the construction sites in the files	
	The auditor shall be responsible for verification of scheme project wise utilization certificates [UC]	During our audit we have observed that there were no utilization certificates made by the ULB.	
	The auditor shall verify that all the temporary advances have been fully recovered.	As per observation there were no advances given by ULB during the period of the audit.	

3	The auditor is responsible for audit of all the book of account as well as stores. He shall verify that all the books of account and stores are maintained as per accounting rules applicable to urban local bodies. Any discrepancies shall be brought to the notice of commissioner /cmo 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 The auditor shall verify that all the temporary advances have been fully recovered Bank reconciliation statement [BRS] shall be verified from the records of ULB and the bank concerned. He shall be responsible for verifying the entries in the grant register. The receipt and payments of grants shall be duly verified from the entries in the cash book The auditor shall verify the fixed asset from other records and discrepancies shall be brought to the notice of commissioner /cmo. The auditor shall reconcile the accounts of receipt and payment especially for project fund The auditor is responsible for auditor of all fixed deposit and term deposit It shall be ensured that proper record of FDR are maintained and all renewals are timely done. The cases where FDR/IDR are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of commissioner /cmo	We have verified the books of accounts as well as stores and our observation are mention in below points. The ULB is still doing accounting on single entry basis. Double entry system should be established fully, so that the financial accounts depict the real status by taking into account the opening balances. In cash Books bifurcation of Bank account with opening and closing balance not available. Previous Year Audit report also not available. As per information and explanation given to us there were no advances given by ULB during the period under audit. As per information and explanation given to us there were no temporary advances given by ULB during the period under audit. We observe that in Cash Book opening Balance not match with Bank Balances and we mentioned difference in our Statement. Closing Balance of Cash Book also not match with Bank Balances. The opening Balance difference is of past years. Bank reconciliation statements not prepared as in Cash Book no bifurcation bank wise available in cash book. We prepared report based on Bank statement and difference amount adjusted in Receipt and Payment account and Income and Expenditure Account The entries in the grant register not available for verification as the same is not maintain. We have observed that the ULB has not prepared the Fixed asset register. The project fund has been not reconciled with the receipts and payments. There were no FDRs that were created during the audit period FDRs should be created out of excess funds so that the funds are not idle and are constantly generating revenue. The books of accounts are not fully shifted to ERP Software, still the revenue collection is recorded under Single entry system, hence full /complete transition should be done.
4	Audit of FDR	

5	Audit of Tender/ Bids	The auditor is responsible for audit of all tenders/bids invited by the ULB's. He shall check whether competitive tendering procedures are followed for all bids He shall verify the receipts of tender fee/bid processing fee/performance guarantee both during the construction and maintenance period. The bank guarantees, if received in lieu of bid processing fee/performance guarantee shall be verified from the issuing banks. The conditions of BG's shall also be verified; any BG with any such condition which is against the interest of the ULB shall be verified and brought to the notice of commissioner/CMO 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. The auditor is responsible for audit of grants given by Central Government and its utilization. He is responsible for audit of grants received from State Government and its utilization He shall perform audit of loans provided for physical infrastructure and its utilizations. During this audit the auditors shall specifically comment on the revenue mechanism i.e. whether the asset created out the loan has generated the desired revenue of not. He shall also comment on the possible reasons for non generation of revenue. The auditors shall specifically point out any diversion of funds from capital receipts/grants/loans to revenue expenditure and from one scheme/project to another	We have verified all the tenders/ bids invited by ULBs and our observation are mention in below points. competitive and tendering procedures are followed for all bids and we observe that tender allotted to only some few parties and also in online tendering through Gems No complete documents are enclosed We did not find any error in the receipt of tender fee/bid processing fee/performance guarantee both during the construction and maintenance period. As per the information and explanation provided to us there were no Bank Guarantees received by ULB during the period of audit.	1) More competitive tendering processes should be implemented. 2) The limit of online tendering should be reduced so that more and more tenders are put online so as to increase the transparency. 3) In Voucher complete documents enclosed of online applying bids
6	Audit of Grants and Loans	We audited the grant register provided to us by the accountant at ULB giving in the details of Central as well as State government grants. As per the information and explanation given to us all the entries of grant receipt and expense is being recorded in that register. Further there was no basis provided to verify the same. Hence we are unable to form any opinion on the same. During the year there is not any loan provide for physical infrastructure and there were no asset created for generation of revenue. The expenditure is in accordance with the applicable directives.	1) More and more assets should be created for the welfare of the people as well as for generating more revenue. 2) Idle funds should be invested in Mutual funds, as they provide better returns against any other form of investment.	Proper Scheme wise Grant Ledger shall be maintained
7	Incidences relating to diversion of fund from capital Receipt/Grant/Loans to Revenue Nature Expenditure And from one Scheme/Project to	As informed by the accountant, grants are received by state Government and Central Government without information / receipt advice or any documentary evidence	Actual utilization of grants was not traceable due to absence of audit trail and documentary evidence	

	S.No. of the subject to Another.			
8	a) percentage of revenue expenditure (establishment, salary, operation and maintenance) with respect to revenue receipts (Tax & Non Tax)	As per the Management Explanation in respect to revenue expenditure (establishment, salary, operation and maintenance) with respect to revenue receipts (Tax & Non Tax)	Percentage of Revenue Expenditure in respect to Revenue Receipt is 112.2 % as per the information given by the management	
	b) Percentage of Capital expenditure with respect to Total expenditure	Capital Expenditure are identified as per the Management explanation	Capital Expenditure is 11.1% of Total Expenditure as per the information given by the Management	
9	whether all the temporary advances have been recovered or not	The auditor shall verify that all the temporary advances have been fully recovered	As per information and explanation given to us there were no temporary advances given by ULB during the period under audit	
10	whether bank reconciliation statement is being regularly prepared	Bank reconciliation statement [BRS] shall be verified from the records of ULB and the bank concerned	we observe that In Cash Book opening Balance not match with Bank Balances and we mentioned difference in our Statement. Closing Balance of Cash Book also not match with Bank Balances. The opening Balance difference is of past years. Bank reconciliation statements not prepared as in Cash Book no bifurcation bank wise available in cash book. We prepared report based on Bank statement and difference amount adjusted in Receipt and Payment account and Income and Expenditure Account.	
11	Any Other	some other discrepancy were found	Based on our sample checking, TDS and GST Not deducted in some of the cases, and PT Not deducted and Return also not filed and Labour Tax also not deducted	1) TDS and Commercial tax returns should be filed 2) All Statutory Compliances should be complied on timely basis to avoid interest and Penalty

**Nagar Parishad, Chandra Shekhar Aajad Nagar, Dist. Alirajpur, MP
Receipt and Payment Account for the period April, 2019 to March, 2020**

प्राप्ति	राशि	भुगतान	राशि
प्रारम्भिक शेष			राशि
लाभ खाता	0	सड़क मरम्मत	48000
म.प. यासीप बैंक 5051101100001206	987261	सिक्वियरिटी डिपोजिट	1149949
म.प. यासीप बैंक 505110110000578	2530209	अमानत राशि	500000
म.प. यासीप बैंक 505110110001302	445419	अवृद्ध राशि	300000
म.प. यासीप बैंक 505110110000276	259695	अवन लिमीप	2054741
CCB 658108011042	5704450	सी सी रोड	3181847
CCB 158000900353	593506	कम्यूटर एंड कोन्सुमएबल	56953
भारतीय स्टेट बैंक 53029274035	13270475	डीजल	1419990
बैंक ऑफ बड़ौदा 08340100018109	5663727	इलेक्ट्रिसिटी	1076806
CCB 658108002140	8167549	इलेक्ट्रिसिटी सामग्री	162732
बैंक ऑफ बड़ौदा 08340100001730	99797	जी पी एक	1243134
बैंक ऑफ बड़ौदा 08340100003517	608930	जी एस टी	36742
आई.डी.बी.आई बैंक 1626104000056391	202876	ड्रेड पप	216169
इलेक्ट्रिकल बैंक 50430394593	0	ड्रेडको लोन	266947
ओपरेटिंग बैंक बैलेस में शामिल है बैंक बैलेस अंतर	11287720	गाड़ी का रिमा	12453
13234950		जन प्रदाय	171743
		जन सामग्री	654858
		जे सी वी किराया	275000
शिक्षा उपकर वक्या	14140	कचरा गाड़ी	97881
शिक्षा उपकर वक्या	181182	लीजल फीस	2196430
विकास उपकर वक्या	16207	एल आई सी प्रीमियम	376364
विकास उपकर वक्या	215354	लॉडेट फिटिंग-एल डी ली	625558
संपत्तिकर वक्या	80198	अन्य	74914
संपत्तिकर वक्या	913457	ओटर पप	414566
समीकित कर वक्या	10910	ऑक्टोई डिडरशन	628771
समीकित कर वक्या	129120	अन्य कार्य	128675
जनकर वक्या	5290	पुलाई	1500
जनकर वक्या	167235	पाबंद आनदेय	156000
वाजार बठक	1145960	पेशन	254692
पशु पजीयल शुक्ल	885185	प म आवास योजना	150000
दुकान किराया वक्या	92404	समस्तरी खर्चा	919821
दुकान किराया वक्या	292184	R & M फीमिंग मशीन	135486
लाभानरप शुक्ल	54000	R & M अन्य गाड़ी	193510
अमानत	338963	साफ सफाई खर्चा	20000
विविध	15892	वेतन	15521217
युपी धाति प्रति	9029671	संभल योजना	3000000
समझौता शुल्क	27091	सौवालय लिमीप	263763
दुकान प्रिमियम	363959	स्टेशनरी	377667
म.भाटक वार्ष	66000	सुरक्षा लिमि	2045112
बैंक वापसी/ब्याज	3342039	स्वछता सामग्री	685164
नल संयोजन शुल्क	7700	टैडर	184871
यानी कर	347000	टैकर किराया	60280
भवन निर्माण शुल्क ऑनलाइन जमा	64540	टी डी एस	65725

UDIN :20409459AAAAABZ9265

दिनांक - 04/11/2020

स्थान - इंदौर

सं.नं. 409459

(पार्टिकर)

श्री. ए. सावन गविथा

कर्म रजि. नं. - 003084S

(चार्टर्ड एकाउन्टेंट)

कर्म राव एण्ड एसोसिएट

मूलमूल	1065000	टेलीफोन खर्चा	9495
सड़क मरम्मत	1062126	टैक्सी किराया	816490
14 वा वित्त आयोग	9469000	टैवल	1481624
सबल योजना राशि	302087	वाहन किराया	141450
अन्य अर्पण	3924050	विज्ञापन खर्चा	270567
स्टाम्प ड्यूटी शुल्क	59000	कॉपर्टा पेंडी	12035430
मुद्रांक शुल्क	7000	इन्कमटैक्स	70590
आदिआर	404	फर्नीचर खर्चा	61600
सरचाई	11370		
टीडीएस कटौती	24590		
किराया शुल्क	16247		
टाउन होल किराया	28000	अतिथि शेष	
अडिसेमन्ट शुल्क	6000	सं. प्र. ग्राभीण बैंक 505110110001206	967143
वकाया	10083	सं. प्र. ग्राभीण बैंक 505110110000578	2055777
आवदन शुल्क	142	सं. प्र. ग्राभीण बैंक 505110110001302	707819
फार्म	21293	सं. प्र. ग्राभीण बैंक 505110110000276	268865
सामग्री शुल्क	3600	CCB 658108011042	6140838
परिवार	25600	CCB 158004652374	60389
प्रमाण पत्र	14200	CCB 158000900353	3275216
निकई दुरस्ती शुल्क	20420	भारतीय स्टेट बैंक 53029274035	13605573
निवाह पंजीयन	300	बैंक ऑफ बड़ोदा 08340100018109	5083700
वाटर टैंकर	9900	CCB 658108002140	2111629
कॉपर्टा पेंडी	12035430	बैंक ऑफ बड़ोदा 08340100001730	608930
राज विन आयोग	1171307	बैंक ऑफ बड़ोदा 08340100003517	202876
गुंव देन	84624	आई.डी.बी.आई बैंक 1626104000056391	5944281
वाणिज्य	1492695	इलाहाबाद बैंक 50430394593	8650516
विवाद वकाया	11000		
प्राणीयन जुमाना	2800		
कंश वृक टोटल मिस्टक	49445		
बैंक रीकॉन्सिलेशन अनर	2421821		
विशेष निधि	5000000		
Total	105976829	Total	105976829