



## INDEPENDENT AUDITOR'S REPORT

### To the Stakeholders of SAIKHEDA NAGAR PARISHAD

#### 1. Report on the Financial Statements

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

#### 2. Management's Responsibility for the Financial Statements

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

#### 3. Auditor's Responsibility

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

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

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सहकारी जिला नरसिंहपुर

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

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

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

#### **4. Qualified Opinion**

In our opinion and to the best of our information and according to the explanations given to us, except for the effects of the matter described in the report attached below, the Receipt & Payment Account annexed to this report give true and fair view of financial transactions affected by ULB and recorded these transactions in cash book for the financial year ending as on 31st March, 2020.

#### **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.

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

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- c) Non-maintenance or incomplete registers as prescribed under manual and mentioned at point 3 of annexure 2.
- d) Non-availability of details related with Tenders.
- e) Non verification of EPF, TDS on GST and TDS-Income Tax deposited, as same has not been made available to us by the ULB.

Our opinion is not modified in respect of these matters.


**7. We further report that:**

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

Date: 30/11/2020

UDIN: 20418806AAAACL8331

**For Patidar & Associates**  
Chartered Accountants

  
CA Neelesh Patidar  
(Partner)  
MRN - 418806





Annexure '1'

**Report on Internal Financial Controls over Financial Reporting**

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

We have audited the internal financial controls over financial reporting of SAIKHEDA 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

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

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

#### **4. Meaning of Internal Financial Controls Over financial Reporting.**

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

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

#### **5. Inherent Limitations of Internal Financial Controls Over Financial Reporting**

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



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## 6. Qualified opinion

According to the information and explanations given to us and based on our audit, the following material weaknesses have been identified as at March 31, 2020:

- 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.

30.03.2020

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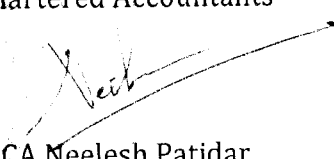
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We have considered the material weaknesses identified and reported above in determining the nature, timing, and extent of audit tests applied in our audit of the March 31, 2020 financial statements of the ULB, and these material weaknesses do not affect our opinion on the financial statements of the ULB.

Date: 30/11/2020

**For Patidar & Associates**  
Chartered Accountants

  
CA Neelesh Patidar  
Partner  
MRN - 418806

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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.
- 2) He is also responsible to check the revenue receipts from the counter files of receipt book and verify that the money receipt is duly deposited in respective bank account. The counter foils or revenue receipts were made available to us for verification. It was informed to us that the revenue/tax collector/officer directly deposits the amount collected with main cashier at the cash counter, who in turn deposit this amount directly to the bank account. A register is being maintained by revenue/tax collector/officer from which collected amount move into cashier cash book . A detailed statement containing outstanding demand and tax collected during the year was provided to us by the concerned department duly certified by the concerned officer.
- 3) Percentage of revenue collection increase or decrease in various heads in property tax, samekitkar, shikshaupkar, nagriyavikasupkar, and other tax compared to previous year shall be part of report.  
Details are given in Annexure C attached to this report.
- 4) Delay beyond 2 working days shall be immediately brought to the notice of commissioner/CMO.  
No such instances were noticed during the test check of 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 targets.

During our verification of revenue registers we observed huge outstanding from past several years, below mentioned are few cases:

**In case of Water Tax-**

Water tax register is not maintained properly as it does not contain important details such as interest charged on pending dues, legal action initiated against such pending dues. List of few pendencies of taxes from long time has been listed below:

Ward No.	Consumer Name	Outstanding Year	Outstanding Amount (Rs.)
1	Shiv Prasad	More than 10 yrs	6,430.00
1	Ashok Kumar	More than 10 yrs	8,940.00
2	Budhelal	More than 10 yrs	6,830.00
3	Narmada	More than 10 yrs	7,720.00

**In case of property tax**

Property tax register is not maintained properly as it does not contain important details such as outstanding balance, since when dues are pending, interest charged on pending dues, legal action initiated against such pending dues. List of few pendencies of taxes from long time has been listed below:

Ward No.	Consumer Name	Sampatti Kar	Samekit Kar	Education Cess	Urban Development Cess	Total
5	AnjiChouksey	5,022.00	480.00	1,116.00	1,116.00	7,734.00
5	RakeshRai	10,584.00	480.00	2,352.00	2,352.00	15,768.00
6	Mukesh Agrawal	17,108.00	480.00	3,800.00	3,800.00	25,188.00
1	Sunita Sharma	20,907.00	120.00	4,181.00	4,181.00	29,389.00

- 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 explained to us, ULB does not maintain any FDR during the year. Hence we cannot comment on recognition of interest income by the ULB.

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

As explained to us, ULB does not maintain any FDR during the year. Hence we cannot comment on investment made at lesser interest rates.

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**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.
- 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.

Voucher no.	Date	Amount	Particular	Remarks
66	23-05-2019	5,10,000.00	HH Enterprises (Bhopal)	GST Deduction of Rs. 54644/-. Deduction should be at rates specified in the GST law.
24	22-04-2019	4,00,000.00	MM janlalyansambalyojna	No Supporting invoices found. Only Payment vouchers were available
21	18-04-2019	5,44,187.00	Katare Construction Saikheda	Payment Vouchers Missing also details of taxes deducted not found
75	30-05-2019	87,360.00	Hirah Enterprises	No Supporting invoices found. Only Payment vouchers were available.
76	30-05-2019	3,23,520.00	Star Enterprises	No Supporting invoices found. Only Payment vouchers were available.

ULB have not provided challans or returns for payment of Income Tax-TDS, GST-TDS 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.

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No issue of any difference in test check totalling amount was noticed in course of our verification.

- 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 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.

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18.05.2020



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

- 9) He shall verify that all temporary advances have been fully recovered.  
Details regarding temporary advances were not provided to us by the ULB and hence we cannot comment on the same.

### **3. Audit of Book Keeping**

- 1) The auditor is responsible for audit of the books of accounts as well as stores.

As per the information and explanation provided to us by the management of the ULB and on perusal of books of accounts, it was noticed by us that the ULB has not maintained Fixed Asset Registers, Security Deposit Registers, Stock Registers, Register of Advances to Contractors & Register of Earnest Money Deposits as prescribed under MP MAM.

- 2) He shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to the Urban local Bodies. Any discrepancies shall be brought to the notices of Commissioner / CMO.

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

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Bank Reconciliation is provided to us by the ULB and provided below:

Balance as per cashbook	9,18,25,006.76
<b>Add: Amount deducted from cashbook but not debited from bank account</b>	
BasantAdhivakta	10,000.00
26 Jan 2020 ke paper	7,500.00
26 Jan 2020 ke paper	2,500.00
SagarDinkar paper	1,500.00
Raj Express	1,500.00
DainikJagran	1,500.00
DainiksamayJagat News	1,500.00
Narsinghpurkesari paper	1,000.00
Electricals	6,200.00
Makkan Numbering samagrii	4,585.00
BhikamsinghChoudary	20,685.00
Om prakashSoni	2,231.00
Gupta Fuel Centre	4,138.00
Vasediya Construction	37,228.00
AdhikBhugtaan	(18.00)
KamBhugtaan	436.00
KamBhugtaan	1.00
Balance as per bank	9,19,27,492.76

Details of closing bank balance are as follows:

S.No.	Bank Name	Bank Account No.	Closing Balance as per Pass book as on 31/03/2020
1	Bhartiya State Bank Saikheda	34658434405	6,07,99,443.16
2	Canara Bank Gadarwara	4769132000012	60,33,949.00
3	Mahindra Kotak Bank Gadarwara	5312021247	2,02,83,199.00
4	Mahindra Kotak Bank Gadarwara (Swachta Bharat Mission)	5112126631	2,034.00
5	Central Bank of India (Gadarwara)	3520241658	6,36,090.00
6	Central M.P. Grahmin Bank (Saikheda)	2036911	24,49,646.00
7	JilaMaryaditSehakaari Bank	163000297572	17,23,131.00
	<b>Total</b>		<b>9,19,27,492.16</b>

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- 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 verified as provided by the ULB. We have reconciled the entries of grant register with cashbook on test check basis and found that the grant registers were not maintained properly as the receipt of grant amount in current year is entered on consolidated basis together with amount of opening balances also. Therefore it is difficult to verify the actual grant receipts. Summarised statement of grants maintained by the ULB has been provided to us and same has been provided in the point 6(1) of this report.
- 6) The auditor shall verify the fixed assets register from other records and discrepancies shall be brought to the notices of Commissioner / CMO.  
Fixed asset registers were not provided to us for verification. Therefore we are not able to verify the same and comment upon whether it is complete and correctly balanced.
- 7) The auditor shall reconcile the account of receipt and payment especially for project funds.  
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 explained to us, ULB does not maintain any FDR during the year. Hence we cannot comment on the same.
- 2) It shall be ensured that proper record of FDR's are maintained and renewals are timely done.  
As explained to us, ULB does not maintain any FDR during the year. Hence we cannot comment on 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.  
As explained to us, ULB does not maintain any FDR during the year. Hence we cannot comment on investment made at lesser interest rates.
- 4) Interest earned on FDR/TDR Shall be verified from entries in the cash book.  
As explained to us, ULB does not maintain any FDR during the year. Hence we cannot verify interest income entries with the cashbook.

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
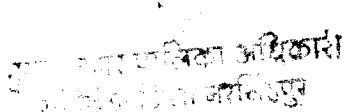


5. **Audit of Tenders / Bids**

- 1) The auditor is responsible for audit of all tenders / bids invited by the ULB.  
Tender related documents were provided to us on test check basis. On verification of produced documents we can conclude that procedure of tendering was followed by the ULB.
- 2) He shall check whether competitive tendering procedures are followed for all bids.  
Tender related documents were provided to us on sampling basis, and except few minor irregularities we found them complete and appropriate. Competitive tendering procedures were followed for all bids.
- 3) He shall verify the receipts of tender fee / bid processing fee / performance guarantee both during the construction and maintenance period.  
Tender related documents were provided on test check basis, and we have verified the receipts of tender fee / bid processing fee / performance guarantee etc. No major irregularities were found during our verification in the produced documents.
- 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.



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Verification had been conducted for the grants received from the Central/state government. Details for the same are provided in table below:-

Grant	Opening	Receipt	Utilization	Closing
Mulbhoot	22,90,880.00	37,05,000.00	12,32,022.17	47,63,857.83
Sadak Marammat	3,83,771.66	6,93,000.00	2,76,413.36	8,00,358.30
State finance Commission	48,62,360.00	20,87,000.00	-	74,19,360.00
Mudrank Shulk	88,000.00	2,60,000.00	62,000.00	2,86,000.00
CM Urban Cleanliness Mission	26,071.00	-	21,007.00	5,064.00
Swacch Bharat Mission	2,034.00	-	-	2,034.00
Office Building Construction	24,49,646.00	-	-	24,49,646.00
MP Fund	6,08,925.00	-	-	6,36,090.00
Special Fund	50,00,000.00	1,00,00,000.00	-	1,50,00,000.00
Chhungi Kshatipurti	28,27,194.94	1,11,02,764.00	85,02,352.94	54,27,606.00
13th Finance Commission	13,39,000.00	-	-	13,39,000.00
14th Finance Commission	1,50,92,000.00	75,37,000.00	37,68,000.00	1,88,61,000.00
Other	1,80,48,313.00	8,17,000.00	1,20,70,602.59	67,94,710.41
<b>Total</b>	<b>5,30,18,195.60</b>	<b>3,62,01,764.00</b>	<b>2,59,32,398.06</b>	<b>6,37,84,726.54</b>


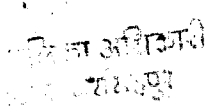
Also, we have noticed difference in grant amount as UADD records and as per accounting records as follows:

Grant	Receipt	UADD	Difference
Mulbhoot	37,05,000.00	24,77,000.00	12,28,000.00
Sadak Marammat	6,93,000.00	7,56,000.00	-63,000.00
State finance Commission	20,87,000.00	23,70,000.00	-2,83,000.00

- 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 and as produced before us during the audit. Details for the same are provided in table above.

- 3) He shall perform audit of loans provided for physical infrastructure and its utilization. During his audit the auditor shall specifically comment on the revenue mechanism i.e. whether the asset created out of the loan has generated the desired





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revenue or not. He shall also comment on the possible reasons for non-generation of revenue.

AS explained to us by the ULB, it does not have loan outstanding during the year. Hence no information was provided to us relating to the same. Consequently, 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.

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

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

**Other Observations**

**A. Observations requiring consideration:**

- i) We have verified the revenue from various sources which was recognized and entered in the books of account produced before us for verification except the transfer amount of Rs. 2,60,00,000/- for which ULB has explained it as amount transferred from other Scheme cashbook.
- ii) We have verified the expenditure under various heads which was recognized and entered in the books of account produced before us for verification except transfer amount of Rs. 60,00,000/- for which ULB explain it as amount transfer to other Scheme cashbook.
- iii) Main Cashbook does not contain transactions related with PMAY and hence same was not taken into the receipt & payment statement. Separate cashbook was maintained for PMAY. Consequently a separate receipt & payment was prepared reflecting transactions of that PMAY cashbook.

आचार्य पालिका अधिकारी  
बलरूप जिला नारायणपुर



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**B. 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 Rs64.96 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	SampattiKar	25.50	1.81	23.69	8.50	0.75	7.75	31.44
2	SamekitKar	10.41	0.92	9.49	3.47	0.38	3.09	12.58
3	NagriyaVikasUpkar	6.54	0.24	6.29	2.18	0.08	2.10	8.39
4	Shikshaupkar	6.54	0.24	6.29	2.18	0.08	2.10	8.39
5	JalUpbhoktaPrabhar	2.21	0.20	2.00	2.21	0.06	2.15	4.15
	<b>Total</b>	<b>51.19</b>	<b>3.41</b>	<b>47.78</b>	<b>18.54</b>	<b>1.35</b>	<b>17.19</b>	<b>64.96</b>
	<b>Total Un-Recovered amount</b>							<b>64.96</b>

**For Patidar & Associates**

Chartered Accountants

Date: 30/11/2020

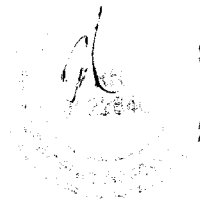
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नरसिंह जिला नरसिंहपुर

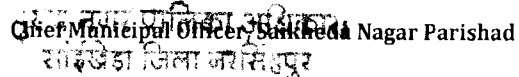
CA Neelsh Patidar  
Partner  
MRN - 418806

**Nagr Parishad Saikheda, Dist. Narsinghpur (M.P.)**  
**Receipts and Payments of Financial Year 2019-2020**

Receipt	Amount	Payment	Amount
Opening Balances	5,37,94,345.16	Employee Salary	34,00,963.00
		Panchayat Employees Salary	12,14,231.00
Daily Market Recovery	1,19,024.00	Daily Wages	16,90,262.00
Weekly Market Recovery	93,799.00	Diesel and Fuel	1,27,033.00
Cattle Market Recovery	30,106.00	Stationary Purchase	1,56,605.00
Goat Market Recovery	860.00	Travel Allowances	1,67,280.00
Jalkar	3,47,485.00	Vehicle Purchase & Repair	16,65,922.00
Sampatti kar	4,53,810.00	Flex & Printing	2,52,797.00
Samekit Kar	3,63,360.00	Cattle Expenses	88,100.00
Siksha Upkar	1,29,400.00	Tent arrangement	1,85,366.00
Urban Development Cess	1,29,400.00	Payment of Greeting Publications	60,524.00
Building Permission Fee	16,528.00	Electrical Material	19,03,613.00
Application Fee	1,020.00	Road and Drain Construction / Repair	14,19,388.00
Agreement Fee and penalty	20,200.00	Electricity bill	10,17,028.00
Moneylender's licence fee	9,000.00	Telephone bill	18,717.00
Bank Interest	15,28,887.00	Expenditure on Election Polling Station	11,515.00
Temporary shop rent	95,125.00	Payment under Sambal Yojna	22,05,000.00
Permanent shop rent	75,737.00	Arrears Payments	2,55,718.00
Security Amount	24,000.00	Bank charges and deduction	987.40
Mutation Amount	500.00	Computer Printer Purchase	68,099.00
Payment Return	41,062.00	Payment of Photocopy	20,884.00
Water Tank	400.00	Payment of GST Work	3,31,193.00
Tender Fee	2,02,000.00	Council Honorarium	2,76,800.00
Other Charges	5,000.00	Water Supply Branch	1,72,977.00
Development Charges	2,67,050.00	Lawyer Fees	87,000.00
Pond Lease	3,385.00	CA Audit Fees Expenses	35,400.00
Transfer Amount	2,60,00,000.00	Sanitaion Material	19,71,130.00
Information surcharge	274.00	Swachhta Survey	5,62,902.00
Audit Objection Recovery Fee	15,022.00	Payment of Online Tender	76,000.00
Chungi kshatipurti	1,11,02,764.00	Pesticide Drug Purchase	16,95,830.00
Vanijya Kar	37,05,000.00	GST & Income Tax	50,710.00
Rajya Vitt Ayog	20,87,000.00	Hand Pump Material R&M	1,65,796.00
Sadak Marmmat	6,93,000.00	RCC Pipe Purchase	1,69,095.00
Vishesh Nidhi	1,00,00,000.00	Digital Signature	24,000.00
Mudrank Shulk	2,60,000.00	Releases Tender Publication	1,12,429.00
14th Finance Commission	75,37,000.00	News Paper Payments	12,130.00
Other Grants	8,17,000.00	Expenditure on The National festival	1,15,054.00
		GPF Pension	3,55,058.00
		Transfer Amount	60,00,000.00
		Closing Balance	9,18,25,006.76
Total	11,99,68,543.16	Total	11,99,68,543.16

  
Accounts Officer




  
Municipal Officer, Saikheda Nagar Parishad  
साईखेडा जिला नरसिंहपुर

**Nagr Parishad Saikheda, Dist. Narsinghpur (M.P.)**

**Pradhan Mantri Awaas Yojna**

**Receipts and Payments of Financial Year 2019-2020**

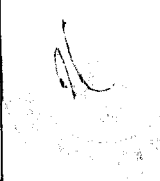

Receipt	Amount	Payment	Amount
Opening Balances	1,94,45,735.60		
		Bank transfer	2,82,00,000.00
Bank transfer	2,82,00,000.00	Transfer to Beneficiary's account	3,23,00,000.00
Revert from Beneficiary's account	19,00,000.00	Bank Charges	1,399.50
Interest income	2,01,148.00		
Grant receipt	1,42,00,000.00		
		Closing Balance	34,45,484.10
Total	6,39,46,883.60	Total	6,39,46,883.60

  
Chief Accounts Officer

  
Chief Municipal Officer, Saikheda Nagar Parishad

Note: Main Cashbook does not contain transactions related with PMAY and hence same was not taken into main receipt & payment statement. Separate cashbook was maintained for PMAY. The above receipt & payment reflects transactions of that PMAY cashbook.

Name of ULB Saikheda Nagar Parishad Patidar & Associates				Annexure C (in lakhs)			
Name of Auditor							
S.no.	Parameters	Description		% of growth	Observation in brief		Suggestions
		Receipt in (Rs.)			Collection % w.r.t. total dues	Collection grading & observations	
	Audit of Revenue	2018-19	2019-20				
	Rajaswa Kar wasool						
1	Sampatti Kar	7.99	2.56	-68.00	7.52%	Not upto the mark of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.
2	Samekit Kar	1.21	1.30	7.52	9.35%	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	0.01	0.32	5327.41	3.68%	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	1.70	0.32	-81.18	3.68%	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.
	Total	10.91	4.50				
	Gair-Rajaswa wasooli						
6	Jal Upbhokta Prabhar	1.50	0.27	-82.30	6.02%	Need to improve collection efforts of previous years dues.	ULB should impose strict penalties and legal actions to improve past Due collections.
	Total	1.50	0.27				
	Grand Total	12.41	4.76				

## Reporting on Audit Paras for Financial Year 2019-20

**Name of ULB:** Saikheda Nagar Parishad

**Name of Auditor:** Patidar & Associates, Chartered Accountants

<u>S. n o.</u>	<u>Parameters</u>	<u>Description</u>	<u>Observation in brief</u>	<u>Suggestions</u>
2	Audit of Expenditure:	Verification of Expenditures are as per guidelines, directives, and rules under all schemes and entries of expenditures in cash book, Diversion of Funds, financial propriety of expenditures, scheme project wise utilisation certificate.	Observations were listed in brief in point no. 2 of annexure 2 of audit report attached	Vouchers should be adequately supported with proper documents. 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	NA.
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	

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सा. अ. जगत दलिका अधिकारी

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8	a) Percentage of revenue expenditure (Establishment, salary, Operation & Maintenance) with respect to revenue receipts (Tax & Non Tax).	402.144%  $(1,57,13,275.40/39,07,372) \times 100$		
	b) Percentage of Capital expenditure wrt Total expenditure.	18.166%  $(34,88,300/1,92,01,575.40) \times 100$		
9	Whether all the temporary advances have been fully recovered or not.		Cases of outstanding advances have been outlined in point no. 2(9) 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		BRS prepared by the ULB	NA

2023-24

  
2023-24