



OFFICE OF THE MUNICIPAL COUNCILLORS OF BANSBERIA

Rudra Main Road , P.O. Bansberia , Dist. Hooghly , West Bengal , PIN - 712502
Ph. No. 033-26346324, Fax No. 033-26346806, email: bansb_04@yahoo.com



Memo No : 1571

Dated : 30.6.17

From : Smt. Arijita Sil,
Chairperson,
Bansberia Municipality

To Ghosal, Basu and Ray,
Chartered Accountants,
8/2 Kiron Sankar Roy Road,
2nd Floor, Room No. 28,
Kolkata - 700 001

Sub : Work Order to Conduct Internal Audit of this ULB for the year 2015-16

Sir,

In terms of your proposal and discussion held with you in the chamber of the undersigned, you are hereby given the Work Order to conduct Internal Audit of this ULB for the year 2015-16. After conduction of the said Audit, you are requested to submit a Report in details within 7 days of completion of the said Audit. Your Audit fees (incl. of all taxes) is fixed at Rs. 60,000.00 (Rupees Sixty Thousand) only as agreed to in the discussion. You are directed to take up the Audit work within 7 days of receipt of this Work Order.

Thanking you,

Yours faithfully,

A Sil 30.6.17
Chairperson

Bansberia Municipality

Memo No :

Dated :

Copy forwarded for information and request to attend on 22.06.2017 at 3.30 p.m.

1. Executive Officer, Bansberia Municipality
2. Finance Officer, Bansberia Municipality
3. Head Clerk, Bansberia Municipality
4. Accountant, Bansberia Municipality

Smt. A Sil 30/6/17
Chairperson
Bansberia Municipality