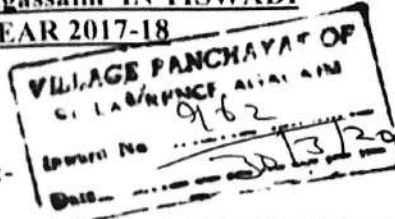


**ANNUAL AUDIT REPORT ON ACCOUNTS OF THE VILLAGE
PANCHAYAT "St. Lowrence-Agassaim" IN TISWADI
BLOCK FOR THE YEAR 2017-18**

PART-I



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

Sr.No	Name of the Sarpanch	Fr.	To
1	Shri Jaime Antonio Afonso	01/04/2017	18/06/2017
2	Shri Francisco Xavier Gracias	19/06/2017	31/03/2018

B. Name of the Secretary :-

Sr.No	Name of the Secretary	Fr.	To
1	Shri Orvilee Vales	01/04/2017	30/06/2017
2	Shri Babu R. Naik	01/07/2017	08/07/2017
3	Shri Ashish Naik	09/07/2017	30/10/2017
4	Shri Babu R. Naik	31/10/2017	04/11/2017
5	Shri Basileo Pires	05/11/2017	31/03/2018

C. Names & Designation of audit parties

Sr.No	Names of the audit parties	Designation
1	Shri Kisan Gaude	Dy. D.A./Insp.
2	Shri Deepak K. Velip	A.A.O.
3	Shri Milind H. Bodke	A.C.
4	Shri Supresh S. Bodke	A.C.

D. Date of Audit :-

From :-11/02/2019 to 13/02/2019

E. Period covered during the Audit :- From:-01/04/2017 to 31/03/2018

PART - II - INTRODUCTORY

The audit on Accounts of the Village Panchayat "St. Lowrence-Agassaim" in Tiswadi Block for the year 2017-18 was conducted from 11/02/2019 to 13/02/2019 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. Lowrence-Agassaim" was sanctioned the following types of grants/funds during the year 2017-18. 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. 7,90,763=00
3	Matching Grants	Rs. 4,25,000=00
4	Garbage Grants	Rs. 1,00,000=00
5	XIV Finance Grants	Rs. 5,94,623=00
6	GIA	Rs. 21,17,664=00
Total		Rs. 44,42,050=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 2017-18	Rs.	61,97,675=48
Total Expenditure for the year 2017-18	Rs.	47,37,836=86

Total Funds available with the Panchayat as on 31/03/2018 are as detailed below:

Sr. No.	Total Funds/deductions as on 31/03/2018	Amount
1	Government Grants	Rs. 39,42,502=00
2	DRDA (MGNERGA)	Rs 4,130=66
3	E.M.D.	Rs. 2,34,410=00
4	S.D. (Works)	Rs. 1,47,512=00
5	Income Tax (W)	Rs. 58,233=00
6	Vat (Sales Tax)	Rs. 1,27,029=00
	CGST	Rs. 5,036=00
	SGST	Rs. 5,036=00
7	Royalty	Rs. 22,038=00
	2% Vat on Royalty	Rs. 141=00
8	Labour Cess	Rs. 16,463=00
9	Panchayat Fund	Rs. 4,48,859=51
	Total	Rs. 50,11,390=17

ii) Details of Utilized / Unutilized Grants

The statement showing details of grants as on 31/03/2018 are as follows:

Sr. No.	Name of the Grants	Previous Balance	Grants Sanctioned 2017-18	Amt Utilized during the year 17-18	Balance as on 31/03/2018
I-Administrative /Govt. Grants					
1.	V.P. Member Salary	4,63,502=00	4,14,000=00	5,61,287=00	3,16,215=00
2.	Staff Salary	12,35,624=00	7,90,763=00	12,50,104=00	7,76,283=00
3.	Matching Grants	----	4,25,000=00	4,25,000=00	Duly accounted
4.	XIVth Fin. Comm.	9,78,713=00	5,94,623=00	12,49,907=00	3,23,429=00
5.	Golden Jubilee Grants	1,57,046=00	--	--	1,57,046=00
6.	G.I.A.	1,78,840=00	21,17,664=00	--	22,96,504=00
7.	Weaker Panchayat Grants	52,305=00	--	--	52,305=00

Excess Grants	7,120-00	--	--	7,120-00
Carriage Grants	49,300-00	1,00,000-00	1,35,700-00	13,600-00
Total - I	31,22,450-00	44,42,050-00	36,21,998-00	39,42,502-00
II DRDA/RDA				
1. GRIGGA	1,148-17	amt 43-76	----	1,191-93
2. MUGRI GA	2,830-75	amt 107-98	----	2,938-73
TOTAL - II	3,978-92	151-74	----	4,130-66

Note:- An amount of Rs 74,387/- was utilized from Panchayat fund, as works executed under XIVth finance grants was exceeded beyond the sanction order amount.

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
1,02,69,000=00	---	61,97,675=48	40,71,324=52

B) EXPENDITURE

ORIGINAL BUDGET ESTIMATES	REVISED BUDGET ESTIMATE	ACTUAL EXPENDIRUTE	SHORT
98,47,000=00	----	47,37,836=86	51,09,163=14

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 actuals. This has not done. There was need to revise the Budget Estimates based on comparing the original Budget prepared for the year 2017-18 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	Para BT	Para settled	Para outstanding	Subject in brief
1988-89	01	-	01	Para on Auction recovery of market for 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 Rs.1015/- 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 Antomia 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	01	-	01	Para- 8- Works Sr. 2 1% LabourCess not yet recovered from contractor. Hence pare retained.
2016-17	21	20	01	Para-10- Excess Expenditure Over Prescribed limit. Remaining 20 paras are drooped and commented in the current audit wherever required.
Total	42	20	22	

There are 22 outstanding paras are remained unsettle. The pendency of audit paras are relating to very old period is alarming. It is therefore brought to the notice of Directorate of Panchayat that the V.P.St. Lowrence-Agassaimhas 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 is checked during the course of audit. The closing balance as per the cash book is Rs. 50,11,390=17.

Receipt No. 2/91 dated 02/05/2017 amounting to Rs. 56=00 is shown as Rs. 156=00 accounting Rs. 100=00 excess at cash Book page No. 29-I. The excess amount is now treated as Panchayat Fund.

The details of closing balances are as follows:-

i)	Closing balance as per Syndicate Bank A/c no. 6269 Rs. 49,11,536=04 Add: Excess paid by Voucher No. 58 & 59 Rs. 200=00 Add: Excess paid by Voucher No. 105 Rs. 450=00 Add: Bank commission Rs. 100=00 Rs. 49,12,286=04	
	Closing balance as per Cash Book	Rs. 49,12,286=04
ii)	Closing balance as per Syndicate Bank A/c no.72082200048137 Rs. 49,025=12 Add: Receipt No. 24/71 Accounted double Rs. 480=84 Rs. 49,505=96	
	Closing balance as per Cash Book	Rs. 49,505=96
iii)	Closing balance as per Syndicate Bank	

	A/c no. 72082200059522	
	Closing balance as per Cash Book	Rs. 1,191=93
iv)	Closing balance as per Syndicate Bank A/c no. 72082200086602	
	Closing balance as per Cash Book	Rs. 2,938=73
v)	Closing balance as per State Bank of India A/c no. 30646462107	
	Closing balance as per Cash Book	Rs. 5,492=10
vi)	Closing balance as per Dena Bank A/c no.021610001783	
	Closing balance as per Cash Book	Rs. 00=00
vii)	Cash in Hand	Rs. 39,975=41
	Total Closing balance as per Cash Book as on 31/03/2018	Rs. 50,11,390=17

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 31/03/2018.

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) 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.
 - 6) Form 9 register, as well as E.M.D., S.D., Income Tax, Sales Tax, Labour Cess 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- filing beyond stipulated date. The above expenditure ofRs. 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.

The necessary action for remitting statutory deduction is not shown till the end of the financial year 2017-18. The Progress made in this regards may be shown to next audit.

7) 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.

8) Un-reconcile amount of Rs. 200/- pertains to year 2015-16 (Vr. No.58, 59) not 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 2017-18	Rs.	1,148=17
ii)	Grants rec. during the year 2017-18	Rs.	nil
iii)	Add:-Interest Accrued during the year 2017-18	Rs.	43=76
iv)	Less:- Expenditure incurred	Rs.	nil
	Closing balance for the year.....2017-18	Rs.	1,191=93

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

i)	Opening balance for 2017-18	Rs.	2,830=75
ii)	Grants rec. during the year 2017-18	Rs.	nil
iii)	Add:-Interest Accrued during the year 2017-18	Rs.	107=98
iv)	Less:- Expenditure incurred	Rs.	nil
	Closing balance for the year.....2017-18	Rs.	2,938=73

The above closing balance is found to be tallied with the closing balance as per the cash book as on 31/03/2018.

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 01/04/2017 to 31/03/2018.

S r N o	Nature of Taxes	Arrears Demand	Current Demand 2017-18	Total Demand	Collection as on 31/03/2018	Balance 31/03/2018
1	a) House Tax	7,21,251=50	4,04,228=00	11,25,479=00	3,79,992=00	7,45,487=50

	Token	----	7931=00	7,931=00	1,904=00	6,027=00
	Light	31,721=00	16,401=00	48,122=00	15,725=00	32,397=00
	Light	----	72=00	72=00	18=00	54=00
	Tax towards New Token No					
3	Proff. Tax	4,50,757=00	1,70,079=00	6,20,836=00	1,21,245=00	4,99,591=00
4	Dog Tax	582=00	--	582=00	--	582=00
5	Hoarding Tax	1,82,771=00	38,224=00	2,20,995=00	10,822=00	2,10,173=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	800=00	24,796=00	25,596=00	15,380=00	10,216=00
TOTAL		14,29,919=50	6,61,731=00	20,91,650=00	5,45,086=00	15,46,564=50

Panchayat has collected an amount of Rs.5,45,086/- towards the various taxes during the year 2017-18. The tax collection is only 26% 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 2017-18.

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	28,200=00	2,256=00	30,456=00	---	30,456=00
TOTAL		28,200=00	2,256=00	30,456=00	---	30,456=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/2018-2019/1216 dated 08/02/2019 that the Panchayat has issued 16 Nos. of construction licenses including repairs/renewals during the year 2017-2018 and an amount of Rs. 1,12,911/- was recovered as license fees. The relevant files were examined and checked during the course.

However, while going through construction license files, the short assessment and collection of the construction license fee accounted for below mentioned house repair license file:-

SR. NO.	Name of the party	Type of construction	Estimate cost	License fee Amount works out (Rs.)	Amount collected (Rs.)	Short Assessed Amt. to be recovered
1	Shri Epifanio B. Fernandes	House Repairs	5,00,000/-	2,550/-	1,000/-	1,550/-

The above figures and facts may be verified and the short accounted amount of Rs.1,550/- for the year 2017-2018 towards the construction license file should be recovered from party and shown to next audit.

6) ILLEGAL CONSTRUCTION

V.P Sarpanch certified vide certificate No.VP/SLA/2018-2019/1243 dated 08/02/2019 that the Panchayat has detected 03 nos. of illegal constructions during the year 2017-2018. The details of illegal construction cases are as follows

1) Nos. of Illegal Construction cases on 01/04/2017	06
2) Illegal Construction cases detected during the year 2017-18	03
3) Nos of illegal construction cases settled/ disposed during the year 2017-18	03
Total cases pending for settlement upto 31/03/2018	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 31/03/2018. 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, 03 illegal constructions are shown as settled during the year 2017-18. However, no detail 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) **REFUND OF E.M.D AND S.D.**

It has seen that the V.P. has a balance of Rs. 1.47 lakh as E.M.D and Rs. 1.46 lakhs as S.D. on 31/03/2018. 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.

8) **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.

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

Under the below mentioned detail heads Panchayat had made excess expenditure during the year 2017-18.

Sr no.	Major head of account	Prescribed limit	Expenditure incurred	Excess / Short
1	Advocate fees	30,000=00	73,800=00	43,800=00
2	Education and Culture	40,000=00	1,78,126=36	1,38,126=36
Total		70,000=00	2,51,926=36	1,81,926=36

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.

10) **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 01/04/2018 to 31/03/2019 vide notice no. VP/SLA/2017-18/1348 dated 07/03/2018. As per records submitted to audit no parties shown interest for offering their quotes for said above auction. As such V.P. could not conduct market auction during the financial year 2017-18.

11) **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 31/03/2018.

12) **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.

13) **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.

14) **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.

15) 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 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.

16) WORKS

The **Panchayat** has undertaken and paid for five(5) works during the financial year 2017-18 under the XIVth finance grants as per the statement of work submitted to audit.

It is seen that the agreement under CPWD form – 8 was not found in the work files. The relevant work file was randomly checked and found the statutory deduction made is found in order.

17) FINANCIAL POSITION OF THE PANCHAYAT DURING THE YEAR 2017-18

The Panchayat is having an amount of Rs. 4,48,859=51 in their Panchayat Fund Account as on 31/03/2018. This shows that the financial position of the Panchayat is satisfactory during the year. However, Panchayat should make sincere efforts to recover the amount of arrears of Taxes / Rents along with prescribed penalty form the defaulters, in order to further strengthen the financial position of the Panchayat.

18) ANNUAL ACTION PLAN

As per section 238 of Goa PanchayatRaj Act, 1994 the VP is required to submit their annual action plans to the ZillaPanchayat, 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.

19) 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.

20) 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.Lowrence-Agassaim. The office of the Directorate of Accounts disclaims responsibility for any misrepresentation and/or non-information on the part of auditee.



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

Form No. 10

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

ANNUAL ACCOUNT OF INCOME AND EXPENDITURE
OF Agassaim Village PANCHAYAT FOR THE YEAR 2017-2018

Particulars of Income	Amount	Particulars of Expenditure	Amount
Income		Expenditure	2482521280
		Budget Head	
1) Closing of the last year	3551551255	1) Administration	2482521280
Budget Head		2) Sanitation Public Health and Family Welfare.	136500200
2) Grants from Government	444205000	3) Public Works	1744133000
i) Special		4) Planning and Development	—
a) Government 4140000		5) Social Welfare	9100200
b) Staff Salary 790763000		6) Education and Culture	17812636
ii) General		7) Rural Housing	—
a) Salary 2176400		8) Drinking water	—
b) Salary 4230000		9) Poverty alleviation Programs	—
c) Salary 574623000		10) Libraries	—
3) Other Grants	—	11) Rural Sanitation	—
i) Local Authorities	—	12) Construction and maintenance of slaughter house and cattle pounds	—
ii) Private	—	13) Miscellaneous	187456000
4) Proceeds of taxes fees etc under Sec. 153 of the Act.	97592500	Expenditure Total	4737836286
Taxes - 545086000		Closing Balance	501139017
Fees - 430837000		Grand Total	974922703
5) Proceed of other loans etc.	—		
6) Sales Proceeds.	102200000		
7) Extraordinary	677500248		
Total Receipts	6197675248		
Grand Total	974922703		

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

Handwritten Signature
Sarpanch
Agassaim - Goa



Handwritten Signature
Secretary
SECRETARY (T. O.)
V. P. ST. LAWRENCE
AGASSAIM

DETAIL OF THE BALANCE

1. Cash in Syndicate Bank A/c No. 7208220000 6296	RS 4912286 = 04
2. Cash in Syndicate Bank A/c No. 7208220000 48137	RS 49505 = 96
3. Cash in Syndicate Bank A/c No. 7208220000 59522	RS 1191 = 93
4. Cash in Dena Bank A/c No. 021610001783	RS 0 = 00
5. Cash in State Bank of India A/c No. 30646462107	RS 5492 = 10
6. Cash in Syndicate Bank A/c No. 7208220000 86602	RS 2938 = 73
7. Cash in hand	RS 39975 = 41
Total	RS 5011390 = 17

DETAILS OF FUNDS

1. Govt. Grnats	RS 3942502 = 00
2. D.R.D.A. Grants (MG-NREGA)	RS 4130 = 66
3. E.M.D.	RS 234410 = 00
4. Security	RS 147512 = 00
5. Income Tax	RS 58233 = 00
6. Royalty	RS 22038 = 00
7. Sales Tax (VAT) 2% - Telum Royalty	RS 127029 = 00
8. Any other	RS 5036 = 00
9. Panchayat Fund	RS 5036 = 00
10. Labour Cell	RS 448859 = 51
Total	RS 5011390 = 17

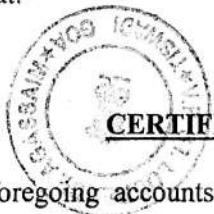
Certified that the closing balance as shown in the account has been compared with that shown in the Cash Book, Bank Book and found to be correct.

Difference if any

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

Between the Pass book and Cash

[Signature]
Sarpanch
Panchayat - Goa



CERTIFICATE

SECRETARY
V. P. ST. LA. OFFICE

I have examined the foregoing accounts and I have obtained all the information and explanation that I required and subject to the observation in the separate Audit Report/Note. I certify as a result of my audit, that in my opinion, these accounts were properly drawn up so as to exhibit a true and fair view of the State of Affairs of the Panchayat according to the best my information and explanations given to me and as shown by the books of the Panchayats.

Deputy Director of Accounts/Insp.
Government of Goa.

ure of Accounts
Particulars of
Expenditure
Closing of the last
Month / Year
Budget Head
Administration
1) Men
2) Day
3) Staff
4) Cont

Annual 2017 - 2018

Agassain Village Panchayat for the year/Month 2017 - 2018

Particulars of Expenditure	Amount	Amount Particulars of Expenditure	Amount
Expenditure closing of the last Month / Year		B/F	4362154.50
Budget Head Administration	248252.50	5) Social Welfare	910070.00
Member Salary - 561287.00		① VV. Pole - 2300.00	
Daily wage clerk - 102948.00		② Baluvali Kend - 3800.00	
Subsidiary Salary - 54000.00		③ Angarwal - 2000.00	
Staff Salary - 1250104.00		6) Education and Culture	178126.36
Arrears to VV. Staff - 260400.00		① Culture - 174766.86	
Computer Repair - 66560.00		Newspaper Bill - 3360	
Bonus to VV. Staff - 34540.00		178126.36	
Stationery - 62567.00		8) Drinking Water	-
Principal Stationery - 960.00		9) Poverty alleviation Programme	-
VV. Electricity bill - 25518.00		10) Libraries	-
Postage/Reg. Ad. - 632.00		11) Rural Sanitation	-
Refreshment - 74261.00		12) Construction and Maintenance of Slaughter house & cattle pounds	-
Levy/Typing - 32176.50		13) Miscellaneous	187456.00
Travel/Postage - 2400.00		① Refund of E.M. - 108928.00	
Advertisement - 73800.00		② Refund of Security Deposit - 21432.00	
Traveling Allowance - 12800.00		③ Bank Commision - 849.00	
Other Ad. - 6065.00		④ Other (Misc) - 46247.00	
Advertisement - 103912.00		187456.00	
Office Maintenance - 51600.00			
Telephone bill - 4227.00			
Electricity - 8000.00			
2) Sanitation Public health and family welfare	248252.50		
Daily wage of Garbage - 135700.00			
Daily wage of health body			
Salary - 800.00			
136500.00			
3) Public Works	1744133.00		
Cleaning of village Area - 131000.00			
Staff Street light - 38000.00			
Purchase of Electrical goods - 344609.00			
Cost of Drain - 190156.00			
Expenditure of drains			
Expenditure of Road side drains - 503568			
Expenditure of cleaning of road - 20000			
Expenditure of labour of Road side drain - 13000.00			
Cost of Pathway - 216317.00			
Providing labour			
Slab - 203825.00			
Cleaning of 60 panchayat - 5463			
Cleaning of Hospital - 13250.00			
Drinking water - 1278			
Cost of Colours			
Trage - 20000.00			
Mud levelling for road			
Water - 117670.00			
1744133.00			
4) Planning & Development			
Expenditure Total			4737836.36
Closing Balance			5011390.00
Grand Total			9749227.00

Sarpanch
Agassain - G.S.



Secretary
SECRETARY
V. P. ST. LAWRENCE
AGASSAIN

Particulars of Income	Amount	Particulars of Income	Amount
Income			
1) Closing of the last Month / Year	3551551.55	5) Proceeds of other Loan etc.	
Budget Head			
2) Grants from Government	4442050.00		
i) Special			
a) Member Salary grant - 414000.00			
b) Staff Salary grant - 79763.00			
1204763.00			
ii) General			
a) Garage grant - 100000.00			
b) C.I.A grant - 2117664.00			
c) Matching grant - 425000.00			
d) Finance Commission grant - 594623.00			
8237287.00			
3) Other Grants			
i) Local Authorities			
ii) Private			
4) Proceeds of taxes fees etc. under Sec. 153 of the Act.	975925.00		
TAXES			
a) House Tax - 381896.00			
b) Light Tax - 15743.00			
c) Professional Tax - 121245.00			
d) Boarding Tax - 10822.00			
e) Commercial Tax - 15380.00			
545086.00			
FEES			
a) Council/Agency/Repairs fee - 112911.00			
b) Constable fee - 121350.00			
c) AOC - 74000.00			
d) RBD - 8340.00			
e) meter fee - 100000.00			
f) meter fee - 11000.00			
g) Defiled copy (RTI) - 1082.00			
h) 1-Availability - 100.00			
i) TI - 100.00			
j) Defiled copy - 16.00			
k) Station fee - 2000.00			
430839.00			
		6) Sale Proceeds	102200.00
		a) Tender Form - 102200.00	
		b) Amount Accounted - 8200.00	8200.00
		2016-17	
			669300.48
		a) Fina - 20171.00	
		b) EMA - 216732.00	
		c) Rent on Professional Tax - 73500.00	
		d) Security Deposit - 98787.00	
		e) Royalty - 3595.00	
		f) VAT/Sales Tax - 40679.00	
		g) Income Tax - 28976.00	
		h) Popular Contribution - 37000.00	
		i) Bank Interest - 111389.48	
		j) Tel. Royalty - 72.00	
		k) Labour cell - 1372.00	
		l) GST - 5036.00	
		m) GST - 5036.00	
		n) Recovery of Short Const. Bureau fee - 7156.00	
		o) Recovery of Excess Payment of Salary made to Const. Bureau - 8000.00	
		669300.48	
		TOTAL RECEIPT	6197675.48
		OPENING BALANCE	3551551.55
		GRAND TOTAL	9749227.03