

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





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

Dated - 25-09-2025

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

rty lo	Nam	e of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit (Working	Desk Review
					Days)	
	Apprais	sing Group-	01.04.2024	Kamalesh Khanta,	15.10.2025	14.10.2025
	V-AB,	Custom	to	SAO	to	
	House,	Kolkata	31.03.2025	Dipankar	18.12.2025	
				Chatterjee, AAO	(45)	
				Rana Halder, AAO		
				Sukdeb Ghosh,		
				AAO		

- 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.
- 2. 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.
- 3. Paras of the previous IRs may only be updated after proper verification to the satisfaction of the supervising officer.
- 4. **No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.
- 5. 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.
- 6. Draft IR must be submitted by a responsible party member who can co-relate facts and figures expressed in draft IR with K.Ds. K. D marking (i.e mentioning the position of K.Ds) on the left/ right margin of the Draft IR should be specific to the type of K/D dealt with. **K.D marking on Annexure also**.
- 7. 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** <u>Excel Format to be furnished along with soft copy of IR, Annexure etc.</u>)

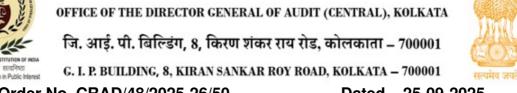
SI. No	Para No	A.Q No(s) Contributed by

8. 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, **SI. 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. <u>Title Sheet & Top Sheet should be filled properly</u> and authenticated with dated signature.
- 13. An **Index of the IR in prescribed Format** tobe placed on top of the IR.
- 14. Page marking of IR should be done properly.
- 15. Copy of <u>sanctioned Audit Programme</u> should be placed in the IR File.Grading of IR should be filled in.
- 16. <u>Copies of all the Provisions</u> (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.



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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 3rd Qtr 2025-26 is detailed below:

_	Unit	Period of Accounts	Members (Shri/Smt.)	(Working Days)	from & to Kolkata	Desk Review
	Disposal	to	Supriya Dey, SAO Vikash Kr. Yadav, AAO	to 03.11.2025 (5)	27.10.2025 &	
	Pristine	01.04.2022 to 31.03.2025	Sarkar,	04.11.2025 to 11.11.2025 (5)	12.11.2025	

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- 7. 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** <u>Excel Format to be furnished</u> along with soft copy of IR, Annexure etc.)

		A.Q No(s)	Contributed by
No	No		

8. 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.
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- 12. <u>Title Sheet & Top Sheet should be filled properly</u> and authenticated with dated signature.
- 13. An **Index of the IR in prescribed Format** tobe placed on top of the IR.
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- 15. Copy of <u>sanctioned Audit Programme</u> should be placed in the IR File.Grading of IR should be filled in.
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- 17. The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.



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G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA - 700001

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

Dated - 25-09-2025

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

	Name of Unit	Period of				Desk
No		Accounts			from & to	Review
			(Shri/Smt.)	(Working Days)	Kolkata	
VI	Falta SEZ (Expenditure Audit), Nizam Palace, Kolkata	31.03.2025	Patel, SAO	to 03.11.2025 (10)	NA	17.10.2025
	Dhubri Customs Division	to 31.03.2025	Raj Tilak Patel, SAO Suvendhu Mandal, AAO Shambodeb Pal, AAO	to 04.12.2025 (18)	&	

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	Para No	A.Q No(s)	Contributed	by

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Copy to: All Officials of CRAD



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जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001





Dated – 25-09-2025

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

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

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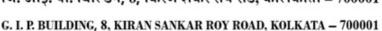
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Office Order No. CRAD/48/2025-26/53

Dated - 25-09-2025

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Pa No	•		Period of Accounts	Members (Shri/Smt.)	(Working Days)	from & to Kolkata	
V	'III	Malda Customs Division	31.03.2025	Bhattacharya,	to 20.01.2026 (20)	22.12.2025 & 21.01.2026	19.12.2025

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SI.	Para	A.Q No(s)	Contributed b	у
No	No			

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Office Order No. CRAD/48/2025-26/54

Dated - 25-09-2025

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

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