

**Minutes of Entry Conference held in the chamber of the Chairman of Rampurhat Municipality on 1<sup>st</sup> Sep., 2017**

An entry meeting was held between the Audit Team and **Rampurhat** Municipal authority in the chamber of the Chairman on 01.09.2017.

At the onset the Chairman welcomed the audit team and introduced departmental heads and other officers with the audit team. He also described the organizational setup, funding pattern and various activities of the Municipality in a nutshell. On behalf of the audit team Sri Pankaj Kumar Sinha, Audit Officer intimated the authority that Annual Accounts Audit for the period 2010-16 would be conducted and briefly explained the audit methodology and objectives. He also requested for kind cooperation in prompt furnishing of records/documents/replies and in providing necessary office infrastructure for smooth conduction of audit within the stipulated time.

The Chairman assured the audit team of full cooperation and gave necessary instructions to the officials so that audit work might continue without any hindrance.

The meeting ended with thanks from both side.

*Pankaj*  
02/09/2017

(Audit Officer)  
Government Audit

*[Signature]*  
(Chairman)  
Chairman  
Rampurhat Municipality

पंकज कुमार सिन्हा/PANKAJ KUMAR SINHA  
लेखा परीक्षा अधिकारी/Audit Officer  
O/o the Pr. AG (G & SSA), W.B.,  
Local Audit Department  
2, Govt. Place (West), Kolkata-700 001