



OFFICE OF THE MUNICIPAL COUNCILLORS

ENGLISHBAZAR MUNICIPALITY, MALDA

Netaji Subhas Road, Malda, Pin -732101

E-mail : englishbazarmunicipality@gmail.com • website : www.englishbazarmunicipality.com • Office : (EPABX) : 03512-252029 • Fax : 03512-253329

Memo No. 3502(A)/I-1/16-17

Date 15.02.2017

To
Abhijit Dutta & Associates
Chartered Accountants
8/2 KS Roy Road, Room 2&3 2nd floor
Kolkata-700001

Sub: Internal Audit of the accounts of English Bazar Municipality. For 2013-14, 2014-15.
Ref: This office EOI No 3405 A/I-1/16-17 Dated 07.02.2017

You are hereby appointed as the Internal Auditor of the English Bazar Municipality for the internal audit of the period mentioned above, as the proposal and rate (@ 35000/- per year with service charge) offered from your end has been accepted by the Municipal Authority.

You are requested to carry out the internal audit of the Municipality immediately in accordance with the notification no 618/MA/C-10/35-12/2016 dated 10.11.2016 of the Department of Municipal Affairs, West Bengal. You are also requested to submit audit report within 04 weeks of the completion of the Internal Audit.


Chairman

English Bazar Municipality
Malda

Date

Memo No.....

Copy forwarded for information and necessary action to-

1. Executive Officer, English Bazar Municipality.
2. Finance Officer, English Bazar Municipality.
3. AFC, English Bazar Municipality.
4. Accountant, English Bazar Municipality
5. Guard File.

Chairman
English Bazar Municipality
Malda