



**SPECIAL AUDIT REPORT
ON
THE ACCOUNTS OF
UNION COUNCIL-147,
RAZAQ COLONY
LAHORE**

AUDIT YEAR 2019-20

AUDITOR GENERAL OF PAKISTAN

PREFACE

Articles 169 and 170 of the Constitution of the Islamic Republic of Pakistan, 1973 read with Sections 8 and 12 of Auditor General's (Functions, Powers and Terms and Conditions of Service) Ordinance, 2001 and Section 108 of the Punjab Local Government Act, 2013 require the Auditor General of Pakistan to audit the accounts of the Federation or a Province or Local Government and the accounts of any authority or body established by or under the control of the Federation or a Province.

The report is based on Special Audit of accounts of Union Council-147, Razaq Colony Lahore for the period 01-01-2017 to 31-12-2018. The Directorate General of Audit District Governments Punjab (North), Lahore conducted audit from 23-01-2020 to 04-02-2020 on test check basis with a view to reporting significant findings to the relevant stakeholders. The Audit Report includes systemic issues and significant audit findings.

The audit results indicate the need for adherence to the regularity framework besides instituting and strengthening internal controls to prevent recurrence of such violations and irregularities.

The observations included in this Report have been finalized in the light of written responses of the management. However, no Departmental Accounts Committee meeting was convened despite repeated requests.

The Audit Report is submitted to the Governor of the Punjab in pursuance of Article 171 of the Constitution of the Islamic Republic of Pakistan, 1973, read with Section 108 of Punjab Local Government Act, 2013 to cause it to be laid before the Provincial Assembly of Punjab.

Islamabad
Dated:

(Javaid Jehangir)
Auditor General of Pakistan

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ABBREVIATIONS AND ACRONYMS

AA	Administrative Approval
ADP	Annual Development Program
BDD-4	Budget Detail Document-4
CCB	Citizen Community Board
DAC	Departmental Accounts Committee
FD	Finance Department
IPSAS	International Public Sector Accounting Standards
LG&CD	Local Government & Community Development
MFDAC	Memorandum for Department Accounts Committee
NAM	New Accounting Model
PAC	Public Accounts Committee
PDG	Punjab District Government
PLGO	Punjab Local Government Ordinance
PLG	Punjab Local Government
POL	Petroleum Oil and Lubricants
PCC	Plain Cement Concrete
PRA	Punjab Revenue Authority
PWD	Public Works Department
SDO	Sub Divisional Officer
TMA	Town Municipal Administration
TMO	Town Municipal Officer
TO (F)	Town Officer (Finance)
TO (I&S)	Town Officer (Infrastructure & Services)
TO (P&C)	Town Officer (Planning & Coordination)
TO (R)	Town Officer (Regulations)
TS	Technical Sanction
UC	Union Council

EXECUTIVE SUMMARY

The Directorate General of Audit, District Governments, Punjab (North), Lahore is responsible for carrying out the audit of Local Governments comprising Metropolitan Corporation, Municipal Corporations, District Councils, Municipal Committees, Union Councils, District Health Authorities and District Education Authorities of nineteen (19) Districts of Punjab (North) namely Attock, Bhakkar, Chakwal, Gujranwala, Gujrat, Hafizabad, Jhelum, Kasur, Khushab, Lahore, Mandi Baha-ud-Din, Mianwali, Nankana Sahib, Narowal, Okara, Rawalpindi, Sargodha, Sheikhpura, Sialkot and eight Public Sector Companies of the department of Local Government and Community Development, Punjab i.e. Cattle Market Management Companies and Waste Management Companies.

The Directorate General of Audit has a human resource of 86 officers and staff having 20,500 man-days and annual budget of Rs 167.848 million for the Financial Year 2019-20. This office carried out special audit of the accounts of Union Council 147 Razaq Colony Lahore for the financial period from January 2017 to December 2018 on the special instructions received from the Auditor-General Office and utilized 10 man days in execution of field audit activity of the planned assignment.

Each Union Council conducts its operations as per Punjab Local Government Act, 2013. The Chairman is the Principal Accounting Officer (PAO) of the Union Council as per Rule 2(x) of Punjab Union Council Budget Rules 2017. The financial provisions of the Punjab Local Government Act, 2013 and Rule 3(e) of Punjab Union Council Budget Rules 2017 require that chairman of the Union Council ensures that budget estimates and revised budget estimates are laid before the House well before the commencement of the next financial year and the establishment of Union Local Fund and Public Account for which Annual Budget Statement is authorized by the Chairman in the form of Budgetary Grants.

Special Audit of the Union Council-147, Razaq Colony was carried out with the view to ascertaining that the expenditure was incurred with proper authorization, in-conformity with laws / rules / regulations, economical procurement of assets and hiring of services etc.

Audit of receipts / revenues was also conducted to verify whether the assessment, collection, reconciliation and allocation of revenues were made in accordance with laws and rules.

a) Scope of Audit

Total expenditure was Rs 6.057 million and own receipts was Rs 0.541 million of Union Council 147 Razaq Colony Lahore for the period January, 2017 to December 2018.

Audit coverage for special audit of the Union Council relating to expenditure was Rs 3.209 million. In terms of percentage, the audit coverage for expenditure is 53% of auditable expenditure.

Audit coverage for special audit of the Union Council relating to receipts was Rs 0.265 million. In terms of percentage, the audit coverage for receipts is 49% of auditable receipts.

This audit report includes audit observations resulting from the audit of:

1. Expenditure of Rs 1.096 million and receipt of Rs 0.132 million for the financial period from January 2017 to June 2017.
2. Expenditure of Rs 3.644 million and receipt of Rs 0.281 million for the financial year 2017-18.
3. Expenditure of Rs 1.318 million and receipt of Rs 0.128 million for the financial period from July 2018 to December 2018.

b) Recoveries at the instance of Audit

Recovery of Rs 0.285 million was pointed out, which was not in the notice of management before audit.

c) Audit Methodology

Audit was performed through understanding the business processes of Union Council with respect to functions, prioritization of risk areas by determining their significance. Audit scrutinized vouchers and auxiliary record in order to verify the expenditure and receipts.

d) Audit Impact

A number of improvements, as suggested by audit, in maintenance of record and procedures, have been initiated by the concerned departments. However, audit impact in shape of change in rules will be subject to decision of PAC meeting as and when convened.

e) Comments on Internal Controls

Internal Control failures have come to surface on recurrent basis reflecting serious instances of non-compliance of rules and regulations. Many instances wherein serious lapses of weak Internal Controls were observed have been reported elsewhere in this audit report that includes, inter-alia, payment were not drawn through crossed cheques, non-accounting of purchased material, drawl of public funds without supporting evidences. Lack of trained staff and accountability mechanism in Union Councils may be the important reasons for weak Internal Controls.

f) Key Audit Findings

- i. Procurement related irregularities amounting to Rs 1.60 million were noted in two cases.¹
- ii. Internal control weakness of Rs 3.169 million was noted in ten cases.²
- iii. Unsatisfactory performance of union council was noted in four cases.³

¹ Para 1.3.1.1, 1.3.1.2

² Para 1.3.2.1- 1.3.2.10

³ Para 1.3.3.1- 1.3.3.4

g) Recommendations

- i. Authorities need to take action against officers / officials for not following relevant laws, rules and instructions.
- i. Internal controls needs to be strengthened to avoid irregularities and non-compliance of rules.
- ii. Budget of Union Councils needs to be prepared by following New Accounting Model
- iii. DAC meetings needs to be held regularly to minimize financial irregularities
- iv. Management needs to follow PPRA to incur expenditure in more economical manner.
- v. Monitoring of development schemes needs to be improved to ensure that funds are utilized effectively and efficiently.
- vi. Management needs to address systemic issues to prevent recurrence of various irregularities.

CHAPTER 1

1.1 Union Council, 147- Razaq Colony

1.1.1 Introduction

Union Councils were established on 01.01.2017 under Punjab Local Government Act, 2013. Chairman of the Union Council is the executive head of a Union Council. The Secretary coordinates and facilitates performance of functions assigned to the UC under the supervision of chairman. As per Rule 4 of Punjab Union Council (Conduct of Business) Rules 2017, an urban union council shall provide services of three secretaries.

- i. Secretary (Community Development) of BS-11 responsible for maintenance of accounts and preparation of estimates of receipts and expenditure.
- ii. Secretary (Municipal Services) of BS-11 responsible for municipal services.
- iii. Secretary (Union Committee) of BS-7 responsible for the work relating to the meeting of the house.

According to Section 72 of Punjab Local Government Act 2013, functions of Union Council are to:

- i. approve the budget of the Union Council;
- ii. approve the levy of tax or fee assigned to the Union Council;
- iii. arrange for registration of births, deaths, marriages and divorces and pass on such information in the Union Council to such persons and institutions as may be prescribed;
- iv. promote local sports;
- v. provide for libraries and reading rooms and
- vi. execute development works in the prescribed manner.

1.1.2 Comments on budget and Accounts

- i. The Union Council-147, Razaq Colony remained totally dependent on Grants from Metropolitan Corporation Lahore during the period 01-01-2017 to 31-12-2018. Summary of the Receipts of the Union Councils given as under:

Description	Amount in Rs.					
	01-01-17 to 30-06-17		01-07-17 to 30-06-18		01-07-18 to 31-12-18	
	Amount	%	Amount	%	Amount	%
Tax Revenue (Birth, Death, Nikkah, Divorce fee)	131,020	8	275,790	8.5	122,820	8.5
Other Revenue	1,464	-	4,718	0.5	5,021	0.5
Grants from Metropolitan Corporation Lahore	1,500,000	92	3,000,000	91	1,300,000	91
Total	1,632,484	100	3,280,508	100	1,427,841	100

Source: (Cash Book)

- ii. Against budget allocation of Rs 7,249,025, management utilized an amount of Rs 6,057,423 during the period 01-01-2017 to 31-12-2018. Management of Union Council failed to prepare the budget for the period 01-07-2018 to 31-12-2018. Summary of budgeted and actual figures of the Union Councils given as under:

Period	Budget	Actual
01-01-17 to 30-06-17	1,943,100	1,095,823
01-07-17 to 30-06-18	3,988,400	3,644,075
01-07-18 to 31-12-18	*1,317,525	1,317,525
Total	7,249,025	6,057,423

Source: (Cash Book)

* Budget for the period 01-07-18 to 31-12-18 was not prepared

1.2 Classified Summary of Audit Observations

Audit observations amounting to Rs 4.769 million were raised in this report during current special audit of "Union Council-147, Razaq Colony." This amount also includes recoveries of Rs 0.285 million as pointed out by the audit. Summary of audit observations classified by nature is as under:

Sr. No.	Classification	Amount Placed under Audit Observation (Rs in million)
1	Non-production of record	-
2	Reported cases of fraud, embezzlement, and misappropriation	-
3	Irregularities:	
	A. HR/Employees related irregularities	-
	B. Procurement related irregularities	1.600
	C. Management of accounts with commercial banks	-

Sr. No.	Classification	Amount Placed under Audit Observation (Rs in million)
4	Value for money and service delivery issues	-
5	Internal Controls	3.169
Total		4.769

1.3 AUDIT PARAS

1.3.1 Procurement related irregularities

1.3.1.1 Irregular payment on account of development schemes - Rs 1.123 million

As per Rule 19 of Punjab Union Councils (Budget) Rules 2017, the new development project shall be prepared in form BDD-4. The development projects are to be processed through identification of development project, preparation of detailed development project proposal, rough cost estimates and administrative approval, technical sanction of detailed estimates, and approval by the House. As per Rule 2.4 of B&R Codes, before the start of work on a project, detailed estimates of the work shall be prepared and approved by the competent authority. As per para 127 (6) and 129 (i) of PWD Code, payment for all work done should be made on the basis of measurement recorded in MB in accordance with the work actually done at site, measured in person by the SDO and he will be responsible for general correctness of the bill as a whole.

During audit of UC-147, Lahore, it was observed that expenditure incurred to the tune of Rs 1.123 million on account of development schemes without preparation of BDD-4 and without Annual Development Plan of the Union Council duly approved by the Union Council House. Moreover, expenditure was incurred without Administrative Approval and Technical Sanction of detailed estimates. Payments were made without recording measurements in the measurement book.

Audit is of the view that due to weak internal controls and defective financial discipline irregular payment was drawn from local fund.

This resulted in irregular payment on account of Development schemes Rs 1.123 million. **Annexure-A**

The observation was discussed with the Secretary Union Council, it was replied that all the works were executed under the supervision of members of the house and after the approval of the chairman. The reply was not satisfactory because the secretary failed to provide BDD-4, ADP duly approved by the house, Administrative Approvals, Technical Sanctions of the Engineer In charge and measurement books.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends preparation of BBD-4 and annual development plan besides fixing responsibility against the person(s) at fault and regularization of the matter.

1.3.1.2 Irregular expenditure by splitting works – Rs 0.477 million

According to Rule 12(1) read with Rule 9 of Punjab Procurement Rules 2014, procurements over one hundred thousand rupees and up to the limit of two million rupees shall be advertised on the PPRA's website in the manner and format specified by PPRA regulation from time to time. A procuring agency shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting of the procurements so planned. Moreover, According to Rule 4 of Punjab Local Government Contract Rules 2017, contracts valuing Rs 0.200 million on behalf of local government shall be executed by the Chairman and contracts valuing over & above Rs 0.200 million shall be executed with the approval of house of the local government.

During audit of UC-147, Lahore, it was observed that an amount of Rs 0.477 million was drawn for execution of three schemes and cost of each scheme exceeding Rs 100,000 but work was split up in order to avoid open tendering process. It was further observed approval of the House was not obtained in case of scheme titled "PCC work in boliwali street." This resulted in splitting of scheme and execution of work in order to avoid open tendering process and approval of the house. **Annexure-B**

Audit is of the view that Job orders were split in order to avoid open tendering process due to defective contract management.

The observation was discussed with the Secretary UC, it was replied that each transaction was less than Rs 100,000 therefore advertisement at PPRA website was not required. The reply was not satisfactory because job order of single work was split into number of transactions in order to avoid open tendering process.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends regularization of the matter besides fixing responsibility against the person(s) at fault.

1.3.2 Internal Controls weaknesses

1.3.2.1 Doubtful payment made in cash without receipt of Actual Payee -Rs1.520 million

According to Rule 2.22 of P.F.R Vol-I, every voucher should bear or have attached to it an acknowledgement of payment signed by the person by whom or in whose behalf the claim is put forward. This acknowledgement would always be taken at the time of payment. As per Rule 4(1)(2) of Punjab Union Council (Accounts) Rules 2016, payments exceeding Rs 5,000 shall be made through crossed cheques.

Management of UC-147 Lahore made payment of Rs 1.520 million to the vendors without actual payee receipts / acknowledgement of payments. Moreover, scrutiny of bank statement revealed that funds were not drawn through crossed cheques. **Annexure-C**

Audit is of the view that due to weak internal controls and defective financial discipline payments were not drawn through crossed cheques and without obtaining actual payee receipts at the time of payment.

This resulted in irregular payment of Rs 1.520 million.

The observation was discussed with the Secretary Union Council, it was replied that actual payee receipts were available with the record but payments were made through open cheque instead of crossed cheques. The reply was not satisfactory because acknowledgement of payments were not provided even in support of reply and lapse regarding payment not made through crossed cheques was admitted by the department.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends obtaining actual payee receipts and regularization of the matter besides fixing responsibility against the person(s) at fault.

1.3.2.2 Drawl of public fund without supporting evidences – Rs. 0.468 million

According to Rule 2.32 (a) of PFR Vol-1, all details about all accounts shall be recorded as fully as possible, so as to satisfy any enquiry that may be made into the particulars of any case.

During Special Audit of UC 147 Lahore for the period 01-01-2017 to 31-12-2018, it was observed that a sum of Rs 0.468 million was drawn from

bank account of the Union Council. The entries were also recorded in Cash Book of the relevant period but documents mentioned against each transaction in Annexure-D were not provided in order to authenticate and verify the claims.

Annexure-D

Audit is of the view that the amount was drawn from bank account without proper evidence of the expenditure as it was not maintained and, hence, not produced to Audit for verification which may lead to misappropriation and misuse of public resources.

In the absence of record, authenticity, validity and accuracy of expenditure of Rs 0.468 million could not be verified.

The observation was discussed with the Secretary Union Council, but management failed to offer any comment.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends production of the record for audit scrutiny besides fixing responsibility against the officers / officials at fault.

1.3.2.3 Unauthorized payment of rent of buildings - Rs 0.480 million

According to Sr. No.3, footnote 3 of Delegation of Financial Powers Rules 2016, hiring of building on rent is subject to the condition that the rent paid should not exceed the rent assessed by the Excise and Taxation Department. As per Rule 4 of Punjab Local Government (Contract) Rules 2017, all contracts on behalf of the local government shall be executed by the concerned chairman or by an officer duly authorized by the chairman.

During audit of UC-147 Lahore for the period January, 2017 to December, 2018 it was observed that management hired second floor of a building from Chairman of the union council and paid Rs 0.480 million for the period 01-01-2017 to 31-12-2018 to the owner against the rent of office building which was not situated in territorial jurisdiction of Union Council. Moreover, assessment report of excise & taxation department was also not available on record. Further, agreement between union council and owner of the building was also not executed by the chairman of the union council.

Audit is of the view that unauthorized payment was made due to defective financial discipline.

This resulted in unauthorized payment of Rs 0.480 million on account of rent of building.

The observation was discussed with the Secretary Union Council, it was replied that building was taken on rent near main road due to non-availability of government accommodation. The reply was not satisfactory because building was taken on rent from the Chairman of the UC and building was also situated beyond the territorial jurisdiction of UC and assessment report was also not taken from the Excise & Taxation Department.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends regularization of the matter besides fixing responsibility against the person(s) at fault.

1.3.2.4 Expenditure incurred over & above budget allocation - Rs 0.221 million

As per Rule 3(5) of Punjab Union Council (Account) Rules 2017, no expenditure shall be incurred except against the budget of that year. According to Rule 4(a) of Punjab Union Council (Budget) Rules 2017, PAO shall incur expenditure as per budget allocation.

During course of audit of UC-147 Lahore, it was observed that expenditure of Rs 0.221 million was incurred over & above budgetary allocation as detailed below:

01-01-17 to 30-06-17		(Amount in Rs)	
Object Head	Budget	Expenditure	Excess
Honorarium Chairman & VC	12,600	56,700	44,100
Honorarium Councilor	49,500	59,800	10,300
Water Dispenser	0	9,500	9,500
Air cooler	0	12,500	12,500
01-07-17 to 30-06-18			
Construction of PCC	900,000	1,022,290	122,290
Honorarium Chairman & V. Chairman	50,400	73,540	23,140
Total	1,012,500	1,234,330	221,830

Audit is of the view that due to defective financial discipline expenditure was incurred over & above budgetary allocation.

The observation was discussed with the Secretary Union Council, it was replied that copy of revised budget would be provided in DAC meeting. The reply was not satisfactory because no revised budget was provided to Audit till compilation of this report.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends strengthening of financial controls to keep expenditure within allocated budget besides regularization of the matter and fixing responsibility against the person(s) at fault.

1.3.2.5 Non-accountal of purchased articles – Rs 0.197 million

According to Finance Department letter No. FD (MR) MW/1-4/92 dated 26th September, 1992, if entries in the stock register are not available or if the concerned officials are not present at the time of audit and record is not shown to auditors, the entries made and record produced afterward would not be accepted.

During audit of UC-147 Lahore, it was observed that expenditure of Rs 0.197 million was incurred on purchase of items but items purchased were not entered in the stock register. **Annexure-E**

Audit is of the view that purchased items were not accounted for due to weak internal controls and defective financial discipline.

This resulted in non-accountal of purchased articles Rs 196,700.

The observation was discussed with the Secretary Union Council, it was replied that entries were available in the concerned stock register. The reply was not satisfactory because no documentary evidence was provided in support of reply.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends proper stock taking of the items purchased besides fixing responsibility against the person(s) at fault.

1.3.2.6 Loss of revenue due to non-deduction of PST from contractors' claim– Rs 0.141 million

As per Government of the Punjab, Punjab Revenue Authority letter No. PRA/ Public Sector / 1753 dated 20th March 2018, Punjab Sales Tax will be charged @ 5% for government civil works and 16 % for repair work w.e.f. 01-01-2016.

Management of the Union Council 147 Lahore executed various works amounting to Rs 1.353 million during the period January 2017 to December 2018. The payment was made without deduction of Punjab

Sales Tax amount at prescribed rate to the contractors. This resulted in loss of revenue to the government Rs 0.141 million **Annexure-F**

Audit is of the view that due to weak internal controls and defective financial discipline payments were made without deduction of PST at source and deposited into treasury.

The observation was discussed with the Secretary Union Council, it was replied that PST was not applicable on the items mentioned in annexure. The reply was not satisfactory because Punjab Sales Tax was to be charged @ 5% for government civil works and 16 % for repair work w.e.f. 01-01-2016.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends recovery of tax amount from the contractors besides fixing responsibility against the person(s) at fault.

1.3.2.7 Loss of revenue due to non-deduction of Income Tax – Rs 0.056 million

Every prescribed person making a payment in full or part including a payment by way of advance to a resident person or permanent establishment in Pakistan of a non-resident person shall, at the time of making the payment, deduct tax from the gross amount @ 4.5%, 7.5 % and 7.5% respectively on account of supplies, services rendered and contract according to Section 153 of Income Tax Ordinance, 2001.

During audit of accounts of Union Council 147 Lahore, it was observed that payment of Rs 1.510 million was made to various suppliers and contractors but deduction of income tax at prescribed rate was not made at source. This resulted in loss of Rs. 0.056 million to the Public Exchequer. **Annexure-G**

Audit is of the view that due to weak internal controls and defective financial discipline, payments were made without deduction of income tax.

The observation was discussed with the Secretary Union Council, it was replied that withholding tax was not deducted from the transactions less than Rs 25,000. The department admitted the lapse and negligence.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends recovery of tax amount besides fixing responsibility against the person(s) at fault.

1.3.2.8 Non-credit of withheld tax – Rs 0.053 million

According to Rule 2.33 of PFR Volume-I provides that every Government servant should realize fully and clearly, he will be held personally responsible for any loss sustained by Government because of fraud or negligence on his part.

Management of Union Council 147 Lahore deducted income tax of Rs 0.053 million from the claim of contractors during the period 01-01-2017 to 31-12-2018 but the amount of Income Tax was not credited to the quarter concerned.

Audit is of the view that due to weak internal controls and defective financial discipline withheld amount was not deposited into treasury.

This resulted in loss of revenue due to non-deposit of withheld tax Rs 0.053 million **Annexure-H**.

The observation was discussed with the Secretary Union Council, it was replied that the amount of tax was deducted from the claim of contractors but not deposited into treasury. The lapse and negligence was admitted by the department.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends transfer of withholding tax to FBR besides fixing responsibility against the person(s) at fault.

1.3.2.9 Loss of revenue due to purchases from unregistered firm– Rs 0.033 million

As per Government of Pakistan (Revenue Division) Central Board of Revenue (Sales Tax Wing) letter No. C.No.4 (47)STB/98(Vol.I) dated 04th August 2001, purchases should be made by the Government Departments from the suppliers registered with Sales Tax Department and payment shall be made to the suppliers - contractors only on the bills supported with sales tax invoices. Further, at the end of month the department shall send a report on the prescribed format to the concerned Collector of sales tax intimating him the name and address of the supplier, GST number, cost of goods supplied including / excluding sales tax amount.

Management of the Union Council 147 Lahore purchased various items during the Financial Years 01-01-2017 to 31-12-2018. The payment of Rs 0.197 million was made including the amount of GST to the suppliers without obtaining General Sales Tax invoices in violation of government instructions. As per record, there was no evidence whether the firms - suppliers were registered with the sales tax department and as such payment made to the suppliers inclusive of GST amount, resulting in overpayment of Rs 0.033 million. **Annexure-I**

Audit is of the view that due to weak internal controls and defective financial discipline purchases were made from non-registered firm without deduction of GST at source.

The observation was discussed with the Secretary Union Council, it was replied that items were purchased from local shopkeepers without sales tax invoice. The lapse and negligence was admitted by the department.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends obtaining sales tax invoices besides fixing responsibility against the person(s) at fault.

1.3.2.10 Preparation of Budget without Observing Chart of Classification of Accounts

According to Rules 6(6) of Punjab Union Council Budget Rules 2017, the budget shall be prepared in accordance with Chart of Classification of Accounts issued by the Auditor General of Pakistan.

During course of audit of UC-147 Lahore, it was observed that management did not prepare the annual budget for the period 01-01-2017 to 31-12-2018 as per Chart of Classification of Accounts. Moreover, neither object code of classification was mentioned on the contingent form/bill nor detailed object wise expenditure statement was provided due to which the appropriateness and accuracy of spending of budgetary allocation in conformity with the Schedule of Authorized Expenditure could not be verified.

Audit is of the view that due to defective financial discipline budget was not prepared while observing Chart of Classification of Accounts.

The observation was discussed with the Secretary Union Council, it was replied that training for preparation of budget on the basis of chart

of classification was not provided to the Secretary of the UC. Therefore, chart of accounts was not followed. The reply was not satisfactory being evasive.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends preparation of budget according to chart of classification and regularization of the matter besides fixing responsibility against the person(s) at fault.

1.3.3 Value for money and service delivery issues

1.3.3.1 Budget without approval of the Union Council House

According to Rule 3(e) of Punjab Union Council Budget Rules 2017, chairman of the Union Council ensures that budget estimates and revised budget estimates are laid before the House well before the commencement of the next financial year.

During course of audit of UC-147 Lahore, it was observed that Chairman failed to get approval of the budget from house. The budget was approved by the Chairman instead of the house.

Audit is of the view that due to defective financial discipline budget was approved by the Chairman instead of house.

The observation was discussed with the Secretary Union Council, it was replied that expenditure was incurred with approval of the members and the chairman. The reply was not satisfactory because no documentary evidence was provided for approval of budget from the house.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends regularization of the matter besides fixing responsibility against the person(s) at fault.

1.3.3.2 Non-setting of computerized complaint cell

As per Rule 20 of Punjab Union Council (Conduct of Business) Rules 2017, a Union Council shall set up a computerized complaint cell for efficient tracking and resolution of grievances of residents within the ambit of its jurisdiction.

During audit of UC 147 Lahore, it was observed that computerized complaint cell was not set up even till date.

Audit is of view that due to weak management complaint cell was not established.

The observation was discussed with the Secretary Union Council, it was replied that no complaint was pending in Union Council. The reply was not satisfactory because no computerized complaint cell for efficient tracking and redressal of grievances of residents was set up.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends establishment of computerized complaint cell besides fixing responsibility against the person(s) at fault.

1.3.3.3 Non-presentation, non-preparation and non-publication of performance report

As per Rule 19 of Punjab Union Council (Conduct of Business) Rules 2017, the UC shall on quarterly basis display at prominent places information about the performance over the preceding three months.

During audit of UC 147 Lahore, it was observed that performance report of the local government was neither presented to the house nor displayed at prominent place till date.

Audit is of view that due to weak internal controls no performance report was presented to the House.

The observation was discussed with the Secretary Union Council, it was replied that the office submitted the performance report to quarter concerned on demand. The reply was not satisfactory because local government failed to display the performance report at prominent place.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends presenting performance report of union council to House besides fixing responsibility against the person(s) at fault.

1.3.3.4 Non-submission of annual accounts to the Government

According to Rule 8(2)(b) read with 9(3)(e) of Punjab Union Council (Account) Rules 2017, Union Secretary shall prepare transmit the annual statement of accounts for the preceding year to the house and the government through the chairman by 15th July each year. The chairman shall ensure that the annual accounts of the union council are countersigned by the chairman sent to the government by 15th July of each year.

During course of audit of UC-147 Lahore, it was observed that Secretary Union Council failed to prepare and transmit the annual statement of accounts for the preceding year to the house and the government through the Chairman each year. Moreover, the Chairman of the Union Council also failed to ensure that the annual accounts of the Union Council were submitted to the Government.

Audit is of the view that due to defective financial discipline accounts were not submitted to the government.

The observation was discussed with the Secretary Union Council, it was replied that the office submitted the performance report to quarter concerned on demand. The reply was not satisfactory because local government failed to submit annual accounts to the government.

The matter was reported to the Administrator of the Union Council in April 2020, followed by subsequent reminders in June 2020 and August 2020 but DAC meeting was not convened till finalization of this report.

Audit recommends submission of annual statement of accounts besides fixing responsibility against the person(s) at fault.

ANNEXURES

Annexure-A**Detail of irregular payment of development schemes**

V No.	CB Date	Description of payment	Amount (Rs)
2	06.07.17	Rent of tractor for leveling of Ashraf park streets	10,000
4	17.07.17	Earth filling in Ashraf Park	10,000
5	17.07.17	Rent of tractor for leveling of Ashraf park streets	10,000
5	11.08.17	PCC work in shah alam colony near roshni model school	27,027
6	11.08.17	PCC work in shah alam colony near roshni model school	25,000
9	22.08.17	Repair of manhole cover and iron karah	10,000
12	23.08.17	Repair of manhole cover and iron karah	12,360
15	25.08.17	Earth filling at imam town	10,000
1	01.09.17	PCC & Sewerage work Tajpura	27,027
2	08.09.17	Earth filling of Gajja peer graveyard street	30,000
3	11.09.17	PCC Work in boliwali street	27,027
4	11.09.17	PCC Work in boliwali street	27,027
6	18.09.17	PCC Work in boliwali street	27,027
7	18.09.17	PCC Work in boliwali street	27,027
8	18.09.17	PCC Work in boliwali street	27,027
9	18.09.17	PCC Work in boliwali street	27,027
10	18.09.17	PCC Work in boliwali street	27,027
11	18.09.17	PCC Work in boliwali street	27,027
13	26.09.17	Earth filling of Gajja peer graveyard street	10,000
15	29.09.17	Construction of Wall and purchase of banners (8000+12000)	20,000
3	23.10.17	PCC work in shah alam colony near roshni model school	26,919
4	23.10.17	PCC work in shah alam colony near roshni model school	24,950
7	26.10.17	Sewerage work of Rasoolpura	10,000
2	01.11.17	Removal of malba of Razaq colony	24,500
3	01.11.17	Removal of malba of Razaq colony	24,500
6	14.11.17	Repair work of street light	10,000
10	30.11.17	Removal of malba of Razaq colony	24,700
4	14.12.17	PCC Work in boliwali street	26,486
5	14.12.17	PCC Work in boliwali street	21,621
6	14.12.17	PCC Work in boliwali street	26,486
7	19.12.17	Sewerage work	10,000
2	02.01.18	Repair of PCC in mistrisadiq street	9,530
3	02.01.18	Removal of garbage from tajpura scheme	15,000
6	05.01.18	Repair of street lights	12,600
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027
15	26.01.18	Repair of street lights	10,000
16	29.01.18	Repair of street lights	9,800
9	23.02.18	PCC street No.5, Razaq colony Tajpura	26,865
10	23.02.18	PCC street No.5, Razaq colony Tajpura	26,919
11	23.02.18	PCC street No.5, Razaq colony Tajpura	26,811
7	19.03.18	PCC street near Imam Din House Tajpura	26,486
8	19.03.18	PCC street near Imam Din House Tajpura	26,811
10	20.03.18	Sewerage work	10,000

12	26.03.18	PCC street near Imam Din House Tajpura	25,405
13	26.03.18	PCC street near Imam Din House Tajpura	22,703
14	29.03.18	PCC street near Imam Din House Tajpura	25,838
15	29.03.18	PCC street near Imam Din House Tajpura	25,622
5	04.05.18	Sewerage work of masjid darbar Ganja Peer	26,486
11	24.05.18	PCC street near Imam Din House Tajpura	27,027
12	24.05.18	PCC street near Imam Din House Tajpura	27,027
2	04.09.18	Removal of malba	5,000
9	25.09.18	Repair of sewerage work	5,000
8	23.10.18	Repair of sewerage work	5,500
6	28.11.18	Repair of sewerage work	13,500
4	06.12.18	Sewerage work	24,600
6	26.12.18	Sewerage work	13,610
		Total	1,122,959

Annexure-B

Detail of splitting in execution of work

V No.	CB Date	Description of payment	Amount (Rs)
3	11.09.17	PCC Work in boliwali street	27,027
4	11.09.17	PCC Work in boliwali street	27,027
6	18.09.17	PCC Work in boliwali street	27,027
7	18.09.17	PCC Work in boliwali street	27,027
8	18.09.17	PCC Work in boliwali street	27,027
9	18.09.17	PCC Work in boliwali street	27,027
10	18.09.17	PCC Work in boliwali street	27,027
11	18.09.17	PCC Work in boliwali street	27,027
		sub total	216,216
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027
9	23.02.18	PCC street No.5, Razaq colony Tajpura	26,865
10	23.02.18	PCC street No.5, Razaq colony Tajpura	26,919
11	23.02.18	PCC street No.5, Razaq colony Tajpura	26,811
		sub total	107,622
7	19.03.18	PCC street near Imam Din House Tajpura	26,486
8	19.03.18	PCC street near Imam Din House Tajpura	26,811
12	26.03.18	PCC street near Imam Din House Tajpura	25,405
13	26.03.18	PCC street near Imam Din House Tajpura	22,703
14	29.03.18	PCC street near Imam Din House Tajpura	25,838
15	29.03.18	PCC street near Imam Din House Tajpura	25,622
		sub total	152,865
		Grand total	476,703

Annexure-C**Detail of payment without acknowledgement and funds were not drawn through crossed cheques**

V No.	CB Date	Description of payment	Amount
16	29.03.17	Printing & repair	9,800
2	05.04.17	Water Dispenser	9,500
3	05.04.17	Ceiling fan & crockery items	9,500
11	16.05.17	Cleanliness of graveyard of Gaja peer road	9,600
12	16.05.17	Cleanliness of graveyard of Razaq colony	10,000
16	19.05.17	Purchase of printer	8,500
4	07.06.17	Purchase of Air cooler	12,500
5	14.06.17	Printing of Polio flex	25,000
6	14.06.17	Printing of Polio flex	24,500
2	06.07.17	Rent of tractor for leveling of Ashraf park streets	10,000
4	17.07.17	Earth filling in Ashraf Park	10,000
5	17.07.17	Rent of tractor for leveling of Ashraf park streets	10,000
6	17.07.17	Purchase of Battery	12,000
4	11.08.17	Paint for office	10,000
5	11.08.17	PCC work in shah alam colony near roshni model school	27,027
6	11.08.17	PCC work in shah alam colony near roshni model school	25,000
8	21.08.17	Cleanliness of graveyard of Nagina house Tajpura	10,000
9	22.08.17	Repair of manhole cover and iron karah	10,000
12	23.08.17	Repair of manhole cover and iron karah	12,360
13	25.08.17	Expenditure on Jasan-e-Aazadi for tenting	10,000
14	25.08.17	Expenditure on Jasan-e-Aazadi for flags	10,000
15	25.08.17	Earth filling at imam town	10,000
1	01.09.17	PCC & Sewerage work Tajpura	27,027
2	08.09.17	Earth filling of Gajja peer graveyard street	30,000
3	11.09.17	PCC Work in boliwali street	27,027
4	11.09.17	PCC Work in boliwali street	27,027
6	18.09.17	PCC Work in boliwali street	27,027
7	18.09.17	PCC Work in boliwali street	27,027
8	18.09.17	PCC Work in boliwali street	27,027
9	18.09.17	PCC Work in boliwali street	27,027
10	18.09.17	PCC Work in boliwali street	27,027
11	18.09.17	PCC Work in boliwali street	27,027
13	26.09.17	Earth filling of Gajja peer graveyard street	10,000
15	29.09.17	Construction of Wall and purchase of banners (8000+12000)	20,000
3	23.10.17	PCC work in shah alam colony near roshni model school	26,919
4	23.10.17	PCC work in shah alam colony near roshni model school	24,950
5	23.10.17	Cleanliness of graveyard of tajbagh scheme	10,000
7	26.10.17	Sewerage work of Rasoolpura	10,000
2	01.11.17	Removal of malba of Razaq colony	24,500
3	01.11.17	Removal of malba of Razaq colony	24,500
5	14.11.17	wire of electricity and newspaper bill (7722+2278)	10,000
6	14.11.17	Repair work of street light	10,000

9	30.11.17	Banners	16,000
10	30.11.17	Removal of malba of Razaq colony	24,700
4	14.12.17	PCC Work in boliwali street	26,486
5	14.12.17	PCC Work in boliwali street	21,621
6	14.12.17	PCC Work in boliwali street	26,486
7	19.12.17	Sewerage work	10,000
8	28.12.17	Cleanliness of graveyard of Razaq colony	24,600
9	28.12.17	Cleanliness of graveyard of manzoor colony	23,500
2	02.01.18	Repair of PCC in mistrisadiq street	9,530
3	02.01.18	Removal of garbage from tajpura scheme	15,000
6	05.01.18	Repair of street lights	12,600
12	22.01.18	Dengue Flex	24,900
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027
15	26.01.18	Repair of street lights	10,000
16	29.01.18	Repair of street lights	9,800
2	01.02.18	Cleanliness of graveyard Chandiyān	20,000
4	07.02.18	Cleanliness of graveyard chandiyān	10,000
6	07.02.18	Dengue banners	22,500
9	23.02.18	PCC street No.5, Razaq colony Tajpura	26,865
10	23.02.18	PCC street No.5, Razaq colony Tajpura	26,919
11	23.02.18	PCC street No.5, Razaq colony Tajpura	26,811
7	19.03.18	PCC street near Imam Din House Tajpura	26,486
8	19.03.18	PCC street near Imam Din House Tajpura	26,811
10	20.03.18	Sewerage work	10,000
12	26.03.18	PCC street near Imam Din House Tajpura	25,405
13	26.03.18	PCC street near Imam Din House Tajpura	22,703
14	29.03.18	PCC street near Imam Din House Tajpura	25,838
15	29.03.18	PCC street near Imam Din House Tajpura	25,622
5	04.05.18	Sewerage work of masjid darbar Ganja Peer	26,486
11	24.05.18	PCC street near Imam Din House Tajpura	27,027
12	24.05.18	PCC street near Imam Din House Tajpura	27,027
14	31.05.18	Cleanliness of graveyard Ganja peer	12,000
2	04.09.18	Removal of malba	5,000
3	12.09.18	Repair of sewerage work	5,000
8	19.09.18	Cleanliness of graveyard of gaja peer road	23,000
9	25.09.18	Repair of sewerage work	5,000
8	23.10.18	Repair of sewerage work	5,500
5	26.11.18	Purchase of sewing machine	12,000
6	28.11.18	Repair of sewerage work	13,500
4	06.12.18	Sewerage work	24,600
6	26.12.18	sewerage work	13,610
8	26.12.18	Cleanliness of graveyard of Nagina house Tajpura	12,834
		Total	1,520,193

Annexure-D**Detail of drawl of public fund without supporting evidences**

V No.	CB Date	Description of payment	Amount	Details regarding non-availability of documents
11	16.05.17	Cleanliness of graveyard of Gaja peer road	9,600	CNIC No. of workers work for cleanliness
12	16.05.17	Cleanliness of graveyard of Razaq colony	10,000	CNIC No. of workers work for cleanliness
2	06.07.17	Rent of tractor for leveling of Ashraf parkstreets	10,000	Driver CNIC No. and tractor registration No.
4	17.07.17	Earth filling in Ashraf Park	10,000	Driver CNIC No. and tractor registration No.
5	17.07.17	Rent of tractor for leveling of Ashraf park streets	10,000	Driver CNIC No. and tractor registration No.
8	21.08.17	Cleanness of graveyard of Nagina house Tajpura	10,000	CNIC No. of workers work for cleanliness
9	22.08.17	Repair of manhole cover and iron karah	10,000	Bills of item purchased
12	23.08.17	Repair of manhole cover and iron karah	12,360	Bills of item purchased
13	25.08.17	Expenditure on Jasan-e-Aazadi for tenting	10,000	Bills of item purchased
14	25.08.17	Expenditure on Jasan-e-Aazadi for flags	10,000	Bills of item purchased
15	25.08.17	Earth filling at imam town	10,000	Driver CNIC No. and tractor registration No.
2	08.09.17	Earth filling of Gajja peer graveyard street	30,000	CNIC No. of workers work for cleanliness
13	26.09.17	Earth filling of Gajja peer graveyard street	10,000	CNIC No. of workers work for cleanliness
5	23.10.17	Cleanness of graveyard of taj bagh scheme	10,000	CNIC No. of workers work for cleanliness
7	26.10.17	Sewerage work of Rasoolpura	10,000	Bills of item purchased
2	01.11.17	Removal of malba of Razaq colony	24,500	Nothing mention about waste disposal weight, No. of trips, vehicle No. CNIC No. of drive
3	01.11.17	Removal of malba of Razaq colony	24,500	Nothing mention about waste disposal weight, No. of trips, vehicle No. CNIC No. of drive
9	30.11.17	Banners	16,000	Bills of items purchased
10	30.11.17	Removal of malba of Razaq colony	24,700	Nothing mention about waste disposal weight, No. of trips, vehicle No.

				CNIC No. of drive
7	19.12.17	Sewerage work	10,000	Bills of items purchased
8	28.12.17	Cleanliness of graveyard of Razaq colony	24,600	CNIC No. of workers work for cleanliness
9	28.12.17	Cleanliness of graveyard of manzoor colony	23,500	CNIC No. of workers work for cleanliness
2	02.01.18	Repair of PCC in mistrisadiq street	9,530	Bills of items purchased
3	02.01.18	Removal of garbage from tajpura scheme	15,000	Nothing mention about waste disposal, no. of trips, vehicle no. CNIC No. of drive
2	01.02.18	Cleanliness of graveyard Chandiyān	20,000	CNIC No. of workers work for cleanliness
4	07.02.18	Cleanliness of graveyard chandiyān	10,000	CNIC No. of workers work for cleanliness
14	31.05.18	Cleanliness of graveyard Ganja peer	12,000	CNIC No. of workers work for cleanliness
2	04.09.18	Removal of malba	5,000	Nothing mention about waste disposal, no. of trips, vehicle no. CNIC No. of drive
3	12.09.18	Repair of sewerage work	5,000	Bills of items purchased
8	19.09.18	Cleanliness of graveyard of gaja peer road	23,000	CNIC No. of workers work for cleanliness
9	25.09.18	Repair of sewerage work	5,000	Bill of items purchased
8	23.10.18	Repair of sewerage work	5,500	Bill of items purchased
5	26.11.18	Purchase of sewing machine	12,000	Bill of items purchased, stock entry and issuance and acknowledgement of receipt
6	28.11.18	Repair of sewerage work	13,500	Bill of items purchased
8	26.12.18	Cleanliness of graveyard of Nagina house Tajpura	12,834	CNIC No. of workers work for cleanliness
			468,124	

Annexure-E**Detail of non-accounting of purchased material**

V No.	CB Date	Description of payment	Bill Amount (Rs)
16	29.03.17	Printing material	9,800
2	05.04.17	water Dispenser	9,500
3	05.04.17	ceiling fan & crockery items	9,500
16	19.05.17	Purchase of printer	8,500
4	07.06.17	Purchase of Air cooler	12,500
5	14.06.17	Printing of Polio flex	25,000
6	14.06.17	Printing of Polio flex	24,500
6	17.07.17	Purchase of Battery	12,000
14	25.08.17	Expenditure on Jasan-e-Aazadi for flags	10,000
9	30.11.17	Banners	16,000
12	22.01.18	Dengue Flex	24,900
6	07.02.18	Dengue banners	22,500
5	26.11.18	Purchase of sewing machine	12,000
		Total	196,700

Annexure-F

Loss of revenue due to non-deduction of PST from contractors' claim

Vr. No.	CB Date	Description of payment	Amount	Rate %	PST
11	16.05.17	Cleanliness of graveyard of Gaja peer road	9,600	16	1,536
12	16.05.17	Cleanliness of graveyard of Razaq colony	10,000	16	1,600
2	06.07.17	Rent of tractor for leveling of Ashraf park streets	10,000	16	1,600
4	17.07.17	Earth filling in Ashraf Park	10,000	16	1,600
5	17.07.17	Rent of tractor for leveling of Ashraf park streets	10,000	16	1,600
5	11.08.17	PCC work in shah alam colony near roshni model school	27,027	05	1,351
6	11.08.17	PCC work in shah alam colony near roshni model school	25,000	5	1,250
8	21.08.17	Cleanliness of graveyard of Nagina house Tajpura	10,000	16	1,600
9	22.08.17	Repair of manhole cover and iron karah	10,000	16	1,600
12	23.08.17	Repair of manhole cover and iron karah	12,360	16	1,978
15	25.08.17	Earth filling at imam town	10,000	16	1,600
1	01.09.17	PCC & Sewerage work Tajpura	27,027	16	4,324
2	08.09.17	Earth filling of Gajja peer graveyard street	30,000	16	4,800
3	11.09.17	PCC Work in boliwali street	27,027	05	1,351
4	11.09.17	PCC Work in boliwali street	27,027	05	1,351
6	18.09.17	PCC Work in boliwali street	27,027	05	1,351
7	18.09.17	PCC Work in boliwali street	27,027	05	1,351
8	18.09.17	PCC Work in boliwali street	27,027	05	1,351
9	18.09.17	PCC Work in boliwali street	27,027	05	1,351
10	18.09.17	PCC Work in boliwali street	27,027	05	1,351
11	18.09.17	PCC Work in boliwali street	27,027	05	1,351
13	26.09.17	Earth filling of Gajja peer graveyard street	10,000	16	1,600
15	29.09.17	Construction of Wall and purchase of banners (8000+12000)	20,000	16	3,200
3	23.10.17	PCC work in shah alam colony near roshni model school	26,919	05	1,346
4	23.10.17	PCC work in shah alam colony near roshni model school	24,950	05	1,248
5	23.10.17	Cleanliness of graveyard of tajbagh scheme	10,000	16	1,600
7	26.10.17	Sewerage work of Rasoolpura	10,000	16	1,600
2	01.11.17	Removal of malba of Razaq colony	24,500	16	3,920
3	01.11.17	Removal of malba of Razaq colony	24,500	16	3,920
6	14.11.17	Repair work of street light	10,000	16	1,600
10	30.11.17	Removal of malba of Razaq colony	24,700	16	3,952
4	14.12.17	PCC Work in boliwali street	26,486	05	1,324
5	14.12.17	PCC Work in boliwali street	21,621	05	1,081
6	14.12.17	PCC Work in boliwali street	26,486	05	1,324
7	19.12.17	Sewerage work	10,000	16	1,600
8	28.12.17	Cleanliness of graveyard of Razaq colony	24,600	16	3,936
9	28.12.17	Cleanliness of graveyard of manzoor colony	23,500	16	3,760
2	02.01.18	Repair of PCC in mistrisadiq street	9,530	16	1,525
3	02.01.18	Removal of garbage from tajpura scheme	15,000	16	2,400
6	05.01.18	Repair of street lights	12,600	16	2,016

12	22.01.18	Dengue Flex	24,900	16	3,984
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027	16	4,324
15	26.01.18	Repair of street lights	10,000	16	1,600
16	29.01.18	Repair of street lights	9,800	16	1,568
2	01.02.18	Cleanliness of graveyard Chandiyani	20,000	16	3,200
4	07.02.18	Cleanliness of graveyard chandiyani	10,000	16	1,600
6	07.02.18	Dengue banners	22,500	16	3,600
9	23.02.18	PCC street No.5, Razaq colony Tajpura	26,865	05	1,343
10	23.02.18	PCC street No.5, Razaq colony Tajpura	26,919	05	1,346
11	23.02.18	PCC street No.5, Razaq colony Tajpura	26,811	05	1,341
7	19.03.18	PCC street near Imam Din House Tajpura	26,486	05	1,324
8	19.03.18	PCC street near Imam Din House Tajpura	26,811	05	1,341
10	20.03.18	Sewerage work	10,000	16	1,600
12	26.03.18	PCC street near Imam Din House Tajpura	25,405	05	1,270
13	26.03.18	PCC street near Imam Din House Tajpura	22,703	05	1,135
14	29.03.18	PCC street near Imam Din House Tajpura	25,838	05	1,292
15	29.03.18	PCC street near Imam Din House Tajpura	25,622	05	1,281
5	04.05.18	Sewerage work of masjid darbar Ganja Peer	26,486	16	4,238
11	24.05.18	PCC street near Imam Din House Tajpura	27,027	05	1,351
12	24.05.18	PCC street near Imam Din House Tajpura	27,027	05	1,351
14	31.05.18	Cleanliness of graveyard Ganja peer	12,000	16	1,920
2	04.09.18	Removal of malba	5,000	16	800
3	12.09.18	Repair of sewerage work	5,000	16	800
8	19.09.18	Cleanliness of graveyard of gaja peer road	23,000	16	3,680
9	25.09.18	Repair of sewerage work	5,000	16	800
8	23.10.18	Repair of sewerage work	5,500	16	880
5	26.11.18	Purchase of sewing machine	12,000	16	1,920
6	28.11.18	Repair of sewerage work	13,500	16	2,160
4	06.12.18	Sewerage work	24,600	16	3,936
6	26.12.18	sewerage work	13,610	16	2,178
8	26.12.18	Cleanliness of graveyard of Nagina house Tajpura	12,834	16	2,053
			1,352,893		141,415

Annexure-G

Loss of revenue due to non-deduction of Income Tax

Vr. No.	CB Date	Description of payment	Amount	Rate of IT %	I. Tax
16	29.03.17	Printing & repair	9,800	4.50	441
2	05.04.17	water Dispenser	9,500	4.50	428
3	05.04.17	Ceiling fan & crockery items	9,500	4.50	428
11	16.05.17	Cleanliness of graveyard of Gaja peer road	9,600	7.50	720
12	16.05.17	Cleanliness of graveyard of Razaq colony	10,000	7.50	750
16	19.05.17	Purchase of printer	8,500	4.50	383
4	07.06.17	Purchase of Air cooler	12,500	4.50	563
5	14.06.17	Printing of Polio flex	25,000	4.50	1,125
6	14.06.17	Printing of Polio flex	24,500	4.50	1,103
2	06.07.17	Rent of tractor for leveling of Ashraf park streets	10,000	7.50	750
4	17.07.17	Earth filling in Ashraf Park	10,000	7.50	750
5	17.07.17	Rent of tractor for leveling of Ashraf park streets	10,000	7.50	750
6	17.07.17	Purchase of Battery	12,000	5.00	600
4	11.08.17	Paint for office	10,000	7.50	750
8	21.08.17	Cleanliness of graveyard of Nagina house Tajpura	10,000	7.50	750
9	22.08.17	Repair of manhole cover and iron karah	10,000	7.50	750
12	23.08.17	Repair of manhole cover and iron karah	12,360	7.50	927
13	25.08.17	Expenditure on Jasan-e-Aazadi for tenting	10,000	4.50	450
14	25.08.17	Expenditure on Jasan-e-Aazadi for flags	10,000	4.50	450
15	25.08.17	Earth filling at imam town	10,000	7.50	750
1	01.09.17	PCC & Sewerage work Tajpura	27,027	7.50	2,027
2	08.09.17	Earth filling of Gajja peer graveyard street	30,000	7.50	2,250
13	26.09.17	Earth filling of Gajja peer graveyard street	10,000	7.50	750
15	29.09.17	Construction of Wall and purchase of banners (8000+12000)	20,000	7.50	1,500
5	23.10.17	Cleanliness of graveyard of taj bagh scheme	10,000	7.50	750
7	26.10.17	sewerage work of Rasoolpura	10,000	7.50	750
2	01.11.17	Removal of malba of Razaq colony	24,500	7.50	1,838
3	01.11.17	Removal of malba of Razaq colony	24,500	7.50	1,838
6	14.11.17	Repair work of street light	10,000	7.50	750
9	30.11.17	Banners	16,000	4.50	720
10	30.11.17	Removal of malba of Razaq colony	24,700	7.50	1,853
7	19.12.17	sewerage work	10,000	7.50	750
8	28.12.17	Cleanliness of graveyard of Razaq colony	24,600	7.50	1,845
9	28.12.17	Cleanliness of graveyard of manzoor colony	23,500	7.50	1,763
2	02.01.18	Repair of PCC in mistrisadiq street	9,530	7.50	715
3	02.01.18	Removal of garbage from tajpura scheme	15,000	7.50	1,125
6	05.01.18	Repair of street lights	12,600	7.50	945
12	22.01.18	Dengue Flex	24,900	4.50	1,121
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027	7.50	2,027
15	26.01.18	Repair of street lights	10,000	7.50	750

16	29.01.18	Repair of street lights	9,800	7.50	735
2	01.02.18	Cleanliness of graveyard Chandiyān	20,000	7.50	1,500
4	07.02.18	Cleanliness of graveyard chandiyān	10,000	7.50	750
6	07.02.18	Dengue banners	22,500	7.50	1,125
10	20.03.18	sewerage work	10,000	7.50	750
5	04.05.18	sewerage work of masjid darbar Ganja Peer	26,486	7.50	1,986
14	31.05.18	Cleanliness of graveyard Ganja peer	12,000	7.50	900
2	04.09.18	Removal of malba	5,000	7.50	375
3	12.09.18	Repair of sewerage work	5,000	7.50	375
8	19.09.18	Cleanliness of graveyard of gaja peer road	23,000	7.50	1,725
9	25.09.18	Repair of sewerage work	5,000	7.50	375
8	23.10.18	Repair of sewerage work	5,500	7.50	413
5	26.11.18	Purchase of sewing machine	12,000	7.50	900
6	28.11.18	Repair of sewerage work	13,500	7.50	1,013
4	06.12.18	Sewerage work	24,600	7.50	1,845
6	26.12.18	sewerage work	13,610	7.50	1,021
8	26.12.18	Cleanliness of graveyard of Nagina house Tajpura	12,834	7.50	963
			1,510,193		56,430

Annexure-H

Loss of revenue due to Non-credit of withheld tax

Vr. No.	CB Date	Description of payment	Amount	Withheld tax
5	11.08.17	PCC work in shah alam colony near roshni model school	27,027	2,027
6	11.08.17	PCC work in shah alam colony near roshni model school	27,027	2,027
3	11.09.17	PCC Work in boliwali street	27,027	2,027
4	11.09.17	PCC Work in boliwali street	27,027	2,027
6	18.09.17	PCC Work in boliwali street	27,027	2,027
7	18.09.17	PCC Work in boliwali street	27,027	2,027
8	18.09.17	PCC Work in boliwali street	27,027	2,027
9	18.09.17	PCC Work in boliwali street	27,027	2,027
10	18.09.17	PCC Work in boliwali street	27,027	2,027
11	18.09.17	PCC Work in boliwali street	27,027	2,027
3	23.10.17	PCC work in shah alam colony near roshni model school	26,919	2,019
4	23.10.17	PCC work in shah alam colony near roshni model school	24,950	2,022
4	14.12.17	PCC Work in boliwali street	26,486	1,986
5	14.12.17	PCC Work in boliwali street	21,621	1,621
6	14.12.17	PCC Work in boliwali street	26,486	1,986
13	22.01.18	PCC street No.5, Razaq colony Tajpura	27,027	2,027
9	23.02.18	PCC street No.5, Razaq colony Tajpura	26,865	2,015
10	23.02.18	PCC street No.5, Razaq colony Tajpura	26,919	2,019
11	23.02.18	PCC street No.5, Razaq colony Tajpura	26,811	2,011
7	19.03.18	PCC street near Imam Din House Tajpura	26,486	2,011
8	19.03.18	PCC street near Imam Din House Tajpura	26,811	2,011
12	26.03.18	PCC street near Imam Din House Tajpura	25,405	1,905
13	26.03.18	PCC street near Imam Din House Tajpura	22,703	1,703
14	29.03.18	PCC street near Imam Din House Tajpura	25,838	1,938
15	29.03.18	PCC street near Imam Din House Tajpura	25,622	1,922
11	24.05.18	PCC street near Imam Din House Tajpura	27,027	2,027
12	24.05.18	PCC street near Imam Din House Tajpura	27,027	2,027
		Total	711,273	53,520

Annexure-I**Loss of Revenue due to purchases from unregistered firm and without obtaining Sales Tax Invoices**

V No.	CB Date	Description of payment	Bill Amount (Rs)	GST @ 17% (Rs)
16	29.03.17	Printing material	9,800	1,666
2	05.04.17	water Dispenser	9,500	1,615
3	05.04.17	ceiling fan & crockery items	9,500	1,615
16	19.05.17	Purchase of printer	8,500	1,445
4	07.06.17	Purchase of Air cooler	12,500	2,125
5	14.06.17	Printing of Polio flex	25,000	4,250
6	14.06.17	Printing of Polio flex	24,500	4,165
6	17.07.17	Purchase of Battery	12,000	2,040
14	25.08.17	Expenditure on Jasan-e-Aazadi for flags	10,000	1,700
9	30.11.17	Banners	16,000	2,720
12	22.01.18	Dengue Flex	24,900	4,233
6	07.02.18	Dengue banners	22,500	3,825
5	26.11.18	Purchase of sewing machine	12,000	2,040
		Total	196,700	33,439