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25/7/2017

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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(GENERAL & SOCIAL SECTOR AUDIT), W.B.
LOCAL AUDIT DEPARTMENT

No: LA/SS-III/Intm.-Prog/2017-18/196/1562(TB)

Dated: 11.07.2017

To
The Chairman,
Tamluk Municipality,
P.O. Tamluk,
Purba Medinipur - 721636

Sir/Madam,

In accordance with the 2nd Quarterly Audit Programme, 2017-18 communicated to the Pr. Secretary, Municipal Affairs Department vide Letter No. SS-III/SGC/195/2017-18/1401(TB) and Director of Local Bodies, Government of West Bengal vide Letter No. SS-III/SGC/195/2017-18/1402(TB) dated 03.07.2017; an audit team on behalf of the Examiner of Local Accounts will visit your office from 28.07.17 to 10.08.17. Depending upon the volume of work and supply of information/documents the audit programme may be extended.

Audit will be conducted by Shri Nawal Kishor Pandey, AAO Office Identity Card (OIC) No. WBKLL3310284 and Shri Rohit Kr. Meena, Ar. OIC No. WBKLL3310503 under the supervision of Mr. Zaki Ahmed, AO, OIC No. WBKLL3310236.

The audit party will take up the Accounts audit for the period from 2010-11 to 2014-15 of your Municipality. However, as per necessity, the audit party may examine records/documents/data for earlier and later periods.

H.L.
E.O/Accountant (AFL)
F.O to comply as
described in this
letter and also
all departments
to help them
by 25.7.17

(2)

Section 86(3) of the West Bengal Municipal Act, 1993/Section 87(3) of the West Bengal Municipal Corporation, 2006 requires that auditee unit is duty bound to produce all records/documents on written notice, and if required, accountable person to be present in person to any of the team members and sign the documents. The audit team may cause physical verification of cash stock and stores also.

3. We request you to please provide proper and reasonable office accommodation and other office amenities to the audit team similar to the facilities available for the personnel of the organization.

We suggest that you may nominate a liaison officer of a sufficiently senior level for day to day coordination of the audit function.

4. The Audit team will meet the Chairman /Chief Executive on the **opening day** to explain the audit objectives. On conclusion of the audit, the audit team would seek an **exit conference** in which audit findings communicated to the auditee will be discussed and minuted.

5. Audit shall be conducted with reference to auditing standards issued by the Comptroller and Auditor General of India.

6. We bring to your notice that in the event of unreasonable delay in supply of information and documents or withholding of information leading to material scope limitation, the audit team may be compelled to suspend the verification after bringing it to the notice of the head of the office in writing and bring the matter to the notice of higher management.

7. While compilation of information requested for by audit may require some time documents held by the auditee organization may please be furnished within the same day.

It may be mentioned here that failure to produce necessary records/documents or to respond to the clarifications sought by the audit team would be tantamount to preventing a Government officer from performing his/her duties and could, therefore, invite action **Under Section 175-186** of the **Indian Penal Code**.

LOCAL AUDIT DEPARTMENT
 8, KIRAN SHANKAR ROY ROAD, GI PRESS BUILDINGS (2ND FLOOR), KOLKATA 700 001
 PHONE NO.(033) 22133015, FAX NO. (033) 23218355

Revised 2nd Quarter (July, August & September 2017) ULB/OLB(SS-III) Audit Tour Programme, 2017-18:
 Revision 03 of FAP No:-09

| Party No. | Name of the Party S/Shri/Smt. | District | Name of institution | Year of audit | Period of audit | Party Days | | |
|-----------|--|----------------|---|-----------------------|-----------------------|----------------------|----------------------|----|
| 09. | <i>last audit programme of the party</i> | Kolkata | Board of Waf & Waf (Estates) 76 No/ (S) | 2015-17 | 31.05.17 to 23.06.17 | 18 | | |
| | Zaki Ahmed, AO | Nadia | Ranaghat Mpty (D)/(6) | 2008-09 A/cs Audit | 06.07.17 to 14.07.17 | 08 | | |
| | Nawal Kishore Pandey, AAO | Nadia | Santipur Mpty (C)/(6) | Scheduled | Scheduled | 10 | | |
| | Rohit Kr. Meena. Ar. | | | Revised | Revised | | | |
| | | East Midnapore | Tamluk Mpty (D)/(6) | 2010-15 A/cs Audit | 2010-16 A/cs Audit | 28.07.17 to 10.08.17 | 28.07.17 to 16.08.17 | 15 |
| | | Birbhum | Sainthia Mpty. (D)/(2-4) | 2008-12 A/cs Audit | Scheduled | Revised | 10 | |
| | | Birbhum | Suri Mpty. (D)/(6) | 2015-16 A/cs Audit | Scheduled | Revised | 08 | |
| | | Nadia | Birnagar Mpty (E)/(5) | 2008-10 A/cs Audit | Scheduled | Revised | 10 | |
| | | | | 17.07.17 to 28.07.17 | 11.09.17 to 25.09.17 | | | |

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N.B:

1. Instructions should be followed as circulated earlier which are applicable during this Quarter;
2. The entry and exit conference with the heads of the Local Bodies to be minuted and placed in the file along with DIR;
3. Supervising officer/ senior most AAO of the FAP should nominate one party member for submission of DIR within 7 working days from date of completion of audit with prior intimation to HQ.
4. The FAP must collect Dump Data from Auditee Organisation.
5. Digitisation instruction to be followed.

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10/08/17

Sd/-
 Dy. Accountant General (SS-III)
 Local Audit Department,
 West Bengal

No - LA/SS-III/Prog.2017-18/192/2054(TB)/2015 Dated: 10.08.2017

Copy forwarded to the following for information and necessary action-

1. DAG(SS-III)
2. Sr.AO (SS-III/HQ) / Sr.AO(SS-III/Transaction) / Sr.AO(SS-III/AC) / AO(SS-III/Report) / Sr.AO(Admn) / Sr.AO(Estt.)
3. AAO(SS-III/HQ) / AAO(SS-III/TRANSACTION) / AAO(SS-III/AC) / AAO(SS-III/Report)
4. Persons concerned,
5. Notice Board.

10/08/17
 Sr. Audit Officer (SS-III/H.Q.)
 Local Audit Department,
 West Bengal

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S.S. Das
10/08/17

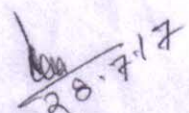
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10/08/17

Minutes of the Entry Conference for Accounts Audit (2010-15) held between Audit team and the Hon'ble Chairman and other officers/officials of Tamluk Municipality.

The Entry Conference for Accounts Audit (2010-15) was held between the Audit Team led by Shri Zaki Ahmed, Audit Officer, and the Hon'ble Chairman and other officers/officials of the Tamluk Municipality, East Midnapore, West Bengal, at 11.45 am on 28.07.2017 at the Chairman's Chamber.

The Chairman welcomed the Audit team to their Municipality. Then, the Audit Officer apprised him of the duration of audit from 28.07.2017 to 10.08.17 and requested for co-operation for supply of records for timely completion of audit. The Chairman assured the Audit team of full co-operation in this regard. The meeting ended with a vote of thanks from both sides.


28.7.17
Hon'ble Chairman
Tamluk Municipality,
East Midnapore, West Bengal
Chairman
Tamralipta Municipality

28/07/17
Zaki Ahmed
Audit Officer
Local Audit Department
O/o the Pr. AG(G&SSA), WB
জাকী আহমদ/ZAKI AHMED
লেখা পরীক্ষা অফিসারী/Audit Officer
O/o the Pr. AG (G & SSA), W.B.,
Local Audit Department
Govt. Plaza (West), Kolkata-700 001

