

**Minutes of the exit meeting held on 15<sup>th</sup> Sep, 2017 in the chamber of the Chairman,  
Rampurhat Municipality**

An exit conference was held between the audit team and Rampurhat Municipal authority in the chamber of the Chairman in presence of key officials of the Municipality. The meeting was presided over by the Chairman.

Shri Pankaj Kr. Sinha, Audit Officer/Supervising officer briefly apprised the Chairman of the audit observations emerged during the course of accounts audit of Rampurhat Municipality for the year 2010-16 and discussed the draft audit report at length. He also thanked all Officers and Staff of the Municipality for their cooperation and support.

However, the Municipality failed to furnish some vital record as detailed below :-

- 1) Stock Register for ascertaining the veracity of the data shown in the Municipal Stock-in-Hand of FA package specifically for the year 2010-11.
- 2) Although, a huge amount of advance was shown as outstanding for the period under audit i.e 2010-16 but no source document viz outstanding advance register etc was furnished to the audit wherefrom audit could ascertain the veracity of the data .
- 3) Works Register along with stock register of Measurement Books wherefrom the veracity of data of CWIP (Capital Work In Progress) for period under audit i.e 201-16 could be ascertained.
- 4) No Demand & Collection Register was furnished in respect of Property Tax for the period under audit.

The Chairman noted the audit points and instructed the officials to look into the observations raised by the audit team and to take necessary corrective measures.

At the end of the meeting the Chairman thanked the audit team on behalf of the Municipality for conducting audit and the resultant valued audit observations.

The meeting ended with a vote of thanks to and from the chair.

*Pankaj*  
15/09/2017

Audit Officer,  
Government Audit

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लेखा परीक्षा अधिकारी/Audit Officer  
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Chairman,

Rampurhat Municipality  
Rampurhat Municipality