

*Minutes of the entry meeting held on 01.02.2018 in the chamber of the
Chairman, Basirhat Municipality, North 24 Parganas*

An entry meeting between the audit party and the Municipality, headed by the Chairman was held today in the chamber of the Chairman. The meeting was presided over by the Chairman.

At the beginning the Chairman welcomed the audit party on behalf of the Municipality. The Staff of the Municipality introduced the audit party with all the members present in the meeting.

Shri Jagabandhu Barik, Audit Officer of the audit party apprised the Chairman that the transaction audit and Accounts Audit of the Municipality will be conducted for the year 2016-2017. Shri Barik requested the Chairman to issue direction to all staff members to furnish the basic records /registers /information/replies of the audit observations promptly to facilitate completion of audit within the scheduled time-frame.

The Chairman assured to look into the matter in furnishing records and replies to the audit party as promptly as possible so that audit can be conducted smoothly within the scheduled time frame.

At the end of the meeting the Chairman assured the audit party that every possible co-operation will be extended for smooth conduct of audit.

The meeting ended with a vote of thanks to the chair.

Jagabandhu Barik
Jagabandhu Barik 01/02/18
Audit Officer

जगबन्धु बारिक / JAGABANDHU BARIK
लेखा परीक्षा अधिकारी
Audit Officer
O/o. the Pr. AG (G & SSA), W.B.
Local Audit Department
2, Govt. Place (West), Kolkata-700 001

Basirhat
Chairman
Basirhat Municipality

**Minutes of the exit meeting held on 06.03.2018 in the chamber of the
Chairman, Basirhat Municipality, North 24 Parganas**

An exit meeting between the audit party and Basirhat Municipality was held on 06.03.2018 at 2.00 p.m. in the chamber of the Chairman. The meeting was presided over by the Chairman.

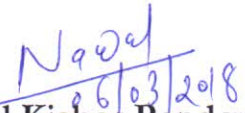
Shri Nawal Kishor Panday, Assistant Audit Officer on behalf of the Audit team briefly apprised the Chairman on the observations of audit in respect of the audit of the transactions & accounts of Basirhat Municipality for the year 2016-17.

The Chairman appreciated the observations of audit and directed all the departmental heads to take corrective measures to meet the issues pointed out by audit.

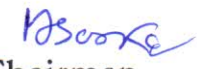
Shri Nawal Kishor Panday, Assistant Audit Officer, on behalf of the audit party expressed thanks to the Chairman, all Officers and Staff members of Basirhat Municipality for extending their cooperation in conducting the audit smoothly.

At the end of the meeting the Chairman also expressed thanks to the audit party on behalf of the Municipality for conducting audit and for the valued audit observations.

The meeting ended with a vote of thanks from both the ends.


Nawal Kishor Panday
Assistant Audit Officer

Nawal Kishor Panday
Assistant Audit Officer
O/o the Pr. AG(G & SSA), W.B.
Local Audit Department
2, Govt. Place (West), Kolkata- 700 001


Chairman
Basirhat Municipality