

Revised Tour Programme of AMG-III Inspection Party No.1 for 4<sup>th</sup> Qtr. of 2021-22

Party with effect from 06.01.2022 to 18.01.2022 and 15.02.2022 to 25.03.2022:-

- S/Shri  
1. Aloke Singh Sr. AO,  
2. Umesh Kumar Sharma, AAO,

- 3.) Rajeev Kumar Labh, AAO  
4. Manoj Kumar, AAO(Adhoc)

Party with effect from 19.01.2022 to 11.02.2022:-

- S/Shri  
1. Debasis Chatterjee Sr. AO  
2. Rajeev Kumar Labh, AAO

- 3) Pallab Byandyopadhyay, AAO  
3.) Manoj Kumar, AAO(Adhoc)

1.	General Manager District Industries Center (MS&ME&T) Paschim Midnapore, Dak Bungalow Road, Saratpally, Midnapore (West), 721 101, Ph. 03222-275179, 04/18 to 03/21,	19.01.2022 to 31.01.2022(08)
2.	General Manager, District Industries Centre (MS&ME&T), Bankura, Shilpa Bhaban, Machantola, Bankura, -736 101, 04/18 to 03/21	01.02.2022 to 11.02.2022(08)
<b>Transit to Kolkata on 12.02.2022</b>		
3.	Handloom Development Officer (MS&ME&T), Contai, Hatabari, (Shreerupa Cinema), Purba Midnapore-721 401, Ph. 03220-255089, 04/19 to 03/21	15.02.2022 to 22.02.2022(06)
4.	Handloom Development Officer (MS&ME&T), Nabadwip, Charmjdia, Charbramanager, Nabadwip, PIN-743 301, 04/19 to 03/21	23.02.2022 to 24.02.2022(02)
<b>Monthly meeting will be held on 25.02.2022</b>		
4.	Handloom Development Officer (MS&ME&T), Nabadwip	28.02.2022 to 04.03.2022(4)
5.	Handloom Development Officer (MS&ME&T), Katwa, Ghosh Hat, Silpa Sangha Bhawan, Ph. 03453-255105, 04/19 to 03/21	07.03.2022 to 15.03.2022(07)
6.	General Manager, District Industries Centre (MS&ME&T), Hooghly Municipal Terminal Buildings, (1st flr.), Chinsurah Hooghly-712 103, 04/19 to 03/21	16.03.2022 to 25.03.2022(07)
<b>Headquarters duty from 28.03.2022</b>		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

- 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.
- 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.

Field party should not be at camp site on 22.01,23.01, 29.01,30.01, 19.02,20.02, 12.03 and 13.03.2022 being Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.

Attested  
*M. K. Saha*  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Sr. Deputy Accountant General/AMG-III

copy to: Secy to Bd A.C.(A4) - D.N.B. ->  
Secy to Sd AG/AMG-III ->  
Sd AAO/AMG-III (C) ->  
*9/2/22*  
*9/2/22*



Revised Tour Programme of AMG-III Inspection Party No.II for 4<sup>th</sup> Qtr. of 2021-22

S/Shri

1. Rajendra Prasad Verma, Sr. AO
2. Kamal Kumar Gupta AAO

3. Goutam Mondal, AAO
4. Siddhartha Sankar Biswas, AAO(Adhoc)

- Transit to Malda on 16.01.2022**
1. Malda Highway Division (PW/Rds), P.O. & Dist. Malda, PIN-732 101, 04/19 to 03/21, Malda H/W S/D (A)
  2. Uttar Dinajpur H/W Division (PW/Rds), Raiganj, Dist. North Dinajpur-733 134, 04/18 to 03/21, Raiganj H/W S/D (A)
  3. General Manager, (MS&ME&T), DIC, Raiganj, Commercial Estate, Uttar Dinajpur, PIN-733 130, Ph 0352-3252, 04/18 to 03/21 (C)

17.01.2022 to 30.01.2022(09)

31.01.2000 to 14.02.2022(09)

15.02.2022 to 23.02.2022(07)

**Transit to Kolkata on 24.02.2022**

**Monthly meeting will be held on 25.02.2022**

**Transit to Berhampore on 27.02.2022**

4. Murshidabad Division (PW/SS), Berhampore, Murshidabad, Ph. 03482-252762, 04/09 to 03/21, S/D-III
5. Murshidabad Electrical Division (PWD), Berhampore, Murshidabad, since inception to 03/21, Berhampore S/D

28.02.2022 to 09.03.2022(07) (B)

10.03.2022 to 17.03.2022(06) (B)

**Transit to Kolkata on 18.03.2022**

6. North Kolkata Health Division (PWD), (erstwhile Bidhannagar Division-II) KIT Buildings (2<sup>nd</sup> floor), P-16 India Exchange Place, Kolkata - 700 073, R.G. Kar Hospital S/D, 04/17 to 03/21

21.03.2022 to 29.03.2022(07) (A)

or  
Kolkata North Health Division.

**Headquarters duty from 30.03.2022**

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- Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.

- 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.**

Attested

*[Signature]*

Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No. III for 4<sup>th</sup> Qtr. of 2021-22

S/Shri

1. Om Prakash Sinha, Sr. AO

2. Atanu Dasgupta, AAO

3. Raj Kumar Kundu, AAO

4. Sandesh Kumar, AAO (Adhoc)

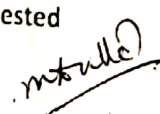
1.	Birbhum Highway Division -I (PW/Rds), Sarak Bhawan, Lambardarpur Road, Suri, Birbhum- -731 101, Ph.No.0346-20255381, Mollarpur S/D, 04/19 to 03/21	Transit to Suri on 19.01.2022	20.01.2022 to 31.01.2022(07)
2.	Birbhum Division (PWD), Lalkuthipara, Near Circuit House, Suri, Birbhum- -731 101, Ph.No.03462-255261, Bolpur Const. S/D 04/19 to 03/21		01.02.2022 to 11.02.2022(08)
Transit to Kolkata on 12.02.2022			
Election training on 14.02.2022			
Transit to Birbhum on 15.02.2022			
2.	Birbhum Division (PWD), Lalkuthipara, Suri,		16.02.2022 to 17.02.2022(02)
3.	General Manager, District Industries Centre (MS&ME&T), Commercial Estate (1st flr.), Suri, Birbhum-731 101, Ph. 03642-255428/306, 04/19 to 03/21		18.02.2022 to 23.02.2022(04)
Transit to Kolkata on 24.02.2022			
Monthly meeting will be held on 25.02.2022			
Election Duty w.e.f 26.02.2022 to 28.02.2022			
Transit to Birbhum 01.03.2022			
3.	General Manager, District Industries Centre (MS&ME&T)		02.03.2022 to 09.03.2022(06)
4.	Asansol Division (PWD), Pologround Asansol, PIN-713 304, Ph. No. 0341-2252, 04/19 to 03/21, Asansol Const S/D		10.03.2022 to 25.03.2022(09) (11)
Transit to Kolkata on 26.03.2022			
Headquarters duty from 28.03.2022			
Following information need to be incorporated with IR failing of which IR will not be accepted:			

<ul style="list-style-type: none"> <li>➤ Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Party should not visit centers/sub centers/subdivision other than specified one under any unit without approval of Headquarters.</li> <li>➤ The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit.</li> <li>➤ <b>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</b></li> </ul>
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Sd/-

Sr. Deputy Accountant General/AMG-III

Attested


  
Sr. Audit Officer/AMG-III(C)



0105

Revised Tour Programme of AMG-III Inspection Party No. IV 4<sup>th</sup> Qtr. of 2021-22

S/Shri

1. Rajesh Upadhyay, Sr. AO

2. Bashisth Kumar, AAO

3. Pallav Bandyopadhyay, AAO (w.e.f. 18.02.2022  
availing transit on 17.02.2022)

4. Amit Kumar Hazra, Sr. Auditor

## Transit to Jalpaiguri on 06.02.2022

1.	Jalpaiguri H/W Division (PW/Rds), P.O. & Dist. Jalpaiguri, PIN-735 101, 04/18 to 03/21, Dhugguri S/D	07.02.2022 to 17.02.2022(08)	A
2.	Coochbehar H/W Division (PW/Rds), P.O. Coochbehar, PIN-736101, 04/19 to 03/21, S/D-I	18.02.2022 to 02.03.2022(08)	A
3.	Coochbehar Division (PWD), P.O. & Dist. Coochbehar, PIN-736101, S/D-II, 04/18 to 03/21	03.03.2022 to 13.03.2022(07)	A
4.	Teesta Bridge Construction Division (PWD), Mekhligunj, Cooch Behar, PIN-735304, 04/13 to 03/21, Ph. 03582-222536, S/D-II	14.03.2022 to 25.03.2022(09)	A

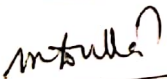
## Transit to Kolkata on 26.03.2022

## Headquarters duty from 28.03.2022

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Attested



Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III

Website

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Revised Tour Programme of AMG-III Inspection Party No. V for 4<sup>th</sup> Qtr. of 2021-22

S/Shri  
1. Ashutosh Biswas, Sr. AO  
2. Sujet Kumar, AAO

3. Chinmoy Adhikari, AAO  
4. Rizwan Ahmed, AAO (Adhoc)

<b>Transit to Balurghat on 16.01.2022</b>	
1. Dakshin Dinajpur H/W Division (PW/Rds), P.O. Balurghat, Dist. Dakshin Dinajpur-733 101, 04/19 to 03/21, Buniadpur S/D	17.01.2022 to 31.01.2022(10) <b>A</b>
2. Dakshin Dinajpur Division (PWD), P.O. Balurghat, Dist. Dakshin Dinajpur-733 101, 04/19 to 03/21, S/D-I, Ph. 03522-255839	01.02.2022 to 15.02.2022(09) <b>B</b>
3. Handloom Development Officer (MS&ME&T), Gangarampur, Dutta Para, Dakshin Dinajpur, 733 124, Ph. 03521-255123, 09/08 to 03/21	16.02.2022 to 23.02.2022(06) <b>C</b>
<b>Transit to Kolkata on 24.02.2022</b>	
<b>Monthly meeting will be held on 25.02.2022</b>	
<b>Transit to Bankura on 27.02.2022</b>	
4. Bankura H/W Division (PW/Rds), Kenduadihi, P.O. & Dist. Bankura, PIN-722 101, 04/19 to 03/21, Bankura West S/D,	28.02.2022 to 11.03.2022(09) <b>A</b>
<b>Transit to Kolkata on 12.03.2022</b>	
5. Hooghly Highway Division-II (PW/Rds), Pipulpati, Vivekananda Road, Hooghly-712 103, 04/20 to 03/21, Bans Bcria S/D-II, Ph. No. 2680-2443	14.03.2022 to 24.03.2022(08) <b>C</b>
<b>Headquarters duty from 25.03.2022</b>	

Revised from

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- |  |   |
|--|---|
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|--|---|

Attested

*(Signature)*

Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No.VI for 4<sup>th</sup> Qtr. of 2021-22

S/Shri

1. Braj Bhusan Mishra, Sr. AO

2. a) Manish Kumar Sinha, AAO (upto 01.02.22 thereafter  
21.02.2022 to 30.03.2022)

b) Chinmoy Mondal, AAO (w.c.f. 02.02.2022 to  
15.02.2022)

3. Biswajit Sarkar, AAO

4. Brojen Naskar, Asstt.Supvr.

1.	Diamond Harbour Division (PWD), Diamond Harbour, 24 Pgs(S), Ph. No. 031784-255217, Diamond Harbour S/D, 04/19 to 03/21	20.01.2022 to 01.02.2022(08) A
2.	Diamond Harbour Division (PW/RD), Diamond Harbour, 24 Pgs(S), Ph. No. 031784-255294, Falta S/D, 04/19 to 03/21	02.02.2022 to 15.02.2022(08) A
3.	Governors Estate, (PWD), Raj Bhawan, B.B. D Bag, Kolkata -700 062, Ph. 2200-0681, 04/13 to 03/21 Rajbhawan S/D	16.02.2022 to 24.02.2022(07) C
<b>Monthly meeting will be held on 25.02.2022</b>		
4/	Alipore Division (PWD), Bhabani Bhawan, Multistoried Buildings, (1st flr.), Kolkata-700 027, 04/20 to 03/21, Behala S/D	28.02.2022 to 11.03.2022(09) A
5/	South 24 Parganas H/W Division (PW/Rds), P-16, India Exchange Place, CIT Buildings (1st floor), Kolkata -700 073, Ph. No. 2439-8387, Alipore S/D, 04/19 to 03/21	14.03.2022 to 25.03.2022(09) A

Headquarters duty from 28.03.2022

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Attested

*m kull*  
27/2/22  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No.VII for 4<sup>th</sup> Qtr. of 2021-22

S/Shi

1. Anjan Bhattacharya, Sr. AO

2. Deepak Kumar Chaudhury, AAO (upto 21.01.2022 thereafter 02.02.2022 to 30.03.2022)

3. Ranjit Kumar Das, AAO

4. Sandipan Ghosh, Auditor

1. Nadia Construction Division (PWD), Arabinda Sarani, Jora Kuthi, Krishnagar, Nadia-741 101, 04/19 to 03/21, Ranaghat S/D
2. Burdwan II/W Division-I(PW/Rds) Court Compound, Aftab Alam Ground, Burdwan-713 101, Ph.0342-2662436, 04/19 to 03/21, BIDN S/D
3. Burdwan Division (PWD), Court Compound, Aftab Alam Ground, Burdwan-713 101, Ph.0342-2662497, 04/19 to 03/21, Katwa S/D

20.01.2022 to 01.02.2022(08)

↳ Construction Bond, (B) Nadia. club studio cont. dir. separate unit

02.02.2022 to 11.02.2022(07)

(A)

15.02.2022 to 24.02.2022(08)

(A)

Monthly meeting will be held on 25.02.2022

4. Nadia Electrical Division (PWD), Saktinagar, Hospital Complex, Nadia-741 101, Krishnagar Elec S/D, 04/14 to 03/21
5. Burdwan II/W Division-III(PW/Rds), Court Compound, Aftab Alam Ground, Burdwan-713 101, Ph.0342-232262, 04/19 to 03/21, Bhatar S/D-I
6. South 24 Parganas Division (PWD), (erstwhile South Suburban Division (PWD), 76, Dr. Deodar RAhaman Road, Kolkata -700 073, Ph.2422-0366, 04/19 to 03/21, S/D-I

28.02.2022 to 07.03.2022(05)

(C)

08.03.2022 to 17.03.2022(08)

Burdwan North Highway Div. (A)

21.03.2022 to 29.03.2022(07)

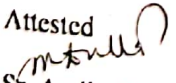
(A)

Headquarters duty from 30.03.2022

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- 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 22.01, 23.01, 29.01, 30.01, 04.02, to 06.02, 19.02, 20.02, 05.03, 06.03, 12.03 and 13.03.2022 being Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.

Attested  
  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No.VIII for 4<sup>th</sup> Qtr. of 2021-22

S/Shi

1. Debasis Chatterjee, Sr. AO (dual supervision of I. P. Nos. I & VIII, w.c.f. 19.01.2022 to 11.02.2022)  
2. Suman Samaddar, AAO

3. Shiv Nandan Yadav, AAO

4. Debanjan Bhattacharya, Sr. Auditor  
19.01.2022 to 02.02.2022(10)

1.	Tamluk H/W Division, Purba Midnapore (PW/RD) Hospital More, Tamluk, 04/19 to 03/21, PIN- 721 636, Ph. 03228-263329, Tamluk S/D		A
2.	Bankura Division (PWD), Kenduadihi, Bankura- 722 101, Ph. 03242-250361, 04/19 to 03/21, Bankura Medi College S/D	03.02.2022 to 16.02.2022(08)	A
3.	Barasat H/W Divn. I(PW/Rds), Salt Lake, Kolkata -64 04/19 to 03/21, Mackintosh Buildings, (5 <sup>th</sup> floor), Salt Lake, Kolkata - 700 064, Ph. 2337-2653, Basirhat S/D	17.02.2022 to 24.02.2022(06)	A
<b>Monthly meeting will be held on 25.02.2022</b>			
3.	Barasat H/W Divn. I(PW/Rds), Salt Lake, Kolkata -64	28.02.2022 to 03.03.2022(03)	
4.	Paschim Midnapore Division (PWD), Mangal Pandey Sarani, Midnapore-721 101, Midnapore S/D, 04/19 to 03/21	04.03.2022 to 16.03.2022(09)	A
5.	Jhargram Division (PWD), Gharadhara, P.O. & Dist. Jhargram, PIN-721 507, Ph. 03222-275672, 04/20 to 03/21, Jhargram S/D	17.03.2022 to 29.03.2022(08)	A

**Headquarters duty from 30.03.2022**

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

<ul style="list-style-type: none"> <li>➤ Instances of draw of funds in order to avoid lapse of budget provision.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Party should not visit centers/sub centers/subdivision other than specified one under any unit without approval of Headquarters.</li> <li>➤ The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit.</li> <li>➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</li> </ul>
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Field party should not be at camp site on 22.01,23.01,29.01,30.01, 05.03, 06.03,12.03,13.03., 18.03 to 20.03, 26.03 and 27.03.2022 being Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.

Attested

*m. k. s. s.*  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No.IX for 4<sup>th</sup> Qtr. of 2021-22

S/Shi  
1. Patit Paban Sarkar, Sr.AO  
2. Tanay Mukherjee, AAO

3. Sanjay Kumar, AAO  
4. Amit Kumar Singh, AAO (Adhoc)

Transit to Coochbehar 16.01.2022	
1. Coochbehar Division (PIE), Rajbari Compound, Lichutala Debibari, P.O. Dist. Coochbehar, PIN-736101, 04/18 to 03/21, COB S/D	17.01.2022 to 01.02.2022(11) C
2. Northern Mechanical Division (PIE), Ashram Para, 96, Nazrul Sarani, Siliguri, Darjeeling-734 401, Ph 0353-2642662, 04/15 to 03/21,	02.02.2022 to 13.02.2022 (07) C
Transit to Malda on 14.02.2022	
3. Malda Mechanical Division (PIE), Bibigram Maheskmati P.O. & Dist. Malda, PIN-732 101, 04/15 to 03/21	15.02.2022 to 23.02.2022 (07) C
Transit to Kolkata 24. 02.02.2022	
Monthly meeting will be held on 25.02.2022	
Transit to Purulia on 27.02.2022	
4. Purulia Division (PIE), PIE Complex, Ranchi Road, Purulia, PIN-723 101, Ph. 03252-223463, 04/06 to 03/21, Purulia S/D	28.02.2022 to 09.03.2022(07) C
5. RCFA Division-I(PIE), PIE Complex, Vivekananda Pally, Asansol, PIN-713301, Ph. No. 0341-2284210, 04/11 to 03/21	10.03.2022 to 17.03.2022(06) C
Transit to Kolkata on 18.03.2022	
6. New Town Kolkata Mechanical Division (PIE), Utility Buildings, (Ground flr.), Point-F (Near Delhi Public School), Action Area, I/D New Town, Kolkata-700 135, 04/13 to 03/21	21.03.2022 to 29.03.2022(07) C
Headquarters duty from 30.03.2022	
Following information need to be incorporated with IR failing of which IR will not be accepted:	

Revised  
Program

- 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.
- The FAP is directed to take up the audit of works under Jal Jeevan Mission to cover the aspects of quality of the work done along with the Transaction audit of respective units. A separate report in this regard may be prepared and submitted along with the IRs.
- 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

Attested

*M. K. Saha*

Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of AMG-III Inspection Party No.X for 4<sup>th</sup> Qtr. of 2021-22

S/Shri

1. Koushik Das, Sr. AO

2. Ganesh Chandra Mallik, AAO

3. Joydeb Ghosh, AAO

4. Abhijit Majumder, AAO(Adhoc)

Transit to Berhampore on 19.01.2022

1.	Murshidabad H/W Divn.-II(PW/Rds) Berhampore, Murshidabad, Ph. No. 03482-151053 S/D, MSD/H/W S/D, 04/19 to 03/21	20.01.2022 to 01.02.2022(08)	A
2.	Murshidabad H/W Divn.-I(PW/Rds) Berhampore, Murshidabad, Ph. No. 03482-151053, Raghunathganj S/D, 04/19 to 03/21	02.02.2022 to 14.02.2022(07)	A
3.	Murshidabad Division. -I (PWD), Berhampore, Murshidabad, Fouzadari Court, Berhampore, Murshidabad-742-101, Berhampore S/D, 04/19 to 03/21	15.02.2022 to 23.02.2022(07)	A

or Berhampore Divn-I

Transit to Kolkata on 24.02.2022

Monthly Meeting will be held on 25.02.2022

4.	Barasat H/W Divn. II(PW/Rds), Barasat, 24 Parganas(N), Kolkata - 700 1214, Ph. 2562-4642, Habra S/D, 04/20 to 03/21	28.02.2022 to 11.03.2022(09)	A
5.	North Suburban Division (PWD), 166/10 B.T. Road, Dunlop More, Kolkata 0700 108, 04/19 to 03/21, S/D-II, Ph. 2510-0301	14.03.2022 to 25.03.2022(09)	A

or Kolkata North Division (PWD)

Headquarters duty from 28.03.2022

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

<ul style="list-style-type: none"> <li>➤ Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>➤ The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit.</li> <li>➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</li> </ul>
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Attested

*M. K. Saha*

Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



Website

OKS

Tour Programme of AMG-III Inspection Party No.XI for 4<sup>th</sup> Qtr. of 2021-22

S/Shi

1. Rana Deb, Sr. AO

2. Chinmoy Mondal, AAO

3. Pratap Kumar Shaw, AAO

4. Aftab Alam Khan, AAO(A)

1.	Principal Secretary to the Govt. of West Bengal, Science & Technology & Biotechnology Department, Vigyan Chetana Bhawan, Plot No. 26/B, DD Block, Sector-I, Salt Lake, Kolkata - 700 064, 04/16 to 03/21	02.03.2022 to 04.03.2022(03)  (For collection data/information for preparation of ADM)
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To attend headquarters from 07.03.2022 to 09.03.2022 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.

2. Principal Secretary to the Govt. of West Bengal, Science & Technology & Biotechnology Department, Vigyan Chetana Bhawan, Plot No. 26/B, DD Block, Sector-I, Salt Lake, Kolkata - 700 064, 04/16 to 03/21

10.03.2022 to 17.03.2022(06)

(for conducting compliance audit)

Headquarters duty from 21.03.2022

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

<ul style="list-style-type: none"> <li>&gt; Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>&gt; 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.</li> <li>&gt; 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.</li> <li>&gt; Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 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.</li> <li>&gt; Party should not visit centers/sub centers/subdivision other than specified one under any unit without approval of Headquarters.</li> <li>&gt; The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> </ul>
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MD  
11/2/22

Sr. Deputy Accountant General/AMG-III

11/2



(124)


Tour programme of Special Party No.1 for Annual Accounts for the year 2018-19 to 19-20 of West Bengal State 'Compensatory Afforestation Fund Management and Planning Authority'

**Party Members:**

Shri Rahul Barua, Sr. AO (COM)  
Shri Pratap Kumar Shaw, AAO (COM)  
Shri Vikas Kumar Shaw, AAO  
Shri Durga Shankar Jaiswal, AAO(Adhoc)

Chairman, W.B. State 'Compensatory  
Afforestation Fund Management and Planning  
Authority', Aranya Bhawan, Block, I.A-10A,  
Salt Lake, Sector-III, Kolkata 700 106.  
Ph.No.2335-8581/7751,

07.02.2022 to 18.02.2022(09)

  
Sr. Deputy Accountant General/AMG-III

*MD*  
*19/1/22*

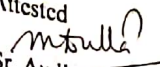


Sri Rahul Barua Sr. AO (Com)  
Sri Chanchal Chakraborty, AAO(COM)  
Sri Vikash Kumar Shaw, AAO(COM)  
Sri, Bipul Kumar, AAO(C)  
Shri Manish Sharma, AAO(A)

Units to be audited and address (as thereof)	Name & Year of Audit	Period of Audit
West Bengal Small Industries Development Corporation Limited, Silpa Bhavan (2 <sup>nd</sup> floor), 31, Black Burn Lane, Kolkata -700 012	Annual Accounts for the year 2019-20	07.03.2022 to 16.03.2022 (08)
	Compliance Audit for year 04/2020 to 03/2021	17.03.2022 to 25.03.2022 (06)

Headquarters duty from 28.03.2022

1. The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.
2. Year-wise reconciliation of investment figures (viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
3. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
4. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
5. *Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.*
6. Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.
7. For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).
8. The party must enquire about and collect the Audit Notebook/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
9. A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.
10. A paragraph on cost accounts and records should be included in the Inspection Report lying with the Head quarters' letter no 135-CA-I/66-2004 dated 03.05.2005 circulated vide this office letter No OA(Com)/Proc Vol-XXIX/ 250-254 dated 16. 05.2005.
11. All the party members are directed to carry their Office Identity Cards positively with them.
12. Party should submit Compliance Audit Design Matrix and Audit Findings Matrix immediately after completion of Compliance audit in the prescribed format under New Compliance Auditing Guidelines.
13. *Study the A/cs and Board Minutes, RIP register & ACM register to prepare the field audit plan & submit it to Sr. AO/Technical Cell*
14. Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.
15. *Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.*
16. Compliance of previous years CAG Comment on the accounts to be looked into, if any.
17. Party should mention landline telephone Nos of the units of PSU while submitting their internal tour programme
18. Monthly DO letters (both in hard copy & soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.
19. Engagement of contractual employees in organization, if any may be looked into.
20. Filled up I' audit Questionnaire is to be submitted at HQ.
21. No deviation from the programme without prior approval of Group Officer will be permitted.
22. Action Taken Note on Press Clipping Matters may be looked into.
23. *Exit Conference to be held at Group Officer level in respect of Accounts Audit (Pr.AG's instruction dated 31.12.2021*

Attested  
  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Sr. Deputy Accountant General/AMG-III



Revised Tour Programme of Special Party No .II for compliance audit of West Bengal  
Highway Development Corporation Limited.

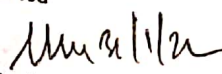
Sri Rana Deb, Sr. AO (Com)  
Sri Chanchal Chakraborty, AAO(COM) (w.e.f 11.01.2022)  
Sri Bipul Kumar, AAO(COM)  
Sri Sujan Dasgupta AAO (Com)  
Janab Aftab Alam Khan, AAO(Adhoc)

Units to be audited and address (as thereof)	Name & Year of Audit	Period of Audit
West Bengal Highway Development Corporation Limited, HRBC Bhawan, 4 <sup>th</sup> & 5 <sup>th</sup> floor, Munshi Premchand Sarani, Kolkata - 700 021 Ph.2262-5267,	Compliance Audit for year 04/2019 to 03/2021	25.01.2022 to 11.02.2022 (12)

Headquarters duty from 14.02.2022

1. The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.
2. Year-wise reconciliation of investment figures (viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
3. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
4. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
5. *Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.*
6. Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.
7. For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).
8. The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
9. A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.
10. A paragraph on cost accounts and records should be included in the Inspection Report lying with the Head quarters' letter no 135-CA-I/66-2004 dated 03.05.2005 circulated vide this office letter No OA(Com)/Proc Vol-XXIX/ 250-254 dated 16. 05.2005.
11. All the party members are directed to carry their Office Identity Cards positively with them.
12. Party should submit Compliance Audit Design Matrix and Audit Findings Matrix immediately after completion of Compliance audit in the prescribed format under New Compliance Auditing Guidelines.
13. Study the A/cs and Board Minutes, RIP register & ACM register to prepare the field audit plan & submit it to Sr. AO/Technical Cell
14. Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.
15. Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.
16. Compliance of previous years CAG Comment on the accounts to be looked into, if any.
17. Party should mention landline telephone Nos of the units of PSU while submitting their internal tour programme
18. Monthly DO letters (both in hard copy & soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.
19. Engagement of contractual employees in organization, if any may be looked into.
20. Filled up IT audit Questionnaire is to be submitted at HQ.
21. No deviation from the programme without prior approval of Group Officer will be permitted.
22. Action Taken Note on Press Clipping Matters may be looked into.
23. Exit Conference to be held at Group Officer level in respect of Accounts Audit (Pr.AG's instruction dated 31.12.2021

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Sr. Deputy Accountant General/AMG-III



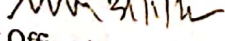
Tour Programme of Special Party No .II for audit of Annual Accounts for the year 2019-20 of  
The Infusions(India) Limited

Sri Rana Deb, Sr. AO (Com)  
Sri Sujan Dasgupta AAO (Com)  
Janab Aftab Alam Khan, AAO(Adhoc)

Units to be audited and address (as) thereof	Year of Audit	Period of Audit
Managing Director, The Infusions (India) Limited, 620, Diamond Harbour Road, Chowrasta, Behala, Kolkata – 700 034. Ph. No. 033-2399-5879,	Annual Accounts for the year 2019-20	15.02.2022 to 21.02.2022 (05)
<b>Headquarters duty from 22.02.2022</b>		

1. The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.
2. Year-wise reconciliation of investment figures (viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
3. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
4. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
5. *Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.*
6. Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.
7. For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).
8. The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
9. A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts)-along with the review sheet on previous years audit objections.
10. A paragraph on cost accounts and records should be included in the Inspection Report lying with the Head quarters' letter no 135-CA-1/66-2004 dated 03.05.2005 circulated vide this office letter No OA(Com)/Proc Vol-XXIX/ 250-254 dated 16. 05.2005.
11. All the party members are directed to carry their Office Identity Cards positively with them.
12. Party should submit Compliance Audit Design Matrix and Audit Findings Matrix immediately after completion of Compliance audit in the prescribed format under New Compliance Auditing Guidelines.
13. *Study the A/cs and Board Minutes, RIP register & ACM register to prepare the field audit plan & submit it to Sr. AO/Technical Cell*
14. Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.
15. *Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.*
16. *Compliance of previous years CAG Comment on the accounts to be looked into, if any.*
17. Party should mention landline telephone Nos of the units of PSU while submitting their internal tour programme
18. Monthly DO letters (both in hard copy & soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.
19. Engagement of contractual employees in organization, if any may be looked into.
20. Filled up IT audit Questionnaire is to be submitted at HQ.
21. No deviation from the programme without prior approval of Group Officer will be permitted.
22. Action Taken Note on Press Clipping Matters may be looked into.
23. *Exit Conference to be held at Group Officer level in respect of Accounts Audit (Pr.AG's instruction dated 31.12.2021)*

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III