

S/Shi 1. Alope Singh, Sr. AO		3. Goutam Mondal, AAO
2. Pallab Bandyopadhyay, AAO		4. Manoj Kumar, AAO(Adhoc)
1.	Pr. Secretary to the Govt. of WB, MS&ME&T, Deptt. Shilpa Sadan(5 th floor), 4, Abanindranath Sarani (Camac Street), Kol -700 016, 04/22 to 03/23, (for compliance audit and collection data/information for preparation of ADM)	05.04.2023 to 12.04.2022(05)
Quarterly meeting will be held on 13.04.2023		
	Pr. Secretary to the Govt. of WB, MS&ME&T,	17.04.2023 to 20.04.2023(04)
2.	Director of Micro Small & Medium Enterprises & Textiles, N.S. Buildings (9 th flr), 1, K.S. Roy Road, Kolkata 700 001, 04/22 to 03/23	24.04.2023 to 08.05.2023(09)
3.	Director of Handloom & Textiles, N.S. Buildings (7 th flr), 'A' Block, 1, K.S. Roy Road, Kolkata 700 001, Ph. 2231-4537, 04/22 to 03/23	10.05.2023 to 22.05.2023(09)
To attend headquarters on 23.05.2023 to 25.05.2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.		
a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.		
b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)		
c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination		
d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.		
e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.		
f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.		
g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.		
Monthly meeting will be held on 26.05.2023		
4.	Joint Director of MS&ME&T, Berhampore Zone, Administration Buildings (1st floor), Kalyani, Nadia, PIN-741 235, upto 03/2023	29.05.2023 to 07.06.2023(08)
5.	Dy. Director of Handloom & Textile, Presidency Divn, Krishnanagar, Nadia-741 101, Ph No.03472-295540, upto 03/23	08.06.2023 to 19.06.2023(08)
Trnsit to Raigunj on 20.06.2023		
6.	Dy. Director, North Bengal Division (MS&ME&T), Karnajora, Raigunj, Uttar Dinajpur-733 134, upto 03/23	21.06.2023 to 28.06.2023(06)
Transit to Kolkata on 29.06.2023 & Headquarters duty from 30.06.2023		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit. 	<ul style="list-style-type: none"> ➤ Information may be collected and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit ➤ Henceforth the FAPs shall perform their audit duties through OIOS. ➤ Field party should not be at camp site on 10.06., 11.06, 17.06. and 18.06.2023 being Saturday, Sunday and State Govt. Holidays. second class fare for to and fro journeys will be provided in such cases
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Deputy Accountant General AMG-III

19/04/2023

Revised Tour Programme of AMG-III Inspection Party No.II for Ist Qtr. of 2023-24

S/Shi

1.Om Prakash Sinha, Sr. AO

3. Sujan Dasgupta, AAO(COM) w.e.f. 11.05.2023 to 30.05.2023

2.Umesh Kr. Sharma, AAO (upto 10.05.2023 thereafter 31.05.2023 to 28.06.2023),
Atanu Dasgupta., AAO

4. Rizwan Ahmed, AAO(A)

1.	Secretary to Govt. of West Bengal, Department of Public Works, Nabanna,325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM	05.04.2023 to 12.04.2023(05) (Sr. AO/I.P. No. III will be responsible for submission of ADM, IR in r/o the Deptt. and the DAN)
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Quarterly meeting will be held on 13.04.2023

1.	Principal Secretary to Govt. of West Bengal, Deptt of PWD	17.04.2023(01)
2.	Chief Engineer (Hd.Qtr.) (PWD), Nabanna(8 th floor) 325, Sarat Chatterjee Road, Shibpur, Howrah-711 102, Ph. No.2214-5494, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)	18.04.2023 to 26.04.2023(06)

To attend headquarters on 27.04.2023 to 01.05. 2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

- a) Conduct desk review with the help of guard files provided to them and data/information collected from Deptt/Directorate.
- b) Prepare audit design matrix for audit of the concerned department as a whole(para 4.17) of compliance auditing guidelines)
- c) Specific unit wise plan of audit procedure as per **annexure I** of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination
- d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.
- e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.
- f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.
- g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

3.	S.E. Presidency Circle(PWD), N. S. Buildings, Kolkata-700 001, 04/11 to 03/23,	02.05.2023 to 10.05.2023(05)
4.	City Division(PWD), Writers' Buildings, Block- 4, Kolkata -700 001, Ph. No. 2214-4053, 04/22 to 03/23, Eden S/D	11.05.2023 to 25.05.2023(11)

Monthly meeting will be held on 26.05.2023

4.	City Division(PWD), Writers' Buildings, Block- 4,	29.05.2023 to 30.05.2023(02)
5.	Nadia Division(PWD), Arabinda Sarani, Krishnanagar, PIN-741 101, Krishnagar Const. S/D, 04/22 to 03/23	31.05.2023 to 15.06.2023(12)
6.	Nadia Construction Division(PWD), Arabinda Sarani, Jora Kuthi, Krishnanagar-741 101, 04/21 to 03/23, Ranaghat S/D	16.06.2023 to 28.06.2023(08)

Headquarters duty from 30.06.2023

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ <i>In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i> 	<p>Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</p> <p>Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</p> <p><i>FAPs shall perform their audit duties through OIOS.</i></p> <p>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</p> <p><i>Field party should not be at camp site on 03.06.,04.06, 10.06, 11.06,17.06,18.06, 20.06 24.06 and 25.06.2023 being Saturday, Sunday and State Govt. Holidays. second class fare for to and fro journeys will be provided in such cases.</i></p>
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Attended
Om Prakash Sinha
Sr. Audit Officer/AMG-III(C)

Sd/-
Deputy Accountant General/AMG-III

Tour Programme of AMG-III Inspection Party No.III for 1st Qtr. of 2023-24

S/Shi

1.Ajay Kr. Sinha, Sr. AO

2.Suman Samaddar, AAO

3.Shiv Nandan Yadav, AAO

4. Uday Pratap Pramanik, Sr. Ar.

Secretary to Govt. of West Bengal, Deptt. of Public Works, Nabanna,325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)

05.04.2023 to 12.04.2023(05)
Sr. AO/I.P. No. III will be responsible for submission of ADM, IR in r/o the P.W. Deptt. & and the DAN.

Quarterly meeting will be held on 13.04.2023

1	Principal Secretary to Govt. of West Bengal, Deptt. of PWD	17.04.2023 (01)
2.	Chief Engineer (Hd.Qtr.) (PW/Rds), Nabanna (8 th floor) 325, Sarat Chatterjee Road, Shibpur, Howrah-711 102, Ph. No.2214-5494, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)	18.04.2023 to 26.04.2023(06) Sr. AO/I.P. No. III will be responsible for submission of IR in r/o CE(Hd. Qtr/PW/Rds)

To attend headquarters on 27.04.2023 to 01.05. 2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

- Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- Prepare audit design matrix for audit of the concerned department as a whole(para 4.17) of compliance auditing guidelines)
- Specific unit wise plan of audit procedure as per **annexure I** of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination
- Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.
- As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.
- For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.
- As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

3.	S.E. Western Highway Circle-I (PW/Rds), Purta Bhawan, Burdwan, PIN-713 101, upto 03/23, Ph. No.03422-646431	02.05.2023 to 08.05.2023(04)
4.	Asansol H/W Divn(PW/Rds),(erstwhile Burdwan H/W Divn.II), World Bank Complex, N.H. Buildings, Court More, Asansol-713 304, 04/22 to 03/23, Sadarghat S/D-I	10.05.2023 to 25.05.2023(12)

Monthly meeting will be held on 26.05.2023

Transit to Suri on 28.05.2023

5.	Birbhum H/W Divn.-II (PW/Rds), Sarak Bhawan, Lambadarpur Road, Suri, Birbhum-731 101, 04/17 to 03/23, Kirnahar S/D	29.05.2023 to 15.06.2023(14)
6.	Birbhum Electrical Division(PWD), Suri, Birbhum, 731 101, since inception, (sub-division to be selected locally, if any)	16.06.2023 to 27.06.2023(07)

Transit to Kolkata on 28.06.2023 & Headquarters duty from 30.06.2023

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ <i>In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collet necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i> 	<ul style="list-style-type: none"> ➤ Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit ➤ <i>FAPs shall perform their audit duties through OIOS.</i> ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance. ➤ <i>Field party should not be at camp site on 05.05.2023 to 07.05., 09.05., 13.05, 14,05,20.05 and 21.05.2023 being Saturday, Sunday and State Govt. Holidays. second class fare for to and fro journeys will be provided in such cases.</i>
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Deputy Accountant General/AMG-III

24/05/23

24/05/23

Revised Tour Programme of AMG-III Inspection Party No. IV for Ist Qtr. of 2023-24

S/Shr

1. Anjan Bhattacharya, Sr. AO

2. Rana Malakar, AAO

3. Anirban Das, AAO

4. Sandipan Ghosh, Ar.

1.	Additional Chief Secretary to the Govt. of West Bengal, Science and Technology and Biotechnology Department, Vigyan Chetana Bhawan, Plot No. 26/B, DD Block, Sector-I, Salt Lake, Kolkata – 700 064, Ph. No. 2321-0089, 2359-3711, (for collection data/information for preparation of ADM)	05.04.2023 to 11.04.2023(04)
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To attend headquarters on 12. 04. 2023 to 17.04.2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

Quarterly meeting will be held on 13.04.2023

- Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)
- Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination
- Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.
- As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.
- For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.
- As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

2.	West Bengal State Council of Science & Technology, Vigyan Chetana Bhawan, Plot No. 26/B, DD Block, Sector-I, Salt Lake, Kolkata – 700 064, Ph. No. 2334-2969, 04/2021 to 03/2023	18.04.2023 to 04.05.2023(11)
3.	Additional Chief Secretary to the Govt. of West Bengal, Science and Technology and Biotechnology Department, Vigyan Chetana Bhawan, Plot No. 26/B, DD Block, Sector-I, Salt Lake, Kolkata – 700 064, Ph. No. 2321-0089, 2359-3711, (compliance audit for 04/2021 to 03/2023)	08.05.2023 to 18.05.2023(08)

Headquarters duty from 19.05.2023

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> > Instances of drawl of funds in order to avoid lapse of budget provision. > Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. > The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. > Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. > In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guldance note)/22-23/31 dated 22.11.2022 FAPs are to collet necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audlt. 	<ul style="list-style-type: none"> > Information may be collected and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. > Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. > The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit > Henceforth the FAPs shall perform their audit duties through OIOS.
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Malakar

Deputy Accountant General/AMG-III

Tour Programme of AMG-III Inspection Party No. V for 1st Qtr. of 2023-24

S/Shri

1. Patit Paban Sarkar, Sr. AO

2. Sanjay Kumar, AAO

3. Ganesh Ch. Mallik, AAO

4. Pradip Kumar Kayal, AAO(A)

Pr. Secretary to the Govt. of WB, PHE, Deptt. Janaswstha Karigori Bhawan, 'NIJALAYA' Plot No. 8, CN-Block, Sector-V, Salt Lake, Kolkata 700 091. 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)

05.04.2023 to 12.04.2023(05)

Quarterly meeting will be held on 13.04.2023

1	Pr. Secretary to the Govt. of WB, PHE, Deptt.	17.04.2023 to 19.04.2023(03)
2	Chief Engineer (Hd. Qtr.) (PHE), Janaswstha Karigori Bhawan, 'NIJALAYA' CN-Block, Sector-V, Salt Lake, Kolkata 700 091.Ph. 2231-9493, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)	20.04.2023 to 28.04.2023(06)

To attend headquarters on 01.05.2023 to 04. 05. 2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.

b) Prepare audit design matrix for audit of the concerned department as a whole(para 4.17) of compliance auditing guidelines)

c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and got approved by Group Officer through Co-ordination

d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.

e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.

f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.

g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

3.	S.E., Eastern Circle, 'NIJALAYA' Janaswstha Karigori Bhawan, CN-8, Salt Lake, Sector-V. Kolkata - 700 091, upto 03/2023	08.05.2023 to 15.05.2023(05)
4.	Nadia Arsenic Division. -I(PHE), Kalyani, Nadia, PIN-741 235, Ph. No. 2502-5033, 04/2022 to 03/2023, (Sub divn. to be selected locally ,if any)	16.05.2023 to 25.05.2023(08)

Monthly meeting will be held on 26.05.2023

4.	Nadia Arsenic Division. -I(PHE), Kalyani	29.05.2023 (01)
5.	Nadia Arsenic Division. -II(PHE), Zila Parishad Bhawan, Krishnanagar, Nadia, PIN-741 101, 04/2022 to 03/2023, (Sub divn. to be selected locally ,if any)	30.05.2023 to 09.06.2023(09)

Transit to Bankura on 11.06.2023

6.	Bankura Water Supply Division(PHE), Ailakundi, Kenduadihi, Bankura - 722 102, 04/21 to 03/23, S/D-I	12.06.2023 to 28.06.2023(12)
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Transit to Kolkata on 29.06.2023 & Headquarters duty from 30.06.2023

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ <i>The FAP is directed to collect information on Jal Jeevan Mission while conducting the Compliance Audit of all the units.</i> ➤ <i>In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of</i> 	<ul style="list-style-type: none"> ➤ Information may be collected and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance. ➤ Henceforth the FAPs shall perform their audit duties through OIOS. ➤ Field party should not be at camp site on 03.06.2023 & 04.06.2023, being Saturday, Sunday and State Govt. Holidays. second class fare for to and fro journeys will be provided in such cases
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Deputy Accountant General/AMG-III
21/5/23

S/Shi 1.Koushik Das, Sr. AO	3.Joydeb Ghosh, AAO
2.Bashisth Kumar, AAO	4. Aftab Alam Khan, AAO(A)
Secretary to Govt. of West Bengal, Department of Public Works, Nabanna,325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM	05.04.2023 to 12.04.2023(05) Sr. AO/I.P. No. III will be responsible for submission of ADM, IR in r/o the P.W. Deptt. & and the DAN.

Quarterly meeting will be held on 13.04.2023

1	Principal Secretary to Govt. of West Bengal, Deptt of PWD	17.04.2023(01)
2.	Chief Engineer (Hd. Qtr.) (PW/Rds), Nabanna(8 th floor) 325, Sarat Chatterjee Road, Shibpur, Howrah-711 102, Ph. No.2214-5494, 04/22 to 03/23 (for compliance audit and collection data/information for preparation of ADM)	18.04.2023 to 26.04.2023(06) Sr. AO/I.P. No. III will be responsible for submission of IR in r/o CE(Hd.Qtr.PW/Rds)

To attend headquarters on 27.04.2023 to 01.05. 2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

- a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- b) Prepare audit design matrix for audit of the concerned department as a whole(para 4.17) of compliance auditing guidelines)
- c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination
- d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.
- e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.
- f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.
- g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

3.	Nadia Highway Division-I (PW/Rds), Krishnanagar, Nadia – 741 101, 04/22 to 03/23, Palasy S/D, Ph. No. 03472-252369	02.05.2023 to 18.05.2023(11)
4.	National Highway Division-VI (PW/Rds), Krishnanagar, Nadia- 741 101,04/09 to 03/23, Berhampore S/D	19.05.2023 to 25.05.2023(05)

Monthly meeting will be held on 26.05.2023

Transit to Raigunj 28.05.2023

5.	Uttar Dinajpur Highway Division(PW/Rds), Raigunj, Uttar Dinajpur, PIN-733 134, Kaliagunj S/D, 04/21 to 02/23,	29.05.2023 to 14.06.2023(13)
6.	National H/W Division-VIII (PW/Rds), Raigunj, North Dinajpur, 04/09 to 03/23, Islampore N.H.S/D,	15.06.2023 to 23.06.2023(06)

Transit to Kolkata on 24.06.2023 & Headquarters duty from 26.06.2023

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit. 	<ul style="list-style-type: none"> ➤ Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. ➤ FAPs shall perform their audit duties through OIOS. ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance. ➤ Field party should not be at camp site on 05.05. to 07.05, 09.05, 13.05, 14.05, 20.05., 21.05.2023, being Saturday, Sunday and State Govt. Holidays. second class fare for to and fro journeys will be provided in such cases
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Attested
(Signature)
Sr. Audit Officer/AMG-III(C)

Sd/-
Deputy Accountant General/AMG-III

S/Shi 1.R. P Verma, Sr. AO(upto 12.04.2023) Vikas Sahay, Sr. (w.e.f. 17.04.2023)	3.Manoj Kr. Das, AAO
2. Biswajit Sarkar, AAO	4.Brojen Naskar, Asstt. Supvr.
1. Pr. Secretary to the Govt. of West Bengal, Deptt. of Industry Commerce and Enterprises, 4, Abanindranath Tagore Sarani, Kol – 16, 04/22 to 03/23, (for compliance audit and collection data/information for preparation of ADM)	05.04.2023 to 11.04.2023(04)
2. Director of Industry Commerce and Enterprises, 4, Abanindranath Tagore Sarani, Kolkata – 700 016, 04/22 to 03/23, Ph. 2290-0545,	12.04.2023 (01)

Quarterly meeting will be held on 13.04.2023

2. Director of Industry Commerce and Enterprises	17.04.2023 to 27.04.2023(08)
3. Director of Mines and Minerals, 4, Abanindranath Tagore Sarani (2 nd flr), Kolkata – 700 016, 04/22 to 03/23	28.04.2023 to 08.05.2023(05)

To attend headquarters on 09.05.2023 to 11.05. 2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

- a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)
- c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination
- d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.
- e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.
- f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.
- g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

4. Asstt. Supdt. of Govt. of Printing, W.B., 1, Raj Bhawan, Governor's Sectt, press, 2, Larkin Lane, Kolkata-700 001, 12/15 to 03/23	12.05.2023 to 25.05.2023(10)
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Monthly meeting will be held on 26.05.2023 AND Transit to Siliguri on 28.05.2023

5. Mining Officer-in-Charge (IC&E), Siliguri Zone, 86, Tara Sankar Road, Deshbandhu Para, Siliguri Town, Darjeeling-734 004, 04/2015 to 03/2023	29.05.2023 to .05.06. 2023 (06)
6. Sr. Geologist (I&CE), Geological Prospecting Branch, North Bengal Unit, 86, Tara Sankar Road, Deshbandhu Para, Siliguri Town, Darjeeling-734 004,	06.06.2023 to 14.06.2023(07)
7. Supdt, of West Bengal Govt. Press, (I&CE), Darjeeling, Dist Darjeeling, PIN-734 101.06/2003 to 03/2023	15.06.2023 to 27.06.2023(08)

Transit to Kolkata on 28 .06 & 29.06.2023 & Headquarters duty from 30.06.2023

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ <i>In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collet necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i> 	<ul style="list-style-type: none"> ➤ Information may be collected and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance ➤ Henceforth the FAPs shall perform their audit duties through OIOS.
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 Deputy Accountant General/AMG-III
 12/04

Tour Programme of AMG-III Inspection Party No VIII for Ist Qtr. of 2023-24

S/Shri

1. R. P Verma, Sr. AO

2. Arup Sarkar, AAO

3. Bipul Kumar, AAO(Com)

4. Sanjoy Banerjee, Sr. Ar.

1. Secretary to the Govt. of West Bengal, Deptt. of Public Enterprises and Industrial Reconstruction, 4, Abanindranath Tagore Sarani(2nd floor), Kolkata – 700 016, 04/21 to 03/23, Ph. 2282-0791, (for collection data/information for preparation of ADM)

17.04.2023 to 20.04.2023(04)

To attend headquarters on 21.04.2023 to 25.04.2023 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.

b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)

c) Specific unit wise plan of audit procedure as per **annexure I** of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination

d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.

e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.

f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.

g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

1. Secretary to the Govt. of West Bengal, Deptt. of Public Enterprises and Industrial Reconstruction, 4, Abanindranath Tagore Sarani(2nd floor), Kolkata – 700 016, 04/21 to 03/23, Ph. 2282-0791, (for compliance audit 04/21 to 03/23)

26.04.2023 to 10.05.2023(08)

Following information need to be incorporated with IR failing of which IR will not be accepted:

<ul style="list-style-type: none"> ➤ Instances of drawl of funds in order to avoid lapse of budget provision. ➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. ➤ In order to comply with B.O. No. AMG-III(C)/B.O. file/III-9/PPG(Guidance note)/22-23/31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit. 	<ul style="list-style-type: none"> ➤ Information may be collected and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period. ➤ Party should not visit centers/sub centers/subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit ➤ Henceforth the FAPs shall perform their audit duties through OIOS.
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Sanjoy

Deputy Accountant General/AMG-III

12/04/23