

**SHIMLA MUNICIPAL CORPORATION**

**BALANCE SHEET**

**AS ON 31.3.2013**

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**SHIMLA MUNICIPAL CORPORATION  
BALANCE SHEET AS ON 31.3.2013**

<b>Cod e No.</b>	<b>Description of Item</b>	<b>Sched ule No.</b>	<b>Current Year Amount (₹)</b>	<b>Previous Year Amount (₹)</b>
	<b><u>LIABILITIES</u></b>			
	<b><u>Reserve &amp; Surplus</u></b>			
310	Municipal General Fund	B-1	3090397871	3371807074
311	Earmarked Funds	B-2	256181859	224930878
312	Reserves	B-3	140354734	114237411
	<b>Total Reserves &amp; Surplus</b>		<b>3486934464</b>	<b>3710975363</b>
320	Grants, Contribution for Specific Purposes	B-4	653951447.00	609481573
	<b><u>Loans</u></b>			
330	Secured Loans	B-5	22386630	20254015
331	Unsecured Loans	B-6	0	0
	<b>Total Loans</b>		<b>22386630</b>	<b>20254015</b>
	<b><u>Current Liabilities &amp; Provisions</u></b>			
340	Deposit Received	B-7	34623496	33702951
341	Deposit Works	B-8	4937591	0
350	Other Liabilities ( Sundry Creditors)	B-9	1422914755	1190953280
360	Provisions	B-10	0	0
	<b>Total Current Liabilities &amp; Provisions</b>		<b>1462475842</b>	<b>1224656231</b>
	<b>TOTAL LIABILITIES</b>		<b>5625748383</b>	<b>5565367181</b>

<b>ASSETS:-</b>				
<b>Fixed Assets</b>				
410	Gross Block	B-11	5582617894	4480055368
411	Less:- Accumulated Depreciation		1353717633	165116848
	<b>Net Block</b>		<b>4228900261</b>	<b>4314938520</b>
412	Capital Work in Progress		116727794	39122887
	<b>Total Fixed Assets</b>		<b>4345628056</b>	<b>4354061407</b>
<b>Investments</b>				
420	Investments General Fund	B-12	94583120	150789588
421	Investment Other Funds	B-13	647265713	569620739
	<b>Total Investments</b>		<b>741848833</b>	<b>720410327</b>
<b>Current Assets Loans &amp; Advances</b>				
430	Stock in Hand (Inventories)	B-14	<b>6061503</b>	<b>16731502</b>
431	Sundry Debtors (Receivables) Gross	B-15	208941466	148009922
432	Less:- Accumulated Provisions against Bad & Doubtful Receivables		0	0
	<b>Net Amount Outstanding</b>		<b>208941466</b>	<b>148009922</b>
440	Prepaid Expenses	B-16	0	0
450	Cash and Bank Balance	B-17	<b>105181385</b>	<b>79678135</b>
460	Loans, Advances & Deposits	B-18	217443762	245832509
461	Less:- Accumulated Provisions against Loans		0	0
	<b>Net Amount Outstanding</b>		<b>217443762</b>	<b>245832509</b>
	<b>Total Current Assets, Loans &amp; Advances</b>		<b>537628116</b>	<b>490252068</b>
470	Other Assets	B-19	328379	328379
480	Miscellaneous Expenditure (to the extent not written off)	B-20	315000	315000
	Notes to Accounts	B-21		
<b>TOTAL ASSETS</b>			<b>5625748383</b>	<b>5565367181</b>

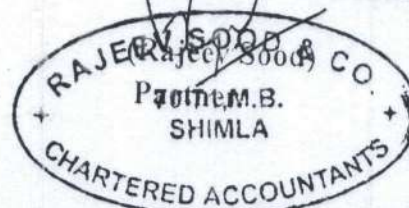
Commissioner  
M.C. Shimla.

*Prashant*  
Assistant Commissioner  
M.C. Shimla

*Prashant*  
Accounts Officers  
M.C. Shimla

Place: Shimla  
Date: 6.1.2015

For Rajeev Sood & Co.  
Chartered Accountants



SHIMLA MUNICIPAL CORPORATION				
Income and Expenditure Account for the year ending on 31.3.2013				
Code No.	Head of Account	Schedule No.	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4	5
	<b>INCOME:</b>			
110	Tax Revenue	<u>1-1</u>	103328102	97856166
120	Assigned Revenues & Compensation	<u>1-2</u>	153896030	128496952
130	Rental Income from Municipal Properties	<u>1-3</u>	22817429	22168247
140	Fees & User Charges	<u>1-4</u>	180222505	137735890
150	Sale & Hire Charges	<u>1-5</u>	3472457	664568
160	Revenue Grants, Contributions & Subsidies	<u>1-6</u>	110850527	140334428
170	Income from Investments	<u>1-7</u>	11100494	14819328
171	Interest Earned	<u>1-8</u>	4462323	2279790
180	Other Income	<u>1-9</u>	1374054	928364
<b>A</b>	<b>TOTAL INCOME:</b>		<b>591523921</b>	<b>545283733</b>
	<b>EXPENDITURE:</b>			
210	Establishment Expenses	<u>1-10</u>	374842346	334238852
220	Administrative Expenses	<u>1-11</u>	23168876	19377020
230	Operations & Maintenance	<u>1-12</u>	310988703	294544898
240	Interest & Finance Expenses	<u>1-13</u>	2416961	7789164
250	Programme Expenses	<u>1-14</u>	144970	72727
260	Revenue Grants, Contributions & subsidies	<u>1-15</u>	1864385	172527
270	Provisions & Write off	<u>1-16</u>	0	0
271	Miscellaneous Expenses	<u>1-17</u>	0	0
272	Depreciation		157316592	165116848
<b>B</b>	<b>TOTAL EXPENDITURE:</b>		<b>870742833</b>	<b>821312036</b>
<b>A-B</b>	<i>Gross surplus/ (deficit) of income over expenditure before Prior Period Items</i>		<b>-279218912</b>	<b>(276028303)</b>
280	Add: Prior period Items (Net)	<u>1-18</u>	-2190291	(4975139)
	<i>Gross surplus/ (deficit) of income over expenditure after Prior Period Items</i>		<b>-281409203</b>	<b>(281003442)</b>
290	Less: Transfer to Reserve Funds			
	<i>Net balance being surplus/ deficit carried over to Municipal Fund</i>		<b>-281409203</b>	<b>(281003442)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Basis for Preparation of Accounts**

The accounts have been prepared to comply in all material aspects with applicable accounting principles in India, the accounting standards issued by the Institute of Chartered Accountants of India and relevant provisions of the Shimla Municipal Corporation Accounts Manual.

**Revenue Recognition**

Income is recognized when demand raised in respect of Property Taxes, Water Charges, Rent from municipal assets and medical waste disposable charges. Interest on investments is booked on a time proportion basis taking into account the amounts invested and the rate of interest.

**Expenditure**

Expenses are accounted for on accrual basis.

**Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided (except in case of land) on the written down value method and at the rate and in the manner specified in Income tax Act.

**Investments**

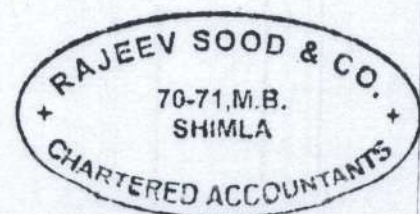
Investments are classified into short term and long term investments. Current investments are stated at the lower of cost and fair value. Long term investment is stated at cost.

**Inventories**

Inventories in store are as taken, valued at the cost price or market value whichever less, as per AS-2 and as certified by the management.

**Sundry Debtors and Loans and Advances**

No provision has been made during the year regarding doubtful debts due to non availability of year wise break-up of Water Charges, Property Taxes and Rent.

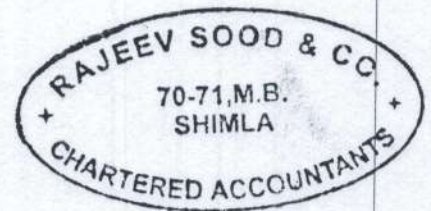


### **Retirement /Post Retirement Benefits**

Contribution to the defined contribution scheme such as Provident Fund and Pension Fund are charged to Income and Expenditure Account as incurred i.e. on cash basis. The Corporation also provides for retirement/post retirement benefits in the form of gratuity, pensions, leave encashment and medical re-imburement. Separate Funds have been formed for General Provident Fund and meeting pension and other retirement benefits including Gratuity.

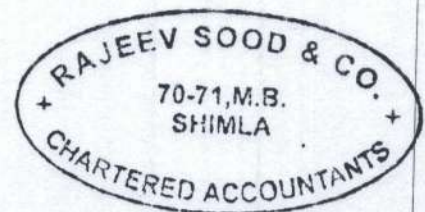
### **Prior Period Items**

Income and Expenditure account for the year ending on 31.3.2013 has been prepared after considering the prior period items as per Accounting Standard -5.



## NOTES TO ACCOUNTS FOR PREPERATION OF BALANCE SHEET OF SHIMLA MUNICIPAL CORPORATION

1. Municipal General Fund represents "Municipal Fund" other than General Provident Fund, Pension & Gratuity Fund and Contributory Pension Fund.
2. Earmarked Funds represents General Provident Fund of ₹ 19, 47, 31,853/- and Pension & Gratuity Fund of ₹ 45, 14,860/- and Contributory Pension Fund of ₹ 5, 69, 35,146/-.
3. Capital Work in Progress of Rs. 11, 67, 27,794/- . The Capitalization of the same and transferring same to Fixed Assets could not be done during the year for want of necessary documentation/certification. The Depreciation is under stated to the extent estimated around Rs. 1,16,72,779/- will increase loss.
4. Addition in reserves in this year amounting to ₹ 2, 61, 17,323/- includes Capital Contributions made up of capital grants from various external agencies.
5. Grants, Contribution for Specific Purposes represents unspent amount of Grant Fund ₹ 65, 39, 51,447/- (OB ₹ 60, 94, 81,573+ 4, 44, 69,874/-for the F.Y. 2012-13)
6. Deposit received amounting to ₹ 3, 46, 23,496/- includes EMD Securities from Contractors, Water Meter Security from customer and Security received from customer in respect of Community Centre. The Corporation is in the process of identifying unclaimed Security/EMD etc. and the same will be credited to P & L account in due course.
7. Total Current Liabilities and Provisions include the following:
  - i) Payable to I&PH Deptt. ₹ 1,35,40,61,730.00 (OB ₹ 1,12,65,70,669.00 + ₹ 23, 11, 12,746.00 - 36, 21,685.00) for F.Y. 2012-13 on account of cost of water.
  - ii) Payable to HPSEB ₹ 4,28,70,095/- (OB ₹ 5,72,70,387.00 + ₹ 98,74,725.00 - 2,42,75,017.00) on account of street light bills.
  - iii) Reserves representing Accumulated depreciation to the tune of Rs. 1353717633.00 have been created to bring the Financial Statements for the current year in consonance with the Accounting Manual of the Municipal Corporation, Shimla.





8. The value of fixed assets has been taken on historical cost less accumulated depreciation thereon.

Depreciation on Fixed Assets has been worked out as under:-

- i) Furniture & fittings @ 10%
- ii) Residential buildings @ 5%, official & commercial buildings @10%
- iii) Toilets & Pump Houses @ 10%
- iv) Office equipments @ 15%
- v) Dumper container @ 15%
- vi) Plant & Machinery @ 15%
- vii) Vehicles @ 15%
- viii) Computer Equipments @ 60%
- ix) Public Lighting @10%
- x) Water ways Reservoir @10%
- xi) Sewerage & Drainages @10%
- xii) Roads and Bridges @10%
- xiii) Other fixed assets @15%

9. Investments-other Funds ₹ 64,72,65,713.00 represents General Provident Fund investment of ₹ 17,50,00,000.00, Pension & Gratuity Fund investment of ₹ 0.00, CPS Fund investment of ₹ 5,14,52,552/- and Grant Fund investment of ₹ 42,08,13,161.00/-.

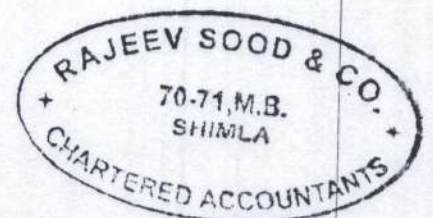
10. Receivable includes amount receivable against the following:-

- a) Property Taxes ₹ 10,46,96,449/- (includes water tax, sewerage tax, general tax & show tax)
- b) Water Charges ₹ 4,49,89,185/-.
- c) Charges of Disposal of Medical Waste ₹ 30,40,545/-.
- d) Rent ₹ 2,41,76,369/- (includes rent from Commercial Buildings, Shops and Stalls)
- e) Other Receivables ₹ 3,20,38,918/-.

11. Loan, Advances and Deposits ₹ 21,74,43,762/- (includes advances to Heads of Department amounting to ₹ 15,12,05,642/- and advances to HPSEB amounting to ₹ 2,05,51,684/- and other advance ₹ 4,56,86,436/- stand unadjusted. This point is being repeated in the audit report since the year 2007-08, however no action has been taken on the same. The nature of the advances made are generally for repair of roads etc and they are to be charged to revenue. Loss is under stated to that extent.

12. No Physical verification has been done in respect of fixed assets and stock in hand during the year by the management, as required as per Shimla Municipal Corporation Accounts Manual.

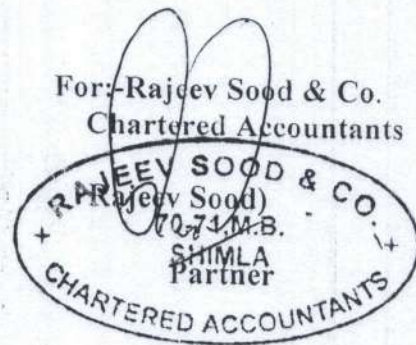
We have compiled and audited the attached Balance Sheet of Shimla Municipal Corporation as at 31<sup>st</sup> March 2013 and the related Income and Expenditure Account for the



- year ended on that date annexed there to, which we have signed. These financial statements are the responsibilities of Corporations management. Our responsibility is to express an opinion on these statements.

Place: Shimla

Date: 6.1.2015

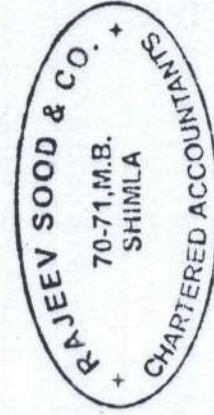


**SCHEDULES:- ANNEXED TO AND FORMING PART OF THE BALANCE SHEET**

**Schedule B-1: Municipal (General) Fund [Code No 310]**

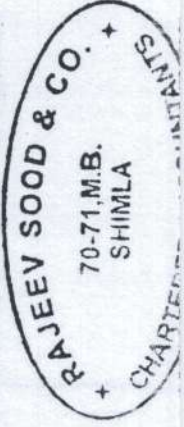
Amount in (₹)

Code No.	Particulars	Opening balance as per the last account	Additions during the year	Total	Deductions during the year	Balance at the end of the current year
1	2	3	4	5 (3+4)	6	7 (5-6)
310-10-01	Municipal Fund	3371807074	0.00	3371807074	0	3371807074
310-90-01	Excess of Expenditure over Income		0.00		0	-281409203
	<b>Total Municipal Fund</b>	<b>3371807074</b>	<b>0.00</b>	<b>3371807074</b>	<b>0</b>	<b>3090397871</b>



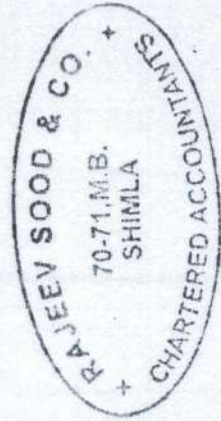
**Schedule B-2: Earmarked Funds Schedule B-2: Special Funds/Sinking Fund/Trust or Agency Fund [Code No 311]**

Particulars	Amount in (₹)			
	Pension Fund	General Provident Fund	Contributory Pension Fund (Scheme)	Total Funds
<b>Code No.</b>	<b>3117002</b>	<b>3117001</b>	<b>3117003</b>	
<b>Opening Balance (a)</b>	1375978.00	184410134.00	39144765.00	<b>224930877.00</b>
(b) Addition to the special Fund				
i) Transfer to Municipal Fund				
ii) Interest /Dividend earned on special fund investment	39234.00	15222561.00	3960150.00	<b>19221945.00</b>
iii) Profit on disposable of special Fund Investment				
iv) Appreciation in value of Special Fund Investments				
v) Other addition	55774014.00	43785410.00	14310917.00	113870341.00
<b>Total (b)</b>	<b>55813748.00</b>	<b>59007971.00</b>	<b>18271067.00</b>	<b>133092286.00</b>
<b>Total(a+b)</b>	<b>57189226.00</b>	<b>243418105.00</b>	<b>57415832.00</b>	<b>358023163.00</b>
(c) Payment out of Fund				
i) Capital expenditure on fixed assets				
Others				
<b>Sub- Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
ii) Revenue Expenditure on				
Payments out of Special Funds	52674366	48686252	480686	101841304.00
Rent				
Other Administrative Charges				
<b>Sub- Total</b>	<b>52674366</b>	<b>48686252</b>	<b>480686</b>	<b>101841304.00</b>
iii) Other:				
Loss on disposable of Special Fund Investment diminution in value of Special Fund Investments transferred to Municipal Fund				
<b>Sub- Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>
<b>Total of (i+ii+iii+ c)</b>	<b>52674366</b>	<b>48686252</b>	<b>480686</b>	<b>101841304.00</b>
<b>Net Balance at the year end (a+b)-(c)</b>	<b>4514860</b>	<b>194731853</b>	<b>56935146</b>	<b>256181859.00</b>
<b>Grand Total of The Special Fund</b>	<b>4514860</b>	<b>194731853</b>	<b>56935146</b>	<b>256181859.00</b>



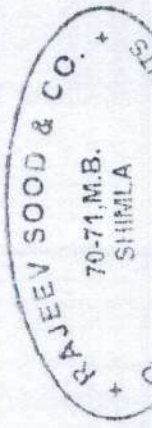
Schedule B-3: Reserves [Code No 312]

Code No.	Particulars	Operating balance (Rs)	Amount in (₹)			
			Additions during the year	Total	Deductions during the year	Balance at the end of the current year
1	2	3	4	5 (3+4)	6	7 (5-6)
312-10-01	Capital contribution	114237411	26117323	140354734		140354734
312-11-01	Capital Reserve					
312-20-01	Borrowing Redemption Reserves					
312-30-01	Special Fund (Utilized)					
312-40-01	Statutory Reserves					
312-50-01	General Reserve					
312-60-01	Revaluation Reserve					
	<b>Total Reserve Funds</b>	<b>114237411</b>	<b>26117323</b>	<b>140354734</b>	<b>0</b>	<b>140354734</b>

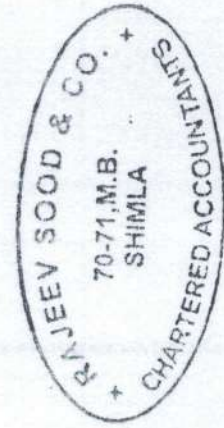


**Schedule B-4: Grants & Contribution for Specific Purposes [Code No 320]**

Particular	Grants from Central Government (₹)	Grants from State Government (₹)	Grants from Other Government Agencies (₹)	Grants from Financial Institutions (₹)	Grants from International Organizations (₹)	Grants from Others (₹)	Grand Total (₹)
Code No.	320-10-01	320-20-01	320-30-01	320-40-01	320-60-01	320-80-01	
Opening Balance	300653378	259500622.00	42717580	0.00	6700	6603293	609481573
(b) Addition to the grants							
i) Grants received during the year	69735044	39539768.00	3227333	0.00	14582207	12729776	139814128
ii) Interest/Dividend Received on grants Investments	40025047	2329830.00	10269	0.00	36728	6023	42407897
iii) Profit on disposal of grant investment							
iv) Appreciations in value of grant Investments							
v) Other addition					398589	500	399089
<b>Total (b)</b>	109760091	41869598	3237602	0.00	15017524	12736299	182621114
<b>Total (a+b)</b>	410413469	301370220	45955182	0.00	15024224	19339592	792102687
c) Payment out of Funds	1450000	300000	1500000	0.00	0	800000	4050000
i) Capital Expenditure on Fixed Assets	7364248	15824243	2775302	0.00	153530	0	26117323
Others	0	0	0				
<b>Sub-Total</b>	8814248	16124243	4275302	0.00	153530	0	29367323


  
**RAJEEV SOOD & CO.**  
 70-71, M.B.  
 SHIMLA

ii) Revenue Expenditure on									
Salary, wages and allowances and repair maintenance work, poor welfare activities etc.	53591622	42162556	8685174	0.00	1870088	1674477		107983917	
Rent								0	
Other Administrative Charges								0	
Sub- Total	53591622	42162556	8685174	0.00	1870088	2474477		108783917	
(iii) Other:								0	
Loss on disposable of special fund investment								0	
diminution in value of special fund investments transferred to Municipal Fund								0	
Sub- Total	0	0	0	0.00	0			0	
Total of (i-ii+iii) ©	62405870	58286799	12960476	0	2023618	2474477		138151240	
Net Balance at the year end (a+b)(-c)	348007599	243083421	32994706	0	13000606	16865115		653951447	
Total Grants & Contribution for specific Purpose	348007599	243083421	32994706	0	13000606	16865115		653951447	



**Schedule B-5: Secured Loans [Code No 330]**

Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
330-10-01	Loan from Central Govt.	3	4
330-20-01	Loan from State Govt.	20000000	20000000
330-30-01	Loan from Govt. Bodies & associations	0	0
330-40-01	Loan from International Agencies	0	0
330-50-01	Loans from banks & other financial institutions	2386630	254015
330-60-01	Other Term Loans	0	0
330-70-01	Bonds & Debentures	0	0
330-80-01	Other loans	0	0
<b>Total Secured Loans</b>		<b>22386630</b>	<b>20254015</b>

**Schedule B-6: Unsecured Loans [Code No 331]**

Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
331-10-01	Loan from Central Govt.	0	0
331-20-01	Loan from State Govt.	0	0
331-30-01	Loan from Govt. Bodies & associations	0	0
331-40-01	Loan from International Agencies	0	0
331-50-01	Loans from banks & other Financial Institutions	0	0
331-60-01	Other Term Loans	0	0
331-70-01	Bonds & Debentures	0	0
331-80-01	Other loans	0	0
<b>Total Secured Loans</b>		<b>0</b>	<b>0</b>

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 70-71, M.B. BHIMLA, SHIMLA

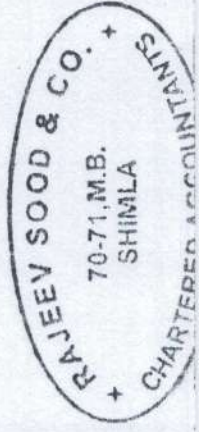


Schedule B-7: Deposits Received [Code No 340]

Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
340-10-01	EMD From Contractors	4270831	3966031
340-10-02	Security From Contractors	16325443	17291648
340-20-03	Water Security from Customer	13933051	12280101
340-80-01	From Others (Security of Community Centre)	94171	165171
	<b>Total Deposits Received</b>	<b>34623496</b>	<b>33702951</b>

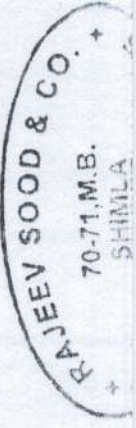
Schedule B-8: Deposits Works [Code No 341]

Code No.	Particulars	Opening balance as the beginning of the year Amount (₹)	Additions during the current year Amount (₹)	Utilization / expenditure Amount (₹)	Amount Transferred to Grant Head 320-30-01	Balance outstanding at the end of the current year Amount (₹)
1	2	3	4*	6	7	8
341-10-01	Civil Works	0	0	0	0	0
341-20-01	Electric Works	0	0	0	0	0
341-30-01	Others	0	4937591	0	0	4937591
341-80-01	Other Deposit Works	0	0	0	0	0
	<b>Total of Deposit Work</b>	<b>0</b>	<b>4937591</b>	<b>0</b>	<b>0</b>	<b>4937591</b>



**Schedule B-9: Other Liabilities (Sundry Creditors) [Code No 350]**

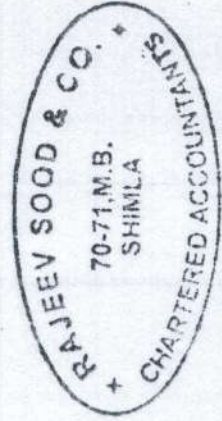
Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
350-10-01	Other Liabilities - Creditors Suppliers	1395329064	1182288268
350-10-02	Other Liabilities - Creditors Contractors	179405	1138863
350-10-03	Other Liabilities - Creditors Expenses	8821224	3975864
350-10-05	Creditors- Payable Against Specific Scheme	0	0
350-11-02	Other Liabilities - Employees Liabilities-Net Salary	3853032	1239276
350-11-03	Other Liabilities - Employees Liabilities-Salary Unpaid	87176	87176
350-11-04	Other Liabilities - Employees Liabilities-PF. Payable	35159	8159
350-11-05	Other Liabilities - Employees Liabilities- Pension	822007	815251
350-11-06	Other Liabilities - Employees Liabilities- Gratuity	102959	110060
350-11-08	Employees Liabilities- Leave Salary Payable	8836512	521394
350-20-01	Other Liabilities - Recoveries Payables -P.F. Deductios	700322	54259
350-20-02	Other Liabilities - Recoveries Payables -LIC	1110234	3819
350-20-03	Other Liabilities - Recoveries Payables -Loans	900769	0
350-20-04	Other Liabilities - Recoveries Payables - Societies Loans	3226	2965
350-20-05	Recovery Payable- Service Tax	703009	32844
350-20-07	Other Liabilities - Recoveries Payables - TDS	365416	69235
350-20-09	Other Liabilities - Recoveries Payables - VAT	63095	40052
350-20-10	Recoveries Payable-Works Contract etc.	147504	55409
350-20-11	Other Liabilities - Recoveries Payables - GIS	-70	12667
350-20-12	Other Liabilities - Recoveries from staff on Deputation	33311	45373
350-20-13	Other Liabilities - Recoveries Payables - Others (RD)	14688	50
350-40-02	Refunds Payable- Other Revenue (Excess Deduction of Interest from Employees)	347866	7466



350-40-03	Refund Payable Grants	0.00	0
350-40-08	Refunds Payable - Water Supply	0.00	0
350-40-09	Refunds Payable Rent	0.00	0
350-41-01	Advance Collection of Revenues-Property Tax	0.00	0
350-41-02	Advance collection of revenues-Water Supply	0.00	0
350-41-05	Advance collection of revenues-Rent	156968	283493
350-41-06	Advance Collection of Revenues-Advertisement Charges	18495	18495
350-80-02	Others-Stale Cheque	283384	142842
Total other Liabilities (Sundry Creditors)		1422914755	1190953280

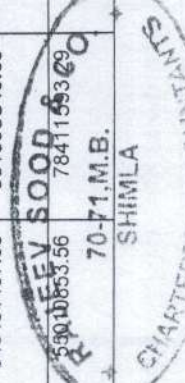
**Schedule B-10: Provisions [Code No. 360]**

Code No.	Particulars	Current Year Amount (')	Previous Year Amount (')
1	2	3	4
360-10-01	Provision for Expenses	0.00	0.00
360-20-01	Provision for Interest	0.00	0.00
360-30-01	Provision for other Assets	0.00	0.00
<b>Total Provisions</b>		<b>0.00</b>	<b>0.00</b>

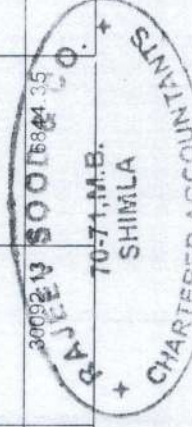


Schedule B-11: Fixed Assets [Code No. 410 & 411] (a)

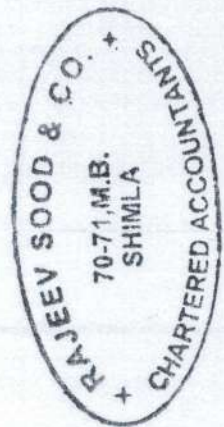
Code No.	Amount (₹)										Net Block	
	Gross Block					Accumulated Depreciation					At the end of the current year	At the end of the previous year
	Opening Balance	Additions during the period	Deductions during the period	Adjustments made during the year	Cost at the end of the year	Opening Balance	Additions during the period	Deductions during the period	Adjustments during the year	Total at the end of the year		
3	4	5	6	7	8	9	10	11	12			
<b>Land &amp; Buildings :-</b>												
1	3	4	5	6	7	8	9	10	11	12		
4101001	1771460.00	0.00	0.00	1771460.00	0.00	0.00	0.00	0.00	0.00	1771460.00	1771460.00	
4101002	385568530.00	0.00	0.00	385568530.00	0.00	0.00	0.00	0.00	0.00	385568530.00	385568530.00	
4101003	1033174535.00	0.00	0.00	1033174535.00	0.00	0.00	0.00	0.00	0.00	1033174535.39	1033174535.00	
4101004	6142937.00	2031769.00	0.00	8174706.00	0.00	0.00	0.00	0.00	0.00	8174706.00	6142937.00	
4101006	1275432425.00	0.00	0.00	1275432425.00	0.00	0.00	0.00	0.00	0.00	1275432425.04	1275432425.00	
4101007	29887154.00	1415849.00	0.00	31303003.00	0.00	0.00	0.00	0.00	0.00	31303003.00	29887154.00	
4102001	186957597.58	30110.43	0.00	253894198.64	42436042.15	9349385.40	0.00	24470448.49	177638322.60	186957597.58		
4102002	135391257.15	281347.85	0.00	253935153.92	70534381.81	13567260.50	0.00	47728167.10	122105344.51	135391257.15		
4102003	424100152.40	223630.60	0.00	792333066.56	221716666.37	4243278.30	0.00	146292617.45	381891404.44	424100152.40		
4102004	2365189.20	0.00	0.00	10622267.00	1183013.84	236518.92	0.00	7074064.83	2128669.41	2365189.20		
4102005	8901056.15	5642694.85	0.00	30491775.94	3113377.11	1349344.05	0.00	12834647.83	13194406.95	8901056.15		
4102007	8487321.60	2392551.40	0.00	13641081.37	2630688.60	1054526.55	0.00	330519.77	9825346.05	8487321.60		
<b>Infrastructure Assets:-</b>												
4103001	9364121.65	2456699.35	0.00	3244975.36	2923881.36	1138349.55	0.00	321094.16	10682471.29	9364121.65		
4103002	386978395.35	3706521.65	0.00	31044541.61	194855868.94	38986076.25	0.00	115589552.67	351698840.65	386978395.35		
4103003	80634370.75	6266877.25	0.00	46521158.85	34678843.47	8489654.70	0.00	11842355.40	80634370.75			



4103004	19582173.90	0.00	0.00	17263561.10	36845735.00	10264151.18	1958217.39	0.00	6999410.00	19221778.57	17623956.43	19582173.90
4103005	5486940.90	865212.10	0.00	216685.49	8868838.49	2083135.47	620561.40	0.00	433550.72	3137247.59	5731590.90	5486940.90
4103101	22877787.45	3111722.55	0.00	15598007.49	41587517.49	10011165.65	2555076.95	0.00	5586841.84	18153084.44	23434433.05	22877787.45
4103102	78273988.70	20912374.30	0.00	35821254.45	135007617.45	25142113.07	924431.15	0.00	10679141.38	45065835.60	89941781.85	78273988.70
4103103	3357645.30	587556.70	0.00	798928.70	4744130.70	798928.31	394520.20	0.00	0.00	1193448.51	3550682.19	3357645.30
4103201	21056711.10	6935217.90	0.00	6979380.49	34971309.49	6302708.07	2501278.55	0.00	676672.42	9580659.04	25390650.45	21056711.10
4103202	43767660.60	0.00	0.00	3816018.42	81883679.02	22713240.57	4376766.06	0.00	15402777.85	42492784.48	39390894.54	43767660.60
4103203	12768334.20	0.00	0.00	11239225.80	24007560.00	6685557.03	1276333.42	0.00	4553666.93	12516059.38	11491500.62	12768334.20
4103301	74394687.35	3570475.00	853.35	49076524.36	127040833.36	31058539.36	7617307.15	0.00	18017985.00	56694431.51	70346401.85	74394687.35
<b>Other Assets:-</b>												
4104001	442441.05	4449399.95	0.00	3776747.79	46068588.79	3976919.40	1000071.15	0.00	33199828.40	38176818.95	7891769.84	442441.05
4104002	76670.00	0.00	0.00	1993773.95	2070443.95	66529.92	11500.50	0.00	1927244.03	2005274.45	65169.50	76670.00
4104003	3484031.00	0.00	0.00	1011969.00	4496000.00	1011969.00	522304.65	0.00	0.00	1534573.65	2961426.35	3484031.00
4105003	1831874.00	0.00	44870.00	1368055.78	3155059.78	452030.33	268050.60	0.00	916025.46	1636106.39	1518953.39	1831874.00
4105004	2241657.85	523315.15	0.00	2061939.24	4826912.24	660015.30	414745.95	0.00	1401923.94	2476685.19	2350227.05	2241657.85
4105005	1072136.45	0.00	0.00	532107.55	1604244.00	532107.71	160320.47	0.00	0.00	692928.18	911315.82	1072136.45
4105006	27298632.50	2440756.50	0.00	15862388.97	45601777.97	6991887.38	4460308.35	0.00	8870500.54	20323296.27	25278481.70	27298632.50
4106002	305758.70	417690.30	0.00	6807480.00	7530929.00	1523675.12	310355.40	0.00	5283804.88	7118045.40	412883.60	305758.70
4106003	9711.25	0.00	0.00	37479.75	47191.00	8892.72	1456.69	0.00	28586.62	38936.03	8254.97	9711.25
4106004	292180.85	0.00	0.00	589961.33	882142.18	233841.12	43827.13	0.00	356120.22	633788.47	248353.72	292180.85
4106005	8052.05	0.00	0.00	28884.43	36936.48	7373.22	1207.81	0.00	21511.11			8052.05

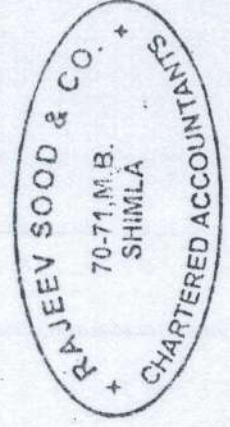


4106006	411633.75	0.00	0.00	393616.24	805249.99	273028.68	61745.06	0	120587.90	455361.64	349888.35	411633.75
4106007	24162.95	30645.05	0.00	31510.06	96318.06	22037.27	7530.08	0	9473.04	39040.38	47277.68	24162.95
4106008	1079397.38	7134.63	0.00	1645707.04	2732239.04	654536.30	162979.80	0	991170.13	1806886.23	923552.81	1079397.38
4107001	122754.60	0.00	0.00	348381.63	471136.23	64342.63	12275.46	0	284039.41	360657.50	110478.73	122754.60
4107003	283069.05	101828.95	0.00	350382.18	735280.18	116246.30	36627.15	0	234135.89	387009.34	348270.85	283069.05
4107004	17004.70	0.00	0.00	4603.47	21608.17	4603.47	1700.47	0	0.00	6303.94	15304.23	17004.70
4107005	147337.40	6349.60	0.00	64022.32	217709.32	53640.82	15368.70	0	10381.00	79390.52	138318.80	147337.40
4107006	249101.95	22350.05	0.00	266865.74	538317.74	84185.22	26301.20	0	182680.52	293166.95	245150.80	249101.95
4107007	233779.50	0.00	0.00	411068.47	644847.97	122537.29	23377.95	0	288531.41	434446.65	210401.32	233779.50
4107008	126324.70	41015.30	0.00	57033.46	224373.46	51193.86	15688.75	0	5839.60	72722.21	151651.25	126324.70
4108001	3088896.60	756411.40	0.00	4347126.40	8192434.40	2086684.62	520065.35	0	2260441.35	4867191.31	3325243.09	3088896.60
4108002	4298395.60	630700.40	0.00	1652544.03	6581640.03	1592669.42	741959.40	0	59874.80	2394503.61	4187136.42	4298395.60
4108003	7071083.93	1465849.08	0.00	1391575.98	9928508.98	1197096.99	1245976.88	0	194478.99	2637552.85	7290956.12	7071083.93
<b>Total:-</b>	<b>4314938520.13</b>	<b>71324056.28</b>	<b>45723.35</b>	<b>196401041.15</b>	<b>5582617894.00</b>	<b>710920346.42</b>	<b>157316591.92</b>	<b>0</b>	<b>485480695.06</b>	<b>1363717633.40</b>	<b>4228900260.73</b>	<b>4314938520.13</b>



Schedule B -11: Capital Work in Progress [Code No. 412]

Code No.	Particulars	Opening Balance (₹)	Additions during the period (₹)	Capitalized during the year (₹)	Balance at the end of the current year (₹)
1	2	3	4		5
4121001	Specific Grant -Water Works	166940.00	0.00	0.00	166940.00
4121002	Specific Grant -Public Works	310560.00	2229789.00	726850.00	4608544.00
4121003	Specific Grants -Health	0.00	7429777.00	0.00	7429777.00
4121004	Specific Grants -Sanitation and Solid Waste Management	1814788.00	0.00	0.00	1814788.00
4121005	CWIP- Specific Grants- Civic Amenities	8862261.00	4483852.00	5515630.00	7830483.00
4122001	Special funds -Water Works	0.00	0.00	0.00	0.00
4122002	Special Funds -Road & Buildings	14652.00	0.00	0.00	14652.00
4122003	Special funds -Health	0.00	0.00	0.00	0.00
4123001	Specific Schemes -Water works	0.00	0.00	0.00	0.00
4123002	Specific Schemes Road & Buildings	14192051.00	5901984.00	4488188.00	15605847.00
4123005	Specific Schemes -Water works	10834719.00	9907145.00	8484972.00	12256892.00
	<b>Total</b>	<b>39122887.00</b>	<b>96820547.00</b>	<b>19215640.00</b>	<b>116727794.00</b>

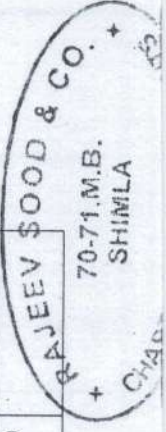


**Schedule B-12: Investments - General Fund [Code 420]**

Code of Account	Particulars	With whom invested	Current Year		Previous Year	
			Face value (₹)	Carrying Cost (₹)	Face value (₹)	Carrying Cost (₹)
1	2	3	4	5	6	7
420-80-01	Other Investments	FD in Banks	94583120		150789588	
	<b>Total of Investment General Fund</b>		<b>94583120</b>		<b>150789588</b>	

**Schedule B-13: Investments - Other Funds [Code 421]**

Code No.	Particulars	With whom invested	Current Year		Previous Year	
			Face value (₹)	Carrying Cost (₹)	Face value (₹)	Carrying Cost (₹)
1	2	3	4	5	6	7
421-80-01	GP Fund Investments:-	FD in Banks	175000000		166933214	
	<b>Total of GP Fund Investments:-</b>		<b>175000000</b>		<b>166933214</b>	
421-80-01	Pension Fund Investments:-	FD in Banks	0		0	
	<b>Total of Pension Fund Investments:</b>		<b>0</b>		<b>0</b>	
421-80-01	CPS Fund Investment	FD in Banks	51452552		36620806	
	<b>Total CPF Fund Investment:-</b>		<b>51452552</b>		<b>36620806</b>	
421-80-01	Grant Fund Investments:-	FD in Banks	420813161		366066719	
	<b>Total of Grant Fund Investments:-</b>		<b>120813160</b>		<b>366066719</b>	
	<b>Grand Total of Other Fund Investments</b>		<b>647265713</b>		<b>569620739</b>	





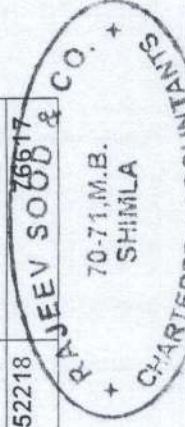
Schedule B-14: Stock in Hand (Inventories) [Code 430]

Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
430-10-01	Store -Opening Stock	0	0.00
430-10-02	Store -Closing Stock	5894760	16564759
430-10-03	Store -Purchases	0	0.00
430-20-01	Loose Tools	81399	81399
430-80-01	Others	85344	85344
Total Stock In Hand		6061503	16731502

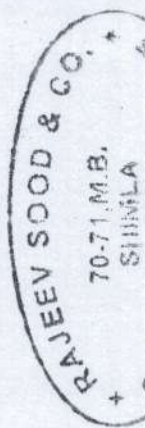


**Schedule B-15: Sundry Debtors (Receivables) [Code No 431]**

Code No.	Particulars	Gross Amount (₹)	Provision for Outstanding revenues (Rs.)	Net Amount (₹)	Previous year Net amount (₹)
		3	4	5=(3-4)	6
1	2				
431-10-01	<b>Receivables for Property Taxes</b>				
	Upto 2 Years	95546587	0.00	95546587	29645635
	More than 2 Years but less than 3 Years				0.00
	More than 3 Years but less than 4 Years				0.00
	More than 4 Years but less than 5 Years				0.00
	More than 5 Years				0.00
	<b>Net Receivables of Property Taxes</b>	<b>95546587</b>	<b>0</b>	<b>95546587</b>	<b>29645635</b>
431-19-01	<b>Receivables of Other Taxes-Sewerage Tax</b>				
	Upto 2 Years	8287264	0	8287264	1767326
	More than 2 Years but less than 3 Years				0.00
	More than 3 Years but less than 4 Years				0.00
	More than 4 Years but less than 5 Years				0.00
	More than 5 Years				0.00
	<b>Net Receivables of Other Taxes-Sewerage Tax</b>	<b>8287264</b>	<b>0</b>	<b>8287264</b>	<b>1767326</b>
431-19-02	<b>Receivables of other Taxes -Water Tax</b>				
	Upto 2 Years	252218	0.00	252218	76617
	More than 2 Years but less than 3 Years				0.00
	More than 3 Years but less than 4 Years				0.00
	More than 4 Years but less than 5 Years				0.00
	More than 5 Years				0.00
	<b>Net Receivables of Other Taxes-Water Tax</b>	<b>252218</b>	<b>0</b>	<b>252218</b>	<b>76617</b>

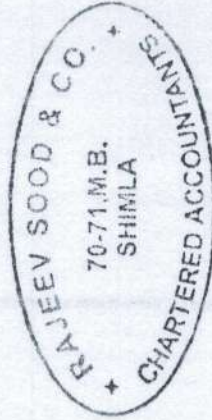


431-19-03	Receivables of other Taxes -Show Tax							
	Less than 2 Years		610380	0.00	610380			494380
Net Receivables of Other Taxes-Show Tax								
431-30-01	Receivable for Fees & User Charges-License fees		494380	0.00	610380			494380
431-30-02	Receivable for Fees & User Charges-Advertisement Fees		246321	0.00	246321			243072
			0	0.00	0			0
	Sub- total		246321	0	246321			243072
431-30-03	Receivables for Fees and other Charges- Water Charges							
	Less than 3 Years		44989185	0.00	44989185			45140948
	More than 3 Years							
	Sub- total		44989185	0	44989185			45140948
431-40-01	Receivables from other Sources- Rent							
	Less than 2 Years		24176369	0	24176369			32628320
	More than 2 Years but less than 3 Years							
	More than 3 Years							0.00
	Sub- total		24176369	0	24176369			0.00
431-40-02	Receivables from other Sources- Interest Accrued & Due		24176369	0	24176369			32628320
431-40-03	Receivables from other Sources- Interest Accrued & But Not Due on Grant Fund Investments		30598386	0	30598386			32839945
431-40-05	Receivables from other Sources- Interest due from Employees		154849	0	154849			488532
431-40-06	Receivables from other Sources- Hospital Dues		1039362	0.00	1039362			1184595
431-50-01	Receivable from Govt. Grants		3040545	0.00	3040545			2723552
			0	0	0			777000
	Sub- total		34833142	0	34833142			38013624
	Net Receivables from other Sources		59009511	0	59009511			70641944
	Total Sundry Debtors ( Receivables)		208941466	0	208941466			148009922



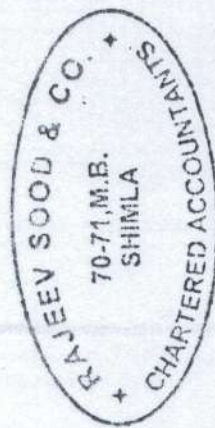
Schedule B-16: Prepaid Expenses [Code No 440]

Code No.	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs.)
	2	3	4
440-10-01	Establishment	0.00	0.00
440-20-01	Administrative	0.00	0.00
440-30-01	Operation & Maintenance	0.00	0.00
Total Prepaid Expenses		0.00	0.00

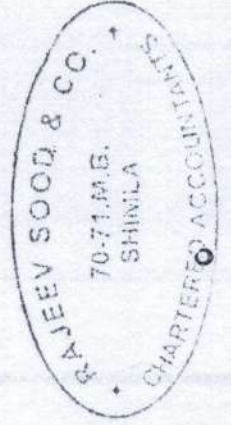


**Schedule B-17 : Cash and Bank Balances [Code No 450]**

Code No.	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
450-10-01	Cash	0	-14
<b>Balance with Bank - Municipal Funds</b>			
450-21-01	Nationalized Banks -SBI	12802940	17084028
450-21-02	Municipal Fund State Bank of Patiala, Shimla	85000	0
450-22-01	Other Scheduled Banks-HDFC Bank	476052	69833
450-23-01	Scheduled Co-operative Banks-HPSCB (Main)	12906121	5408513
450-23-02	Municipal Fund- H.P. State Co-Op .Bank, The Mall Sml	52472	135555
450-23-03	Municipal Fund Schedule Co-Op. Bank-HPSCB, Shimla	11951	0
<b>Sub-Total</b>		<b>26334536</b>	<b>22697929</b>
<b>Balance with Bank - Special Funds</b>			
450-41-01	Nationalized Banks-State Bank of Patiala	0	52611
450-41-02	Nationalized Banks-PNB (Main)	2695592	993340
450-41-03	Special Fund- SBI (P&G Fund)	4298966	3316796
450-43-01	Scheduled Co-operative Banks-HPSCB (Main) GP Fund	6603427	7237442
<b>Sub-Total</b>		<b>13597985</b>	<b>11600189</b>

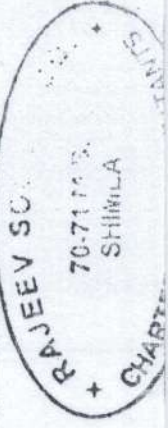


Balance with Bank - Grant Funds			
450-61-01	Nationalized Banks-PNB (Main)	0	0
450-61-02	Nationalized Banks-PNB (Near Lift)	6801241	103815
450-61-03	Nationalized Banks-UCO Bank (Main)	151486	145589
450-61-04	Nationalized Banks-District Treasury Shimla (PLA)	1087553	1856390
450-61-05	Grant Fund- Indian Bank The Mall Shimla (JNNURM)	6490081	19507729
450-61-06	Grant Fund -SBI Shimla (ESCROW ACCOUNT)	18512686	16738672
450-61-07	Punjab & Sinc Bank, The Ridge, Shimla	1959	181930.00
450-61-08	Indian Bank (Socio. Eco. Census Account)	4261	37103.00
450-61-09	Central Bank of India (Zero Waste Project)	225459	6700.00
450-61-10	SBI, Lower Bazar, Shimla (JNNURM-EU)	12773012	0.00
450-62-01	Grant Fund-J and k Bank, The Mall, Shimla (JNNURM)	3342866	2297151
450-62-02	Grant Fund (JNNURM)- ICICI Bank, Shimla	4291454	2735830
450-62-03	Grant Fund-J and k Bank, Shimla (JNNURM - PIU)	778007	1313273
450-62-04	J&K Bank, Shimla (JNNURM - ASHIANA)	1595021	452165.00
450-62-05	ICICI Bank Shimla (JNNURM Ashiana-II)	1926321	0.00
450-62-06	HDFC Bank Shimla (JNNURM-RAY)	2222931	0.00
450-62-07	Indusind Bank, Shimla (JNNURM-e-Gov.)	5042663	0.00
450-63-01	Scheduled Co-operative Banks-HPSCB (JNNURM)	1863	3670
<b>Sub-Total</b>		<b>65248864</b>	<b>45380017</b>
<b>Total Cash and Bank Balances</b>		<b>105181385</b>	<b>79678135</b>



**Schedule B-18: Other Current Assets [Code 460]**

Code No.	Particulars	Balance outstanding at the end of the Current year (₹)	Balance outstanding at the end of the Previous year (₹)
1	2	3	4
460-10-01	Loans and advances to employees- HBA	0	4400
460-10-02	Loans and advances to employees- Conveyance	27657	17289
460-10-03	Loans and advances to employees- Computer Advance	0.00	0.00
460-10-04	Loans and advances to employees- Festival Advance	0	-350
460-10-05	Loans and advances to employees- Vehicle Advance	0	8250
460-10-06	Loans and advances to employees- Warm Clothing advance	2760896	636916
460-10-07	Loans and advances to employees-Medical Advance	107435	447855
460-10-08	Loans and advances to employees- Others	0.00	0.00
460-20-01	Employee Provident Fund Loans	0	634139
460-40-01	Advance to Suppliers and Contractors-Public Works	698750	698750
460-40-02	Advance to Suppliers and Contractors-Stores	8124375	2548835
460-40-03	Advance to Suppliers and Contractors-Material Issued to Contractor's/Store	0.00	0.00
460-50-01	Advance to others -Permanent Advances	36342	39944
460-50-02	Advance to Others-Advance against Projects	12808626	53017213
460-50-03	Advance to Others-Advance against Scheme	4968820	4968820
460-50-05	Advance to others -Temporary Advance to HODs	151205642	144282714
460-60-01	Advance to others-Deposit with External agencies (Electricity)	20551684	22400086
460-60-02	Advance to others-Deposit with External agencies(Telephones)	8621	8621
460-60-03	Deposit with External Agencies-Water	16116827	16116827
460-60-04	Deposit with External Agencies-Petrol Pumps	2200	2200
460-60-05	Deposits with External Agencies- Others	25887	0
	<b>Sub- Total</b>	<b>217443762</b>	<b>245832509</b>
461-20-01	Less: Accumulated Provisions against Loans Advances and Deposits(Schedule B-18 (a))	0.00	0.00
<b>Total</b>	<b>Loans, Advances and Deposits</b>	<b>217443762</b>	<b>245832509</b>

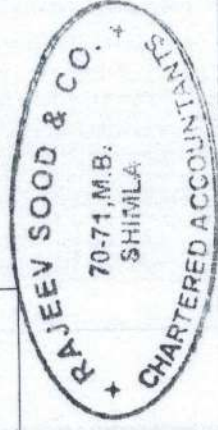


Schedule B-18 (a): Accumulated Provisions against Loans, Advances and Deposits (Code No 461)

Code No.	Particulars	Current Year Amount (₹)	Previous Year Amount (₹)
1	2	3	4
461-10-01	Loan to others	0.00	0.00
461-20-01	Advances	0.00	0.00
461-30-01	Deposits	0.00	0.00
Total Accumulated Provision		0.00	0.00

Schedule B-19: Other Assets (Code No 470)

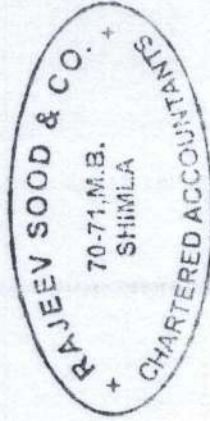
Code No	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
470-10-01	Deposit Works -Civil Work	298770	298770
470-10-02	Deposit Works -Electrical Work	0	0
470-10-03	Deposit Works- Other	29609	29609
470-40-01	Suspense Account	0	0
Total Other Assets		328379	328379





Schedule B-20: Miscellaneous Expenditure (to the extent not written off) [Code No 480]

Code No	Particulars	Current year	Previous year
		Amount (₹)	Amount (₹)
1	2	3	4
480-10-01	Loan Issue Expenses Deferred	0.00	0.00
480-20-01	Discount on issue of loans	0.00	0.00
480-30-01	Deferred Revenue Expenses	165000	165000.00
480-90-01	Others	150000	150000.00
Total Miscellaneous Expenditure		315000	315000



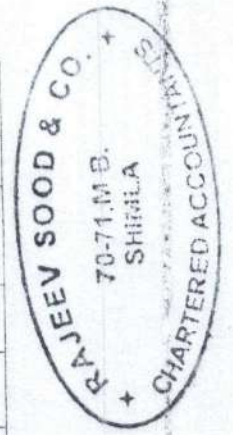
**SCHEDULES:- ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT**

**Schedule I-1: Tax Revenue [Code No. 110]**

Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1100101	Property Tax Residential Buildings	30093763	24211272
1100102	Property Tax Commercial Buildings	55760202	60379428
1100103	Property Tax Land	8111501	5151065
1100201	Water Tax	277518	74066
1100301	Sewerage Tax	8797118	7866085
1100701	Vehicle Tax	0	0
1100801	Tax on Animals	0	0
1101401	Show tax	288000	174250
<b>Total Tax Revenue</b>		<b>103328102</b>	<b>97856166</b>

**Schedule I-2 : Assigned Revenues & Compensation [Code No. 120]**

Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1201002	Taxes and Duties collected by others -Duty on transfer of Property	0	0
1201003	Taxes and Duties collected by others -Tax on Consumption of Electricity	3593391	2771817
1201004	Taxes & Duties Collected by other- Tax on Sale of Liquor	5435539	1278135
1202001	Compensation in lieu of Taxes/Duties- Compensation in lieu of Octroi/Development Grant	144867100	124447000
<b>Total Assigned Revenues &amp; Compensation</b>		<b>153896030</b>	<b>128496952</b>



Schedule I-3: Rental income from Municipal Properties [Code No. 130]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1301001	Rent from Civic Amenities-Markets	1378045	1655285
1301002	Rent from Civic Amenities-Shopping Complexes	17296268	16737691
1301005	Rent from Civic Amenities-Marriage/Community Halls	546560	832040
1301008	Rent from Civic Amenities-Labour Hostel	83390	79440
1302001	Rent from Office Buildings-Quarters	0	0
1303001	Rent from Guest-Houses	13140	9990
1304001	Rent from lease of Land	2933924	2853801
1308001	Other Rents-Lease Rentals Municipal Assets	566102.00	0.00
<b>Total Rental Income from Municipal Properties</b>		<b>22817429</b>	<b>22168247</b>

Schedule I-4 : Fees & User Charges - Income head-wise [Code No. 140]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1401001	Empanelment & Registration Charges-Carts	0	0
1401101	Licensing Fees-D & O	3585800	676580
1401102	Licensing Fees-Hawking	581400	883410
1401103	Licensing Fees-Shops	550505	758775
1401105	Licensing Fees-Staff Quarters	794872	484727
1401106	Licensing Fees-Plumbing License	93050	56450
1401108	Licensing Fees-Slaughtering	1156133	1050010
1401111	Fees & User Charges- License Fees- Others	68760	23816

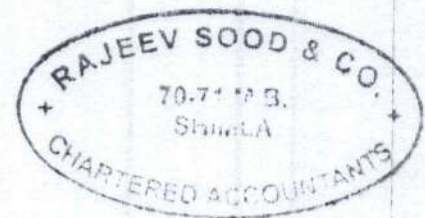
1401301	Fees for Certificates or Extract-Copying	65772	113015
1401302	Fees for Certificates or Extract-Birth & Death Certificate	162994	153228
1401303	Fees for Certificates or Extract-Occupancy Certificate	0.00	0.00
1401304	Fees for Certificate-Marriage	9015	37740
1401305	Fees for Certificates or Extract - Other	8255	5529
1401502	Regularization Fees-Regularization	324856	159143
1401503	Regularization Fees-Revalidation	0.00	0.00
1401504	Regularization Fees-Conversion Fees	3698604	2143028
1402003	Penalties and Fines-Surcharge	925673	794167
1402004	Penalties and Fines-Others	1107502	801139
1404001	Other Fees-Advertisement Fees	4068131	4642221
1404002	Other Fees-Tution Fees	0.00	0.00
1404006	Other Fees-Connection	2155150	1601600
1404007	Other Fees-Disconnection Charges	284006	35036
1404012	Other Fees-Fees for Job Porters	48490	12530
1404013	Other Fees-Compounding Fee	8715902	6130264
1404014	Other Fees-NOC Fee	394675	374573
1404015	Other Fees- Forest application processing Fees	242203	219300
1404016	Other Fees- Plantation Fees	241000	125000
1404017	Fees & User Charges-Other Fees-Green Fees on Vehicle	27161551	0
1405011	User Charges-Pay and Use Toilets	232222	211111
1405012	User Charges-Water Charges (Domestic)	23458798	28217556



1405014	User Charges-Water Tanker	470142	348550
1405015	User Charges-Meter charges	1673032	1774440
1405020	User Charges-Parking Fees	8742141	10627078
1405021	User Charges-Laboratory Charges	813365	914090
1405022	User Charges-Telephone Tower Charges	1314000	800000
1405023	User Charges-Connection Maintenance Charges	2740086	3034502
1405024	User Charges-Garbage Disposal Charges	0.00	0.00
1405025	User Charges-Medical Waste Disposal Charges	986019	1554225
1405026	User Charges-Water Charges (Commercial)	73004249	61112698
1406001	Entry Fees-Parks	194500	204100
1407001	Service/Administrative Charges-Service Charges	0.00	0.00
1407002	Service/Administrative Charges-Percentage on Deposit Works	0.00	46488.00
1407004	Service/Administrative Charges-Road Damage Recovery Charges	360970	505455
1407005	Service/Administrative Charges-Stacking Charges	15700	18100
1407007	Service/Administrative Charges-Plan Processing Charges	3095197	6702253
1407008	Fees & User Charges- Dumping Charges	6213900	0
1408001	Other Charges-Other Charges	463885	383963
<b>Total Fees &amp; User Charges</b>		<b>180222505</b>	<b>137735890</b>



Schedule I-5 : Sale & Hire Charges - Income head-wise [Code No. 150]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1501005	Sale of Products-Compost	1000.00	0.00
1501006	Sale of Products-Nursery Plant	7000.00	0.00
1501009	Sale of Products-Grass	27095	0
1501011	Sale of Products-Others	2001000	0.00
1501101	Sale of Forms & Publications-Tenders	203315	320700
1501103	Sale of Forms & Publications-Plans	40310	50295
1501105	Sale of Forms & Publications-Forms & Publication	175940	72625
1501201	Sale of stores & Scrap-Obsolete Stores	0.00	0.00
1501202	Sale of stores & Scrap-Obsolete Assets	806614	0
1501203	Sale of stores & Scrap-Sale of Stores	0.00	2250.00
1501204	Sale of stores & Scrap-Profit on sale of store	0.00	0.00
1503001	Sale of Others-Old Newspapers	3150	5596
1504002	Hire Charges for Vehicles- Others	33033	11127
1504101	Hire Charges on Equipments-Rollers	174000	201975
<b>Total Income from Sale &amp; Hire Charges -</b>		<b>3472457</b>	<b>664568</b>



Schedule I-6: Revenue Grants, Contributions & Subsidies [Code No. 160]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1601001	Revenue Grants- Development Grants	25017271	32316452
1601004	Revenue Grants-Water Works Maintenance Grant	0	0.00
1601005	Revenue Grants Contribution- Other Development Grant	81159033	102611065
1602001	Re-imbusement of Expenses-Salary of Health staff from CPWD	4674223	5406911
1603001	Contribution towards schemes.	0	0.00
<b>Total Revenue Grants, Contribution &amp; Subsidies</b>		<b>110850527</b>	<b>140334428</b>

Schedule I-7: Income from Investments - General Fund [Code No. 170]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1701001	Interest-Fixed Deposits	11100494	14819328
1708001	Other-Other Income	0	0
<b>Total Income from Investments</b>		<b>11100494</b>	<b>14819328</b>

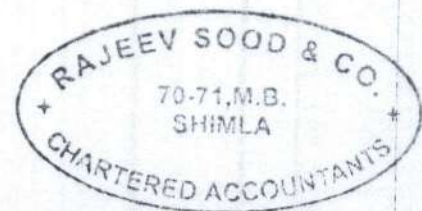


**Schedule I-8: Interest Earned [Code No. 171]**

Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1711001	Interest from Bank Account-SB Accounts	429389	676900
1712001	Interest on Loans and advances to employees-HBA	0	368
1712005	Interest on loans and advances to employees-Vehicle	0	1457
1712006	Interest on loans and advances to employees-Warm Clothing	0	0
1712007	Interest on loans and advances to employees-Others	0	0
1718001	Interest on Debtors and Other receivable-General Tax	2153245	853383
1718002	Interest on debtors and other receivable(Rent)	1869538	745598
1718003	Others-Others	10151	2084
<b>Total. - Interest Earned</b>		<b>4462323</b>	<b>2279790</b>

**Schedule I-9: Other Income [Code No. 180]**

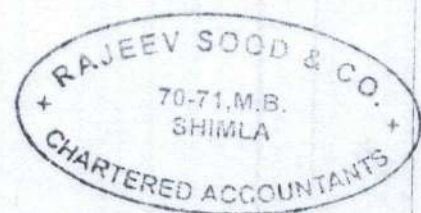
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
1801001	Deposit Forfeited-EMD	61924	17500
1801002	Deposit Forfeited-Security	134697	100000.00
1802001	Insurance Claim Recovery	19145	33999
1804001	Recovery From Employees	104482	225066
1808001	Miscellaneous-Income	1053806	551798.87
<b>Total Other Income</b>		<b>1374054</b>	<b>928364</b>





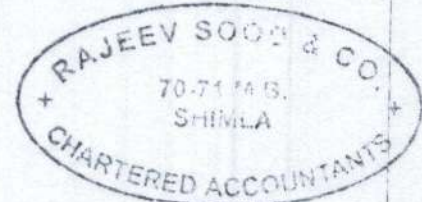
**Schedule I-10 : Establishment Expenses- [Code No. 210]**

Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2101001	Salary, Wages and Bonus-Salary & Allowance-Officers	13156262	11278055
2101002	Salary, Wages and Bonus-Salary & Allowances-Staff	280961576	271568020
2101003	Salary, Wages and Bonus-Wages	1542426	2337411
2101004	Salary, Wages and Bonus-Exgratia	497910	429566
2102002	Benefits and Allowances-LTC	0	0.00
2102003	Benefits and Allowances-Medical reimbursement	3919626	2543090
2102006	Benefits and Allowances-Uniform to Staff	5767	15696.00
2102007	Benefits and Allowances-Compensation to Staff	200000	0.00
2102008	Benefits and Allowances-Honorarium to Corporators	770100	646000
2102009	Benefits and Allowances-Honorarium to Officers and Staff	2850	0
2102010	Benefits and Allowances-Training	0	3030
2102012	Benefits and Allowances-HRD Activities	1515089	0
2102013	Benefits and Allowances-32% Share of Laboratory Income to Lab. Staff	0	197816
2103003	Pension-Pension Contribution	13302084	13970003
2103004	Pension-Pension Fund Deficit Contribution	36714967	15346235
2103005	Pension-Contribution to other Fund	6671629	6353439
2104001	Other Terminal & Retirement Benefits-Leave Encashment	10041081	3779912
2104002	Other Terminal & Retirement Benefits-Death cum Retirement Gratuity	5540979	5770579
<b>Total Establishment Expenses</b>		<b>374842346</b>	<b>334238852</b>



**Schedule I-11: Administrative Expenses [Code No. 220]**

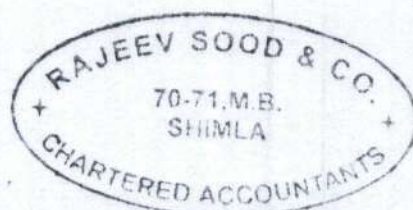
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2201001	Rent, Rates and Taxes- Rent	0.00	0.00
2201002	Rent, Rates and Taxes- Land Revenue	0 00	1288.00
2201003	Rent, Rates and Taxes- Land Revenue	438158	442381
2201101	Office maintenance-Electricity	1740673	1801523
2201102	Office maintenance-Water	207374	155927
2201104	Office maintenance-Internet Expenses	27298	47128
2201105	Office maintenance-Laboratory Expenditure	10606	206630
2201201	Communication Expenses-Telephone	693298	701940
2201202	Communication Expenses-Mobile	90429	112820
2202001	Books & Periodicals-Megasines	0.00	968.00
2202002	Books & Periodicals-Newspapers	50301	50081
2202003	Books & Periodicals- Journals	0.00	0.00
2202004	Books & Periodicals-Books	4550	22025
2202101	Printing and Stationery-Service Postage	37178	52285
2202102	Printing and Stationery-Printing	993492	550561
2202103	Printing and Stationery-Stationery	419183	444899
2202104	Computer consumables	162418	244880
2203001	Traveling & Conveyance-Fuel	0	0
2203002	Traveling & Conveyance-Traveling	293707	1312663
2203003	Traveling & Conveyance-Petrol & Diesel	1308344	1292336
2204001	Insurance	810720	1033522
2205001	Audit Fee	0	59228



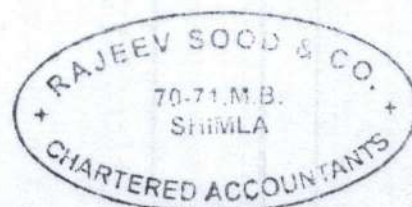
2205101	Legal Expenses-Legal Fees	599298	852794
2205103	Legal Expenses-Suit Compromises	11790	438110
2205301	Professional and other fees-Architect Fees	38974.00	397759.00
2205303	Professional and other fees-Technical Fees	45855.00	1945170.00
2205304	Professional and other fees-Consultancy Charges	8338097	4181120
2206001	Advertisement and Publicity-Hospitality Expenses	354194	794418
2206002	Advertisement and Publicity-Advertisement	2532697.	1472820
2206003	Advertisement and Publicity-Organization of Festival	23715	99231
2206101	Membership & Subscription	20000	20000
2208001	Expenditure on Urban Forestry	102528	300
2208002	Cremation of unclaimed Dead Bodies	34445	25990
2208003	Other Office Expenses	3779554	616223
<b>Total Administrative Expenses</b>		<b>23168876</b>	<b>19377020</b>

**Schedule I-12: Operations and Maintenance [Code No. 230]**

Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2301001	Power & Fuel	7549036	8724601
2302001	Bulk Purchases-Electricity	25528748	20471838
2302002	Bulk Purchases-Water	231112746	208285671
2303001	Consumption of Stores-Stores	0.00	0.00
2304001	Hire Charges- Machinery Rent	0.00	3500.00
2304002	Hire Charges-Others (Tanker)	0	45000
2305001	Repair & Maintenance Infrastructure Assets-Road & Bridges	22016311	30288444



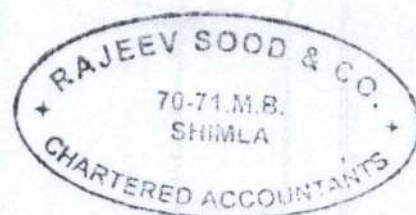
2305002	Repair & Maintenance Infrastructure Assets-Fly Overs	0.00	0.00
2305003	Repair & Maintenance Infrastructure Assets-Water Supply Lines	1276123	530475
2305004	Repair & Maintenance Infrastructure Assets-Street Lighting	27545	0
2305005	Repair & Maintenance Infrastructure Assets-Storm Water	1093444	1771447
2305006	Repair & Maintenance Infrastructure Assets-Drains	624041	1736649
2305008	Repair & Maintenance Infrastructure Assets-Sewerage Lines	986136	427760
2305009	Repair & Maintenance Infrastructure Asset-Footpath	8173214	9140747
2305010	Repair & Maintenance Infrastructure Assets-Others	670384	494614
2305101	Repair & Maintenance-Civic Amenities-Parks	818385.00	529472.00
2305104	Repair & Maintenance-Civic Amenities Playgrounds	0	0
2305106	Repair & Maintenance-Civic Amenities Parking lots	55954.00	3101.00
2305109	Repair & Maintenance-Civic Amenities Commercial Complex	10475	88907
2305115	Repair & Maintenance-Civic Amenities-Public Toilets	192451	863375
2305201	Repair & Maintenance-Buildings-Official Buildings	247935	287100
2305202	Repair & Maintenance-Buildings-Residential Buildings	908634	1036868
2305301	Repair & Maintenance-Vehicle	2520060	1585597
2305901	Repair & Maintenance-Others-Furniture Fixture	37921.00	75174.00
2305902	Repair & Maintenance-Others-Electrical appliances	20510.00	21618.00
2305903	Repair & Maintenance-Others-Office Equipment	37156	41940
2305904	Repair & Maintenance-Others-Other Fixed Assets	166250	111582
2305905	Repair & Maintenance-Others-Survey & Drawing Equipment	0.00	0.00
2308001	Other Operating & Maintenance expenses-Testing & Inspections	10000	16902
2308002	Other Operating & Maintenance expenses-Water Purification	0	97875



2308003	Other Operating & Maintenance expenses- Garbage Clearance	6877928	5880716
2308007	Other Operating & Maintenance expenses- Health Sanitation Works	27316	1050955
2308008	Other Operating & Maintenance expenses- Others	0	932970
<b>Total Operations &amp; Maintenance Expenses head wise</b>		<b>310988703</b>	<b>294544898</b>

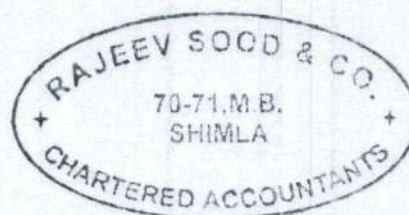
Schedule I-13: Interest & Finance Charges [Code No. 240]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2405001	Interest on Loan from Banks & other Financial Institutions	43668	0
2406002	Other Interest- Hire Purchases	0 00	0 00
2407001	Bank Charges	13737	3067
2408001	Other Finance Expenses-Discout on early/prompt payment	2359556	7786097
<b>Total Interest &amp; Finance Charges</b>		<b>2416961</b>	<b>7789164</b>

Schedule I-14: Programme Expenses [Code No. 250]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2502001	Own Programme	109634	72727
2503001	Share in Programme of others	35336.00	0
<b>Total Programme Expenses</b>		<b>144970</b>	<b>72727</b>



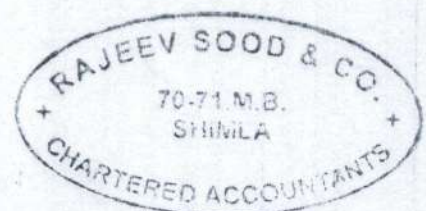
Schedule I-15: Revenue Grants, Contributions & Subsidies [Code No 260]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2601003	Revenue Grants for-Health & others	1771885	53820
2602001	Revenue Contribution-Water Works	0	0
2602003	Revenue Grants for-Health & others	0	0
2603001	Revenue Subsidies-Water Works	0	0
2603002	Revenue Subsidies-Road & Buildings	0	0
2603003	Revenue Grants for-Health & others	92500	118707
<b>Total Revenue Grants, Contributions &amp; Subsidies</b>		<b>1864385</b>	<b>172527</b>

Schedule I-16: Provisions & Write off [Code No. 270]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2701001	Provision for outstanding Property Taxes	0.00	0.00
2701006	Provisions for outstanding Water Taxes	0.00	0.00
2701005	Provision for outstanding sewerage Tax	0.00	0.00
2701004	Provision for outstanding Fees & User Charges-Rent	0.00	0.00
2703007	Revenue written off - Rent	0.00	0.00
<b>Total Provisions &amp; Write off</b>		<b>0.00</b>	<b>0.00</b>



Schedule I-17: Miscellaneous Expenses [Code No. 271] (a)			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2711001	Loss on disposal of Assets	0.00	0.00
2712001	Loss on disposal of Investments	0.00	0.00
2713001	Decline in Value of Investments	0.00	0.00
Total Miscellaneous Expenses		0.00	0.00

Schedule I-16: Depreciation [Code No. 272] (b)			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2722001	Depreciation-Buildings	67989414.00	74061711.93
2723001	Depreciation-Roads & Bridges	51192860.00	55252236.45
2723101	Depreciation-Sewerage and Drainage	12194178.00	10897924.55
2723201	Depreciation-Waterways	8254878.00	8465299.10
2723301	Depreciation-Public Lighting	7617907.00	7994442.65
2724001	Depreciation-Plant & Machinery	1534176.00	1401922.95
2725001	Depreciation-Vehicles	5304525.00	4422037.20
2726001	Depreciation-Office & Other Equipments	589312.00	531774.08
2727001	Depreciation-Furniture, Fixtures, Fittings and Electrical Appliances	131340.00	126339.10
2728001	Depreciation-Other Fixed Assets	2508002.00	1963159.88
Total Depreciation		157316592.00	165116847.89



Schedule I-18: Prior Period Items (Net) [Code No. 280]			
Code of Account	Particulars	Current year Amount (₹)	Previous year Amount (₹)
1	2	3	4
2802001	Period Period Items-Other Revenues	-799655	-797933
2804001	Period Period Items-Other Income	0	-75841
	<b>Sub Total Income (a)</b>	<b>-799655</b>	<b>-873774</b>
	<b>Expenses</b>		
2805001	Refund of Taxes-All Type of Taxes	2440715	2030096
2806001	Refund of Other Revenues-Water Supply	5120	0
2806002	Refund of Other Revenues-Rent	0	0
2808001	Prior Period Items-Other Expenses	544111	3818817
	<b>Sub Total Expenses (b)</b>	<b>2989946</b>	<b>5848913</b>
	<b>Total Prior Period (Net) (a-b)</b>	<b>2190291</b>	<b>4975139</b>





# INTERNAL AUDIT REPORT 2012-13

## (A) Observation Related to Finance & Account

### 1) ADVANCES TO HEADS OF DEPARTMENT:-

This Para is being repeated since long and apparently no action is being taken in this respect, and it may be stated that the assets of the Corporation are overstated to this extent.

Advances to Heads of Department & Others amounting to ₹ 21,74,43,762/- stand unadjusted. The nature of advance is also not ascertainable. According to the management the amount represents advance paid to contractors and suppliers against which Bills have not been received/processed. Fixed assets and Income & Expenditure account is understated to this extent and the corresponding depreciation on such capitalization has also not been provided for in the books of accounts.

The ageing of advances and receivable has not been done. Some of advances, as per our observation, still stand from 1945. Special efforts are required, such as the constitution of separate committee to get rid of such fictitious assets appearing in the balance sheet. Monthly reconciliation should be made regarding adjustment of advance paid to various Departments and necessary correspondence should be made with concerned department regarding adjustment of advances given and also to fix the responsibility of each department regarding adjustment of such advances. This Para is appearing in the report since 2006-07 and nothing is being done on this front. Priority needs to be accorded so that these fictitious advances are booked in respectable heads or steps are taken for recovery of the advance against which work has not been done. This Para is being repeated since long and apparently no action is being taken in this respect.

### 4) INTERNAL CONTROL SYSTEM REGARDING VOUCHERS

It has been observed that proper procedure regarding preparation, verification, approval and posting of vouchers has been followed. The Financial Accounting Software need to be updated so that confirmation, processing and updating is done on real time basis. There are certain bugs in the software developed which make the system prone to errors. Due diligence may be exercised and the beta version of the software be now finalized after cleansing all the glitches.

### 5) UNSPENT GRANTS

It is observed that a substantial amount of grants received remain unspent. The amount of unspent grants as on 31.3.2013 stood at 65,39,51,447/-. The terms and conditions of the grants sanctioned and disbursed are not fulfilled and there are possibilities of recall of such grants and also forfeiture of the unspent and unclaimed portion of the grants. Separate receipt and disbursement account for each grant should be kept in a memorandum register and utilization certificates should be got audited on periodical basis.



## (B) Observation Related to Water Works Department

1. Municipal Corporation is not making any payment on account of Bulk Purchase of water from I&PH Department as a result of which this liability is increasing continuously.

During the current Financial Year State Govt. has deducted a sum of Rs.36.22 lac from Development Grant released to Municipal Corporation and directly paid to I&PH Department towards this liability:-

Rupees in lac							
Sr. No.	Deptt. to which liability is payable	Amount outstanding as on 31.3.2012	Addition during the year (2012-13)	Payments during the year (2012-13)	Amount outstanding as on 31.3.2013	Increase in Amount	%age of Increase
1	I&PH Deptt.	11265.71	2311.12	36.22	13540.62	2274.90	20.19%

The amount Payable to I&PH Deptt. upto 31.3.2013 is ₹ 1,35,40,61,730/-.

To avoid penalties and interest, payments should be made in time and adequate budgeting and contingent plans may be drawn to discharge such colossal liabilities as a measure of financial prudence to avoid unnecessary complications arising because of crippling of cash flow position, or else policy decision should be taken in consultation with the Government to get this amount waived.

1. It is further noticed that Monthly, Quarterly and yearly reporting relating to receivables of water charges is not being furnished to accounts department by water works department. Due to these reasons it becomes difficult to Accounts Department to pass proper entries, which are based on such reporting.
2. It is observed that internal control system is not followed by store department. In store department, one official is dealing with purchases of material, receipt of material, issue of material and verification of material. This practice is required to be discontinued forthwith and follow the prescribed procedures to make internal control system more effective.
3. It is observed that the stock in hand includes considerable stock of obsolete items lying in the stores. Carrying costs of such material is substantial on account of interest on blocked investment, usage of space etc.
4. It has been observed that proper register of Fixed Assets has not been maintained in water works department. So it becomes difficult to identify amount of capital expenditure incurred during the year on various fixed assets and fixed assets created during the year.
5. Security Register in respect of Water Connection is not being maintained by the Department. Security received on account of water connection is not the income of the Corporation. It is liability and is refunded to the concerned party on

demand. It becomes very difficult at the Accounts level to refund water security without the proper record.

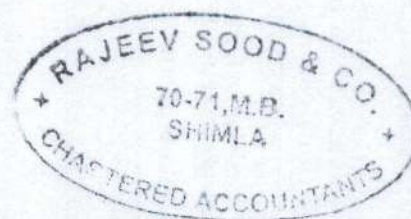
6. Aging of receivables of water charges (arrears of water charges) have not been made available by the department. Due to which provisions against receivables of water charges have not been made as on 31.3.2013.

### (C) Observation Related to Public Works Department

1. It is observed that internal control system is not followed by store department. In store department, one official is dealing with purchases of material, receipt of material, issue of material and verification of material. This practice is required to be discontinued forthwith and follow the prescribed procedure to make internal control system more effective.
2. We have further noted that material issued recorded in the Measurement book is not verified by the Appropriate authority.
3. It is further noticed that Monthly, Quarterly and yearly reporting to accounts department are not provided by water works department. Due to these reasons it becomes difficult to accounts department to pass proper entries, which are based on such reporting.
4. It has been observed that proper register of Fixed Assets has not been maintained in public works department. So it becomes difficult to identify amount of capital expenditure incurred during the year on various fixed assets and fixed assets created during the year.
5. It is observed that liability towards HPSEB on accounts of Street Light Bills is increasing year to year. During the current financial year State Govt. has deducted a sum of Rs.101.41 lac from Development Grant released to Municipal Corporation and directly paid to HPSEB. A sum of Rs.35.93 lac i.e. income of the Corporation on account of consumption of electricity @ 2 paise per unit collected by the HPSEB and Rs. 105.41 on account of income of the corporation from lease money have been adjusted against this liability by the Board:-

Sr. No.	Deptt. to which liability is payable	Amount outstanding as on 31.3.2012	Addition during the year (2012-13)	Payments during the year (2012-13)	Amount outstanding as on 31.3.2013	Rupees in lac	
						Increase/ Decrease in Amount	%age of Decrease
1	HPSEB	572.70	98.75	242.75	428.70	- 144.00	- 25.14%

The amount of liability payable to HPSEB up to 31.3.2013 is ₹ 4,28,70,095/-.



## **(D) Observation Related to Tax department**

It is observed that following information has not been provided by Tax department on Monthly, Quarterly and Yearly basis as required as per SMCAM. Due to these reasons it becomes difficult to accounts department to pass proper entries, which are based on such reporting.

### **1. Recording of demand raised**

A Summary Statement of Bills Raised shall be prepared ward-wise and tax-head-wise, in Form P&OT-1 on monthly basis within 7 days from the end of the previous month and required to be sent to the Accounts Department.

### **2. Recording of Change in assessments**

Any demand raised earlier may undergo changes by court order / by the order of Commissioner / by any other competent authority. This may either lead to increase or decrease in demand amount. A summary statement of all changes in Demand Raised shall be prepared, in Form P&OT- 2 on monthly basis within 7 days from the end of the previous month and required to be sent to the accounts department.

### **3. Recording of break-up of collections**

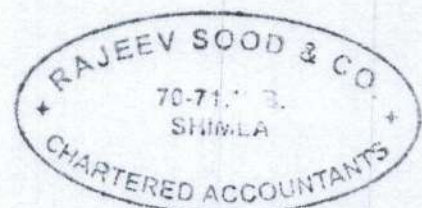
A Summary Statement of Year-wise/ Head-wise Collection of Property & Other Taxes in Form P&OT-3 on a monthly basis shall be prepared and sent to the Accounts Department to record the details of collection. Interest on delayed payment may be charged to the tax payer in accordance with relevant provisions. Interest shall be recognised as income only on collection.

### **4. Recording of refunds/remissions payable**

A Summary Statement of Refunds and Remissions in Form P&OT- 4 on a monthly basis shall be prepared. Refunds/Remissions pertaining to prior period shall be identified separately and required to be sent to the accounts department.

### **5. Recording of write-offs**

If for any reason, it is decided by the Shimla Municipal Corporation to write-off property and other taxes, which was earlier treated as an income, the write off shall be adjusted against the provision made and the necessary accounting entry will be passed based on summary statement of write off in form P & OT-5 . These statements are required to be sent to accounts department on monthly basis.



## 6. Provisions for doubtful receivables

Aging of receivables of Property Taxes (arrears of Property Taxes) have not been made available by the department. Due to which provisions against receivables of property taxes have not been made as on 31.3.2013.

### (E) Observation Related to Health Department

It is observed that following information has not been provided by Health department on Monthly, Quarterly and Yearly basis as required as per SMCAM. Due to these reasons it becomes difficult to Accounts Department to pass proper entries, which are based on such reporting.

#### 1. Recording of demand raised

A Summary Statement of Bills Raised shall be prepared ward-wise and head-wise, in Form OTH-1 on monthly basis within 7 days from the end of the previous month and required to be sent to accounts department.

#### 2. Recording of break-up of collections

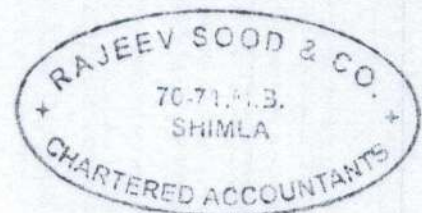
A Summary Statement of Year-wise/ Head-wise Collection of incomes in Form OTH-2 shall be prepared on a monthly basis by the respective departments and sent to the Accounts Department to record the details of collection.

#### 3. Recording of refunds/remissions payable

A Summary Statement of Refunds and Remissions in Form OTH - 3 shall be prepared on a monthly basis. Refunds / Remissions pertaining to prior period shall be identified separately and required to be sent to the accounts department.

#### 4. Recording of Write-offs

If for any reason, it is decided by the Shimla Municipal Corporation to write-off any Other Income dues, the details of the write off has to be entered in the 'Statement of Write off' by the respective departments in Form OTH - 4. This form has to be prepared on a monthly basis and forwarded to the Accounts Department.



## (F) Observation Related to Estate Branch

It is observed that following information has not been provided by Estate Branch on Monthly, Quarterly and yearly basis as required as per SMCAM. Due to these reasons it becomes difficult to accounts department to pass proper entries, which are based on such reporting.

### 1. Recording of demand raised.

A Summary Statement of Bills Raised shall be prepared ward-wise and head-wise, in Form OTH-1 on monthly basis within 7 days from the end of the previous month and required to be sent to accounts department.

### 2. Recording of break-up of collections.

A Summary Statement of Year-wise/ Head-wise Collection of various other incomes in Form OTH-2 shall be prepared on a monthly basis by the respective departments and sent to the Accounts department to record the details of collection.

### 3. Recording of refunds/remissions payable.

A Summary Statement of Refunds and Remissions in Form OTH - 3 shall be prepared on a monthly basis. Refunds / Remissions pertaining to prior period shall be identified separately and required to be sent to the accounts department.

### 4. Recording of Write-offs.

If for any reason, it is decided by the Shimla Municipal Corporation to write-off any Other Income dues, the details of the write off has to be entered in the 'Statement of Write off' by the respective departments in Form OTH - 4. This form has to be prepared on a monthly basis and forwarded to the Accounts Department.

### 5. Provisions for doubtful receivables

Aging of receivables of Rent (arrears of rent) have not been made available by the department. Due to which provisions against receivables of rent have not been made as on 31.3.2013.

6. All figures have been regrouped and rounded off to nearest rupee.



### (G) Observation Related to I-T Cell

At the time of pre audit we have observed that accounting software prepared by M/S Technorite Company is not fully developed. Following reports are not yet generated in computer software.

- i) Receipt and Payment Account
- ii) Relation between Budget and Actual Receipts and Expenditure
- iii) Balance Sheet
- iv) Schedule of Final Account
- v) Bank Reconciliation with Statement of Bank
- vi) Ratio Analysis
- vii) Cash flow statements.
- viii) Budgeting & MIS Reports
- ix) Software Reports of Water Supply, Rent and Property Tax Departments are not showing the actual position of amount received during the year, arrears and advance collection.

Due to this inconvenience it become difficult to us to conduct audit in computer based accounting environment.

Place: Shimla

Date: 6.1.2015



**SHIMLA MUNICIPAL CORPORATION  
BALANCE SHEET AS ON 31.3.2013**

Code No.	Description of Item	Schedule No	Current Year Amount (₹ in lac)	Previous Year Amount (₹ in lac)
	<b><u>LIABILITIES</u></b>			
	<b><u>Reserve &amp; Surplus</u></b>			
310	Municipal General Fund	B-1	30903.98	33718.07
311	Earmarked Funds	B-2	2561.82	2249.31
312	Reserves	B-3	1403.55	1142.37
	<b>Total Reserves &amp; Surplus</b>		<b>34869.34</b>	<b>37109.75</b>
320	Grants, Contribution for Specific Purposes	B-4	6539.51	6094.82
	<b><u>Loans</u></b>			
330	Secured Loans	B-5	223.87	202.54
331	Unsecured Loans	B-6	0.00	0.00
	<b>Total Loans</b>		<b>223.87</b>	<b>202.54</b>
	<b><u>Current Liabilities &amp; Provisions</u></b>			
340	Deposit Received	B-7	346.23	337.03
341	Deposit Works	B-8	49.38	0
350	Other Liabilities ( Sundry Creditors)	B-9	14229.15	11909.53
360	Provisions	B-10	0.00	0.00
	<b>Total Current Liabilities &amp; Provisions</b>		<b>14624.76</b>	<b>12246.56</b>
	<b>TOTAL LIABILITIES</b>		<b>56257.48</b>	<b>55653.67</b>





<b><u>ASSETS:-</u></b>				
410	<b>Gross Block</b>	B-11	55826.18	44800.55
411	<b>Less:- Accumulated Depreciation</b>		13537.18	1651.17
	<b>Net Block</b>		42289.00	43149.39
412	Capital Work in Progress		1167.28	391.23
	<b>Total Fixed Assets</b>		<b>43456.28</b>	<b>43540.61</b>
	<b><u>Investments</u></b>			
420	Investments General Fund	B-12	945.83	1507.90
421	Investment Other Funds	B-13	6472.66	5696.21
	<b>Total Investments</b>		7418.49	7204.11
	<b><u>Current Assets Loans &amp; Advances</u></b>			
430	Stock in Hand (Inventories)	B-14	60.62	167.32
431	Sundry Debtors (Receivables) Gross	B-15	2089.41	1480.10
	Amount Outstanding			
432	Less:- Accumulated Provisions against		0.00	0.00
	Bad & Doubtful Receivables			
	<b>Net Amount Outstanding</b>		<b>2089.41</b>	<b>1480.10</b>
440	Prepaid Expenses	B-16	0.00	0.00
450	Cash and Bank Balance	B-17	1051.81	796.78
460	Loans, Advances & Deposits	B-18	2174.44	2458.33
461	Less:- Accumulated Provisions against		0.00	0.00
	Loans			
	<b>Net Amount Outstanding</b>		<b>2174.44</b>	<b>2458.33</b>
	<b>Total Current Assets, Loans &amp; Advances</b>		<b>5376.28</b>	<b>4902.52</b>
470	Other Assets	B-19	3.28	3.28
480	Miscellaneous Expenditure (to the extent not written off)	B-20	3.15	3.15
	Notes to Accounts	B-21		
	<b>TOTAL ASSETS</b>		<b>56257.48</b>	<b>55653.67</b>

Commissioner  
M.C. Shimla.

Assistant Commissioner  
M.C. Shimla

Accounts Officers  
M.C. Shimla

Place: Shimla  
Date: 6.1.2015

For: Rajeev Sood & Co.  
Chartered Accountants

