



# S. K. PAUL & CO.

Chartered Accountants

To  
The Chairman  
Balurghat Municipality

**Sub: Internal Audit Report for the FY 2016-17 of Balurghat Municipality**  
**Ref: Your Appointment Letter Vide Memo No.4201/G-8 Dated 21.03.2018.**

Sir,

In terms of your above appointment letter vide Memo No.4201/G-8 Dated 21.03.2018 related Internal Audit of Balurghat Municipality, we have visited the following department of your ULB from time to time during course to verify the various records and vouch transactions thereto:

- 1) Establishment Department
- 2) Accounts & Finance Department
- 3) Sanitation Department
- 4) Public Works Department
- 5) Electric Department
- 6) Building Plan Department
- 7) Trade License Department
- 8) Relief Department
- 9) Water Supply Department
- 10) Property Tax Department
- 11) IT Department
- 12) Health Department
- 13) Youth and cultural Department

After verifying the records as maintained by above department of your ULB we noted some discrepancies/ findings and observations and on the basis we have prepared statement on the department wise findings and submitted the same for the clarifications/replies against our audit queries from your end.

We have considered your clarifications/replies against our Audit queries while preparing your this Audit Report for Balurghat Municipality for the year 2016-17.

We hereby submit the detailed Internal Audit Report for your kind perusal and on ward necessary Action from your end.

Thanking you,

Yours faithfully,

For S K Paul & Co.  
Chartered Accountants

**Partner: Sanjib Singha**  
(M. No. 066924)

