

Accounting & Reporting System of Local Governments (Applications)

Summer-2022

SOLUTION

ACCOUNTING AND REPORTING SYSTEM OF LOCAL GOVERNMENTS (APPLICATION)

AGP Sector

**Q.1. Prepare a bank reconciliation statement from the following data as on 31.12.2021.
(10 Marks)**

Balance per cash book	213,695
Add un-presented cheque	34,875
Add bank interest	7,965
Add deposit by client	325,775
Less cheque dishonored by bank	(110,350)
Add uncollected cheque	365,195
Less deduction of service charges	(315)
Balance as per Bank statement	836,840

Q. 2. Prepare Establishment Check Register from the following data: (15 Marks)

Posts	Sanctioned strength	Posted strength	Permanent	Contract	Shortage/ excess	Post vacant
B-14	2075	1943	1943	--	(-) 132	132
B-16	520	547	547	--	(+) 27	--
B-17	135	97	97	--	(-) 38	38

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Q. 3. Prepare 2nd running account bill of a development work executed by the Executive Engineer from the data given below: (Marks 25)

[illegible]

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- Q. 4. Following Draft Para was issued by the Director General, Audit. Prepare suitable reply for consideration by the Public Accounts Committee. (Marks 10)**

“OVER PAYMENT DUE TO APPLICATION OF HIGHER RATE RS1.858 MILLION”

Executive Engineer Building Division No. 1 Rawalpindi paid an item of work “Providing and Fixing CI spun pipe 4” diameter” at a higher rate of Rs970 per Rft. for 3868.39 raft instead of admissible rate of Rs490.75 per Rft. provided in the contract agreement.

Weak financial controls resulted in overpayment of Rs1.858 million.

Audit pointed out the overpayment in September 2018.

The para was discussed in SDAC meetings held in January 2019. The department stated that item was paid as per approved rate of Rs970 per Rft. Audit informed that the rate of Rs450 was approved in Technical Sanctioned Estimate. The Committee directed the department to get the matter probed by Superintending Engineer concerned and fix responsibility along with recovery within 15 days. Compliance of the Committee’s directive was not reported till finalization of the report.

Audit recommends early recovery besides fixing responsibility for allowing payment beyond the agreed rate.

Reply

In this connection, it is submitted that the item CI spun pipe 4” diameter is different from the item quoted by the audit. The rate analysis of the above item was got prepared and approved by the competent authority. The copy of the rate analysis has also been provided to audit for verification. Furthermore, the payment has been as per rates offered by the contractor and approved by the competent authority as per contract agreement. The cost pointed out by the audit was mentioned in the rough cost estimate due to typing mistake. Furthermore, rough cost estimate is prepared for analyzing the cost of the project for the purpose of administrative approval but the detailed estimates are got approved as per site requirement. The detailed estimate has also been sanctioned by the competent authority wherein the cost of the above item has been approved for Rs970/-. It is therefore requested that the audit objection may be dropped.

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Q. 5. Define the rights available to citizens under Punjab Local Government Act, 2019. (10 Marks)

According to section 62 (1) subject to the provision of sub section (2) and (3) below, every meeting of the council, committee and sub-committee shall be open to the public.

(2) the convener presiding over a meeting referred to in sub section (1) may exclude public from whole or part of the proceedings of a meeting if majority of the councilors present there at consider that public information of the proceedings of the meeting shall be prejudicial to public interest by reason of confidential nature of business to be transacted at the meeting.

(3) Nothing in sub section (1) shall affect or derogate the power of convener to exclude a person from the meeting for the purpose of suppressing or preventing disorderly conduct or other misbehavior at, or disturbance of the meeting.

Further according to section 304 (1) subject to such reasonable restrictions as may be prescribed every resident may seek any information which is in the possession of the respective local government.

(2) It shall be the duty of the local government to provide full and correct information referred to in sub section (1) within fourteen days of receipt of every request.

(3) such information, which the government may from time to time direct, shall as far as possible, be displayed at a prominent place within the premises of the office of the local government for access by the citizens.

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Q. 6. What course of action is required to be taken by the Chief Officer of Local Government when an illegal order or instruction is issued by the Council or any of its committees or sub-committees? (10 Marks)

According to section 47 (1) of the Punjab Local Government Act, where in the opinion of the Chief Officer or any other officer or servant of the local government, any resolution of the council or any of its committees or sub-committees, or any decision, order, instruction or act of the head of the local government, convener or a councilor is not in accordance with this Act or any other law for the time being in force, or is motivated, or is likely to lead to wasteful or improper expenditure, or is likely to lead to the breach of peace or cause injury or annoyance to the public or any class or body of persons or is otherwise prejudicial to the public interest, he shall :

- a) In case of him being the Chief Officer, refer every such resolution, decision, order, instruction or act in writing, along with the grounds of his opinion, to the Government for decision;
- b) In case of him being any other officer, send every such resolution, decision, order instruction or act in writing alongwith the grounds of his opinion to the Chief Officer who shall after recording his own opinion in the matter, forward the same to the Government.

(2) The Government shall after the notice and inquiry, decide every reference of the Chief Officer received under this section and such decision shall be final as regards to the validity of the resolution, decision, order, instruction or act.

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Marks – 20

Duration: 30 minutes

Objective 20 marks

Additional Time – 15 min for Reading

(Instructions)

- Ensure that the question paper delivered to you is the same, in which you intend to appear.
 - Read the instructions given on the title page of Answer Script
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Attempt all questions

- Q. No. 1 The minimum age for holding the office of councilor or convener of the Local Government under Punjab Local Government Act is ____ years.
- a) 18 years
 - b) 25 years (section 109 of PLG Act)**
 - c) 30 years
- Q. No. 2. The Principal Accounting Officer under Punjab Union Councils (Accounts) Rules, 2017 shall be _____.
- a) Chairman.
 - b) Union Secretary.
 - c) Chief Officer. (Rule 11)**
- Q. No. 3. The first priority on monies credited to the local fund shall be applied to the clearance of _____.
- a) Making payments on the conduct of election
 - b) Making provisions for the repayment of loan payable by the local government. (Section 124 of PLG Act)**
 - c) Payment of salaries and allowances of the officers and servants of the local government.

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- Q. No. 4 Quorum for an ordinary meeting of the Council shall be _____ of the councilors holding at the time under Punjab Local Government Act, 2019.
- a) One third.
 - b) One half (Section 58 of PLG Act 2019)**
 - c) Two third.
- Q. No.5. It shall be the responsibility of _____ to collect receipts in the transparent manner and guard against misappropriation, fraud and embezzlement or compromise.
- a) Accounts Officer,
 - b) Collecting Officer. (Rule 14)**
 - c) Drawing and Disbursement Officer.
- Q. No. 6. Every Council shall be in session for at least _____ accumulated days in a calendar year according to Punjab Local Government Act, 2019.
- a) 90 days
 - b) 60 days
 - c) 50 days (Section 59 of the PLG Act)**
- Q. No. 7. When a vacancy occurred due to death, resignation, disqualification or removal of Head of Local Government, convener or councilor, the Election Commission shall announce the election within _____ days from the date of receipt of such information.
- a) 45 days
 - b) 30 days
 - c) 15 days (Section 106 of PLG Act)**
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- Q. No. 8. Every candidate is required to submit a return on expenditures incurred by him on the election within _____ days from the date of election.
- a) 15 days
 - b) 30 days (Section 108 of PLG Act)**
 - c) 45 days

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- Q. No. 9. If a person who abduct or put under physical duress any person hindering from casting a vote or refrain from casting a vote shall be punished with imprisonment for a term not exceeding _____ years.
- a) **Five years (Section 263 of PLG Act 2019)**
 - b) Three years
 - c) Six months
- Q. No.10. Powers to change the name of a local area under Punjab Local Government Act, 2019 rest with _____
- a) Chief Minister
 - b) Cabinet
 - c) **Minister Local Government (Section 10 of PLG Act)**