

**OFFICE OF THE MUNICIPAL COUNCILLORS, BHATPARA**

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126 ]

Ph: 1800-345-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat\_09@yahoo.com & bhatparamunicipality@gmail.com

From : Sri Arjun Singh, M.L.A.  
Chairman,  
Bhatpara Municipality

TO: Sujit Rai & Associates, Chartard Accountants  
G.B.Pant Bhawan,  
35, Belgachia Road,  
Kolkata-700037

No. A-32/DR-1/2810

Dated, Bhatpara, the 24.08.2017

Sub: Engagement of CAG empanelled Chartered Accountants Firm for conducting Internal Audit of Accounts of Bhatpara Municipality for the financial year 2016-2017.

Ref: Govt. Notification No. 618/MA/C-10/3S-12/2016 dated 10.11.2016 &

*C.F.C dt- 24/08/2017*

Sir,

The undersigned is pleased to enage your concern for conducting Internal Audit of Accounts of Bhatpara Municipality for the financial year 2016-2017 at a consolidated fees of ₹ 1.44,000/- (One Lakh forty-four Thousand) only.

You are requested to take up the assignment immediately and complete the same within fifteen(15) days from the date of receipt of this engagement letter.

Payment will be made on observation of internal administrative procedure followed by submission of Audit Report for the Audit year and bill for the assignment, on claim basis.

Thanking you,

Yours faithfully,

*Ashim Kumar*  
Chairman,  
Bhatpara Municipality

Copy to:-

01. The Vice-Chairman, Bhatpara Municipality,
02. Sri/Smt. \_\_\_\_\_, Member, C-in-C, Bhatpara Municipality,
03. The Executive Officer, Bhatpara Municipality,
04. The Finance Officer, .do.
05. The Nodal Officer, AMRUT, .do.
06. The A.F.C., .do.
07. The Officiating Accountant, .do.

*Ashim Kumar*  
Chairman,  
Bhatpara Municipality

E/Ashim Kumar Sikder/Chairman's pad 1