



**AUDIT REPORT  
ON  
THE ACCOUNTS OF  
UNION ADMINISTRATIONS  
DISTRICT GUJRANWALA**

**AUDIT YEAR 2016-17**

**AUDITOR GENERAL OF PAKISTAN**

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## **ABBREVIATIONS AND ACRONYMS**

AGP	Auditor General of Pakistan
AIR	Audit and Inspection Report
ADP	Annual Development Plan
BDD	Budget Demand - Development
CCB	Citizen Community Board
DAC	Departmental Accounts Committee
IPSAS	International Public Sector Accounting Standards
NAM	New Accounting Model
PAO	Principal Accounting Officer
PFR	Punjab Financial Rules
PDG	Punjab District Governments
PLA	Personal Ledger Account
PLGO	Punjab Local Government Ordinance
RDA	Regional Directorate of Audit
TMA	Town/Tehsil Municipal Administration
UA	Union Administration

## **PREFACE**

Articles 169 and 170 of the Constitution of the Islamic Republic of Pakistan, 1973 read with Section 115 of the Punjab Local Government Ordinance, 2001, requires the Auditor General of Pakistan to audit the accounts of the provincial governments and the accounts of any authority or body established by, or under the control of the provincial governments. Accordingly, the audit of all Receipts and Expenditures of the Local Fund and Public Accounts of Union Administrations of the Districts is the responsibility of the Auditor General of Pakistan.

The Report is based on audit of the accounts of Union Administrations of District Gujranwala for the Financial Year 2013-2014, 2014-15 and 2015-16. The Directorate General Audit, District Governments, Punjab (North), Lahore conducted audit during 2016-17 on test check basis with a view to reporting significant findings to the relevant stakeholders. The main body of the Audit Report includes only the systemic issues and audit observations of serious nature. Relatively less significant issues are listed in the Annex-A of the Audit Report. The audit observations listed in the Annex-A shall be pursued with the Principal Accounting Officer at the DAC level and in all cases where the PAO does not initiate appropriate action, the audit observations will be brought to the notice of the Public Accounts Committee through the next year's Audit Report.

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

The observations included in this Report have been finalized after discussion of Audit Paras with the management. However, no Departmental Accounts Committee meetings were conveyed despite repeated requests.

The Audit Report is submitted to Governor of the Punjab in pursuance of Article 171 of the Constitution of the Islamic Republic of Pakistan, 1973 to cause it to be laid before the Provincial Assembly of Punjab.

**Islamabad**  
**Dated:**

**(Javaid Jehangir)**  
**Auditor General of Pakistan**

## **EXECUTIVE SUMMARY**

The Directorate General Audit, District Governments, Punjab (North), Lahore is responsible to carry out the audit of all District Governments and Local Governments in Districts in Punjab (North) including Union Administrations. Its Regional Directorate of Audit, Gujranwala has audit jurisdiction of District Governments, TMAs and UAs of one City District Government i.e. Gujranwala and five District Governments i.e. Gujrat, Hafizabad, Narowal, Sialkot and Mandi Bahaud-Din.

The Regional Directorate has a human resource of 17 officers and staff, total 4,760 man-days and the annual budget of Rs 25.199 million for the Financial Year 2015-16. It has been mandated to conduct Financial Attest Audit, Regularity Audit and Compliance with Authority and Performance Audit of entire expenditure including programmes / projects & receipts. Accordingly RDA Gujranwala carried out audit of accounts of 10 UAs out of 188 total UAs of District Gujranwala for the financial year 2013-2014 to 2015-16.

Each Union Administration, in District Gujranwala is headed by a Union Nazim / Administrator who carries out operations as per Punjab Local Government Ordinance, 2001. Administrator is the Principal Accounting Officer (PAO) and acts as coordinating and administrative officer, responsible to control land use, its division and development and to enforce all laws including Municipal Laws, Rules and bye-laws. The PLGO 2001 requires the establishment of Union Local Fund and Public Account for which Annual Budget Statement is authorized by the Union Nazim / Union Council / Administrator in the form of budgetary grants

Audit of UAs of District Gujranwala 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 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**

Audit of Development expenditure of Rs 1.361 million, out of total Development expenditure of Rs 2.836 million and audit of non-

development expenditure Rs 23.82 million out of total Rs 47.635 million for the Financial Years 2013-16 was conducted which is 48% and 50% of development and non-development expenditures respectively. Total overall expenditure of UAs of District Gujranwala for the Financial Years 2013-16 was Rs 50.471 million, out of which overall expenditure of Rs 38.86 million was audited which is 77% of total expenditure. There was 100% achievement against the planned audit activities.

**b. Recoveries at the instance of audit**

Recovery of Rs 1.692 million was pointed out during audit but no recovery was effected till compilation of this Report.

**c. Audit Methodology**

Audit was performed through understanding the business process with respect to functions, control structure, prioritization of risk areas by determining their significance and identification of key controls. This helped auditors in understanding the systems, procedures, environment, and the audited entity before starting field audit activity. Audit used desk audit techniques for analysis of compiled data and review of permanent files / record. Desk Audit greatly facilitated identification of high risk areas for substantive testing in the field.

**d. Audit Impact**

On the pointation of audit, UAs authorities agreed to prepare the budget as per budget rules and to maintain the record. Further the UAs income will be deposited soon as realized.

**e. Comments on Internal Controls**

Internal controls mechanism of UAs of District Gujranwala was not found satisfactory during audit. Many instances of weak Internal Controls have been highlighted during the course of audit which includes some serious lapses like withdrawal of public funds against the entitlement of employees. Negligence on the part of Union Administration authorities may be captioned as one of important reasons for weak Internal Controls.

**f. Key audit findings**

- i. Non production of record was noted in one case<sup>1</sup>.
- ii. Irregularity / non-compliance of Rs 13.46 million was noted in three cases<sup>2</sup>.

Audit paras for the audit year 2016-17 involving procedural violations including internal control weaknesses, unsound asset management and irregularities which were not considered worth reporting are included in MFDAC (Annex-A).

**g. Recommendations**

Audit recommends that PAO / management of UAs should ensure to resolve the following issues seriously:

- i. The PAO needs to make efforts for expediting the realization of various Government receipts.
- ii. The PAO and his team need to ensure proper execution and implementation of the monitoring system.
- iii. The PAO needs to take appropriate action for non-production of record.

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<sup>1</sup> Para 1.2.1.1

<sup>2</sup> Para 1.2.2.1, 1.2.2.2, 1.2.2.3

## SUMMARY OF TABLES AND CHARTS

**Table 1: Audit Work Statistics**

(Rs in million)

Sr. No.	Description	Number	Budgeted Figure FY 2013-16		
			Expenditure	Receipt	Total
1	Total Entities (PAOs) in Audit Jurisdiction	188	835.47	253.80	1089.27
2	Total formations in audit jurisdiction	188	835.47	253.80	1089.27
3	Total Entities (PAOs) Audited	10	50.47	31.03	81.5
4	Total formations Audited	10	50.47	31.03	81.5
5	Audit & Inspection Reports	10	50.47	31.03	81.5
6	Special Audit Reports	--	--	-	-
7	Performance Audit Reports	--	--	-	-
8	Other Reports	--	--	-	-

**Table 2: Audit Observations**

(Rs in million)

Sr. #	Description	Amount under audit observation
1	Weak Asset management	----
2	Weak Financial management	----
3	Weak Internal controls	13.46
4	Violation of rules	-----
5	Others	-----
<b>Total</b>		<b>13.46</b>

**Table 3: Outcome Statistics**

(Rs in million)

Sr. #	Description	Expenditure on Acquiring of Physical (Assets) (Procurement)	Civil Works	Receipts	Others	Total Current Year	Total Last Year
1	Outlays Audited	----	2.84	31.03	47.63	81.5*	62.480
2	Amount Placed Under Audit Observations / Irregularities	0	13.46	-----	----	13.46	1.682
3	Recovery Pointed Out at the Instance of Audit	0					1.009



Sr. #	Description	Expenditure on Acquiring of Physical (Assets) (Procurement)	Civil Works	Receipts	Others	Total Current Year	Total Last Year
4	Recovery Accepted / Established	0	-----	-----	-----	-----	-----
5	Recovery Realized at the Instance of Audit	0	-----	-----	-----	-----	-----

\* The amount in serial No.1 column of “Total Current Year” is the sum of Expenditure and Receipts whereas the total expenditure for the current year was Rs 31.827 million.

**Table 4: Irregularities Pointed Out**

(Rs in million)

Sr. #	Description	Amount Placed under Audit Observation
1	Violation of rules and regulations, principle of propriety and probity	-
2	Reported cases of fraud, embezzlement, theft, misappropriations and misuse of public resources	-
3	Quantification of weaknesses of internal control systems	13.46
4	Recoveries, overpayments, unauthorized payments of public monies	
5	Non-production of record to Audit	
6	Others, including cases of accidents, negligence etc.	
7	Violation of rules and regulations, principle of propriety and probity	
<b>Total</b>		<b>13.46</b>

**Table 5: Cost - Benefit Ratio**

(Rupees in million)

Sr. #	Description	Amount
1	Outlays Audited (Items 1 of Table 3)	81.5
2	Expenditure on Audit	
3	Recoveries realized at the instance of Audit	0
4	Cost Benefit Ratio	

# **CHAPTER 1**

## **1.1 UNION ADMINISTRATIONS, DISTRICT GUJRANWALA**

### **1.1.1 INTRODUCTION**

Each Union Administration of City District Gujranwala consists of Union Nazim, Union Naib Nazim, Secretary and Administration. Each UA Gujranwala comprises one Drawing and Disbursing Officer i.e. Secretary. As per Section 76 of PLGO 2001, the functions of UAs are as follows:

- i. to collect and maintain statistical information for socio-economic surveys
- ii. to consolidate village and neighborhood development needs and prioritize them into union wise development proposals with the approval of the Union Council and make recommendations thereof to the District Government or Tehsil Municipal Administration, as the case may be
- iii. to identify deficiencies in the delivery of services and make recommendations for improvement thereof to the Tehsil Municipal Administration
- iv. to register births, deaths and marriages and issue certificates thereof
- v. to make proposals to the Union Council for levy of rates and fees specified in the Second Schedule and to collect such rates and fees within the Union Councils
- vi. to establish and maintain libraries
- vii. to organize inter-village or neighborhood sports tournaments, fairs, shows and other cultural and recreational activities
- viii. to disseminate information on matters of public interest
- ix. to improve and maintain public open spaces, public gardens and playgrounds
- x. to provide and maintain public sources of drinking water, including wells, water pumps, tanks, ponds and other works for the supply of water
- xi. to maintain the lighting of streets, public ways and public places through mutual agreement with the Tehsil Municipal Administration

- xii. to execute the projects of the approved Union Annual Development Plan by contracting out to the private sector in the manner as may be prescribed and to obtain support of the Tehsil Municipal Administration or District Government for such execution, and
- xiii. to assist the Village Councils or, as the case may be, Neighborhood Councils in the Union Councils to execute development projects.
- xiv. to execute the projects of the approved Union Annual Development Plan by contracting out to the private sector in the manner as may be prescribed and to obtain support of the Tehsil Municipal Administration or District Government for such execution; and
- xv. to assist the Village Councils or, as the case may be, Neighborhood Councils in the Union to execute development projects.

### **1.1.2 Comments on Budget and Accounts (Variance Analysis) for the FY 2013-16**

Original Budget of Rs 64.986 million was allocated to 10 audited UAs of District Gujranwala under various grants and no supplementary grants re-appropriations were provided. However, revised / final budget of these UAs was Rs 64.986 million. The total expenditure incurred by the UAs during 2013-16 was Rs50.471 million as detailed above.

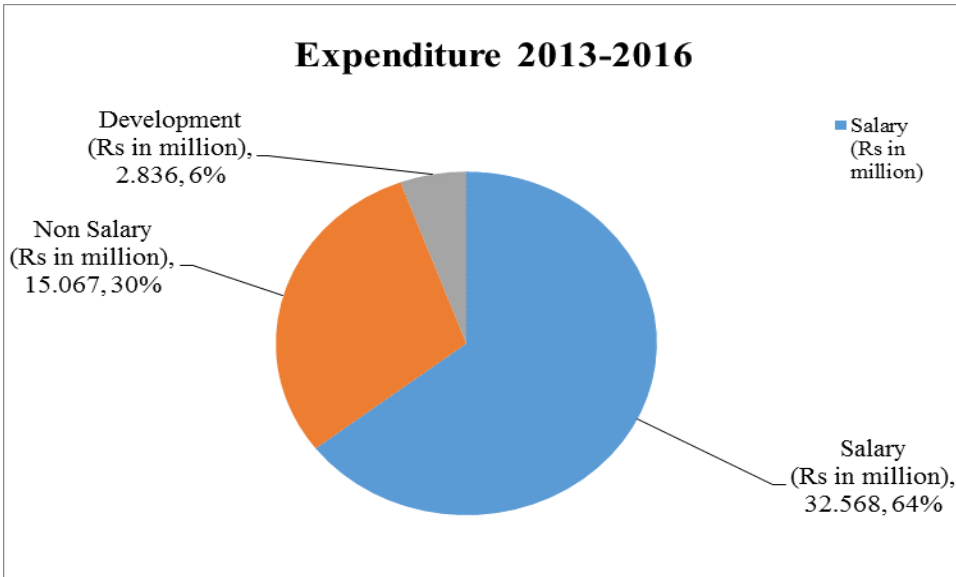
The variance analysis of the Final Grant and Actual expenditure for the Financial Years 2013-16 depicted that there was a saving of Rs 11.17 million in non-development and Rs 3.346 million in development component which will be used for following year budget estimates and determining the closing balances of these UAs of District Gujranwala.

### **1.1.3 Comments on Budget and Accounts (Variance Analysis)**

(Rs in million)

<b>F.Y. 2013-16</b>	<b>Budget</b>	<b>Expenditure</b>	<b>(-) Savings</b>	<b>%age of Savings</b>
Salary	39.6	32.568	-7.032	18%
Non-salary	19.204	15.067	-4.137	22%
Development	6.182	2.836	-3.346	54%
<b>Total</b>	<b>64.986</b>	<b>50.471</b>	<b>-14.515</b>	<b>22%</b>

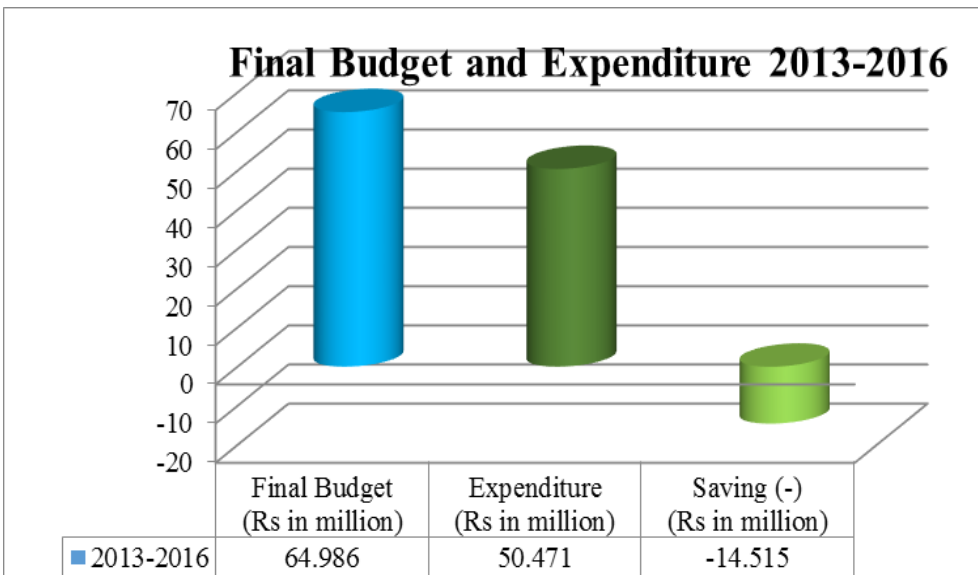
(Rs in million)



Details of budget allocations, expenditures and savings of ten UAs in District Gujranwala for the financial years 2013-2016 are at Annexure-B.

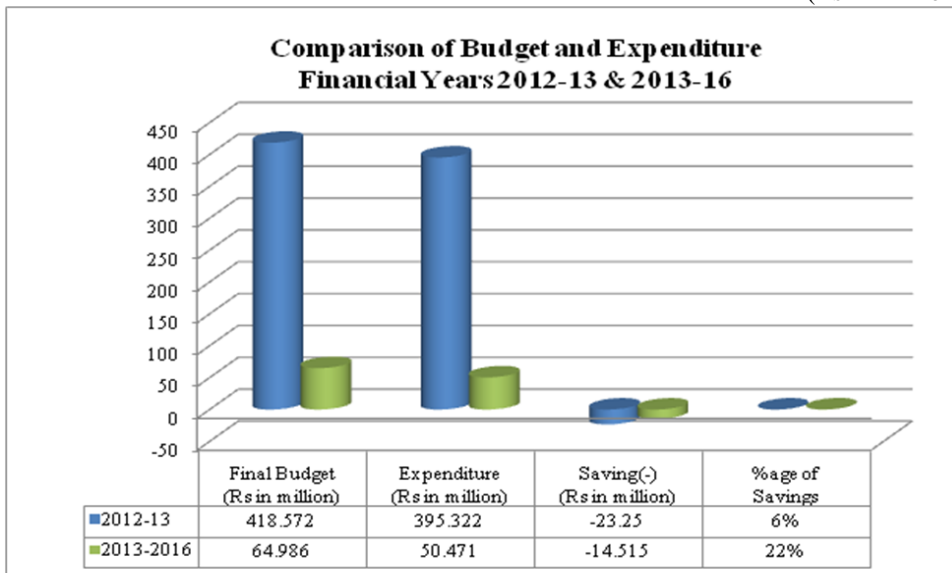
As per Budget Books for the financial year 2013-16 of UAs of Gujranwala the original and the final budget was Rs 64.99 million. Against budget, total expenditure incurred by the UAs during the financial year 2013-16 was Rs 50.47 million.

(Rs in million)



. The comparative analysis of the expenditure of current and previous financial years is depicted as under.

(Rs in million)



There were overall savings Rs 14.515 million in the budget allocation of the Financial Years 2013-2014 to 2015-2016 as follows:

(Rs in million)

Financial Years	Budget	Expenditure	Savings	%age of Savings
2013-2016	64.986	50.471	-14.515	22

The justification of saving when the development schemes have remained incomplete is required to be explained by the Principal Accounting Officer, Administrator and management of UAs.

#### **1.1.4 Brief Comments on the Status of Compliance with Adhoc Accounts Committee Directives**

Sr. No.	Audit Year	No. of Paras	Status of Adhoc Accounts Committee Meetings
1.	2008-11	8	Nil
2.	2011-12	2	Nil
3.	2013-16	7	Nil

As indicated in the above table, no PAC / UAC meeting was convened to discuss the audit report of UAs of District Gujranwala.

## **1.2 AUDIT PARAS**

## **1.2.1 Non Production of Record**

### **1.2.1.1 Non production of record**

According to Section 14 (1) (b) of Auditor General's (Functions, Powers and Terms and Conditions of Service) Ordinance, 2001, the Auditor General shall have authority to require that any accounts, books, papers and other documents which deal with, or form, the basis of or otherwise relevant to the transactions to which his duties in respect of audit extend, shall be sent to such place as he may direct for his inspection. Further, Section 115 (5) & (6) of PLGO 2001, at the time of audit, the officials concerned shall provide all record for audit inspection and comply with any request for information in as complete a form as possible and with all reasonable expedition.

Union Administration Jaurra Tehsil Wazirabad District Gujranwala did not produce expenditure and receipt record for the Financial Years 2013-16. Audit could not verify the authenticity of expenditure and receipts due to non production of the relevant record.:

Audit held that non production of expenditure records may lead to misuse of public funds and misappropriation / fraud.

It resulted in un-authentic expenditure.

The observation was discussed with the management but no reply was submitted. Afterwards, the matter was reported to UA Chairman /PAO in April, 2017. However, no reply was furnished by the UA and DAC meeting was also not convened till finalization of this Report.

Audit recommends that matter may be investigated, ensure submission of record to audit for scrutiny and fix responsibility for non-production of record.

[AIR Para No.1]

## **1.2.2 Internal Control Weakness**

### **1.2.2.1 Irregular provision of block allocation – Rs 8.70 million**

According to Section 58(5) of Budget Rule, 2003 notified by the LG & RD Department vide No.SOV (LG) 5-12/2003, dated 05.06.2003, no lump sum provision shall be made in the budget the details of which cannot be explained.

Following Union Administrations of Gujranwala made lump sum allocation of Rs 8.70 million pertaining to financial years 2013-16 for different development programs but the scheme-wise details of the sub-head of development components were not reflected in the budget nor provided separately as detail below:-

<b>Sr. No.</b>	<b>Name of UA</b>	<b>Financial Year</b>	<b>Amount (Rs)</b>
01.	UA Ahmad Nagar 14	2014-16	1,368,939
02.	UA Dilawar Cheema	2014-16	1,083,028
03.	Ua Jandiala Bagwala	2014-16	576,518
04.	UA Kakka Kallo	2013-16	2,690,900
05.	UA Kot Innayyat Khan	2013-16	800,000
06.	UA Natt Kallan	2014-16	2,185,000
<b>Total</b>			<b>8,704,385</b>

Audit held that due to weak internal controls of management, the budget rules and instructions of LG&RD Department were not followed.

This resulted into irregular utilization of development funds.

The matter was reported to the PAO in April, 2017. Neither reply was furnished by the Management nor DAC meeting was convened till finalization of this Report.

Audit recommends fixing of responsibility besides action under intimation to Audit.

[AIR Para No.03,02,03,03,03,03]



### 1.2.2.2 Unauthorized repair/execution of work without approval, Technical Sanction - Rs 3.23 million

As per instructions contained in F.D letter No FD (F-R) ii 2/89 dated 27-03-1990, in order to watch the transparency that the Estimate of the work has been technically sanctioned by the component authority prior to start of the work so the number, date and amount of TS Estimate and name of authority who TS the estimates should be mentioned in the notice of press advertisement. Further, FD letter No RO (tech) 1-2/83-IV dated 29-03-2009 also laid down that a certificate should be obtained from end user that the repair / execution has been carried out satisfactory before releasing the final payment to the contractor.

Audit of following Union Administrations for the Financial Year 2013-16, revealed that Rs3,233,050 was incurred on the repairing of streets and drains and cleanliness of graveyard. The expenditure was held unauthorized because neither any estimate was prepared nor the same was got approved by the competent authority. Detail is as follow:

S.#	Name of UC	AIR Para #	Amount (Rs)	Remarks
01	UA 14 Ahmad Nagar	01	378,750	Annexure-C
02	UA Bharoki Cheema	01	88,800	
03.	UA Jandiala Bagwala	01	595,000	
04.	UA 12 Kakka Kaulo	01	742,500	
05.	UA Kot Inayat Khan	01	293,000	
06	UA No.06 Natt Kalan	07	935,000	
07.	UA 112 Rakh Kikranwali	01	200,000	
<b>Total</b>			<b>3,233,050</b>	-

Audit is of the view that due to weak internal controls, unauthorized execution of development works was done worth Rs3.23 million.

It resulted into irregular expenditure of Rs.3.233 million.

The matter was reported to the PAO in April, 2017. Neither reply was furnished by the Management nor DAC meeting was convened till finalization of this Report.

Audit recommends for fixing of responsibility against the person at fault under intimation to Audit.

[AIR Para No.01,01,01,01,01,07,01 ]

### 1.2.2.3 Non reconciliation of receipts with the NADRA authorities-Rs 2.531 million

According to clause 4.3 of subsidiary treasury rules, every payment shall be supported by acknowledgement of receipt. According to clause 68(3) of Punjab Local Government Accounts Manual 201/18, reconciliation has to be made on monthly basis.

Managements of following Union Administrations of District Gujranwala did not get acknowledgement against the payments amounting to Rs 2.531 million to the NADRA on account of their share on different certificates issued in violation of above. Moreover, the reconciliation regarding receipts and security papers received from the NADRA authorities was also not available. Further, due to non availability of D&C register the receipts could not be verified as detail below:-

Sr. No.	Name of UA	Financial Year	Amount (Rs)
01	UA Bharoki Cheema	2014-16	352,840
02	Ua Jandiala Bagwala	2014-16	522,950
03	UA Kakka Kallo	2013-16	395,770
04	UA Kot Innayyat Khan	2013-16	313,280
05	UA 112 Rakh Kiran wali	2014-16	595,410
06	UA Natt aKallan	2014-16	351,540
<b>Total</b>			<b>2,531,790</b>

Audit holds that due to weak financial management and internal control acknowledgment did not obtain and reconciliation could not made.

It resulted into irregular expenditure of Rs.2.531 million.

The matter was reported to the PAO in April, 2017. Neither reply was furnished by the Management nor DAC meeting was convened till finalization of this Report.

Audit recommends fixing of responsibility besides action under intimation to Audit.

[AIR Para No.02, 04, 04,03,03,03]

## **ANNEXEURES**

**Annexure-A**

**PART-I**

**Memorandum for Departmental Accounts Committee  
Paras Pertaining to Current Audit Year 2016-17**

Sr. #	Formation	AIR Para #	Description of Paras	Amount (Rs)	Nature of Paras
1.	Union Administration Ahmad Nagar 14	02	Unjustified Expenditure on Sports Activities	114,042	Internal Control Weakness
2.		04	Non reconciliation of receipts with TAO /NADRA authorities	370,380	Non-Compliance of Rules
3.		05	Non preparation of budget on prescribed format	10044.526	Non Compliance of Rules
4.		06	Non preparation of monthly expenditure statement	-----	Non Compliance of Rules
5.		07	Service Books not maintained properly	-----	Non Compliance of Rules
6.		08	Undue retention of Government money	755,520	Non-Compliance of Rules
7.	UA Bharoki Cheema	02	Unjustified Expenditure on Sports Activities	44,400	Internal Control Weakness
8.		04	Non preparation of monthly expenditure statement	-----	Non Compliance of Rules
9.		05	Service Books not maintained properly	-----	Non Compliance of Rules
10.		06	Undue retention of Government money	512,891	Non Compliance of Rules
11.	UA Dilawar Cheema	01	Unjustified Expenditure on Sports Activities	78,061	Internal Control Weakness
12.		03	Non reconciliation of receipts with TAO /NADRA	402,745	Non Compliance of Rules

Sr. #	Formation	AIR Para #	Description of Paras	Amount (Rs)	Nature of Paras
			authorities		
13.		04	Non preparation of budget on prescribed format	3,474,765	Non Compliance of Rules
14.		05	Non preparation of monthlty expenditure statement	-----	Internal Control Weakness
15.		06	Servcie Books not maintained properly	-----	Non Compliance of Rules
16.		07	Undue retention of Government money	1,083,028	Internal Control Weakness
17.		02	Unjustified Expenditure on Sports Activities	48,822	Internal Control Weakness
18.	UA Bagwala Jandiala	05	Non preparation of budget on prescribed format	9,175,394	Non Compliance of Rules
19.		06	Non Preparation of Monthly Expenditure Statements		Non Compliance of Rules Non Compliance of Rules
20.					
21.		07	Service Books not maintained properly		Non Compliance of Rules
22.		08	Undue retention of Government money	576,518	Internal Control Weakness
23.		Kakka Kallo	02	Unjustified Expenditure on Sports Activities	297,500
26.	05		Non preparation of budget on prescribed format	11,336,817	Non Compliance of Rules
27.	06		Non preparation of monthly expenditure statement	-----	Non Compliance of Rules
28.	07		Service Books not maintained properly	-----	Non Compliance of Rules

<b>Sr. #</b>	<b>Formation</b>	<b>AIR Para #</b>	<b>Description of Paras</b>	<b>Amount (Rs)</b>	<b>Nature of Paras</b>
29.		08	Undue retention of Government money	2,762,608	Non Compliance of Rules
33	UA Kot Inayat Khan	02	Unjustified Expenditure on Sports Activities	64,000	Internal Control Weakness
35		05	Non preparation of budget on prescribed format	9,498,732	Non Compliance of Rules
36		06	Non Preparation of Monthly Expenditure Statements	-----	Non Compliance of Rules
37		07	Service Books not maintained properly	-----	Non Compliance of Rules
38		08	Undue Retention of Government money	724,140	Non Compliance of Rules
39		UA Mansoor Wali	01	Unjustified Expenditure on Sports Activities	51,964
40		02	Non reconciliation of receipts with TAO /NADRA authorities	254,220	Non Compliance of Rules
41		03	Non preparation of budget on prescribed format	8,941,244	Non Compliance of Rules
42.		04	Non Preparation of Monthly Expenditure Statements	-----	Internal Control Weakness
43.		05	Service Books not maintained properly	-----	Non Compliance of Rules
44.		06	Undue retention of Government money	533,082	Internal Control Weakness
45		02	Unjustified Expenditure on Sports Activities	57,260	Internal Control Weakness

<b>Sr. #</b>	<b>Formation</b>	<b>AIR Para #</b>	<b>Description of Paras</b>	<b>Amount (Rs)</b>	<b>Nature of Paras</b>
47.	UA Natt Kallan	05	Non preparation of budget on prescribed format	11,174,317	Non Compliance of Rules
48		06	Non preparation of monthly expenditure statements	-----	Non Compliance of Rules
49		07	Service Books not maintained properly	-----	Non Compliance of Rules
50		08	Undue retention of Government money	1,075,655	Non Compliance of Rules
56	UA Kikranwali Rakh	04	Non preparation of budget on prescribed format	9,316,515	Non Compliance of Rules
57		05	Non preparation of monthly expenditure statements	-	Non Compliance of Rules
58		06	Service Books not maintained properly	-	Non Compliance of Rules

**PART-II**

**Memorandum for Departmental Accounts Committee  
Paras Pertaining to previous Audit Year 2015-16**

Sr. #	Formation	AP #	Description of Paras	Amount (Rs)	Nature of Paras
	UA 105 Aroop	01	Non reservation of 25% budget for CCB Fund	187,500	Non-Compliance of Rules
2.		04	Irregular expenditure on Sports / Festivals events	24,500	Non-Compliance of Rules
3.		05	Non-deduction of Income tax	20,235	Non Compliance of Rules
4.		06	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	15,780	Non Compliance of Rules
5.		07	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules
6.	UA Buttran Wali104 GRW	01	Non reservation of 25% budget for CCB Fund	---	Non-Compliance of Rules
7.		04	Non-deduction of Income tax	14,514	Non Compliance of Rules
8.		05	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	15,780	Non Compliance of Rules
9.		06	Non-Reconciliation of Deposits of Receipts Rs.	---	Non Compliance of Rules
10.	UA 45/9	02	Irregular expenditure on Sports / Festivals events	27,200	Non Compliance of Rules
11.		03	Non-deduction of Income tax	8,662	Non Compliance of Rules
12.		04	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	15,780	Non Compliance of Rules
13.		05	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules



Sr. #	Formation	AP #	Description of Paras	Amount (Rs)	Nature of Paras			
14.		06	Irregular Expenditure	10,500	Internal Control Weakness			
15.	UA Gondhlan Wala54	01	Non reservation of 25% budget for CCB Fund	250,000	Non Compliance of Rules			
16.		03	Irregular expenditure on Sports/Festival events	40,000	Internal Control Weakness			
17.		04	Non-deduction of Income Tax	32,533	Non Compliance of Rules			
18.		05	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	16,450	Non Compliance of Rules			
19.		06	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules			
20.		UA Jinnah Road 49/13	01	Non Utilization of 25% budget for CCB Fund	62,500	Non Compliance of Rules		
21.	Non Compliance of Rules							
22.	03					Irregular expenditure on Sports/Festival events	26,000	Non Compliance of Rules
23.	04					Non-deduction of Income tax	6,096	Internal Control Weakness
24.	05					Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	15,780	Non Compliance of Rules
25.	06					Non-Reconciliation of Deposits of Receipt	---	Internal Control Weakness
26.	UA Lohian Wala 113	01	Non Utilization of 25% budget for CCB Fund	260,000	Non Compliance of Rules			
27.		02	Irregular / Doubtful expenditure on repair of streets	177,600	Non Compliance of Rules			
28.		04	Irregular expenditure on Sports / Festivals events	33,950	Non Compliance of Rules			

Sr. #	Formation	AP #	Description of Paras	Amount (Rs)	Nature of Paras
29.		05	Doubtful / Irregular payment for cleaning of Nallah	159,900	Non Compliance of Rules
30.		06	Non deduction of Income Tax	47,328	Non Compliance of Rules
31.		07	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	14,580	Non Compliance of Rules
32.		08	Non-Reconciliation of Deposits of Receipts Rs.	---	Internal Control Weakness
33.		09	Irregular / Doubtful expenditure on Wall Chalking worth	220,620	Non Compliance of Rules
34.	UA Mandiala Warriach 133	01	Non Allocation of 25% budget for CCB Fund 350,000	350,000	Internal Control Weakness
35.		04	Irregular expenditure on Sports / Festivals events	25,000	Non Compliance of Rules
36.		05	Non-deduction of Income tax – Rs	95,566	Non Compliance of Rules
38.		07	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules
39.		08	Irregular Expenditure on Purchase of Crockery	13,000	Non Compliance of Rules
40.		09	Irregular expenditure on earth filling	210,810	Non Compliance of Rules
41.	UA 40/4 Model Town	01	Non reconciliation of receipts with the NADRA authorities	143,380	Non Compliance of Rules
42.		02	Irregular expenditure on Sports / Festivals events	40,000	Non Compliance of Rules
43.		03	Non Deduction of GPF, Benevolent Fund and Group Insurance from	15,780	Internal Control Weakness
44.		04	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules

Sr. #	Formation	AP #	Description of Paras	Amount (Rs)	Nature of Paras
45.	UA 42/6Sharif Pura	01	Doubtful/Less deposit of Government receipts	12,420	Internal Control Weakness
46.		02	Irregular expenditure on Sports / Festivals events	35,600	Non Compliance of Rules
47.		03	Non-deduction of Income tax – Rs 9,378	9,378	Non Compliance of Rules
48.		04	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	15,780	Non Compliance of Rules
49.		05	Non-Reconciliation of Deposits of Receipts Rs.	---	Non Compliance of Rules
50.		06	Irregular Expenditure for Promotion on Arrival of Local Politician	10,000	Non Compliance of Rules
51.		04	Non-deduction of Income tax .	6,774	Non Compliance of Rules
52.	UA Wannia Wala 106	02	Doubtful and Non transparent payment on account of earth filling	112,900	Internal Control Weakness
53.		03	Irregular expenditure on Sports / Festivals events	37,130	Non Compliance of Rules
54.		05	Non Deduction of GPF, Benevolent Fund and Group Insurance from Pay	.15,780	Non Compliance of Rules
55.		06	Non-Reconciliation of Deposits of Receipts	---	Non Compliance of Rules

**Annexure-B**

**UAs of Gujranwala District  
Budget and Expenditure Statement  
for Financial Years 2013-2016  
Ten - Union Administrations**

<b>Sr. #</b>	<b>UA # &amp; Name of UAs</b>	<b>Name of Heads</b>	<b>Budget (Rs)</b>	<b>Expenditure (Rs)</b>	<b>Saving (-) (Rs)</b>	<b>%age</b>
<b>1</b>	UA No. 14 Ahmad Nagar,	Salary	4200000	3653629	546371	13%
		Non Salary	2050000	1370847	679153	33%
		Development	1037542	378050	659492	64%
<b>2</b>	UA 09 Bharooki Cheema	Salary	5500000	3417144	-2082856	-38%
		Non Salary	1400000	1024399	-375601	-27%
		Development	298587	88800	-209787	-70%
<b>3</b>	UA 20 Dilawar Cheema	Salary	4500000	3420663	-1079337	-24%
		Non Salary	2050000	1478104	-571896	-28%
		Development	1266597	0	-1266597	-100
<b>4</b>	UA No. 111 Jandial Baghwala	Salary	2900000	2850000	-50000	-2%
		Non Salary	1500000	1458000	-42000	-3%
		Development	600000	595000	-5000	-1%
<b>5</b>	UA 12 Kakka Kaulo	Salary	5500000	4191838	-1308162	-24%
		Non Salary	2500000	1300290	-1199710	-48%
		Development	1147716	346000	-801716	-70%
<b>6</b>	UA No.06 Kot Inayat Khan	Salary	5000000	3719509	-1280491	-26%
		Non Salary	2000000	925385	-1074615	-54%
		Development	600897	293000	-307897	-51%
<b>7</b>	UA No.11 Mansoor Wali	Salary	4000000	3972491	-27509	-1%
		Non Salary	2203871	2030380	-173491	-8%
		Development	0	0	0	0
<b>8</b>	UA No.06 Natt Kallan	Salary	4000000	3807891	-192109	-5%
		Non Salary	4500000	4493801	-6199	0%
		Development	1000000	935000	-65000	-7%

9	UA 112 Rakkan Kikkran wali	Salary	4000000	3528504	-471496	-12%
		Non Salary	1000000	984642	-15358	-2%
		Development	225000	200000	-25000	-11%
10	UA Jurra	Salary	Non Production of Record			
		Non Salary				
		Development				
<b>Grand Total</b>			<b>64980210</b>	<b>50463367</b>	<b>-10746811</b>	<b>-17%</b>

**Annexure-C**

Para 1.2.2.2

**Unauthorized repair/execution of work without approval, Technical  
Sanction of Rs 3.23 million**

Union Administration 14 Ahmad Nagar

<b>Year</b>	<b>Cheque No.</b>	<b>Cost</b>
2013-14	4403914	19,450
	4403915	14,300
	726831	80,000
	7826833	50,000
	7826836	30,000
	1180517	50,000
	7826835	90,000
2015-16	14802349	20,000
	11609093	25,000
	<b>TOTAL</b>	<b>378,750</b>

## Union Administration 09 Bharoki Cheema

<b>Year</b>	<b>Month</b>	<b>Cost</b>
2013-14	01/2014	43,800
2014-15	07/2014	39,500
	06/2015	5,500
	<b>TOTAL</b>	<b>88,800</b>

## Union Administration No.111 Jandiala Baghwala

<b>Year</b>	<b>Month</b>	<b>Cost</b>
2013-14	07/2013	49,100
	08/2013	40,000
	09/2013	96,000
	10/2013	45,600
	04/2014	17,000
	05/2014	42,900
	06/2014	23,000
2014-15	10/2014	82,000
	02/2015	30,500
	04/2015	50,000
	06/2015	78,900
2015-16	08/2015	20,000
	11/2015	20,000
	<b>TOTAL</b>	<b>595,000</b>

Union Administration 12 Kakka Kaulo

<b>Year</b>	<b>Cheque No.</b>	<b>Cost</b>
2013-14	6631898	83,000
	6631899	83,000
	6631900	81,500
	628801	50,000
2014-15	628819	45,000
	628821	80,000
	628822	70,000
	628823	90,000
	304932	80,000
	304930	80,000
	<b>TOTAL</b>	<b>742,500</b>

Union Administration No.07 Kot Inayat Khan

<b>Year</b>	<b>Cheque No.</b>	<b>Cost</b>
2013-14	780838308	40,000
	780838340	25,000
	780838339	35,000
	780838341	18,000
2014-15	81636405	30,000
	81636409	30,000
	81636441	30,000
	81636454	30,000
2015-16	81636459	30,000
	81636465	25,000
	<b>Total</b>	<b>293,000</b>

Union Administration No.06 Natt Kalan

<b>Year</b>	<b>Month</b>	<b>Cost</b>
2013-14	07/2013	120,000
	10/2013	320,000
	01/2014	205,000
	05/2014	50,000
2014-15	07/2014	210,000
	06/2015	30,000
	<b>Total</b>	<b>935,000</b>