

Session 4

Session Title

Audit of GP Accounts and relevant registers



- **Instructor's Guide**
- **PowerPoint Slides**
- **Exercise 1**
- **Solution 1**
- **Exercise 2**
- **Solution 2**
- **Participants' Note**

Session Title: Audit of Gram Panchayat Accounts and relevant registers		Session Guide
Instructor’s Guide	Reference	Participants’ Response
Session Overview		
Welcome participants to the session and remind them that their active participation is critical for the success of this session.		
Learning Objective		
<p>Inform: By the end of this session, we will be familiar with the accounting system and relevant registers maintained in GP which will help us to draw audit conclusion on GP accounts in a practical job scenario.</p>		
Basic Concepts		
<p>Discuss:</p> <ul style="list-style-type: none"> • The general procedure of keeping accounts and registers in GP • Custody of GP Fund • Maintenance of accounts of GP <p><i>Distribute copy of Cash Book to make them familiar with the format</i></p> <ul style="list-style-type: none"> • Operation of GP Fund <p><i>Distribute copy of Register of Cheque / Draft Received and Adjusted to make them familiar with the format</i></p> <p><i>Distribute copy of Register of Cheque Issued to make them familiar with the format</i></p> <ul style="list-style-type: none"> • Procedure of receipts <p><i>Distribute copy of Receipt of Money on account of Taxes, Fees etc. to make them familiar with the format</i></p> <p><i>Distribute copy of Receipt of Money on account of Miscellaneous Cases to make them familiar with the format</i></p> <p><i>Distribute copy of Stock Register to make them familiar with the format</i></p> <ul style="list-style-type: none"> • Procedure of Payments • Procedure of collection of Revenue. <p><i>Distribute copy of Demand & Collection Register to make them familiar with the format</i></p> <p><i>Distribute copy of Daily Collection Book to make them familiar with the format</i></p> <ul style="list-style-type: none"> • Procedure for payment of salaries to the Gram Panchayat staff. 	Slide : Session 4 GP Accounts	

Session Title: Audit of Gram Panchayat Accounts and relevant registers		Session Guide
Instructor's Guide	Reference	Participants' Response
<ul style="list-style-type: none"> • Procedure for purchase. <p><i>Distribute copy of General Dead Stock Register to make them familiar with the format</i></p> <ul style="list-style-type: none"> • Procedure for sale • Accounts in respect of Budget • Annual reports on accounts <p><i>Distribute copy of Half-Yearly Report of Accounts to make them familiar with the format</i></p> <p><i>Distribute copy of Annual Report of Accounts to make them familiar with the format</i></p>		
Audit of GP Accounts		
<p>Urge the participants explore the probable audit points to be looked into during the audit of GP Accounts and relevant registers</p> <p>Advise them to jot down their points individually</p> <p>Suggest audit points in respect of GP Accounts and relevant registers</p>	Slide: Session 4 Audit Points of Gram Panchayat Accounts	
Application:		
<p>Issue instruction for Exercise 1, including time allowed for individual effort and for discussion on answers</p> <p>Distribute Exercise 1</p> <p>Distribute suggested solution</p> <p>Discuss the answers</p> <p>Issue instruction for Exercise 2 including time allowed for individual effort and for discussion on answers</p> <p>Distribute Exercise 2</p> <p>Distribute suggested solution</p> <p>Discuss the answers</p> <p>Distribute Participants' Note</p>	Session 4 Exercise 1 Solution 1 Exercise 2 Solution 2 Participants' Note	
Summarise:		
<p>Indicate:</p> <p>During the session, we discussed the procedure of maintenance and operation of accounts under different heads and the concerned registers, ledgers, cash book and pass book along with the probable audit points in respect of Gram Panchayat Accounts.</p> <p>Thank the participants and bring the session to a close.</p>		


List of Forms required in the Session

1. Cash Book
2. Register of Cheque, Draft etc. received and adjusted
3. Register of Cheques issued
4. Receipt of money on a/c of taxes, fees etc.
5. Receipt of money on a/c of other miscellaneous cases
6. Stock Register
7. Demand & Collection Register
8. Daily Collection Book
9. General Dead Stock Register
10. Half-yearly Report of Accounts
11. Annual Report of Accounts

Accounts and Registers of GP

Slide 1


ACCOUNTS & REGISTERS MAINTAINED
IN GRAM PANCHAYAT



Slide 2

General procedure of keeping
accounts & registers


- Shall be kept in vernacular or English (or Nepali in DGHC)
- No A/Cs should be kept in a loose sheet of paper
- Registers, Ledgers, Receipt Books should be bound, pages serially numbered with a certificate in Form No.28 on the first page. ☞

(This slide to be adapted to state specific scenario) 

Slide 3

Custody of Gram Panchayat(GP) Fund


- ◆ Pradhan or in his absence, Upa-Pradhan is the Custodian of the GP Fund
- ◆ He is also responsible for proper utilisation and satisfactory accounting thereof
- ◆ Custodian shall deposit all receipts of Fund in a SB A/Cs and Bank Pass Book shall be kept in the custody of GP Secretary
- ◆ The Custodian (Pradhan or, in his absence, Up-Pradhan) shall keep in his personal custody funds not more than Rs.500 at a time to meet expenditure of petty nature pertaining to the office of the GP only. ☞

(This slide to be adapted to state specific scenario) 

Slide 4

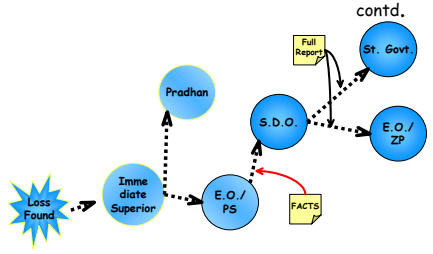
Custody of Gram Panchayat Fund
contd.


- Any loss or defalcation of the Fund, found or detected, shall be at once reported by the detecting staff/officer to his immediate superior, officer, Pradhan & Ex. Officer of the PS
- The E.O. will send full facts to the SDO, who in turn, will send a full report to the E.O. of Zilla Parishad with a copy to the St. Govt. Deptt. Enquiry should also be conducted in respect of employees of GP and penalties imposed accordingly, if the employee is found guilty.

(This slide to be adapted to state specific scenario) 

Slide 5

Custody of Gram Panchayat Fund
contd.




(This slide to be adapted to state specific scenario) 

Slide 6

Custody of Gram Panchayat (GP) Fund
contd.

- ◆ Money or the irrecoverable value of stores, lost by theft, civil commotion, natural calamity cannot be written off from the accounts of GP except by resolution passed in a meeting of the GP, provided that

1. When the loss relates to the own resources of the GP, sanction for writing off shall be necessary of the- ☞

(This slide to be adapted to state specific scenario) 

Slide 7

Custody of Gram Panchayat(GP) Fund
contd.

- a. District Panchayat Officer, for a loss up to Rs.500
- b. DM for the loss exceeding Rs.500 but not more than Rs.1000 Dir. Of Panchayat, WB for the loss exceeding Rs.1000 but not more than Rs.2500
- c. State Government, when the loss exceeds Rs.2500.

(This slide to be adapted to state specific scenario)



Slide 10

Maintenance of accounts of
GP contd.

- ◆ CB shall be closed and balance struck date-wise;
- ◆ Pass Book shall be checked with reference to the CB at the close of every month;
- ◆ A note shall be kept in the CB in respect of undisbursed cash drawn by self- cheques at the end of the day;
- ◆ The Secretary of GP is responsible for writing CB and for safe custody of all receipt/payment vouchers;

(This slide to be adapted to state specific scenario)



Slide 8

Custody of Gram Panchayat(GP) Fund
contd.

2. When the loss relates to funds or materials sanctioned/supplied for execution of a programme or scheme, sanction of concerned Deptt. is necessary

Thus, the GP has no original power of write off losses.

(This slide to be adapted to state specific scenario)



Slide 11

Maintenance of accounts of Gram Panchayat
contd.

- ◆ Custodian shall authenticate the entries in the CB after verification and sign CB regularly; but he shall in no circumstances write the CB and keep receipt/payment vouchers.

(This slide to be adapted to state specific scenario)



Slide 9

Maintenance of accounts of Gram Panchayat

- ◆ Every GP shall maintain a Cash Book(CB) in Form No.1 and record therein all monetary transactions on the same day;
- ◆ All receipt/payment vouchers shall be chronologically numbered separately and the numbers so given shall be noted in relevant column in CB;
- ◆ Any debit / credit charges including interest / bank charges to the GP by Bank or Post Office as recorded in the Pass Book shall be entered on the receipt / payment side as soon as the Pass Book showing such entries is received;

(This slide to be adapted to state specific scenario)



Slide 12

Operation of GP Fund

- ◆ As soon as any amount is received by the GP through a Cheque /Bank Draft, it shall be recorded in a register in Form No.2 and the amount shall be entered in the CB;
- ◆ As soon as a cheque is issued by the GP, the particulars shall be recorded in a register in Form No. 3 and the amount shall be entered in the CB;

(This slide to be adapted to state specific scenario)



Slide 13

Operation of GP Fund contd.

- ◆ If re-issue of a fresh cheque is required, the brief reason shall be recorded in Form No.3;
- ◆ If cancellation of a cheque is required, the cancellation shall be recorded on the counterfoil as well as on the cheque, if it is in drawer's possession. If the cheque is not in the drawer's possession, the custodian shall promptly advise banker to stop payment and make necessary entry in accounts.

(This slide to be adapted to state specific scenario)



Slide 16

Classification of mechanised accounting heads contd.

- Under this system, three heads have been prescribed, separately for Receipts and Expenditure, viz. Major head, Sub-major head and Minor head.
- Any addition or deletion of a major head, sub-major head or a minor head may be done only with the approval of the State Accountant General.

Slide 14

Classification of mechanised accounting heads*

- With a view to bringing uniformity, the accounting heads of the PRI have been put under digital system as modeled by the C and AG, who was empowered by the 11th Finance Commission to evolve a uniform system of accounting for local bodies.

* List of Codes for Functions, Programmes & Activities of Panchayat Raj Institutions.
C&AG

Slide 17

Classification of mechanised accounting heads contd.

- Below the minor heads, scheme-head or sub-scheme head or object heads can be opened / modified on the recommendation of the administrative and finance department of the State Government after the approval of the State Accountant General. The sub-head of classification denotes and identifies the schemes undertaken in pursuance of programmes represented by minor heads or components of a particular programme. The basic pattern of coding pattern is shown in the following slides:

Slide 15

Classification of mechanised accounting heads contd.

- The codification of functions, programmes and activities of PRIs and the general directions in the above system are broadly patterned on the List of Major/Minor Heads, issued by the Ministry of Finance, Government of India for the accounts of Union and the States.

Slide 18

Major Head

- A four-digit code has been allotted to the Major Head, the first digit indicating whether Major Head is a Receipt Head or Revenue Expenditure Head, or Capital Expenditure Head or Loan Head.
- If the first digit is '0' or '1' the head of Account will represent Revenue Receipt, '2' or '3' will represent Revenue Expenditure, '4' or '5' will represent Capital Expenditure, '6' or '7' Loan Head.

Slide 19

Major Head contd.

- Adding '2' to the first digit of the Revenue Receipt will give the number allotted to corresponding to Revenue Expenditure Head, adding another '2' the Capital Expenditure Head and another '2' the Loan Head of Account, for example-

0401	Represents the Receipt Head for Crop Husbandry
2401	The Revenue Expenditure Head for Crop Husbandry
4401	Capital outlay on Crop Husbandry
6401	Loans for Crop Husbandry

Slide 20

Sub-Major Head

- A two-digit code has been allotted, the code starting from '01' under each major head. Where no sub major head exists, it is allotted a code '00'. Nomenclature 'General' has been allotted code '80' so that even after further sub major heads are introduced the code for 'General' will continue to remain the last one.

Slide 21

Minor Heads

- These have been allotted a three-digit code, the codes starting from '001' under each Sub major/Major head (where there is no Sub major head).
- Codes from '001' to '100' and few codes '750' to '900' have been reserved for certain standard Minor Heads. For example, codes '001' always represents Direction and Administration.
- Non-standard Minor Heads have been allotted codes from '101' in the Revenue Expenditure series, '201' in the Capital and Loan series, where the description under Capital/Loan is the same as in the Revenue Expenditure.
- Code number from '900' is always reserved for Deduct receipt or deduct Expenditure Heads.
- The code for 'Other expenditure' is '800', while the code for 'other grants'/other schemes' is kept as '600'.

Slide 22

Procedure of Receipts

- All money received by a GP shall be acknowledged by issuing receipt in Form No.4 or in Form No.5 as the case may be.
- Form No.4 shall be used for money received on account of taxes, rates, fees etc. and Form No.5 in respect of other misc. receipts.
- Every receipt shall be authenticated with seal of the GP on the back side.
- A Stock Register in Form No.6 shall be kept for each kind of receipt book.

(This slide to be adapted to state specific scenario)



Slide 23

Procedure of Payment

- Payment shall be made only against valid bill / claim showing full details of the same.
- On the bill / claim Secretary shall record a payment order (amount both in word and figure) and present the same to the custodian i.e. Pradhan.
- Payment shall be made after obtaining a signed receipt from the recipient. The cost of revenue stamp shall be borne by the recipient.

(This slide to be adapted to state specific scenario)



Slide 24

Procedure of Payment contd.

- If recipient is illiterate, his LTI shall be attested and witnessed by a person known both to the recipient and the Secretary and Pradhan.
- Payment without submission of a bill / claim may be made against Muster Roll or Cash memo, which shall contain full details of the claim and an acknowledgement or receipt of money from the person named in the claim.

(This slide to be adapted to state specific scenario)



Slide 25

Procedure of Payment contd.

- In case of payment on account of purchase of store / materials, a certificate in the following form shall be recorded on the back of the bill / voucher:
"Entered in Stock register at page _____".
- Payment against contractor's / supplier's bill shall be made through A/C Payee Cheques; provided that payment against such bill, not exceeding Rs.500 only, may be made in cash.

(This slide to be adapted to state specific scenario)



Slide 28

Procedure for collection of Revenue contd.

- The Secretary , after receiving the used up receipt Books, shall see that -
 - No pages have been extracted from the Receipt Book;
 - In case of cancelled receipt form, the original and duplicate copy in the Receipt Book have been cancelled.

(This slide to be adapted to state specific scenario)



Slide 26

Procedure for collection of Revenue

- Pradhan / Up-Pradhan /any other member of GP though responsible, but not collect any taxes, rates or fees personally.
- Tax Collector shall be given
 - A Demand and Collection register in Form No.7 to collect rates and fee,
 - A Book of Receipts in Form No.4 to collect taxes
 - A Daily Collection Book (DCB) for taxes, rates and fees in Form No.9

(This slide to be adapted to state specific scenario)



Slide 29

Payment of Salary

- GP shall maintain an acquittance register in Form No.11 for disbursement of salary to the Secretary and other staff excepting the GP Karmees.
- For GP Karmees, GP shall maintain separate acquittance register in Form No.12

(This slide to be adapted to state specific scenario)



Slide 27

Procedure for collection of Revenue contd.

- On the first working day of a month and also on the day when collection exceeds Rs.50, the Collector shall produce the DCB and Receipt Book to the custodian. The custodian then shall put his signature against receipt of money in DCB.

(This slide to be adapted to state specific scenario)



Slide 30

Grants - in – aid Bill
for staff other than Gram Panchayat Karmees

- GP shall submit monthly bill for grants-in-aid in duplicate, signed by custodian of Gram Panchayat Fund, in respect of salary of staff to be borne by the State Govt. in Form No.13 by the 7th of each month

(This slide to be adapted to state specific scenario)



Slide 31

Grants - in – aid Bill

for Gram Panchayat Karmees

- GP shall, on receipt of allotment from the St. Govt., submit monthly bill for grants-in-aid in duplicate, signed by custodian of GP Fund, in r/o salary of GP Karmees to the concerned Extension Officer in Form No.14 by the 7th of each month.

(This slide to be adapted to state specific scenario)



Slide 34

Procedure for purchase contd.

- No quotation is necessary for purchase of any item not exceeding the value of Rs.100.
- At least three quotations are required for purchase of any item not exceeding the value of Rs.500.
- Sealed tenders shall be invited for purchase of any item exceeding the value of Rs.500.
- All purchases of articles shall be entered in the General Dead Stock Register in Form No.10.

(This slide to be adapted to state specific scenario)



Slide 32

Grants - in – aid Bill - Utilisation

Certificate

- GP shall submit in duplicate with the grants-in-aid bill for the month of June each year, a Utilisation Certificate in Form No.15 to the effect that the grants-in-aid contribution sanctioned by Government to the GP during previous financial year, was utilised for the same purpose.

(This slide to be adapted to state specific scenario)



Slide 35

Procedure for sale

- All sales of movable properties shall be made by the same committee that is empowered to make purchase by auction after fixing a min. price.
- Where min. price is fixed above Rs.500, public auction shall be conducted.
- No article shall be sold on auction if the highest bid falls short of the minimum price fixed.
- If same happens in the 2nd auction also, the matter shall be referred to the SDO for a decision.

(This slide to be adapted to state specific scenario)



Slide 33

Procedure for purchase

- All purchases shall be made by a committee consisting of the Pradhan, Up-Pradhan, Secretary and one member of the GP to be nominated at a meeting; Provided in emergent cases purchases may be made without such prior approval but post-facto approval is necessary.

(This slide to be adapted to state specific scenario)



Slide 36

Accounts in respect of Budget

- A separate account in r/o every budget head shall be maintained in a ledger in Form No. 22 to post the daily transaction simultaneously with the Cash Book.
- Receipts and payments under each head shall be recorded in a separate page of the ledger.
- Each page of the ledger shall be totaled at the end of every month and the grand total of the amount worked out.

(This slide to be adapted to state specific scenario)




Slide 37

**Submission of reports and accounts
by the GP**

- **Half-yearly Account**
 - Secretary shall prepare the Report in October & April every year in duplicate in Form No.29 and shall submit it to the Pradhan.
 - After verification and signature, Pradhan shall send a copy to the Secretary of the concerned Panchayat Samity by 10th of the following month.

(This slide to be adapted to state specific scenario)




Slide 38

**Submission of reports and accounts
by the GP contd.**

- **Annual Account**
 - Secretary shall prepare the Annual Statement of Account by 15th April every year in Form No.30 and shall submit it to the Pradhan.
 - After verification Pradhan shall place it at a meeting of GP for perusal and send a copy to the Secretary of the concerned PS within 15 days of receipt.

(This slide to be adapted to state specific scenario)



Slide 39

[Audit Points on
Accounts of
Gram Panchayat](#)

Home

Audit points regarding Accounts of GP

Slide 1

**Audit Points Regarding
Accounts of Gram Panchayat (GP)**

Slide 2

Audit Points Regarding Accounts of GP

1. Were all the transactions from GP Fund authenticated by Pradhan? If not, the reasons thereof should be ascertained.
2. Were all the receipts of the GP Fund deposited in the Savings Bank A/C of the P.O/Bank?
3. Was any amount in excess of Rs.500 kept under the personal custody of the Pradhan /Up-Pradhan at a time?

(This slide to be adapted to state specific scenario)

Slide 3

**Audit Points Regarding Accounts of GP
Contd.**

4. Was any loss or defalcation of GP Fund detected at any time? If so, the following further points may be examined:
 - Who detected it and when?
 - To whom was it reported?
 - Were any departmental enquiries conducted? If so, what was the result?
 - How was the loss regularised?
 - In case of write off, was it in the rules and schedule of powers?

Slide 4

Audit Points Regarding Accounts of GP Contd.

5. Was the Cash Book (CB) authenticated by Pradhan / Upa-Pradhan regularly?
6. Were the chronological numbers of the Receipt / Payment vouchers noted in the CB?
7. Was the CB closed daily?
8. Was the Pass Book checked with reference to the CB at the close of every month?
9. All the transaction vouchers of a certain period should be checked with reference to their postings in the CB.

Slide 7

Audit Points Regarding Accounts of Gram Panchayat
Procedure of payment

16. Was every payment made against a valid bill /claim and the same authenticated by Secretary and Custodian?
17. Was the payment above made after obtaining signed receipt from the recipient with requisite revenue stamp wherever necessary?

(This slide to be adapted to state specific scenario)

Slide 5

Audit Points Regarding Accounts of GP Contd.

10. Did the particulars of Form No.2 under Column 1 (Date of receipt of cheque) tally with those of Column 8 (Date of entry in the CB)?
11. The particulars of cheques received as shown in the CB should be cross checked with the entries in the Cheque Register (Form 2). Was there any discrepancy?
12. Were the particulars of cheques issued recorded forthwith simultaneously in the relevant register in Form No. 3 (Cheque Issue Register) and CB ?

(This slide to be adapted to state specific scenario)

Slide 8

Audit Points Regarding Accounts of Gram Panchayat
Procedure of payment

18. In case of an illiterate recipient, was his/her LTI attested by a person known both to the recipient and custodian of the GP?
19. Was every payment against contractor's bill in excess of Rs.500/- made through A/C Payee cheque?

(This slide to be adapted to state specific scenario)

Slide 6

Audit Points Regarding Accounts of GP Contd.

13. How many cheques were re-issued and were such reissues in accordance with the rules?
14. Were all the entries in the Stock Register authenticated by Secretary and Pradhan?
15. Were money receipts in Form No.5 used in respect of Miscellaneous receipts? Did the same bear dated signature of Secretary and Custodian and indicative Book No. and Page No. ?

(This slide to be adapted to state specific scenario)

Slide 9

Audit Points Regarding Accounts of Gram Panchayat
Procedure for collection of taxes

20. Was any collection made by Pradhan, Upa-Pradhan or any member of the GP? If yes, it is objectionable.
21. Form 4(Receipt of collection of taxes, rates & fees) is not consistent with Rule 4 which prohibits collection by member and it does not also mention Secretary. The signatory includes the names of Member and Secretary. This may be pointed out in every Audit Inspection Report till necessary amendments are made by the Government.

(This slide to be adapted to state specific scenario)

Slide 10

Audit Points Regarding Accounts of Gram Panchayat
Procedure for collection of taxes

22. Were all the collections of receipts as per Form 4(Receipt Book) posted in the Daily Collection Book (Form No. 9) and signed by the Custodian and Secretary?
23. Was the Receipt Book produced to the Custodian on the first working day of every month?
24. Was the amount of collection in excess of Rs. 50/-deposited to the Custodian on the day of collection every time?

(This slide to be adapted to state specific scenario)

Slide 13

Audit Points Regarding Accounts of Gram Panchayat
payment of Salary to the staff

32. Was an acquittance register in Form No. 11 maintained for disbursement of salary to Secretary and other staff of GP excepting GP Karmees?
33. Was an acquittance register in Form No. 12 maintained for disbursement of salary to GP Karmees?
34. Were the particulars under Govt. contribution, GP contribution, reward, advance and fine indicated in the Form no. 12?

(This slide to be adapted to state specific scenario)

Slide 11

Audit Points Regarding Accounts of Gram Panchayat
Procedure for Purchase

25. Were all purchases in excess of Rs.100/-for each individual article made by a committee consisting of the Pradhan, Upa-Pradhan, Secretary and one member of the GP?
26. In respect of purchases vide Sl. No. 25 above, were at least three quotations for rates obtained and three sealed tenders invited from reliable firms before resorting to actual purchase?
27. In case of non-acceptance of lowest tenders/quotations, were the recorded reasons satisfactory?

(This slide to be adapted to state specific scenario)

Slide 14

Audit Points Regarding Accounts of Gram Panchayat
Grants-in-aid Bill

35. Were the Grants-in-aid Bills for expenditure to be borne by the Govt. on account of the salary of the staff other than GP Karmees submitted by the GP in duplicate in Form No. 13 by the 7th of each month and signed by the Custodian?
36. Were the Grants-in-aid Bills for expenditure to be borne by the Govt. on account of the salary of GP Karmees submitted by the GP in duplicate in Form No. 14 by the 7th of each month and signed by the Custodian?

(This slide to be adapted to state specific scenario)

Slide 12

Audit Points Regarding Accounts of Gram Panchayat
Procedure for Sale

28. Was a minimum price fixed in a meeting of the GP before conducting any such sale?
29. In cases of sales having minimum prices above Rs.500/-, were public auctions held with due notices and terms before conducting such sales?
30. Were such public auctions conducted by the authorised committee or a member thereof authorized by that committee in writing?
31. Was the matter referred to the Sub-divisional Officer for decision in case where the highest bid fell short of the minimum price in the second bid?

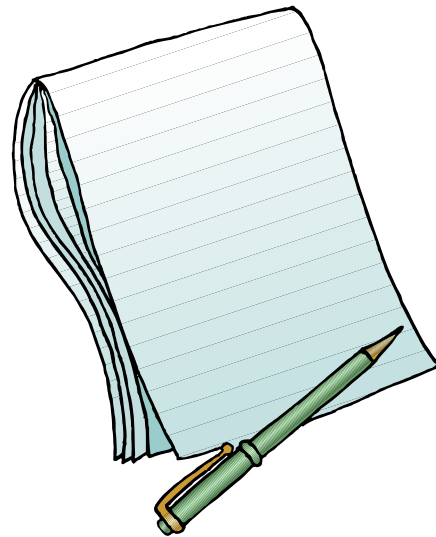
(This slide to be adapted to state specific scenario)

Slide 15

Audit Points Regarding Accounts of Gram Panchayat
Grants-in-aid Bill contd.

37. Were the above two bills passed for payment by the Panchayat Extension Officer and Block Development Officer?
38. Were the above bills pertaining to the month of June every year accompanied by a utilization certificate in Form no. 15 stating, *inter alia*, that the grants for the previous year was actually utilised for the purpose for which the same were sanctioned?







Exercise

Time:10 mins.

Prepare audit points from the following Form. Which records do you need to check for this purpose?

CASH BOOK OF 'ABC' GRAM PANCHAYAT											
Date	From whom received	For what purpose	Receipt no.	Ledger Page no.	Amount (Rs.)	Date	To whom paid	For what purpose	Voucher no.	Ledger Page no.	Amount (Rs.)
11.2.04	Tax Collector	Tax	184	12	90	12.2.04	Bank	Deposit	330
11.2.04	Tax Collector	Tax	185	12	90	12.2.04	Contractor 'A'	Construction of sewerage system	36	16	3000
11.2.04	Pradhan	Drainage Tax	12	18	100						
12.2.04	Dafadar	Tax	186	13	50						
	Total	330				Details of Closing Balance			Total	3330	
	Opening Balance	5000				Cash at hand	900		Closing Balance	2000	
	Grand Total	5330				Cash at Bank	1100		Grand Total	5330	
											
			Secretary, 12.2.04							Custodian, 12.2.04	

(This portion to be adapted to state specific scenario)

Solution

1. According to Sec. 9(3), if the daily tax collection is in excess of Rs. 50.00, the Tax Collector will deposit the amount with the Pradhan. But it is seen that more than Rs. 50 has been deposited in the Cash Book through two Receipts of the Daily Cash Collection Book. This indicates that despite daily cash collection of more than Rs. 50, the same was not deposited in the Cash Book
2. According to Sec. 4(4), Pradhan can not keep in his hand more than Rs. 500. But the Cash Book shows that Pradhan has kept cash amounting to Rs.900 on 12.2.2004.
3. According to Sec. 16(3), amount of advance can not exceed more than 25% of the cost of total project. In this case, the contractor has been granted more than 25%. Detailed discussion in this regard will be done in Session-5.
4. According to Sec. 5(4), Cash Book has to be closed daily after drawing balance. But in this case, two days' balance has been drawn on a single day.
5. According to Sec. 9(1), Pradhan himself can not collect tax. But the entry of 11.2.2004 shows that Pradhan has himself collected cash.
6. According to Sec. 5(7), Pradhan should sign the Cash Book daily. But in this case, a member of the Panchayat has signed the Cash Book.

(This portion to be adapted to state specific scenario)

Exercise

Time: 15 mins.

Mark ✓ the correct answers:

1. No quotation/tender is required for purchase of goods below Rs. 100.
 True False

2. Sales Committee is constituted by Pradhan, Secretary and three elected Panchayat members.
 True False

3. What should be the first step after purchasing an article?
 To enter into the Cash Book To enter into the General Dead Stock Register
 To check if the article is all right

4. What should be the duty of the Pradhan if the minimum price fixed for an article is not available even in the second auction?
 To call for further auction To sale at the highest bid available
 To communicate the matter to the Sub-Divisional Officer for his decision

5. What register is maintained in the village Panchayat office for payment of salaries to the Secretary and other Panchayat staff?
 Salary Register Acquittance Register Allotment Register

(This question to be adapted to state specific scenario)

Solution

1. True
2. False. The committee Consists of Pradhan, Upa-Pradhan and one elected member
3. To enter into *General Dead Stock Regr.*
4. To send the matter to the Sub Divisional-Officer for decision.
5. *Acquittance Register*

(This solution to be adapted to state specific scenario)

Session Title

Audit of Accounts and relevant registers of Gram Panchayat (GP).

Session Overview

We are now on topics, wherein audit of GP Accounts and relevant registers could be carried out.

In the previous, the evolution of PRIs, and audit of constitution of GP, GP Fund and GP Budget were discussed.

In this session we will discuss audit of GP Accounts and relevant registers which includes functions and responsibilities of Pradhan and Secretary, posting in different Ledgers / Registers/ Receipt Books and their reflection in Cash Book, familiarization with Cash Book, Work Register, other Receipt Registers and Register for Immovable Properties, to the extent that the audit conclusion indicates:

- Whether the keeping of Accounts and relevant registers is as per rules;
- That the accounts are transparent; and
- Audit point is supported by evidence.

*General procedure of keeping the Accounts and Registers



Rule 3 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

All the accounts and registers of a GP shall be kept in Bengali or English (in Darjeeling,

*This portion to be adapted to state specific scenario.

same may be kept also in Nepali). No account shall be kept in a loose sheet of paper. All Registers, Ledgers and Receipt Books shall be substantially bound, and their pages serially numbered, and shall contain a certificate in Form No. 28 on their first page.

Audit points regarding General Procedure of Accounts of GP

- Were any accounts maintained in loose sheets?
- Were all the Registers, Ledgers and Receipt Books bound and serially numbered?
- Did all records and registers contain a certificate in Form No. 28 on the first page?

Custody of GP Fund

Rule 4 of The W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

- The Pradhan or in his absence the Upa-Pradhan shall be Custodian of the GP Fund and shall be responsible for proper utilisation and satisfactory accounting thereof.
- The Custodian shall deposit all receipt of the GP Fund in a Savings Bank or a Co-operative Bank in the name of the GP. All orders for payments from the GP Fund shall be signed by the Pradhan (if the Pradhan is absent, by the Upa-Pradhan) and in

pursuance of such orders of payment, cheque /cheques shall be signed jointly by the Pradhan (or in his absence, Upa-Pradhan) and by the Executive Assistant of the GP.

3. The Pass Book of the Bank / Post Office shall be kept in the custody of the GP Secretary.

4. The Custodian shall not, under normal circumstances, keep in his personal custody an amount exceeding Rs.500/- at any time to meet expenditure of petty nature.

5. Any loss of money, revenue, receipts, stores or properties, caused by defalcation or otherwise, discovered at any time during inspection or audit, shall be immediately reported by the detecting officer to the Panchayat Samiti (PS), even when such loss has been made good by the person responsible. The Executive Officer of the concerned PS shall promptly report the facts to the Sub-Divisional Officer who shall send a full Report of the same to the Executive Officer of the Zilla Parishad (ZP) and a copy of such Report shall also be sent to the State Government.

Whenever there is any reasonable ground to believe that there has been a loss or defalcation of the GP Fund, it shall be at

once reported even though a detailed enquiry may be going on.

6. Money or the irrecoverable value of stores, lost by theft, civil commotion, natural calamity etc. shall not be written off from the accounts of GP except by resolution passed in a meeting of the GP provided that:

- a. When the loss relates to the own resources of the GP, sanction for writing off shall be necessary of the:
 - i. District Panchayat Officer, for a loss up to Rs.500;
 - ii. District Magistrate, when the loss exceeds Rs.500, but less than Rs.1000;
 - iii. Director of Panchayats, WB, when the loss exceeds Rs.1000, but is less than Rs.2500; and
 - iv. State Government, when the loss exceeds Rs.2500.
- b. When the loss relates to funds or materials placed under disposal of the GP by any Department of the State Government either directly or through PS for execution of a programme or scheme, such sanction of the concerned Department shall be necessary.

Audit points regarding custody of GP Fund

1. Were all the transactions from Gram Panchayat Fund (GP Fund) authenticated by Pradhan? If not, the reasons thereof should be ascertained.
2. Were all the receipts of the GP Fund deposited in the Savings Bank A/C of the Post Office/Scheduled Bank/Cooperative Bank?
3. Was the Pass Book in the custody of the Secretary, GP Fund?
4. Was the Pass Book up to date?
5. Was any amount in excess of Rs. 500/- kept under the personal custody of Pradhan/Upa-Pradhan at a time?
6. Was any loss or defalcation of GP Fund detected at any time? If so, the following further points may be raised;
 - a) Who detected it and when?
 - b) Whom was it reported to?
 - c) Were any departmental enquiries conducted? If so, what was the result?
 - d) How was the loss regularized?
 - e) In case of write off, was it in accordance with the rules and schedule of powers?

Classification of accounting heads

(List of Codes for Functions, Programmes & Activities of

Panchayati Raj Institutions – C&AG of India)

With a view to bringing uniformity, the accounting heads of the PRI have been put under digital system as modeled by the C&AG, who was empowered by the 11th Finance Commission to evolve a uniform system of accounting for local bodies. The codification of functions, programmes and activities of PRIs and the general directions in the above system are broadly patterned on the List of Major/Minor Heads, issued by the Ministry of Finance, Government of India for the accounts of Union and the States. Under the above system, three heads have been prescribed, separately for Receipts and Expenditure, viz. Major head, Sub-major head and Minor head. Any addition or deletion of a major head, sub-major head or a minor head may be done only with the approval of the State Accountant General. Below the minor heads, scheme-head or sub-scheme head or object heads can be opened / modified on the recommendation of the administrative and finance department of the State Government after the approval of the State Accountant General. The

sub-head of classification denote and identify the schemes undertaken in pursuance of programmes represented by minor heads or components of a particular programme. The basic coding pattern is discussed below:

Major head

A four-digit code has been allotted to the Major Head, the first digit indicating whether Major Head is a Receipt Head or Revenue Expenditure Head, or Capital Expenditure Head or Loan Head. If the first digit is '0' or '1' the head of Account will represent Revenue Receipt, '2' or '3' will represent Revenue Expenditure, '4' or '5' will represent Capital Expenditure and '6' or '7' Loan Head.

Adding '2' to the first digit of the Revenue Receipt will give the number allotted to corresponding to Revenue Expenditure Head, adding another '2' the Capital Expenditure Head and another '2' the Loan Head of Account, for example-

0401	Represents the Receipt Head for Crop Husbandry
2401	The Revenue Expenditure Head for Crop Husbandry
4401	Capital outlay on Crop Husbandry
6401	Loans for Crop Husbandry

Sub-Major head

A two-digit code has been allotted, the code starting from '01' under each major head. Where no Sub-major head exists, it is allotted a code '00'. Nomenclature 'General' has been allotted code '80' so that even after further sub major heads are introduced the code for 'General' will continue to remain the last one.

Minor heads

These have been allotted a three-digit code, the codes starting from '001' under each Sub major/Major head (where there is no Sub major head). Codes from '001' to '100' and few codes '750' to '900' have been reserved for certain standard Minor Heads. For example, codes '001' always represents Direction and Administration. Non-standard Minor Heads have been allotted codes from '101' in the Revenue Expenditure series '201' in the Capital and Loan series, where the description under Capital/Loan is the same as in the Revenue Expenditure. Code number from '900' is always reserved for Deduct Receipt or deduct Expenditure Heads. The code for 'Other expenditure' is '800',

while the code for 'other grants'/'other schemes' is kept as '600'.



***Maintenance of accounts of GP**

Rule 5 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. Every GP shall maintain a Cash Book(CB) in Form No.1 and record therein all monetary transactions on the same day on which these transactions actually take place.

2. All receipt / payment vouchers shall be chronologically numbered separately and the numbers so given shall be noted in the relevant columns of CB.

3. Any debit or credit as recorded in the Pass Book shall be entered on the receipts or the payment side, as the case may be, as soon as the Pass Book showing such entries is received.

4. The CB shall be closed and the balance struck date wise. The Pass Book of the Gram Panchayat shall be checked with reference to the CB at the close of every month.

5. A note shall be kept in the CB in respect of undisbursed cash drawn by self cheques at the end of the day.

6. The Secretary of the GP shall be responsible for writing in the CB and for the safe custody of all receipt / payment vouchers. The Custodian shall in no circumstances write the CB and keep receipt / payment vouchers.

7. The Custodian shall authenticate the entries in the CB after verification and sign the CB regularly.

Audit points regarding maintenance of accounts of GP

1. Was the CB authenticated by Pradhan/ Upa-Pradhan regularly?

2. In the absence of Secretary, who maintained the CB and was it ratified by a resolution passed in a meeting of GP?

3. Were the chronological numbers of the Receipt/Payment vouchers noted in the CB?

4. Was the CB closed daily?

5. Was there any note in the CB in respect of undisbursed cash drawn by self-drawn cheques at the end of the day?

6. Was the Pass Book checked with reference to the CB at the close of every month?

*This portion to be adapted to state specific scenario.

7. All the transaction vouchers of a certain period should be checked with reference to their postings in the CB.

***Operation of GP Fund**

Rule 6 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. As soon as any amount is received by the GP through a Cheque/Bank Draft, the particulars of the Cheque/Bank Draft shall be recorded in a register in Form No.2 and the amount shall be entered in the CB.

2. As soon as a Cheque is issued by the GP, the particulars of the Cheque issued shall be recorded in a Register in Form No.3 and the amount of the cheque shall be entered in the CB.

3. Whenever a cheque issued by the GP cannot be encashed within the currency of the cheque by the payee, the Custodian may, if he thinks necessary, re-issue a fresh cheque after canceling the old one recording briefly the reasons for the same in a register in Form No.3

4. When it is necessary to cancel a cheque, the cancellation shall be recorded on the counterfoil as well as on the cheque, if it is in the drawer's possession. If the cheque is not in the drawer's possession, the Custodian shall promptly advise his banker to stop payment of the cheque and, on

ascertaining that payment has been stopped, make necessary entry in accounts.

Audit points regarding operation of GP Fund

1. Were the particulars of cheques received entered forthwith simultaneously in the Cheque Register in Form No. 2 and CB?

2. Did the particulars of Form No. 2 under Column 1 (Date of receipt of Cheque) tally with those of Column 8 (Date of entry in the CB)?

3. Was there any delay in transmission of money into the Bank? What were the reasons?

4. Were all the entries in Form No. 2 authenticated by Secretary and Custodian, i.e. Pradhan?

5. Were the particulars of cheques received as shown in the CB cross checked with the entries in the Cheque Register in Form No. 2. Was there any discrepancy?

6. Were the entries of the Cheque Register in Form No.2 test checked with the entries in the GP Bank / Post Office Pass Book. Was there any amount not credited in the Pass Book? What were the reasons?

7. Were the particulars of cheques issued recorded forthwith simultaneously in the

*This portion to be adapted to state specific scenario.

Cheque Issue Register in Form No. 3 and CB?

8. Were there cases of cancellation of cheques? What action was taken on them?

9. How many cheques were re-issued and were such re-issues in accordance with the rules?

10. Were all the entries in the Cheque Issue Register authenticated by Secretary/Pradhan?

***Procedure of receipts**

Rule 7 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. All money received by a GP shall be acknowledged by issuing receipts in Form No. 4 or in Form No. 5
2. Form No. 4 is for money received by the GP on account of taxes, rates, fees etc. and Form No. 5 is for other miscellaneous receipts.

Audit points regarding procedure for receipts

1. Were all the Receipt Books for receipt of money taken into account in the Stock Register in Form No. 6?
2. Were all the entries in the Stock Register authenticated by Secretary and Pradhan?
3. Were money receipts in Form No. 4 used for receipt of tax and other dues

assessed by GP? Did the same bear dated signature of Secretary/collecting Sarkar /Member and indicate Book No. and Page No.?

4. Were money receipts in Form No. 5 used in respect of Miscellaneous Receipts? Did the same bear dated signature of Secretary and Custodian and indicate Book No. and Page No.?

***Procedure of Payments**

Rule 8 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. Payments from GP Fund shall be made only against valid bill / claim showing the full details of the same. If such bill / claim is found to be correct and in order by the Secretary, he shall record on the bill / claim a payment order which shall run as "Pay Rupees" both in words and in figures and after his initial present the same to the Custodian for his signature. The Custodian shall, before signing the pay order, satisfy himself that the claim / bill is just and valid against the GP.
2. Payment shall be made after obtaining a signed receipt from the recipient affixing the requisite revenue stamp, whenever necessary. The cost of revenue shall be borne by the recipient.

*This portion to be adapted to state specific scenario.

3. Payment, without submission of a bill / claim may be made against Muster roll or Cash Memo, which shall contain full details of the claim and an acknowledgement or receipt of money from the person named in the claim.

4. All paid bills and vouchers shall be chronologically and serially numbered by the Secretary and shall be kept by him in a guard file. In case of payment on account of purchase of stores / materials, a certificate "Entered in the Stock Register at page _____" shall be recorded on the back of the bill / voucher concerned.

5. Payment of money against contractor's / supplier's bills shall be made through Account Payee Cheques provided that payment of money against such bills not exceeding Rs.500 only may be made in cash.

Audit points regarding procedure of payments

1. Was every payment made against a valid bill/claim and the same authenticated by Secretary and Custodian?

2. Was the payment above made after obtaining signed receipt from the recipient with requisite revenue stamp wherever necessary?

3. In case of an illiterate recipient, was his/her LTI attested by a person known

both to the recipient and Custodian of the GP?

4. Were all the paid bills and vouchers chronologically and consecutively numbered by the Secretary/GP and kept in a guard file?

5. In case of payment on account of purchase of stores/materials, was the necessary certificate of taking the same in the Stock Register with page no. recorded on the back of the bill/voucher?

6. Was every payment against contractor's bill in excess of Rs. 500/- made through A/c Payee cheque?

***Procedure for collection of taxes**

Rule 9 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. The Pradhan or the Upa-Pradhan or any other member shall be responsible for supervising and monitoring of collection of taxes, rates and fees, but shall not collect any taxes, rates or fees personally.

2. The tax collector shall be given a copy of Demand and Collection Register in Form No. 7, a Daily Collection Book (DCB) in Form No.9 and a Book of Receipt in Form No. 4, against payments made by the tax payer.

3. On the first working day of a month and also on the day when the total amount in

*This portion to be adapted to state specific scenario.

hand exceeds Rs.50 only, the collector shall produce the Daily Cash Book and the Receipt Book(s) to the Custodian. The Custodian will then receive the total amount made over to him by the tax collector and put his signature in token of receipt of money in the relevant column of the Daily Cash Book.

4. The Secretary receiving the used up Receipt Books shall see that-

a. No page has been extracted from the Receipt Book; and

b. In case of cancelled receipt form, the original and duplicate copy in the Receipt Book have been cancelled.

***Audit points regarding procedure for collection of taxes**

1. Was any collection made by Pradhan, Upa-Pradhan or any member of the GP? If yes, it is objectionable.

2. Rule 4 prohibits any collection by a member of the GP and it does not also mention Secretary. But the signatory in Form No.4 i.e. the receipt of collection of taxes, rates and fees, includes the names of Member and Secretary. This may be pointed out in every Audit Inspection Report till necessary amendments are made by the State Government.

*This portion to be adapted to state specific scenario.

3. Were all the collections of receipts as per the Receipt Book (Form 4) posted in the Daily Collection Book (Form No. 9) and signed by the Custodian and Secretary?

4. Was the Receipt Book produced to the Custodian on the first working day of every month?

5. Was the amount of collection in excess of Rs.50/-deposited to the Custodian on the day of collection every time?

6. Was there any page torn or extracted from the Receipt Book?

7. In case of cancellation of receipt form were the original and duplicate copies in the Receipt Book cancelled?

***Procedure for purchases**

Rule 10 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. All purchases shall be made by a committee consisting of the Pradhan, Upa-Pradhan, Secretary and one member of the GP to be nominated at a meeting, provided that in the case of any individual article not exceeding the value of Rs.100/-, the Custodian may make purchase and place the matter before the committee for ratification.

2. When the value of such purchase does not exceed Rs.100/-, no quotation or tender shall be necessary; when the purchase value

exceeds Rs.100/-, it is necessary to (i) obtain not less than three quotations for rates for purchase of such articles from reliable firms, and (ii) invite and obtain not less than three sealed tenders quoting rates for purchase of such article from reliable firms.

3. All purchases of articles shall be entered in the General (Dead) Stock Register in Form No.10.

Audit points regarding procedure for purchases

1. Were all purchases in excess of Rs.100/-for each individual article made by a committee consisting of the Pradhan, Upa-Pradhan, Secretary and one member of the GP?

2. Were all purchases (where value did not exceed Rs.100), ratified by the Committee?

3. In respect of purchases (where value exceeded Rs.100) were at least three quotations for rates obtained and three sealed tenders invited from reliable firms before resorting to actual purchase?

4. In case of non-acceptance of lowest tenders/quotations, were the reasons recorded adequately and made available to audit?

5. Were all the purchased articles entered in the General (Dead) Stock Register in

Form No. 10 and all the columns duly filled in?

6. Were separate pages in the Register above maintained for each article?

7. In case of any value written off for loss, sale or otherwise, were suitable entries in detail made in the "remarks column"?

Procedure for sale*

Rule 11 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. All sales of movable properties shall be made by the concerned committee by auction after fixing a minimum price in the meeting of the GP.

2. In all cases of sales where the minimum price of the articles proposed to be sold has been fixed above Rs.500, public auction shall be held giving a notice of not less than seven days, fixing the date, place, time and terms of such auction and the article(s) shall be sold on auction to the highest bidder; provided that no article shall be sold on auction if the highest bid money falls short of the minimum price fixed. A second auction on a date, time and venue fixed afresh shall be held; provided further that if in the auction also the minimum price as fixed is not reached, then the matter

*This portion to be adapted to state specific scenario.

shall be referred to the Sub-divisional Officer for a decision.

Audit points regarding procedure for sales

1. Were all sales of movable properties made by auction by the committee comprising of the Pradhan, Upa-Pradhan, Secretary and one member of the GP?
2. Was a minimum price fixed in a meeting of the GP before conducting any such sale?
3. In cases of sales having minimum prices above Rs.500/-, were public auctions held with due notices and terms before conducting such sales?
4. Were such public auctions conducted by the authorised committee or a member thereof authorized by that committee in writing?
5. Was any second auction held in case the highest bid fell short of the minimum price?
6. Was the matter referred to the Sub-divisional Officer for decision in case where the highest bid fell short of the minimum price in the second bid?

***Acquittance Register**

Rule 12 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. GP shall maintain an Acquittance Register in Form No.11 for disbursement of

salary to the Secretary and other staff of the GP excepting the GP Karmees.

2. This Register shall be in Form No.12 for the payment of salary to the GP Karmees.

Audit points regarding Acquittance Register

1. Was an Acquittance Register in Form No. 11 maintained for disbursement of salary to Secretary and other staff of GP excepting GP Karmees?
2. Were the dated signatures of the payee and the disbursing authority forthcoming in Form No. 11?
3. Was an Acquittance Register in Form No. 12 maintained for disbursement of salary to GP Karmees?
4. Were the dated signatures of the payee and the disbursing authority forthcoming in Form No. 12?
5. Were the particulars under Government contribution, reward, advance, and fine indicated in Form No. 12?

***Grants-in-aid bills**

Rule 12,14, and 15 of the W.B Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990

1. A GP shall submit the monthly bill for grants-in aid in duplicate in respect of the expenditure to be borne by the Government on account of the salary of the staff, other

*This portion to be adapted to state specific scenario.

than the Dafadars and the Chowkidars, in the employ of the GP in Form No.13 by the 7th of each month. The bill shall be signed by the Custodian of the GP Fund.

2. A GP shall, on receipt of allotment from the State Government, submit the monthly bill for grants-in-aid in duplicate, on account of the salary of the GP Karmees in Form No.14 by the 7th of each month. The bill shall be signed by the Custodian of GP Fund.

3. Each GP shall submit in duplicate with the grant-in-aid bill for the month of June each year, a utilisation certificate in Form No.15 to the effect that the grants-in-aid contribution, sanctioned by the Government, to the GP during the previous financial year was utilised for the purpose for which the same was sanctioned.

Audit points regarding Grants-in-aid bills

1. Were the Grants-in-aid bills for expenditure to be borne by the Government on account of the salary of the staff other than GP Karmees submitted by the GP in duplicate in Form No. 13 by the 7th of each month and signed by the Custodian?

2. Were the Grants-in-aid bills for expenditure to be borne by the Government on account of the salary of GP Karmees submitted by the GP in duplicate in Form

No. 14 by the 7th of each month and signed by the Custodian?

3. Were the above two bills passed for payment by the Panchayat Extension Officer and Block Development Officer?

4. Were the above bills pertaining to the month of June every year accompanied by a utilization certificate in Form No. 15 stating, *inter alia*, that the grants for the previous year were actually utilised for the purpose for which the same were sanctioned?

Summary

The session talks about the maintenance and operation of accounts of GP under different heads and all the concerned registers, ledgers, Cash Book, Pass Book etc. in detail, as well as the audit points thereon.

