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**ANNUAL AUDIT REPORT ON ACCOUNTS OF THE VILLAGE
PANCHAYAT "St. Lowrence-Agassaim" IN TISWADI
BLOCK FOR THE YEAR 2016-17**

PART-I

A. Name of the Sarpanch/Dy. Sarpanch:-

Sr.No	Name of the Sarpanch	Fr.	To
	Shri Jaime Antonio Afonso	01/04/2016	31/03/2017

B. Name of the Secretary :-

Sr.No	Name of the Secretary	Fr.	To
1	Shri:- Mahesh R. Kuttikar	01/04/2016	23/05/2016
2	Smt:- Thaminu Alba Marcelo	24/05/2016	02/06/2016
3	Shri:- Mahesh R. Kuttikar	03/06/2016	23/11/2016
4	Shri:- Babu R. Naik	24/11/2016	01/12/2016
5	Shri:- Mahesh R. Kuttikar	02/12/2016	10/01/2017
6	Shri:- Orvilee Vales	11/01/2017	31/03/2017

C. Names & Designation of audit parties

Sr.No	Names of the audit parties	Designation
1	Shri:- KisanGaude	Dy. D.A./Insp.
2	Shri:- Milind M. Sadvelkar	A.A.O.
3	Shri:- Dasharath, N. N.Tuenkar	A.C.
4	Shri:- Shekhar L.T. Khorjuvekar	A.C.

D. Date of Audit :-

From :-30/01/2018 to 01/02/2018

E. Period covered during the Audit :- From:-01/04/2016 to 31/03/2017

PART - II - INTRODUCTORY

The audit on Accounts of the Village Panchayat "St. Lowrence-Agassaim" in Tiswadi Block for the year 2016-17 was conducted from 30/01/2018 to 01/02/2018 as per the Circular No.30/7/75Fin(Bud) dated 21/08/1996 from Finance (Budget) Department, based on the records furnished by the Panchayat.

The Village Panchayat "St. Lawrence-Agassaim" was sanctioned the following types of grants/funds during the year 2016-17. The details of the same are given below:

Sr.No.	Type of Grants	Amount
1	Member Salary	Rs. 4,14,000=00
2	V.P. Staff Salary	Rs. 19,54,500=00
3	Matching Grants	Rs. 2,12,500=00
4	Garbage Grants	Rs. 1,00,000=00
5	XIV Finance Grants	Rs. 9,02,257=00
Total		Rs. 35,83,257=00

PART -III

The Village Panchayat "St. Lawrence-Agassaim" maintaining its records in the Form 1 to 11 as per Rule 20, 21 (a) and 25 of the Goa Panchayat, (Accounts, Audit & Custody of Funds) Rules 1997, comprising particulars of Income & Expenditure for all the grants, received i.e Administrative & Development Grants.

i) SUMMARY OF THE ACCOUNTS

Total Receipts for the year 2016-17	Rs. 50,77,669=71
Total Expenditure for the year 2016-17	Rs. 27,35,496=88

Total Funds available with the Panchayat as on 31/03/2017 are as detailed below:

Sr. No.	Total Funds/deductions as on 31/03/2017	Amount
1	Government Grants	Rs.31,22,450=00
2	DRDA (MGNERGA)	Rs 3,978=92
3	E.M.D.	Rs. 1,26,606=00
4	S.D. (Works)	Rs. 80,157=00
5	Income Tax (W)	Rs. 29,257=00
6	Vat (Sales Tax)	Rs. 86,350=00
7	Royalty 2% Vat on Royalty	Rs. 18,443=00
8	LabourCess	Rs. 69=00
9	Panchayat Fund	Rs. 3,291=00
Total		Rs. 80,949=63
		Rs. 35,51,551=55

ii) **Details of Utilized / Unutilized Grants**

The statement showing details of grants as on 31/03/2017 are as follows:

Sr. No.	Name of the Grants	Previous Balance	Grants Sanctioned 2016-17	Amt Utilized during the year 16-17	Balance as on 31/03/2017
I-Administrative /Govt. Grants					
1.	V.P. Member Salary	5,85,002=00	4,14,000=00	5,35,500=00	4,63,502=00
2.	Staff Salary	----	19,54,500=00	7,18,876=00	12,35,624=00
3.	Matching Grants	----	2,12,500=00	2,12,500=00	----
4.	XIVth Fin. Comm.	2,71,244=00	9,02,257=00	1,94,788=00	9,78,713=00
5.	Golden Jubilee Grants	1,57,046=00	----	----	1,57,046=00
6.	G.I.A.	1,78,840=00	----	----	1,78,840=00
7.	Weaker Panchayat Grants	52,305=00	----	----	52,305=00
8.	Excess Grants	7,120=00	----	----	7,120=00
9.	Garbage Grants	23,800=00	1,00,000=00	74,500=00	49,300=00
Total - I		12,75,357=00	35,83,257=00	17,36,164=00	31,22,450=00
II DRDA/RDA					
1.	GREGS	1,103=43	int. 44=74	----	1,148=17
2.	MGNREGA	2,720=34	int. 110=41	----	2,830=75
TOTAL - II		3,823=77	155=15	----	3,978=92

It can be seen from above table that most of the grants are remained unutilized for so long in the Panchayat fund (in Saving Bank Account) instead of utilizing the same for the purpose for which these grants were given. The same may be utilize after obtaining extension of time limit, or may be refunded back to the grant sanctioning authority immediately. Despite observations to this effect in the past, no timely action has been taken by the Panchayat to utilize the grants. The Directorate of Panchayat may evolve a mechanism to ensure that utilization certificates in respect of grants released for specific purposes are furnished by the grantee institution in time.

Action taken in this regard will be verified during next audit

iii) VARIATION BETWEEN BUDGET ESTIMATE AND ACTUAL

A) INCOME

ORIGINAL BUDGET ESTIMATES	REVISED BUDGET ESTIMATE	ACTUAL INCOME	SHORT
94,69,000=00	---	50,77,669=71	43,91,330=29

B) EXPENDITURE

ORIGINAL BUDGET ESTIMATES	REVISED BUDGET ESTIMATE	ACTUAL EXPENDITURE	SHORT
92,00,000=00	----	27,35,496=88	64,64,503=12

Although it was told earlier that, if in the course of the financial year, Panchayat finds it necessary to revise the provision made in original budget, it may revise based on the available trends of actual. This has not done. There was need to revise the Budget Estimates based on comparing the original Budget prepared for the year 2016-17 to avoid the variations between the budget and actual Income and expenditure. The secretary has projected his ignorance in preparing realistic budget. This may be noted and in future budget may be prepared in realistic manner in order to avoid variations.

PART - IV -A- COMMENTS ON TRANSACTION

Section A: Outstanding Audit observation from previous audit report.

Year	Paras B/F	Paras settled	Paras outstanding	Subject in brief
1988-89	01	-	01	Para on Auction recovery of market fee Rs.3662=50/-
1992-93	02	-	02	Para 4 (ii) Auction recovery of Rs.4105/- and mela fees of Rs. 4500/- Para 10- purchase of RCC bricks for Rs.2500/- and water tanks for Rs. 3850/- without Quotation
1993-94	01	-	01	Para-6 (ii) different amount of

				Rs1015/- to be recovered
1997-98	01	-	01	Para on retirement gratuity to peon
1998-99	01	-	01	Para 10- Land for building for Market complex Rs. 1,40,000/- with Dy. Collector
2002-03	03		03	para-3 purchase of stationery from 1998 to 2003 para on department work Para 12 Purchase of electrical materials i.e. Ex-post. Fact approval for excess exp from 1992-93 to 2009-10 Para 13 Department works. Regularization of expenditure from 2006-07 to 2009-10
2010-11	03	-	03	Para-08 Excess expenditure over budget. Para-09 Excess of expenditure over permissible limit. Regularization from the competent authority. Para 16- Production of administrative report 2010-11.
2011-12	06	-	06	Para-04 Recovery of rent from Elect. Dept. For 8years Para-05-recovery of License fees from Antonia F. Gonsalves Rs.2094/- (2008-09) ✓ Para-06 Recovery of excess amount for supply of electrical goods from universal electrical Mapusa amounting to Rs.5450/- ✓ Para-07 excess of expenditure for purchase electrical goods. Para -08 irregular expenditure. Purchases without Quotation Para-09 Garbage collection and disposal.
2012-13	01		01	Para-11 (7) Vat 2% recovery from chat
2013-14	01	-	01	Par-8 works Vat recovery of Rs.2,670/- is awaited from

				contractor.
2014-15	14	13	01	Para- 8- Works Sr. 2 1% Labour Cess not yet recovered from contractor. Hence pare retained. Remaining 13 paras are drooped and commented in the current audit wherever required.
Total	34	13	21	

There are 21 outstanding paras are remained un settle. The pendency of audit paras are relating to very old period covering almost 28 years is alarming. It is therefore brought to the notice of Directorate of Panchayat that the V.P.St. Lowrence-Agassaim has failed to submit appropriate replies and get any of the paras dropped. The issue may be viewed seriously and every possible effort be made to get long pending paras settled once for all.

Part -IV- B CURRENT -AUDIT

1) CASH BOOK

The Cash book for the period from 01/04/2016 to 31/03/2017 is checked during the course of audit. The closing balance as per the cash book is Rs. 35,51,551=55.

On scrutiny of cash book following discrepancies are found.

Sr.No.	Receipt No.	Actual Amt.	Amt. shown in the cash book	Difference
1	13/85	170/-	168/-	2/- (S)
2	14/47	56/-	50/-	6/- (S)
3	14/51	664/-	644/-	20/- (S)
4	19/49	36/-	33/-	3/- (S)
5	27/99	100/-	1000/-	900/- (E)
Total excess accounted amount				869/-

The above excess amount is treated as Panchayat Fund.

The details of closing balances are as follow.

Sr.No. i)	Closing balance as per no.72082200006269 Less cheque issued but not realize. Add:- Excess paid to party vide Vr. No. 58,59	Syndicate Bank A/c Rs.34,90,990=28 Rs. 8,000=00 Rs. 200=00 Rs. 34,83,190=28	
	Closing balance as per Cash Book		Rs. 34,83,190=28
ii)	Closing balance as per no.72082200048137Rs.	Syndicate Bank A/c 47,222=98	
	Closing balance as per Cash Book		Rs. 47,222=98
iii)	Closing balance as per 72082200059522Rs.	Syndicate Bank A/c no. 1,148=17	
	Closing balance as per Cash Book		Rs. 1,148=17
iv)	Closing balance as per 72082200086602Rs.	Syndicate Bank A/c no. 2,830=75	
	Closing balance as per Cash Book		Rs. 2,830=75
v)	Closing balance as per 30646462107Rs.	SBI A/c no. 5,466=10	
	Closing balance as per Cash Book		Rs. 5,466=10
vi)	Closing balance as per no.021610001783Rs.	Dena Bank A/c 01=00	
	Closing balance as per Cash Book		Rs. 01=00
vii)	Cash in Hand		Rs. 11,692=27
	Total Closing balance as per Cash Book as on 31/03/2017		Rs. 35,51,551=55

After reconciliation the above bank closing balances as per cash book are found to be tallied with the closing balances as per the bank figures as on 31/03/2017.

B- MAJOR IRREGULARITIES

Nil

B II OTHER IRREGULARITIES

- 1) Bank reconciliation statement is not prepared and recorded in the cash book at the end of the each month.
- 2) Form No. 6 Assets and Property register is maintained but not found in order.

3) The Village Panchayat has not maintained the mandatory registers like Pay Bill Register, Asset & Property Register and Dead Stock Register. This Registers may be maintained and updated in all respect under intimation to audit.

4) Limits of keeping cash in hand have not maintained. The cash in hand is exceeded the limit laid down in the regulation. This should be strictly observed and in future care may be taken the balance of cash in hand does not exceeds the prescribed limit.

5) Some receipts found cancelled during the year 2016-17. Same are however, not cancelled by drawing a line through them and writing "Cancelled". Such Cancellation should be attested by the Secretary and the Sarpanch. Vouchers are not certified by the Sarpanch/Sec.

6) Thump impressions on vouchers are not authenticated by the Sarpanch.

7) The VP has failed to maintain the register for Disbursement of Salaries & Allowances to the Sarpanch/ Dy. Sarpanch\ Elected Members and Co-Opted Members. The register should be maintained to made necessary entry as soon as the salary & allowances made to the VP members. In absence of proper records audit could not ascertain whether the closing balance of Rs. 4,63,502/- as on 31/03/2017 shown in the Register 9 and grants statement is correct or not and also, there are likely chances of misappropriation and therefore necessary measures are required to be taken by initiating action in this regards. The BDO has sanctioned the Grants on receipts of sanction order from the Directorate of Panchayat with the condition that the grants sanctioned should be utilized within a period of one year from the date of drawal. If so, then how the member's salary have been remained unutilized beyond one year may be justified.

8) Most of the supporting vouchers are not attached to main vouchers.

9) Form 9 register, as well as E.M.D., S.D. , Income Tax, Sales Tax, LabourCess and Royalty registers are not properly maintained. Statutory deductions such as Income Tax, Sales Tax, LabourCess Royalty of previous years deducted from contractors First/Final R.A. bills are still not remitted to Government Treasury under appropriated head of account. The VP has incurred expenditure of Rs. 23,000/- as Charter accountant Fess for e-filing returns and Rs. 68,700/- as penalty onwards imposed by Income Tax Department for the year 2010 onwards due to delay in e-filling TDS have resulted in additional expenditure burden to the Panchayat. Despite observations to this effect in the past, payment of Income Tax is being delayed for remittance/e- filling beyond stipulated date. The above expenditure of Rs. 91,700/- could have been saved by filling the Income Tax form time to time. The lethargic nature of functioning of the administration has resulted huge loss to the Panchayat. Thus the working condition of the Panchayat should improve a lot and should avoid such lapses in future. It is high time that the Panchayat has to initiate immediate action in remitting the statutory deductions in concern

department. The Secretary may take note of this and guide the staff doing the needful.

10) Detailed summary of taxes i.e. Arrears, Demand & Collection has not been shown in FORM No. 8 [See rule 20 (vi)] Demand and Collection Register.

11) Un-reconcile amount of Rs. 8,000/- and Rs. 200/- pertains to year 2015-16 is no yet reconcile and shown to audit.

2) RDA ACCOUNTS

i. GREGS: The following are the details position of MGNREGS in the Syndicate Bank A/c No. 72082200059522.

i)	Opening balance for 2016-17	Rs.	1,103=43
ii)	Grants rec. during the year 2016-17	Rs.	nil
iii)	Add:-Interest Accrued during the year 2016-17	Rs.	44=74
iv)	Less:- Expenditure incurred	Rs.	nil
	Closing balance for the year.....2016-17	Rs.	1,148=17

ii. MGNREGA: The following are the details position of MGNREGS in the Syndicate Bank A/c No. 72082200086602.

i)	Opening balance for 2016-17	Rs.	2,720=34
ii)	Grants rec. during the year 2016-17	Rs.	nil
iii)	Add:-Interest Accrued during the year 2016-17	Rs.	110=41
iv)	Less:- Expenditure incurred	Rs.	nil
	Closing balance for the year.....2016-17	Rs.	2,830=75

The above closing balance is found to be tallied with the closing balance as per the cash book as on 31/03/2017.

The Scrutiny of RDA account in audit is only to confirm the closing balance figures only. The audit of the RDA account is carried out by the office of the District. Rural Development Agency, Panaji-Goa.

3) TAXES

The following statement showing the Arrears Current Demand Collection and Balance for the period from 01/04/2016 to 31/03/2017.

Sr No	Nature of Taxes	Arrears Demand	Current Demand 2016-17	Total Demand	Collection as on 31/03/2017	Balance 31/03/2017
1	a) House Tax b) Token House Tax	9,06,050=50 ----	3,96,677=00 7,931=00	13,02,727=50 7,931=00	5,81,476=00 7,931=00	7,21,251=50 ----
2	a) Light Tax b) Light Tax towards New Token No	39,821=00 ----	16,155=00 72=00	55,976=00 72=00	24,255=00 72=00	31,721=00 ----
3	Proff. Tax	4,24,153=00	1,34,079=00	5,58,232=00	1,07,475=00	4,50,757=00
4	Dog Tax	582=00	----	582=00	----	582=00
5	Hoarding Tax	1,66,754=00	38,224=00	2,04,978=00	22,207=00	1,82,771=00
6	Cart Tax	547=00	----	547=00	----	547=00
7	Cycle Tax	40,565=00	----	40,565=00	----	40,565=00
8	Entertainment Tax	925=00	----	925=00	----	925=00
9	Commercial Tax	----	16,796=00	16,796=00	15,996=00	800=00
TOTAL		15,79,397=50	6,09,934=00	21,89,331=50	7,59,412=00	14,29,919=50

Panchayat has collected an amount of Rs.7,59,412/- towards the various taxes during the year 2016-17. The tax collection is only 35% out of total demand. The position of the Panchayat in respect of collection of taxes is not satisfactory. As per Sub-Section (3) of Section 154 of the Goa Panchayat Raj Act, 1994, Vp s empowered to issue notices to defaulter of taxes and revenue arrears and levy 10% penalty to outstanding arrears recoverable under Sub- Section (4). Thus it was observed that provisions of Panchayat Raj act have been violated in failure to recover the arrears. Therefore, the VP is required to take remedial action for recovery of all outstanding taxes along with

the prescribed penalty from the defaulters. Further, the VP has not conducted house tax revision since 2004-05. However, revised house tax was not yet levied by the VP.

Progress made in this regard may be stated.

4) RENT

The Panchayat has leased out one premise on rental basis and has not collected rent during the year 2016-17.

The details of the rent are as follows.

Sr. No.	Name of the Premise	Arrears Demand	Current Demand	Total Demand	Collection	Balance
1.	Electricity Office	25,944=00	2,256=00	28,200=00	---	28,200=00
TOTAL		25,944=00	2,256=00	28,200=00	---	28,200=00

The Rent collected is 0% out of total demand. The position of the Panchayat in respect of collection of Rent is very poor.

5) CONSTRUCTION ACTIVITIES/CONSTRUCTION LICENCES

V.P. Sarpanch had certified vide certificate No.VP/SLA/2017-2018/1216 dated 29/01/2018 that the Panchayath as issued 10 Nos of construction licenses including repairs/renewals during the year 2016-2017 and an amount of Rs. 68,452/- was recovered as license fees. The relevant files were examined and checked during the course of audit and it has been seen that the levy of fees in all the cases is in the order, **except cases at sr. no 4 in respect of Shri:- Anthony Francisco Paulo, "Construction of residential building & Compound wall . As per estimate of Rs. 36,01,143=75 , the construction license fees worked out to Rs. 18,056/- . Whereas, the VP charged and collected Rs.10,900/- .The short amount of Rs.7,156/- is to be recovered after verifying the fact and figure.**

6) ILLEGAL CONSTRUCTION

V.P Sarpanch certified vide certificate No.VP/SLA/2017-2018/1215 dated 29/01/2018 that the Panchayat has detected 04 nos. of illegal constructions during the year 2016-2017. The details of illegal construction cases are as follows

1) Nos. of Illegal Construction cases on 01/04/2016	06
2) Illegal Construction cases detected during the year 2016-17	04
3) Nos of illegal construction cases settled/ disposed during the year 2016-17	04
Total cases pending for settlement upto 31/03/2017	06

As per the provision of Section 66 of the Goa Panchayat Raj Act, 1994 no person shall erect any building or alter or add any existing building or reconstruct any building without the written permission from Panchayat and payment of fees. However, it is noticed that, the houses are constructed without obtaining VP's permission. There are 06 cases of illegal constructions in the Village Panchayat as on 31/03/2017. Non regularization of above illegal constructions under section 66 (2) resulted in loss of revenue of the Panchayat. The Village Panchayat should take corrective action by exercising the powers available under the Goa Panchayat Raj Act, 1994 in the matter immediately. Action taken and result thereof may be intimated to audit.

Further, 04 illegal constructions are shown as settled during the year 2016-17. However, no details has been furnished like under the circumstances the said illegal construction case was settled. How much revenue in terms of fees earn by the VP against the settlement etc.

7) PURCHASE OF ELECTRICAL MATERIAL/ REGISTER

The Panchayat have purchased street light materials valued at Rs. during the year 2016-17 inviting quotations from few local dealers. However, 3,99,982/- since overall value of the goods exceeded Rs. 15,000/- notice inviting tenders should have been issued to the local newspapers and tenders invited. This has not been done. In fact, the Panchayat required to assess the annual needs of Electrical materials and only then purchase the electrical items from the open market after observing the necessary purchase procedure as prescribed from time to time i.e. placing indent for calling quotations/tenders, preparing comparative statement etc.

Secondly, bills submitted by the concerned supplier for payment has not been certified by the Sarpanch/Secretary by recording necessary certificate that the goods/materials are received correctly and in good condition & necessary note has been taken in stock register No. and page No. etc. This may be noted for future guidance.

8) **REFUND OF E.M.D AND S.D.**

It has seen that the V.P. has a balance of Rs. 1.27 lakhs as E.M.D and Rs. 0.80 lakhs as S.D. on 31/03/2017. As per the section 19 of C.P.W.D. Manual 2007, the E.M.D given by the contractors except the successful contractor should be refunded immediately after completion of opening of tender process or within a week time from the date of opening the tender. It may please be stated whether any action has been initiated to refund/ forfeit the EMD's /SD's which is lying with the Panchayat for more than three years. If not than the unclaimed EMD's and S.D.'s lying with Panchayat more than three years may be treated as lapse deposits and accordingly forfeited to the Panchayat account.

9) **LABOUR CESS**

As per the rules, all the Government Departments, local bodies PSU's and other Govt. agencies carrying out the building and other construction works under the act shall get themselves register under section 7 of the Act with the registering authority of the labour Department. Such institutions are required to mandatorily deduct 1% of the total cost from the bills at the time of making payment to the contractors. The VP before remitting the amount of cess to the Goa Building & Other Construction Workers Welfare Board can deduct 1% of the total Cess amount collected for their administrative expenses.

10) **EXCESS EXPENDITURE OVER PRESCRIBED LIMITS.**

Under the below mentioned detail heads Panchayat had made excess expenditure during the year 2016-17.

Sr no.	Major head of account	Prescribed limit	Expenditure incurred	Excess / Short
1	Advocate fees	30,000=00	66,000=00	36,000=00
	Total	30,000=00	66,000=00	36,000=00

Necessary ex-post facto approval may be obtained from the competent authority to regularize the excess amount and shown to the next audit. Further, as far as advocate fees are concern, it has to be ensured that costs, as order and whenever feasible, should be recovered from the complainants who have dragged the Panchayat to the Courts. It is observed from the vouchers that no mention is made about the approval granted by the body to the payment of such payments. The details of Resolution No. and date approving such payments need to be recorded on the reverse of the vouchers by endorsing a suitable

certificate. The separate register may be maintained by recording necessary entries such as Case particulars, name of the Advocate, amount paid, date Voucher no. on each occasions and total expenditure etc. as well.

11) AUCTION

Collection of Marked Cum Jatra Fees

Sealed quotations were called by the Panchayat to leased out its right for the collection of Market cum Jatra fees/ Sopo from Melas, Faires & Festivals within its jurisdiction for the period from 01/04/2017 to 31/03/2018. In response, total 04 sealed quotations were received by the Panchayat. On comparing the rates, it is found that the bid of Rs. 90,000/- quoted by Shri:-Seby Palha r/o Agassaim is highest which has been accepted by the Panchayat. Full bid amount has been paid by the bidder on same day vide receipt No 28/79. dated 31/03/2017 . Necessary agreement has been executed by the Panchayat.

12) RECEIPT BOOK STOCK REGISTER

A register of Receipt Book shall be maintained in Form No. 5 and shall be kept with the stock of new and returned Receipt Books under lock and key on the responsibility of the Secretary. The receipt books must be kept under lock and key in the personal custody of the officer authorized to sign the receipt on behalf of the Government. Before the receipt book is brought into the use, the number of forms contained therein shall be counted and the result recorded in a noticeable place in the book over the signature of the government office in charge of the book. Counterfoils of the used receipt book shall be kept in his personal custody. The receipt book stock register were checked during the course of audit however it is seen that no annual verification certificate is recorded under attestation of competent authority incorporating therein the balance receipt books as on 31/03/2017.(Last receipt Bk.29/28 Used upto 31/03/2017).

13) REGISTER OF PROPERTIES AND ASSETS

All property vested in the Panchayat shall be entered in a Register of Properties and Assets in Form No. 6. In addition to all items of furniture and other equipment, this register shall contain a list of buildings, land Manual of Goa Laws (Vol. III) -789- Panchayat Raj Act & Rules and the like which is vested in the Panchayat. Whenever any property is acquired or disposed of it shall be entered in the Register of properties and Assets. Secretary stated that the necessary register will be maintained and shown to next audit.

14) **ASSESSMENT AND DEMAND AND COLLECTION REGISTER:**

A list of all persons liable to pay any rate, tax, cess or fee and the amount to be paid by them in respect of each such rate, tax, fee shall be maintained separately for assessment in Form No. 7 and demand and collection in Form No. 8. The Secretary of the Panchayat shall be responsible for causing preparation of such Assessment and Demand and Collection Registers and maintaining the same in the office of the Panchayat.

15) **MONTHLY AND ANNUAL ACCOUNTS**

Every Panchayat shall, at the end of each month as well as at the end of the year, prepare an Account in Form No.10 showing the receipts and payments classified under the several Heads of Account contained in the Budget Estimates. The totals of the details under each head of receipt and payment as given in account shall agree with the figure under the same heads in the General Ledger. The details of the balance in the office and in the Bank shall be separately shown in the account and a certificate that the closing balance as shown in the accounts has been compared with that shown in the cash book and the Bank Pass Book, Certificate, and found to be correct shall be appended to the account. A memo explaining the differences, if any, shall also be attached to the certificate. Certificate showing the 'Monthly Closing Balance' in the Account shall be obtained and kept on record. The Pass Book of the Bank shall be under the lock and key of the Secretary. He shall examine the Pass Book/Certificates from time to time and shall immediately call the attention of the Bank to any discrepancy that may appear.

16) **VIOLATION OF STATUTORY PROVISION TOWARDS PROVIDENT FUND BENEFITS:**

As per para 5 of order No. 35/OP/PAN/EMP/2000 dated 06/03/2003 published in the official Gazette Govt. of Goa, it is stated that permanent employee shall be entitled for the benefits of employees Provident Fund. The amendment of the said order was published in the official gazette of Govt. of Goa under No. 35/DP/PAN/EMP/2006 dated 25/01/2007 under the title Goa Panchayat (staffing pattern , Scale of Pay & mode of recruitment of staff of Panchayats first Amendment) order , 2006 Clause 5 stated that permanent employee of the Panchayat shall be entitled for EPF, Gratuity, Pensionary benefits etc. Also, the circular No. 19/33/DA/PAN/STAFF/PAN/05/3947 dated 18/11/2005 and No.19/31/DA/STAFF/09/3937 dated 21/10/2009 issued guidelines about implementation of Provident Fund, Gratuity, Pensionary

LOURENCE

Secretary

Benefits, etc. to the permanent staff of the Panchayats. However, it was noticed that except Village Panchayat Secretary, no recoveries or provision towards provident fund and benefits have been made applicable to other regular staff of the Panchayats. Non-recovery of provident fund from the monthly salaries of the regular staff amounts to violation of Employees Provident Funds regulations.

Appropriate action may be taken & result may be intimated to audit.

17) WORKS

The **Panchayat** has undertaken and paid for one work during the financial year 2016-17 as per the statement of work submitted to audit.

The relevant work file was randomly checked and found in order except the agreement in form 8 was not found place in the file.

18) FINANCIAL POSITION OF THE PANCHAYAT DURING THE YEAR 2016-17

The Panchayat is having an amount Rs. 80,949=63 as its own fund as on 31/03/2017. This shows that the financial position of the Panchayat is not much good. This is mainly happened due to annual expenditure made is higher side as compared to annual receipt. Taking into consideration the month wise financial position of the Panchayat during 2016-17, the VP could have curtail the departmental expenditure as supply of Uniforms/Notebooks etc. Now the measures are needed to improve the financial position of the Panchayat. The Panchayat should make sincere efforts to recover the amount of arrears of House Taxes and other Taxes/Rents along with prescribed penalty form the defaulters as well as revision of rent as specified by PWD Department in order to improve the financial position of the Panchayat.

19) ANNUAL ACTION PLAN

As per section 238 of Goa Panchayat Raj Act, 1994 the VP is required to submit their annual action plans to the Zilla Panchayat, who is in turn would consolidate and forward the same to District Planning Committees for the development work to be undertaken during the next financial year. Further, Government of Goa has framed Rules under Goa Panchayat (Constitution, Power and Functions of Ward Development Committees and preparation of Annual Development Plan) Rules, 2008 so as to guide the Village Panchayats in preparation of Annual Action Plans.

In this connection, it is observed that Panchayat had not prepared any plans so far for preparation of Annual Action Plan which is contrary to the provision of the Panchayat Raj Act.

20) FUNCTION OF THE GRAM SABHA

1. The Village Panchayat should constitute two Supervisory Committees as per the section 6 (2) of the Goa Panchayat Raj Act / Rules to supervise the Panchayat works, Schemes and other activities. The committees should submit their report to the Panchayat and place the copy of the report in the Gram Sabha Meeting for an appropriate decision.
2. As per Section 6 (8) of the Act *ibid*, the Panchayat should constitute two or more Ward Development Committees for keep proper on development activities of wards.
3. As per Section 6 (3) of the Act *ibid*, the Government should constitute Vigilance Committee to oversee the different works/schemes and other activities of the Panchayat.

21) GENERAL

As per the system in vogue, the Block Development Officer (BDO) should conduct at least three inspections and Extension officer VP (EOVP) five of the Village Panchayat.

a) <u>Inspections</u>	<u>B.D.O.</u>	<u>E.O.(VP)</u>
i) Prescribed	03	05
ii) Actually carried out	00	00

- b) The B.D.O. should also ensure to take appropriate action on the following points:

As per Rule 4 (3) of the Goa Panchayat (Accounts, Audit and Custody of Funds) Rule 1997, the Secretary shall furnished the security bond in such a form and for such an amount as may be prescribed by the Director of Panchayat.


- c) As per Section 113 (1) of the act, the salary and allowances of the Secretary shall be drawn from the Panchayat funds.
- d) Panchayat Secretary shall maintain the personal cash register in terms of Circulars No. ACB/Vigilance/404/1066 dated 22/03/2004 from Vigilance Department, Panaji.
- e) As per Section 5(i) and (ii) of the Act, there shall be minimum 4 (four) each ordinary and special Gram Sabha meetings of the Panchayat during

every year. Action at b (i), (ii) & (iii) should be initiated and compliance should be reported to Audit.

Despite recording the observation during the last inspection report compliance to the previous audit, observations are still awaited. Rigorous efforts should be made to comply with the audit observations without further delay.

DISCLAIMER

The inspection report has been prepared on the basis of information furnished and made available by the Village Panchayat St. Lawrence-Agassaim. The office of the Directorate of Accounts disclaims responsibility for any misappropriation and/or non-information on the part of auditee.


Dy. Director of Accounts/IC
Directorate of Accounts
Panaji-Goa

Form No. 10

Rule 21(a) and 25 of THE GOA PANCHAYAT (ACCOUNT, AUDIT AND CUSTODY OF FUND) RULES 1997

ANNUAL ACCOUNT OF INCOME AND EXPENDITURE OF ACHALAM VILLAGE PANCHAYAT FOR THE YEAR 2014-2015

Particulars of Income		Particulars of Expenditure	
Income	Amount	Expenditure	Amount
Budget Head		Budget Head	
1) Closing of the last year	1209378.73	1) Administration	1762308.88
2) Grants from Government	3583257.00	2) Sanitation Public Health and Family Welfare.	112175.00
i) Special		3) Public Works	641286.00
(a) M. Panchayat - 414000.00		4) Planning and Development	-
(b) Govt. - 1954100.00		5) Social Welfare	7400.00
ii) General		6) Education and Culture	4100.00
(a) Village Grant - 100000.00		7) Rural Housing	-
(b) M. Panchayat - 212500.00		8) Drinking water	-
(c) Govt. - 90757.00		9) Poverty alleviation Programs	-
3) Other Grants	-	10) Libraries	-
i) Local Authorities		11) Rural Sanitation	-
ii) Private		12) Construction and maintenance of slaughter house and cattle pounds	-
4) Proceeds of taxes fees etc under Sec. 153 of the Act.	1234662.00	13) Miscellaneous	208227.00
Tax - 759412.00		Expenditure Total	2735496.88
Fee - 475250.00		Closing Balance	3551551.55
5) Proceed of other loans etc.	-	Grand Total	6287048.43
6) Sales Proceeds.	3600.00		
7) Extraordinary	256150.27		
Total Receipts	5077669.27		
Grand Total	6287048.43		

I.B. Details of Receipts and Expenditure of the items may be given separately.

DETAIL OF THE BALANCE

1. Cash in Syndicate Bank A/c no. 720822 00006296	Rs. 3483190 = 28
2. Cash in Syndicate Bank A/c no. 720822 00048137	Rs. 47222 = 98
3. Cash in Syndicate Bank A/c no. 720822 0009122	Rs. 1148 = 17
4. Cash in Dena Bank A/c no. 021610 001783	Rs. 1 = 00
5. Cash in State Bank of India A/c no. 30646462107	Rs. 5466 = 10
6. Cash in Syndicate Bank A/c no. 720822 00086602	Rs. 2830 = 75
7. Cash in hand	Rs. 11692 = 27
Total	Rs. 3551551 = 55

DETAILS OF FUNDS

1. Govt. Grants	Rs. 3122450 = 00
2. R.D.A. Grants (MGNREGA)	Rs. 3978 = 92
3. E.M.D.	Rs. 126606 = 00
4. Security (works)	Rs. 80157 = 00
5. Income Tax (w)	Rs. 29257 = 00
6. Vat (water)	Rs. 86350 = 00
7. Royalty (labour cell)	Rs. 18443 = 00
8. Panchayat Fund	Rs. 3291 = 00
Total	Rs. 80949 = 63

Rs. 3551551 = 55

Certified that the closing balance as shown in the account has been compared with that shown in the Cash Book, Bank Book and found to be correct.

Difference if any

The difference of Rs. Book is due to be the reason that:-

[Signature]
[Name]



Between the Pass book and Cash

[Signature]
[Name]

Monthly / Annual Account of Income and



Particulars of Income	Amount	Particulars of Income	Amount
Income sheet account for 12-16	206988.72		
1) Closing of the last Month / Year	2390.00	B/F Proceeds of other Loan etc	4817919.00
	1209378.72		
Budget Head			
2) Grants from Government	3583257.00	06) Sale Proceeds	3600.00
I) Special		a) Sale of Tender Form - 3600	
a) Member Salary - 4146000.00			
b) Staff Salary Grant - 1954500.00			
c) 2368500.00			
II) General			
a) Bhadranga Grant - 100000.00			
b) Matchless Grant - 212500.00			
c) Fin. Commission Grant - 90257.00			
d) 1214757.00			
3) Other Grants		7) Extraordinary Receipt	256150.71
I) Local Authorities		a) Fine - 42009.00	
		b) BMS - 9740.00	
II) Private		c) Security Deposit - 15338.00	
		d) Rent in Professional Tax - 4500.00	
4) Proceeds of taxes fees etc under Sec. 153 of the Act	1234662.00	e) Vot / Balot Tax - 10225.00	
TAXES		f) Income Tax - 16875.00	
a) House Tax - 589407.00		g) Popular Contribution - 66500.00	
b) Light Tax - 24327.00		h) Bank Interest - 88918.27	
c) Professional Tax - 107475.00		i) Labour cost - 20450.00	
d) Hoarding Tax - 22207.00		256150.71	
e) Commercial Tax - 15996.00			
759412.00			
FEES			
a) Const. Licence / Repair - 68452.00			
b) Market fee / Sps - 90000.00			
c) Certificate - 80150.00			
d) Noe - 67600.00			
e) RBB - 3075.00			
f) Transfer fee - 155000.00			
g) Connection fee - 9000.00			
h) Certified Copy (RTI) - 647.00			
i) Non-Availability - 900.00			
j) Search fee - 426.00			
475250.00			
TOTAL RS.	4817919.00	TOTAL RECEIPT	5077669.71
		OPENING BALANCE	1209378.72
		GRAND TOTAL	6287048.43

Sarpanch

Secretary

ST. LAWRENCE

Expenditure of Agaurin Village Panchayat for the Year / Month 2016-2017

Particulars of Expenditure	Amount	Particulars of Expenditure	Amount
1) Closing of the Current Monthly / Year		5) Social Welfare B/F C.N.P. Sale - 380000 Balandrand - 360000 740000	740000
1) Budget Head A) Administration	1762308.88	6) Education and Culture D. N. S. Paper - 410000	410000
Member Salary - 53500000 Daily work & Clerk - 12000000 Sweepers Salary - 42000000 Staff Salary - 71887600 Computer Repair - 3900000 Bund to VP. Hatt - 2072400 Hattipay - 38575000 Printed Stationery - 45440000 VP. Electricity bill - 1214800 Postage Reg. A/c - 984000 Refreshment - 2772500 Clerk - 2796900 Transportation - 5400000 Advocate fee - 6600000 Traveling Allowance - 2010000 Other (Hatt) - 2600288 Advocate ment - 1778000 DA to VP. Hatt - 8065000 Telephone Bill - 2110000 Accountant fee - 2300000 1762408288		7) Rural Housing	-
2) Sanitation Public Health and family welfare	11217500	8) Drinking Water	-
Supply of kerosene - 7450000 Supply of fuel for Hatt - 200000 Supply of village fund - 226750 Supply of Road side fuel - 500000 Supply of Public load - 500000 Supply of fuel for Hatt - 300000 of village fund - 11217500		9) Poverty alleviation Programme	-
3) Public Work	64128600	10) Libraries	-
Supply of Hatt light - 2380000 Purchase of electrical goods - 39998200 Supply of oil & kerosene & kerosene of Road side fuel - 20450450 Supply of Road side trees - 10000000 Removal of liquor - 3000 Maintenance of sign boards - 3000 64128600		11) Rural Sanitation	-
4) Planning and Development	-	12) Construction and Maintenance of Slaughter house & Cattle Pounds	-
		13) Miscellaneous	20822700
		Ret. of 5% - 1606200 Ret. of security deposit - 4832700 Payment of Income Tax - 6149500 Bank Commission - 780000 Postage (MTC) - 10859000 Ret. of Excess Payment of House Tax - 1344500 Tax Returned filed - 660000 Penalty Interest on late payment of Income Tax - 6870000 20822700	
TOTAL RS.	251576288	Expenditure Total	273549688
		Closing Balance	355155155
		Grand Total	628704843

Sarpanch
M. Anso
Sarpanch

Secretary
SECRETARY
P. ST. LAWRENCE
SARAPAN