



# Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

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**MEMO NO. 4345A /BM/Internal Audit**

**Dated 10.03.2017**

To,  
C. Bhattacharyya & Associates  
Flat-2C, 2<sup>nd</sup> Floor,  
Kolkata-700107

**Sub:** - Conducting Internal Audit for the financial year 2014-15 & 2015-16 under Bankura Municipality.

**Ref :-** N. I. Q. NO.1 / BM / Internal Audit / 2016-2017 Dated: 20.02.2017

## LETTER OF WORK ORDER

Dear Sir,

In reference to the above, your quoted rate for conducting the Internal Audit for the financial year 2014-15 & 2015-16 to achieve the milestone set under AMRUT related to augmenting Double Entry Accounting and for claiming performance grant under 14<sup>th</sup> FC Grant under Bankura Municipality @ Rs.35,000.00 (Rupees Thirty Five Thousand) per year is lowest and has been accepted by the undersigned.

So, you are requested to please arrange necessary steps for the said work with intimation to this office and work done as per concerned department direction and submitting all the requisite papers relating to this internal audit for the specified period within 90days from issuing this work order.

This order is valid for 7days from issuing this letter, in the mean time you are requested to communicate with the respective department for conducting the work.

Thanking you.

*May 10-03-17*  
Chairman  
Bankura Municipality  
**Chairman**  
**Bankura Municipality**

**Memo no: 4345A /(5)/BM/Internal Audit**

**Dated 10.03.2017**

Copy forwarded for kind information and taking necessary arrangements to:

1. The Executive Officer of Bankura Municipality
2. The Head clerk of Bankura Municipality
3. Nodal Officer, AMRUT, Bankura Municipality
4. The Accountant of Bankura Municipality
5. Respective file

*May 10-03-17*  
Chairman  
Bankura Municipality  
**Chairman**  
**Bankura Municipality**