



GOVERNMENT OF GOA  
TALUKA PERNEM - GOA.

WARD NO. 13  
DATE 04/04/2023  
SIGN \_\_\_\_\_

**BLOCK DEVELOPMENT OFFICE  
PERNEM BLOCK**

2<sup>nd</sup> Floor, Govt. Office Complex, Pernem- Goa

Phone No: (0832) - 2201231, Fax: 2201231 e-mail: [pernembdo@gmail.com](mailto:pernembdo@gmail.com)

No.3/EOVP/BDO-PER/Audit Report/Querim Tiracol/2022-23/ 999 Dated: 30/03/2023

**MEMORANDUM**

**Sub :** - Audit Report on the account of the Village Panchayat Querim Tiracol of Pernem Block for the year 2018-19, 2019-20, 2020-21, 2021-22 conducted during the year 2022-23.

Find enclosed herewith a copy of letter no. DA/Control/31-5(II)/2022-23/TR-547/421 dated 13/03/2023 of Director of Accounts, Panaji-Goa, on above cited subject which is self explanatory (Copy enclosed).

In this connection, Village Panchayat Secretary, V.P. Querim Tiracol, is hereby directed to go through the contents of the above referred letter and to comply with the audit observations and compliance report should be submitted to audit without further delay.

*Manohar*  
(Manohar B. Parwar)  
Block Development Officer,  
Pernem - Goa.

To.  
The V.P. Secretary,  
Village Panchayat Querim Tiracol,  
Pernem - Goa.

Copy to:-

1. The Director, Directorate of Accounts, Panaji, Goa
2. Concern file.

*Noted*  
*Resolution No 3(1)*  
*dated 15/04/2023.*  
*[Signature]*

**AUDIT REPORT OF ACCOUNTS OF THE VILLAGE  
PANCHAYAT "QUERIM-TIRACOL" IN PERNEM  
FOR THE BLOCK YEAR 2018-19, 2019-20, 2020-21& 2021-22**

**PART-I**

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

Sr.No	Name of the Sarpanch	From	To
1	Mrs. Namita Kerkar	01/04/2018	22/02/2019
2	Mrs. Akanysha Shirgaonkar	23/02/2019	26/02/2019
3	Shri. Ratnakar Harsi	27/02/2019	22/07/2020
4	Mrs. Akanysha Shirgaonkar	23/07/2020	30/07/2020
5	Shri. Suresh Naik	31/07/2020	30/06/2021
6	Mrs. Akanysha Shirgaonkar	01/07/2021	18/07/2021
7	Shri. Abhai Sawant	19/07/2021	31/03/2022

**B. Name of the Secretary :-**

Sr.No	Name of the Secretary	From	To
1.	Shri. Abhay Sawant	01/03/2018	31/03/2022

**C. Names & Designation of audit parties**

Sr.No	Names of the audit parties	Designation
1	Shri. Gajanan Naik	Dy. D.A./Insp.
2	Shri.Sanjiv U. Apule	A.A.O.
3	Shri. Subhash Talkatkar	Ex-Head Clerk
4	Shri. Dasharath Tuyenkar	Ex-Accounts Clerk

**D. Date of Audit:-** From :- 18/08/2022 to 26/08/2022

**E. Period of Audit:-** From:- 01/04/2018 to 31/03/2022

**PART – II - INTRODUCTORY**

The audit of Accounts of the **Village Panchayat Querim-Tiracol** in Pernem Block for the year 2018-19, 2019-20, 2020-2021 and 2021-22 was conducted from 18/08/2022 to 26/08/2022 as per the Circular No. 30/7/75 Fin(Bud) dated 21/08/1996 issued by Finance (Budget) Department, based on the records furnished by the Panchayat.

The **Village Panchayat Querim-Tiracol** was sanctioned following types of grants by various agencies for specific purposes. The year-wise details of the grants sanctioned are given below:

**Year 2018-19**

Sr.No	Type of Grants	Amount in ₹
<b>Administrative Grants</b>		
1.	V.P. Member Salary	2,88,000.00
2.	Staff Salary	12,42,170.00
3.	Matching Grants	1,83,711.00
<b>Development Grants</b>		
4.	XIV th Fin Com.	3,57,365.00
5.	Special Grants	10,000.00
6.	Garbage Grants	4,20,000.00
<b>Total</b>		<b>25,01,246.00</b>

**Year 2019-20**

Sr.No	Type of Grants	Amount in ₹
<b>Administrative Grants</b>		
1.	V.P. Member Salary	2,16,750.00
2.	Staff Salary	7,17,532.00
3.	Matching Grants	1,27,198.00
<b>Development Grants</b>		
4.	XIV th Fin Com.	8,58,875.00
<b>Total</b>		<b>19,20,355.00</b>

**Year 2020-21**

Sr.No	Type of Grants	Amount in ₹
<b>Administrative Grants</b>		
1.	V.P. Member Salary	4,38,750.00
2.	Staff Salary	20,30,094.00
<b>Development Grants</b>		
3.	XIV th Fin Com.	15,16,536.00
4.	XV th Fin Com.	9,64,530.00
5.	Garbage Grants	2,10,000.00
<b>Total</b>		<b>51,59,910.00</b>

**Year 2021-22**

Sr.No.	Type of Grants	Amount in ₹
<b>Administrative Grants</b>		
1.	V.P. Member Salary	2,70,000.00
2.	Staff Salary	16,33,113.00
3.	Matching Grants	3,45,747.00
<b>Development Grants</b>		

4.	Covid-19	50,000.00
5.	Garbage Grants	2,10,000.00
6.	XV th Fin Com.	9,73,371.00
7.	Spcl.Grants for 60 yrs Lib.	53,00,000.00
<b>Total</b>		<b>87,82,231.00</b>

### **PART -III**

The **Village Panchayat Querim-Tiracol** is maintaining its records in the Form 1 to 11 as per Rule 20, 21 (a) and 25 of the Goa Panchayat, ( Accounts, Audit & Custody of Funds ) Rules 1997, comprising particulars of Income & Expenditure for all the Grants received i.e Administrative & Development Grants.

#### **I) SUMMARY OF THE ACCOUNTS**

##### **Year-wise Receipts and Expenditure of Village Panchayat**

Year	Receipt Amount in ₹	Expenditure Amount in ₹
2018-19	₹ 36,60,226.00	₹ 34,23,871.39
2019-20	₹ 28,04,554.00	₹ 43,78,832.76
2020-21	₹ 58,50,661.00	₹ 36,11,455.05
2021-22	₹ 99,73,433.00	₹ 43,55,613.55

II) Year-wise Total Funds/deductions available with the Panchayat are as detailed below:

##### **Year 2018-19**

Sr. No.	Total Funds/deductions as on 31/03/2019	Amount in ₹
1	Government Grants	9,41,922.20
2	DRDA Grants	2,002.00
3	E.M.D.	89,053.00
4	S.D.	65,107.00
5	S.D. Shacks/Huts	1,42,000.00
6	Reserve Fund	5,78,067.00
7	Panchayat Fund	34,44,480.14
<b>Total</b>		<b>52,62,631.34</b>

##### **Year 2019-20**

Sr. No.	Total Funds/deductions as on 31/03/2020	Amount in ₹
1.	Government Grants	8,74,327.00
2.	DRDA Grants	2,071.00
3.	E.M.D.	81,963.00
4.	S.D.	1,65,510.00
5.	Royalty	6,457.00

6.	S.D. Shacks/Huts	1,77,000.00
7.	Reserve Fund	8,00,582.00
8.	Panchayat Fund	15,80,442.58
<b>Total</b>		<b>36,88,352.58</b>

**Year 2020-21**

Sr. No.	Total Funds/deductions as on 31/03/2021	Amount in ₹
1.	Government Grants	40,28,518.00
2.	DRDA Grants	2,128.00
3.	E.M.D.	1,02,071.00
4.	S.D.	1,35,953.00
5.	S.D. Shacks/Huts	1,77,000.00
6.	Reserve Fund	9,23,502.30
7.	Panchayat Fund	5,58,386.23
<b>Total</b>		<b>59,27,558.53</b>

**Year 2021-22**

Sr. No.	Total Funds/deductions as on 31/03/2022	Amount in ₹
1.	Government Grants	95,46,842.00
2.	DRDA Grants	1,026.00
3.	E.M.D.	67,536.00
4.	S.D.	1,13,991.00
5.	Income Tax	1,274.00
6.	Royalty	3,806.00
7.	TCS on Royalty	77.00
8.	Labour Cess	15,421.00
9.	S.D. Shacks/Huts	1,77,000.00
10.	CGST	1,137.00
11.	SGST	1,137.00
12.	Reserve Fund	7,92,471.00
13.	Panchayat Fund	8,23,660.18
<b>Total</b>		<b>1,15,45,378.18</b>

**III) DETAILS OF UTILIZED / UNUTILIZED GRANTS**

The year-wise statement showing details of grants are as follows:-

**Year 2018-19**

					<b>Amount in ₹</b>	
S N	Name of Grants	Opening Balance	Amt Sanctioned	Amt. Utilized	Amt. Refunded	Closing Balance
1	V.P. Member Salary	-	2,88,000.00	2,58,500.00	29,500.00	-

2	Staff Salary	32,927.00	12,42,170.00	12,01,491.00	-	73,606.00
3	Matching Grants	-	1,83,711.00	1,83,711.00	-	-
4	XIV th Fin Com.	10,21,791.00	3,57,365.00	6,57,417.00	-	7,21,739.00
5	Garbage Grants	7,201.20	4,20,000.00	2,80,624.00	-	1,46,577.20
6	Special Grant	-	10,000.00	10,000.00	-	-
<b>Total</b>		<b>10,61,919.20</b>	<b>25,01,246.00</b>	<b>25,91,743.00</b>	<b>29,500.00</b>	<b>9,41,922.20</b>
<b>RDA</b>						
1.	MGNREGA	73,881.00	-	-	74,500.00	2,002.00
	Bank interest		2,621.00			
<b>Total</b>		<b>73,881.00</b>	<b>2,621.00</b>	<b>-</b>	<b>74,500.00</b>	<b>2,002.00</b>

**Year 2019-20**

**Amount in ₹**

S N	Name of Grants	Opening Balance	Amt Sanctioned	Amt. Utilized	Amt. Refunded	Closing Balance
1.	V.P. Member Salary	-	2,16,750.00	2,16,750.00	-	-
2.	Staff Salary	73,606.00	7,17,532.00	7,91,138.00	-	-
3.	XIV th Fin Com.	7,21,739.00	8,58,875.00	7,06,287.00	-	8,74,327.00
4.	Garbage Grants	1,46,577.20	-	1,46,577.20	-	-
5.	Matching Grants	-	1,27,198.00	1,27,198.00	-	-
<b>Total</b>		<b>9,41,922.20</b>	<b>19,20,355.00</b>	<b>19,87,950.20</b>	<b>-</b>	<b>8,74,327.00</b>
<b>RDA</b>						
1.	MGNREGA	2,002.00	-	-	-	2,071.00
	Bank interest		69.00			
<b>Total</b>		<b>2,002.00</b>	<b>69.00</b>	<b>-</b>	<b>-</b>	<b>2,071.00</b>

**Year 2020-21**

**Amount in ₹**

S N	Name of Grants	Opening Balance	Amt Sanctioned	Amt. Utilized	Amt. Refunded	Closing Balance
1.	V.P. Member Salary	-	4,38,750.00	4,38,750.00	-	-
2.	Staff Salary	-	20,30,094.00	13,61,016.00	-	6,69,078.00
3.	XIV th Fin Com.	8,74,327.00	15,16,536.00	-	-	23,90,863.00
4.	Garbage Grants	-	2,10,000.00	2,05,953.00	-	4,047.00
5.	XV th Fin	-	9,64,530.00	-	-	9,64,530.00

	Com.					
<b>Total</b>		<b>8,74,327.00</b>	<b>51,59,910.00</b>	<b>20,05,719.00</b>	<b>-</b>	<b>40,28,518.00</b>
<b>RDA</b>						
1	MGNREGA	2,071.00	-	-	-	2,128.00
	Bank interest		57.00			
<b>Total</b>		<b>2,071.00</b>	<b>57.00</b>	<b>-</b>	<b>-</b>	<b>2,128.00</b>

Year 2021-22

Amount in ₹

S N	Name of Grants	Opening Balance	Amt Sanctioned	Amt. Utilized	Amt. Refunded	Closing Balance
1	V.P. Member Salary	-	2,70,000.00	2,70,000.00	-	-
2	Staff Salary	6,69,078.00	16,33,113.00	13,36,191.00	-	9,66,000.00
3	Matching Grants	-	3,45,747.00	3,45,747.00	-	-
4	XIV th Fin Com.	23,90,863.00	-	5,96,384.00	-	17,94,479.00
5	Covid-19	-	50,000.00	27,875.00	-	22,125.00
6	Garbage Grants	4,047.00	2,10,000.00	2,14,047.00	-	-
7	XV th Fin Com.	9,64,530.00	9,73,371.00	3,96,883.00	-	15,41,018.00
8	Spcl.Grants for 60 yrs Lib.	-	53,00,000.00	76,780.00	-	52,23,220.00
<b>Total</b>		<b>40,24,471.00</b>	<b>85,72,231.00</b>	<b>30,49,860.00</b>	<b>-</b>	<b>95,46,842.00</b>
<b>RDA</b>						
1	MGNREGA	2,128.00	-	-	1,157.00	1,026.00
	Bank interest		55.00			
<b>Total</b>		<b>2,128.00</b>	<b>55.00</b>	<b>-</b>	<b>1,157.00</b>	<b>1,026.00</b>

### III) BUDGET ESTIMATE AND ACTUAL

#### A) INCOME

Amount in ₹

Year	Original budget Estimate	Revised Budget Estimate	Actual Income	Short/Excess
2018-19	₹ 64,42,500.00	₹ 32,11,390.00	₹ 36,60,226.00	₹ 4,48,836.00(E)
2019-20	₹ 83,57,500.00	₹ 35,42,262.00	₹ 28,04,554.00	₹ 7,37,708.00(S)
2020-21	₹ 51,09,720.00	₹ 60,07,994.00	₹ 58,50,661.00	₹ 1,57,333.00(S)
2021-22	₹ 46,05,550.00	₹ 99,17,115.00	₹ 99,73,433.00	₹ 56,318.00(E)

**B) EXPENDITURE**

Amount in ₹

Year	Original Budget Estimate	Revised Budget Estimate	Actual Expenditure	Short/Excess
2018-19	₹ 99,52,900.00	₹ 33,23,762.39	₹ 34,23,871.39	₹ 1,00,109.00(E)
2019-20	₹ 1,23,17,700.00	₹ 50,54,270.10	₹ 43,78,832.76	₹ 6,75,437.34(S)
2020-21	₹ 78,12,400.00	₹ 37,68,489.35	₹ 36,11,455.05	₹ 1,57,034.30(S)
2021-22	₹ 91,24,000.00	₹ 54,27,693.05	₹ 43,55,613.55	₹ 10,72,079.50(S)

**PART – IV – COMMENTS ON TRANSACTIONS**

Outstanding audit paras from previous Audit Report in brief:

Year	Paras outstanding	Paras Settled	Balance	Brief Description of para's
1972-73	01	-	01	Para-6(a)- construction of panchayat Ghar.(b) Construction of Tiracol Jetty for want of completion certificate .
1980-81	01	-	01	Para -1- Conditional grants for want of R.T.S in respect of 5 works not produced
1982-83	01	-	01	Para -2-Works R.T.S and issue of valuation certificate.
1983-84	01	-	01	Para -9- Works sub para 1 to 5.
1985-86	01	-	01	Para -2- Paid vouchers, Travelling allowances.
1986-87	02	-	02	Para-1- Works Para-9- Entertainment charges.
1988-89	01	-	01	Para-9- Works.
1989-90	01	-	01	Para-9-Works
1991-92	01	-	01	Para-1- Works.
1993-94	01	-	01	Para-2- Grants
1994-95	02	-	02	Para-7- Purchase Para-5- Works.
1995-96	01	-	01	Para-5-Works.
1996-97	01	-	01	Para-5-Works.
1998-99	01	-	01	Para-7-Works.
2009-10	01	-	01	Para-12- Works.
2010-11	01	-	01	Para-9-Financial Powers.



2011-12	01	-	01	Para-6-Works.
2012-13	02	-	02	Para-6-Excess exp over budget provision Para-11- Works sdv III and v
2013-14	01	-	01	Para -8- (iv) vat 1.5 of interest of 5 %
2017-18	17	16	01	Para-17- General Inspection by B.D.O./E.O.V.P. All 16 paras are dropped and commented in current audit wherever are required.
<b>Total</b>	<b>39</b>	<b>16</b>	<b>23</b>	

The village panchayat has not submitted appropriate replies to 1 para of year 2017-18 and remaining 16 paras are dropped and commented in current audit wherever required.

The pendency of 23 outstanding audit paras are relating to a very old period ranged from 4 to 50 years, which requires due attention and necessary action. It is therefore brought to the notice of Directorate of Panchayat that despite of comments in the previous audit, the efforts of the panchayat in clearing outstanding audit paras are not up to scratch. This issue required to be viewed seriously and every possible effort should be made to get long pending paras settled on priority. Action taken in this regard will be verified in next audit.

### PART-V CURRENT-AUDIT

#### SECTION - A

#### 1. CASH BOOK

The details of the closing balance as per the Cash Book as on **31/03/2019**.

1	Closing balance as per Corporation Bank A/c. No. 627	₹ 34,35,978.73	
	Closing balance as per the Cash book		₹ 34,35,978.73
2	Closing balance as per Corporation Bank A/c. No. 635	₹ 2,128.62	
	Closing balance as per the Cash book		₹ 2,128.62
3	Closing balance as per Corporation Bank A/c. No. 643	₹ 7,89,077.00	
	Closing balance as per the Cash book		₹ 7,89,077.00
4	Closing balance as per Corporation Bank A/c. No. 651	₹ 5,78,067.00	
	Closing balance as per the Cash book		₹ 5,78,067.00
5	Closing balance as per Corporation Bank A/c. No. 619	₹ 16,084.00	
	Closing balance as per the Cash book		₹ 16,084.00

6	Closing balance as per Corporation Bank A/c. No. 417	₹ 4,614.00	
Closing balance as per the Cash book			₹ 4,614.00
7	Closing balance as per Corporation Bank A/c. No. 535	₹ 1,792.00	
Closing balance as per the Cash book			₹ 1,792.00
8	Closing balance as per SBI A/c. No. 311	₹ 4,32,883.63	
Closing balance as per the Cash book			₹ 4,32,883.63
9	Closing balance as per SBI A/c. No. 615	₹ 2,002.00	
Closing balance as per the Cash book			₹ 2,002.00
10	Cash in hand	₹ 4.36	₹ 4.36
<b>Closing balance as per the Cash book as on 31/03/2019</b>			<b>₹ 52,62,631.34</b>

The details of the closing balance as per the Cash Book as on 31/03/2020.

1	Closing balance as per Corporation Bank A/c. No. 627	₹ 13,30,826.60	
Closing balance as per the Cash book			₹ 13,30,826.60
2	Closing balance as per Corporation Bank A/c. No. 635	₹ 2,203.62	
Closing balance as per the Cash book			₹ 2,203.62
3	Closing balance as per Corporation Bank A/c. No. 643	₹ 6,52,090.00	
Closing balance as per the Cash book			₹ 6,52,090.00
4	Closing balance as per Corporation Bank A/c. No. 651	₹ 8,00,582.00	
Closing balance as per the Cash book			₹ 8,00,582.00
5	Closing balance as per Corporation Bank A/c. No. 619	₹ 16,654.00	
Closing balance as per the Cash book			₹ 16,654.00
6	Closing balance as per Corporation Bank A/c. No. 417	₹ 4,496.00	
Closing balance as per the Cash book			₹ 4,496.00
7	Closing balance as per SBI A/c. No. 311	₹ 8,79,322.00	
Closing balance as per the Cash book			₹ 8,79,322.00
8	Closing balance as per SBI A/c. No. 615	₹ 2,071.00	
Closing balance as per the Cash book			₹ 2,071.00
9	Cash in hand	₹ 107.36	₹ 107.36
<b>Closing balance as per the Cash book as on 31/03/2020</b>			<b>₹ 36,88,352.58</b>

The details of the closing balance as per the Cash Book as on 31/03/2021.

1	Closing balance as per Corporation Bank A/c. No. 627	₹ 16,07,901.95	
Closing balance as per the Cash book			₹ 16,07,901.95

2	Closing balance as per Corporation Bank A/c. No. 635	₹ 2,267.62	
Closing balance as per the Cash book			₹ 2,267.62
3	Closing balance as per Union Bank of India A/c. No. 390	₹ 9,64,849.00	
Closing balance as per the Cash book			₹ 9,64,849.00
4	Closing balance as per Corporation Bank A/c. No. 651	₹ 9,23,502.30	
Closing balance as per the Cash book			₹ 9,23,502.30
5	Closing balance as per Corporation Bank A/c. No. 619	₹ 17,132.00	
Closing balance as per the Cash book			₹ 17,132.00
6	Closing balance as per Corporation Bank A/c. No. 417	₹ 3,062.30	
Closing balance as per the Cash book			₹ 3,062.30
7	Closing balance as per SBI A/c. No. 311	₹ 24,06,549.00	
Closing balance as per the Cash book			₹ 24,06,549.00
8	Closing balance as per SBI A/c. No. 615	₹ 2,128.00	
Closing balance as per the Cash book			₹ 2,128.00
9	Cash in hand	₹ 166.36	₹ 166.36
<b>Closing balance as per the Cash book as on 31/03/2021</b>			<b>₹ 59,27,558.53</b>

The details of the closing balance as per the Cash Book as on 31/03/2022.

1	Closing balance as per Corporation Bank A/c. No. 627	₹ 72,92,554.70	
Closing balance as per the Cash book			₹ 72,92,554.70
2	Closing balance as per Corporation Bank A/c. No. 635	₹ 2,247.12	
Closing balance as per the Cash book			₹ 2,247.12
3	Closing balance as per Union Bank of India A/c. No. 390	₹ 15,68,552.00	
Closing balance as per the Cash book			₹ 15,68,552.00
4	Closing balance as per Corporation Bank A/c. No. 651	₹ 7,92,471.00	
Closing balance as per the Cash book			₹ 7,92,471.00
5	Closing balance as per Corporation Bank A/c. No. 619	₹ 17,558.50	
Closing balance as per the Cash book			₹ 17,558.50
6	Closing balance as per Corporation Bank A/c. No. 417	₹ 2,991.50	
Closing balance as per the Cash book			₹ 2,991.50
7	Closing balance as per SBI A/c. No. 311	₹ 18,67,245.00	
Closing balance as per the Cash book			₹ 18,67,245.00

8	Closing balance as per SBI A/c. No. 615	₹ 1,026.00	
	Closing balance as per the Cash book		₹ 1,026.00
9	Cash in hand	₹ 732.36	₹ 732.36
	<b>Closing balance as per the Cash book as on 31/03/2022</b>		<b>₹ 1,15,45,378.18</b>

After verification the above bank closing balances as per the Cash Book are found to be tallied with the closing balances as per the Bank Pass Book as on **31/03/2019, 31/03/2020, 31/03/2021** and **31/03/2022** respectively.

However, following irregularities were found during the course of audit:-

Year	Receipt/Voucher No.	Actual Amt.	Amt. shown in the cash book	Difference
2019-20	317/11	₹ 150.00	₹ 100.00	₹ 50.00(S)
	317/42	₹ 20.00	₹ 0.00	₹ 20.00(S)
2021-22	Short accounted in totaling			450.00(S)
<b>Total short accounted amount</b>				<b>₹520.00(S)</b>

- 1) The short accounted amount of ₹ 520/- is now added to Panchayat Fund.
- 2) Correction/Cancellation/Overwriting in the cash book is not authenticated by the Sarpanch/Secretary.
- 3) Vouchers are not certified by the Sarpanch.
- 4) Overwriting on receipts is not attested by Sarpanch.
- 5) Pass for payment order is not recorded on the voucher.
- 6) P.F. recovered from the Village Panchayat employees is not recorded on the receipt side of the cash book.
- 7) Dead Stock Register is maintained but not found in order.
- 8) Excess paid amount vide voucher No. 222 amounting to ₹ 100/- in year 2021-22 is required to be recovered and shown in next audit.

## **2. UN-UTILIZATION /REFUND OF GRANTS**

The grants like XIVth Finance commission, XVth Finance commission and GIA grants had remained un-utilized for long period. The details of Grants remained un-utilized with the Panchayat as on 31/03/2022 were as under:

S No.	Name of Grants	Un-Utilized Grants In ₹
1.	Staff Salary	9,66,000.00
2.	XIV Finance Commission.	17,94,479.00
3.	XV Finance Commission.	15,41,018.00

4.	Covid Grants	22,125.00
5.	Goa @ 60 Lib.Grants	52,23,220.00
6.	MGNREGA	1,026.00
<b>Total</b>		<b>95,47,868.00</b>

The Grants amounting to ₹ 95,47,868/- were remained un-utilized with Panchayat as on 31/03/2022. Further, V.P. member salary Grants of ₹ 29,500/- , and MGNREGA Grants of ₹ 74,500/- in year 2018-19 and MGNREGA Grants of ₹ 1,157/- in year 2021-22, were refunded by the Village Panchayat.

It may be noted that, after utilizing the grants sanctioned amount, a Utilization Certificates (UCs) should have to be furnished to the Grants Sanctioning Authority as required under GFR 19 in stipulated time. In case the grants are not utilized within the specific time, then necessary approval of extension of time limits has to be obtained from the grants sanctioning authority. Village Panchayat has failed to do so. Blocking of Government funds for long period and refund of Grants has adversely affected the development and public works of Panchayat.

As the Panchayat Funds are jointly administered by the Secretary and the Sarpanch, it is, therefore, their sole responsibility to ensure that there is maximum utilization of Panchayat grants.

### **3. UN-REALISTIC BUDGET ESTIMATES**

It was observed that the actual income received was excess by ₹ 4,48,836/- in year 2018-19, short by ₹ 7,37,708/- in year 2019-20, ₹ 1,57,333/- year 2020-21 and excess by ₹ 56,318/- in year 2021-22 to the Budget Estimates of respective years.

The expenditure incurred was also excess by ₹ 1,00,109/-, in year 2018-19, short by ₹ 6,75,437/- in year 2019-20, ₹ 1,57,034/- in year 2020-21 and ₹10,72,079/- in year 2021-22 to the Budget Estimates of respective years.

The above variations revealed that village Panchayat has failed to prepare realistic budget estimates for the year 2018-19, 2019-20 and 2020-21.

As per section 183 of the Goa Panchayat Raj Act, 1994, If, in the course of the financial year, the Panchayat finds it necessary to modify the provision made in the budget with regard to the receipts or to the distribution of the amounts to be expended on the different services it undertakes, it may make such modifications.

The Panchayat Secretary should ensure that the realistic budget estimates be prepared and the provision of Section 183 of the GPRA 1994 in preparation of Budget/Revised Budget of the Panchayat in future be followed.

### **4. EXCESS EXPENDITURE OVER BUDGET ESTIMATE**

Village Panchayat has incurred excess expenditure over budget estimate. However, it was observed that no approval for the same has been found

obtained from the Competent Authority. The details of excess expenditure incurred over budget provisions are as under:

Year	Expenditure Head	Budget Estimate in ₹	Actual Expenditure in ₹	Excess in ₹
2018-19	Sanitation and Public Health	2,500.00	21,102.00	18,602.00
	Rural Sanitation	2,70,000.00	2,80,624.00	10,624.00
	Miscellaneous	2,20,125.00	4,12,203.00	1,92,078.00
2019-20	Social Welfare	30,000.00	67,000.00	37,000.00
	Rural Sanitation	3,37,537.00	3,57,007.00	19,470.00
	Miscellaneous	2,02,823.00	2,39,076.00	36,253.00
2020-21	Public Works	8,08,019.00	8,19,817.00	11,798.00
	Libraries	0.00	21944.00	21,944.00
	Miscellaneous	2,99,571.00	3,00,842.00	1,271.00
2021-22	Rural Sanitation	3,71,140.00	3,75,740.00	4,600.00
	Miscellaneous	5,94,686.00	6,41,898.00	47,212.00

Necessary ex- post facto approval for incurring the expenditure excess over the budget estimate may be obtained from the Competent Authority. The action taken in this regard will be verified in the next audit.

## 5. RDA ACCOUNTS

- i) **RDA/MGNREGA:** The following are the details position of MGNREGA (State Bank of India A/C No. 30668642764 )

### Year 2018-19

i)	Opening balance as on 01/04/2018	₹ 73,881.00
ii)	Grants rec. during the year 2018-19	-
iii)	Add:-Int. Accrued during the year 2018-19	₹ 2,621.00
iv)	Less:- Expenditure incurred during the year 2018-19	-
v)	Refund of Grants during the year 2018-19	₹ 74,500.00
<b>Closing balance as on 31/03/2019</b>		<b>₹ 2,002.00</b>

### Year 2019-20

i)	Opening balance as on 01/04/2019	₹ 2,002.00
ii)	Grants rec. during the year 2019-20	-
iii)	Add: Int. Accrued during the year 2019-20	₹ 69.00
iv)	Less: Expenditure incurred during the year 2019-20	-
<b>Closing balance as on 31/03/2020</b>		<b>₹ 2,071.00</b>

**Year 2020-21**

i)	Opening balance as on 01/04/2020	₹ 2,071.00
ii)	Grants rec. during the year 2020-21	-
iii)	Add:-Int. Accrued during the year 2020-21	₹ 57.00
iv)	Less:- Expenditure incurred during the year 2020-21	-
<b>Closing balance as on 31/03/2021</b>		<b>₹ 2,128.00</b>

**Year 2021-22**

j)	Opening balance as on 01/04/2021	₹ 2,128.00
ii)	Grants rec. during the year 2021-22	-
iii)	Add: Int. Accrued during the year 2021-22	₹ 55.00
iv)	Less: Expenditure incurred during the year 2021-22	-
v)	Refund of Grants during the year 2021-22	₹ 1,157.00
<b>Closing balance as on 31/03/2022</b>		<b>₹ 1,026.00</b>

The above closing balances is found to be tallied with the closing balance as per the cash book as on 31/03/2019, 31/03/2020, 31/03/2021 and 31/03/2022 respectively.

The Scrutiny of RDA account during audit is only to confirm the closing balance figures only. The audit of the RDA account is carried out by the office of the District Rural Development Agency, Panaji-Goa.

**6. TAXES**

The year-wise statement showing the arrears Current Demand, Collection and Balance is as under:

Year 2018-19				Amount in ₹	
Name of the Tax	Arrears	Current Demand	Total	Collection	Balance
a) House Tax	78,919.15	1,01,422.00	1,80,341.15	62,790.00	1,17,551.15
b) Light Tax	564.05	-	564.05	-	564.05
c) Professional Tax	57,145.00	87,375.00	1,44,520.00	1,14,275.00	30,245.00
d) Cycle Tax	4,516.00	390.00	4,906.00	10.00	4,896.00
e) Token Tax	1,160.00	1,960.00	3,120.00	2,320.00	800.00
<b>Total</b>	<b>1,42,304.20</b>	<b>1,91,147.00</b>	<b>3,33,451.20</b>	<b>1,79,395.00</b>	<b>1,54,056.20</b>

Year 2019-20				Amount in ₹	
Name of the Tax	Arrears	Current Demand	Total	Collection	Balance
a) House Tax	1,17,551.15	1,03,851.00	2,21,402.15	65,856.00	1,55,546.15
b) Light Tax	564.05	-	564.05	-	564.05
c) Professional Tax	30,245.00	87,375.00	1,17,620.00	14,500.00	1,03,120.00
d) Cycle Tax	4,896.00	390.00	5,286.00	10.00	5,276.00
e) Token Tax	800.00	1,960.00	2,760.00	2,760.00	-
<b>Total</b>	<b>1,54,056.20</b>	<b>1,93,576.00</b>	<b>3,47,632.20</b>	<b>83,126.00</b>	<b>2,64,506.20</b>

**Year 2020-21**

Amount in ₹

Name of the Tax	Arrears	Current Demand	Total	Collection	Balance
a) House Tax	1,55,546.15	1,04,358.00	2,59,904.15	88,019.00	1,71,885.15
b) Light Tax	564.05	-	564.05	131.00	433.05
c) Professional Tax	1,03,120.00	87,375.00	1,90,495.00	1,06,970.00	83,525.00
d) Cycle Tax	5,276.00	390.00	5,666.00	20.00	5,646.00
e) Token Tax	-	1,960.00	1,960.00	800.00	1,160.00
<b>Total</b>	<b>2,64,506.20</b>	<b>1,94,083.00</b>	<b>4,58,589.20</b>	<b>1,95,940.00</b>	<b>2,62,649.20</b>

**Year 2021-22**

Amount in ₹

Name of the Tax	Arrears	Current Demand	Total	Collection	Balance
a) House Tax	1,71,885.15	1,11,363.00	2,83,248.15	1,06,940.00	1,76,308.15
b) Light Tax	433.05	-	433.05	-	433.05
c) Professional Tax	83,525.00	92,375.00	1,75,900.00	62,850.00	1,13,050.00
d) Cycle Tax	5,646.00	390.00	6,036.00	80.00	5,956.00
e) Token Tax	1,160.00	1,960.00	3,120.00	-	3,120.00
f) EHN Tax	-	34,028.00	34,028.00	34,028.00	-
<b>Total</b>	<b>2,62,649.20</b>	<b>2,40,116.00</b>	<b>5,02,765.20</b>	<b>2,03,898.00</b>	<b>2,98,867.20</b>

The Panchayat has collected an amount of ₹ 1,79,395/- in 2018-19, ₹ 83,126/- in 2019-20, ₹ 1,95,940/- in 2020-21 and ₹ 2,03,898/- in 2021-22 towards the various taxes, which is 53.80%, 23.91%, 42.73% and 40.56%, respectively, of total demand for the respective year.

Above percentages of collection of taxes indicate that the action of the Panchayat in respect of collection of taxes is very casual. Despite of observations raised in previous audits, the Panchayat failed to give due attention in collecting of revenue as well as accumulated arrears. The efforts of Village Panchayat has failed to recover the taxes as the taxes amounting to ₹ 2,98,867/- were outstanding as on 31/03/2022.

Further, as per Sub-Section (3) of Section 154 of the Goa Panchayat Raj Act, 1994, Village Panchayat is empowered to issue notices to defaulter of taxes and revenue arrears and levy 10% penalty to outstanding arrears recoverable under Sub-Section (4). Thus, it was observed that provisions of Panchayat Raj act have been violated in failure to recover the arrears. Further, as per section 153 of the Goa Panchayat Raj Act, 1994 the Village Panchayat has to revise the rates and Taxes once in three years by minimum increase of 10%. It was however noticed that House Tax is not revised /assessed for years together.

Therefore, the Village Panchayat is required to take immediate action for re-assessment & recovery of all outstanding taxes along with the prescribed penalty from the defaulters.

**7. CONSTRUCTION ACTIVITIES****i) CONSTRUCTION LICENCES:**

V.P Sarpanch certified:



That Panchayat has issued two construction licenses within its jurisdiction vide certificate No. VP/QT/PER/CERT./2022-23/874 dated 31/03/2022 during the year 2018-19 and collected ₹ 24,973 /-

That Panchayat has issued four construction licenses within its jurisdiction vide certificate No. VP/QT/PER/CERT./2022-23/875 dated 31/03/2022 during the year 2018-19 and collected ₹ 89,037/-

That Panchayat has issued two construction licenses within its jurisdiction vide certificate No. VP/QT/PER/CERT./2022-23/876 dated 31/03/2022 during the year 2020-21 and collected ₹ 6,020/-

That Panchayat has issued four construction licenses within its jurisdiction vide certificate No. VP/QT/PER/CERT./2022-23/877 dated 31/03/2022 during the year 2020-21 and collected ₹ 57,618 /-

#### **ii) ILLEGAL CONSTRUCTION**

V.P Sarpanch certified vide Certificate No. VP/QT/PER/CERT./2021-22/870 dated 31/03/2022 vide Certificate No. VP/QT/PER/CERT./2021-22/871 dated 31/03/2022 vide Certificate No. VP/QT/PER/CERT./2022-23/872 dated 31/03/2022 certified vide Certificate No. VP/QT/PER/CERT./2022-23/873 dated 31/03/2022 that panchayat had detected illegal construction cases within its jurisdiction during the year 2018-19, 2019-20, 2020-21 and 2021-22 respectively. The details of illegal construction cases pending are as follows:

1) Nos. of Illegal Construction cases on 01/04/2018	81
2) Illegal Construction cases detected during the period 2018-22	27
3) Nos of illegal construction cases settle/ disposed during the period 2018-22	2
<b>Total cases pending for settlement upto 31/03/2022</b>	<b>106</b>

There were 106 cases of illegal constructions in the Village Panchayat as on 31/03/2022. The village Panchayat has detected 27 illegal construction cases and disposed off/settled 2 of the illegal construction cases during the period 2018-22.

As per the provision of Section 66 of the Goa Panchayat Raj Act, 1994 no person shall erect any building or alter or add any existing building or reconstruct any building without the written permission from Panchayat and payment of fees. However, it is noticed that, the houses are constructed without obtaining Village Panchayat's permission. Non- regularization of above illegal constructions resulted in loss of revenue of the Panchayat. The Village Panchayat should take curative action in the matter immediately.

Action taken and result thereof may be intimated to audit.

## **8. REFUND OF E.M.D AND SECURITY DEPOSITS:**

It was observed during audit that the Village Panchayat had a balance of ₹ 67,536/- as E.M.D and ₹ 1,13,991/- as Security Deposits as on 31/03/2022.

The section 19 of C.P.W.D. Manual 2007, states that the E.M.D given by the contractors except the successful contractor should be refunded immediately after completion of opening of tender process or within a week time from the date of opening the tender. It may please be stated whether any action has been initiated to refund/ forfeit the EMD's /Security Deposits which is lying with the Panchayat for more than three years. If not, then the unclaimed EMD's and Security Deposits lying with Panchayat more than three years may be treated as lapsed deposits and accordingly forfeited to the Panchayat account as revenue of Village Panchayat.

## **9. SURETY BOND OF V.P. SECRETARY**

The V.P. secretary is handling cash transactions of the village Panchayat; however, the mandatory security/Surety bond has not been furnished by the secretary although observation on the same has been raised in previous audits. It may be noted that as per under rules 4(3) of the Goa Panchayat (Accounts, Audit and Custody of Funds) Rules, 1997, the Secretary shall furnished a security in such form and for such amount as may be specified by Director. Further, as per Rule 4(4), the Director of Panchayats may also demand a security from such persons as are actually in charge of cash transaction of a Panchayat.

The Panchayat Secretary should take immediate action for furnishing security. Action taken by Panchayat Secretary in this regard will be verified during next audit.

## **10. IRREGULARITIES IN EXECUTION OF WORKS**

The Panchayat has undertaken and paid for works executed under Panchayat Fund and GIA fund during the period from 01.04.2018 to 31.03.2022 as per the statement of works submitted to audit. The relevant work files were checked during the course of audit the following are observed in general for guidance.

1. Envelopes containing the tender papers are not numbered serially. It may be ensured in future that all envelopes should be numbered serially in red ink pen and same number should record on the tender documents after opening. Corrections/Cancellations/Over writings, if any, should be recorded in the schedule and initialed by the person witnessing the opening of tender.
2. Excess /Saving statement is not enclosed to final bill wherever required.
3. The work order issued in a simple letter form. The same should be issued in from 10 or 11 as the case may be, as per CPWD Manual. The work order should be

contained the percentage quoted, estimated Cost, the tendered amount and period allowed to complete the must be part of the works orders. Also stipulated date of commencement and completion must be worked out and entered at bottom left hand side of the work order. This will facilitate to find out the delays in starting and completing the work and working of fines on delay period etc.

4. Revised rates of taxes, ie towards Income Tax, Royalty, Labour Cess, and GST may be watch time to time and accordingly recovered from the contractors' bill and remit to Government treasury with in stipulated time.
5. The some of the work orders were issued to contractors without execution of agreement between the Panchayat and the contractor. The Village Panchayat has failed to execute agreement in CPWD Form No. 7 in case of Percentage rate tender and Form No. 8 in case of item rate. Further, in some works agreements found to incomplete with filing the details of the tender and without signature of the Sarpanch and the contractor.

#### **11. FINANCIAL POSITION OF THE PANCHAYAT DURING THE YEAR 2018-22**

The Panchayat had an amount of ₹ 34,44,480.34 as on 31/03/2019, ₹ 15,80,442.58 as on 31/03/2020, ₹ 5,58,386.23 as on 31/03/2021 and ₹ 8,23,660.18 as on 31/03/2022, in their Panchayat Fund Account. This shows that the financial position of the Panchayat was satisfactory during the period 2018-22. However, it has shown downward trend during the period 2018-2022 as Panchayat fund of ₹ 34,44,480.34 as on 31/03/2019 reduced to ₹ 8,23,660.18 as on 31/03/2022. The Panchayat should make sincere efforts to recover the amount of arrears of Taxes / Rents along with prescribed penalty from the defaulters to avail the benefits of matching Grants sanctioned by the Directorate of Panchayat and to further strengthen the financial position of the Panchayat.

#### **12. MAINTENANCE OF BOOKS OF ACCOUNTS**

On the last working day of the month the Panchayat Secretary should record a certificate in the cash book to the effect that cash on hand has been physically verified and closing balance agrees both with cash in hand and cash in bank as verified from the Pass Book Certificate. However, during the course of audit, it is observed that such certificate is pasted to the cash book. The same is not permitted. The Panchayat Secretary should ensure that there is no such practice in future.

No white ink shall be used for correction in any account books. Corrections shall be made, if required, in red ink by drawing a line through the wrong entry and writing the correct figure in a nearby space. All such corrections shall be properly attested by the Secretary and the Sarpanch.

### **13. MONTHLY AND ANNUAL ACCOUNTS**

As per rule 21 of the Goa Panchayat (Accounts, Audit and Custody of Funds) Rules, 1997, every Panchayat shall, at the end of each month as well as at the end of the year, prepare an Account in Form No.10 showing the receipts and payments classified under the several Heads of Account contained in the Budget Estimates. However, it is observed that statements are pasted to the Register which is not acceptable. The Panchayat Secretary should ensure that there is no such practice in future and the B.D.O. should issue necessary instructions in this regard to all the Panchayat Secretaries under his jurisdiction.

### **14. NON-REMITTANCE OF STATUTORY DEDUCTIONS IN GOVERNMENT TREASURY**

The statutory deduction like income tax, Royalty, GST and Labour cess deducted from the contractor's bill for execution various Village Panchayat works have not been remitted in the Government Treasury under appropriate Head of Accounts within the prescribed time limit. The year-wise un-remitted statutory deductions are as under:

Statutory Deductions	Amount in ₹		
	2019-20	2020-21	2021-22
IncomeTax	---	---	1,274.00
Royalty	6,457.00	---	3,806.00
TC Son Royalty	---	---	77.00
Labour Cess	---	---	15,421.00
CGST	---	---	1,137.00
SGST	---	---	1,137.00

The Royalty has remained un-remitted for long period. Above statement reflects the irresponsible trend in timely remittance of the statutory deductions. The Panchayat Secretary should take immediate action in this regard to avoid fines/penalties from the concerned Departments.

### **15. APPLICABILITY OF PANCHAYATI RAJ ACCOUNTING SOFTWARE (PRIASOFT)**

The Accounts maintained by the Village Panchayat and statements furnished by the Village Panchayat for audit were erroneous due to error of omission, error of commission, error of compensation etc. In the view of above, it is suggested for implementation of computerized accounting and therefore, applicability of **Panchayati Raj Accounting Software (Priasoft)** may be ascertained in order to bring transparency and accountability in the maintenance of accounts.

### **16. ANNUAL ACTION PLAN**

As per section 238 of Goa Panchayat Raj Act, 1994 the VP is required to submit their annual action plans to the Zilla Panchayat, who is in turn would consolidate and forward the same to District Planning Committees for the development work to be undertaken during the next financial year. Further,

Government of Goa has framed Rules under Goa Panchayat (Constitutional Power and Functions of Ward Development Committees and preparation of Annual Development Plan) Rules, 2008 so as to guide the Village Panchayats in preparation of Annual Action Plans.

In this connection, it was observed that Panchayat had not prepared any plans so far for preparation of Annual Action Plan which is contrary to the provision of the Panchayat Raj Act.

### **17. FUNCTION OF THE GRAM SABHA**

1. The Village Panchayat should constitute two Supervisory Committees as per the section 6 (2) of the Goa Panchayat Raj Act / Rules to supervise the Panchayat works, Schemes and other activities. The committees should submit their report to the Panchayat and place the copy of the report in the Gram Sabha Meeting for an appropriate decision.
2. As per Section 6 (8) of the Act *ibid*, the Panchayat should constitute two or more Ward Development Committees for keep proper on development activities of wards.
3. As per Section 6 (3) of the Act *ibid*, the Government should constitute Vigilance Committee to oversee the different works/schemes and other activities of the Panchayat.

However, it has been observed that the monthly and quarterly Gram Sabha meetings were taken regularly but as informed by the secretary neither Supervisory Committee nor Vigilance Committee found functioning during the period.

### **18. FAILURE TO CONDUCT ANY INSPECTION BY B.D.O./E.O.V.P**

As per the order No. 19/DP/4(5)/Staff/17-18/2840 dated 30/04/2018, the Block Development Officer (BDO) should conduct at least 2 inspections and Extension officer VP (EOVP) should conduct at least 3 inspections of the Village Panchayat.

The year wise inspections conducted by BDO and E.O.(VP) are as under:

Year	No. of Inspections			
	B.D.O.		E.O.(VP)	
	Required	Carried	Required	Carried
2018-19	2	1	3	1
2019-20	2	1	3	1
2020-21	2	---	3	---
2021-22	2	---	3	---

Above statement reveals that the B.D.O. and as well as E.O.V.P. have conducted only one inspection during the year 2018-19 and 2019-20 and failed

to conduct any inspection during the year 2020-21 and 2021-22, Further, B.D.O. Pernem has fail to give proper justification for non compliance of above requirements, instead signed on the incomplete Forms Regarding Inspection of Village Panchayat issued by Directorate of Accounts and submitted the same to Audit team at the time of Audit of the Panchayat.

Non-compliance of above requirement may be justified and in future B.D.O. /EO (V.P.) should ensure that the prescribed numbers of inspections are carried out at regular intervals in order to have control over the Administration of the Panchayat.

### 19. GENERAL

The B.D.O. should also ensure to take appropriate action on the following points:

As per Rule 4 (3) of the Goa Panchayat (Accounts, Audit and Custody of Funds) Rule 1997, the Secretary shall furnish the security bond in such a form and for such an amount as may be prescribed by the Director of Panchayat.

a) As per Section 113 (1) of the act, the salary and allowances of the Secretary shall be drawn from the Panchayat funds.


b) Panchayat Secretary shall maintain the personal cash register in terms of Circulars No. ACB/Vigilance/404/1066 dated 22/03/2004 from Vigilance Department, Panaji.

c) As per Section 5(i) and (ii) of the Act, there shall be minimum 4 (four) each ordinary and special Gram Sabha meetings of the Panchayat during every year. Action at b (i), (ii) & (iii) should be initiated and compliance should be reported to Audit.

Despite recording the observation during the last inspection report compliance to the previous audit, observations are still awaited. Meticulous efforts should be made to comply with the audit observations without further delay.

### DISCLAIMER

The inspection report has been prepared on the basis of information furnished and made available by the **Village Panchayat Querim-Tiracol**. The office of the Directorate of Accounts disclaims responsibility for any misrepresentation and non information on the part of auditee.

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