



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता  
 OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA  
 जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001  
 G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



**Office Order No. CRAD/48/2025-26/49**

**Dated – 25-09-2025**

As approved by Dy. Director/RAIDT, the revised tour programme for 3<sup>rd</sup> Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit (Working Days)	Desk Review
I	Appraising Group-V-AB, Custom House, Kolkata	01.04.2024 to 31.03.2025	Kamalesh Khanta, SAO Dipankar Chatterjee, AAO Rana Halder, AAO Sukdeb Ghosh, AAO	15.10.2025 to 18.12.2025 (45)	14.10.2025

- After completion of the assignment, the Field Party posted at Kolkata is directed to furnish the status of assignment directly to DD/RAIDT on the very next working day of completion of the assignment while Field Parties posted at outstation should meet with the DD after return to Kolkata.
- Desk Review should be carried out by the audit Party at CRAD (HQ) on the mentioned date.** The supervising officer is requested to **furnish a comprehensive Review Note** incorporating the present position of outstanding Paras relating to previous Inspection Reports, so that Paras may be settled/updated wherever possible.
- Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer.
- No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.
- As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish the Draft Inspection Report (DIR) along with a soft copy.** Delay, if any, in submitting the DIR should be justified in writing. Party-days/man-days allotted includes party-days/man-days required for preparation of Draft IR. No additional man-days will be allowed for preparation of Draft IR.
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- Contribution to Para(s)/A. Q(s) by members of the audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with soft copy of IR, Annexure etc.)

Sl. No	Para No	A.Q No(s)	Contributed by

- The supervising officer is also requested to furnish the **Auditee Profile** (No. of sub-units e.g., LCSs, ICDs, CFSs, PUs, address, phone no, FAX No., official email ID, revenue

figure, any other distinguishing activities) along with the IR to help preparation of next Audit Plan.

9. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.
10. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with the desired information.
11. As per the instructions issued by Hd. Qtrs., a copy of the **Code of Ethics is to be handed over to the head of the unit** and a certificate to the effect is to be given along with the IR.
12. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.
13. An **Index of the IR in prescribed Format** to be placed on top of the IR.
14. **Page marking of IR should be done properly.**
15. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.
16. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR.
17. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**

Copy to: All Officials of CRAD

**Jaya Basu Sarkar**

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)



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**Office Order No. CRAD/48/2025-26/50**
**Dated – 25-09-2025**

As approved by Dy. Director/RAIDT, the revised tour programme for 3<sup>rd</sup> Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit (Working Days)	Transit & from & to Kolkata	Desk Review
V	Seizure and Disposal Cell, Siliguri	01.04.2022 to 31.03.2025	Supriya Dey, SAO Vikash Kr. Yadav, AAO	28.10.2025 to 03.11.2025 (5)	27.10.2025 & 12.11.2025	24.10.2025
	ICD-M/s Pristine Hindustan (Jalpaiguri)	01.04.2022 to 31.03.2025	Mihir Lal Sarkar, Supvr.	04.11.2025 to 11.11.2025 (5)		

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**Office Order No. CRAD/48/2025-26/51**

**Dated – 25-09-2025**

As approved by Dy. Director/RAIDT, the revised tour programme for 3<sup>rd</sup> Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)	Transit from & to Kolkata	Desk Review
VI	Falta SEZ (Expenditure Audit), Nizam Palace, Kolkata	01.04.2024 to 31.03.2025	Raj Tilak Patel, SAO Suvendhu Mandal, AAO Dipti Dutta, AAO	21.10.2025 to 03.11.2025 (10)	NA	17.10.2025
	Dhubri Customs Division	01.04.2022 to 31.03.2025	Raj Tilak Patel, SAO Suvendhu Mandal, AAO Shambodeb Pal, AAO	11.11.2025 to 04.12.2025 (18)	10.11.2025 & 05.12.2025	07.11.2025

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**Office Order No. CRAD/48/2025-26/52**

**Dated – 25-09-2025**

As approved by Dy. Director/RAIDT, the revised tour programme for 3rd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit (Working Days)	Desk & Review
VII	Director General of Foreign Trade (DGFT), Esplanade East, Kolkata-69	01.04.2024 to 31.03.2025	Md. Aftab Alam, SAO Deepanjan Mitra, AAO Bivash Kr. Samanto, AAO Soyeli Roy, AAO Rajesh Kumar, Sr. Ar.	27.10.2025 to 20.01.2026 (60)	24.10.2025

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Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)	Transit from & to Kolkata	Desk Review
VIII	Malda Customs Division	01.04.2023 to 31.03.2025	Debraj Bhattacharya, AAO Dipankar Chatterjee, AAO Santanu Sen, AAO	23.12.2025 to 20.01.2026 (20)	22.12.2025 & 21.01.2026	19.12.2025

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Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit (Working Days)	Desk & Review
VI	100% EOU, Nizam Palace, Kolkata	01.04.2024 to 31.03.2025	Tapan Kr. Paul, SAO Debraj Bhattacharya, AAO Santanu Sen, AAO	15.10.2025 to 04.12.2025 (35)	14.10.2025

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