



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA

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

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



Office Order No. CRAD/48/2024-25/ 52

Dated – 16.08.2024

As approved by Director/RAIDT, the tour programme for 3rd quarter is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Transit from & to Kolkata	Desk Review
I	O/o the Commissioner of Customs Airport (Including Reward cases)	01.04.2023 to 31.03.2024	Kamalesh Khanta, SAO Mayukh Biswas, AAO Soyeli Roy, AAO Ritwik Thakur, Ar.	22.08.2024 to 04.09.2024	10	NA	21.08.2024
	O/o the Dinhata Customs Division, Cooch Behar	01.04.2022 to 31.03.2024	Kamalesh Khanta, SAO Subrata Kr. Roy, AAO Dipankar Chatterjee, AAO	10.09.2024 to 01.10.2024	15	09.09.2024 & 02.10.2024	06.09.2024
III	O/o the Appraising Group-III, Customs House, Kolkata	01.04.2023 to 31.03.2024	Anil Kr Singh, SAO Debasis Suin, AAO Deepanjan Mitra, AAO Depayan Paul, Sr. Ar.	28.08.2024 to 10.10.2024	30	NA	27.08.2024
VII	O/o the Falta SEZ (Expenditure Audit), Nizam Palace, Kolkata	01.04.2023 to 31.03.2024	Somnath Mondal, AAO Debraj Bhattacharya, AAO Sudhir Kumar, AAO	22.08.2024 to 04.09.2024	10	NA	21.08.2024
V	O/o the Siliguri Customs Division, Siliguri	01.04.2022 to 31.03.2024	Tapan Kumar Paul, SAO Bivash Kr. Samanto, AAO Amit Sharma, AAO	06.09.2024 to 24.09.2024	12	05.09.2024 & 25.09.2024	04.09.2024

II	O/o the 100% EOU SEZ, Nizam Palace, Kolkata	01.04.2023 to 31.03.2024	Nabarun Ghosh, SAO Rana Halder, AAO Jayashree Giri, AAO Md. Muslim Ansari, Ar.	23.09.2024 to 06.11.2024	30	NA	21.09.2024
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1. **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.

2. Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer

3. **No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.

4. As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish 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.

5. 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.**

6. Contribution to Para(s)/A. Q(s) by members of audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with softcopy of IR, Annexure etc.)

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

7. 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.

8. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.

9. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with desired information.

10. As per the instruction issued from 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.

11. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.

12. An **Index of the IR in prescribed Format** to be placed on top of the IR

13. **Page marking of IR should be done properly.**

14. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.

15. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR.
16. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**
Copy to: All Officials of CRAD

ABHIJIT SENGUPTA

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



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Office Order No. CRAD/48/2024-25/55

Dated –04-09-2024

As approved by Director/RAIDT, the tour programme for 3rd quarter is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Transit from & to Kolkata	Desk Review
VII	O/o the Appraising Group-VI, Custom House, Kolkata	01.04.2022 to 31.03.2024	Somnath Mondal, AAO Bivash Kr. Samanto, AAO Vikash Kumar Yadav, AAO Sudhir Kumar, AAO	03.10.2024 to 21.10.2024	12	NA	01.10.2024
VI	O/o the Appraising Group-V AB, Custom House, Kolkata	01.04.2023 to 31.03.2024	Subrata Kumar Roy, AAO Debraj Bhattacharya, AAO Md. Aftab Alam, AAO Raj Tilak Patel, AAO	09.10.2024 to 22.11.2024	30	NA	08.10.2024
IV	O/o the Air Cargo Complex, NSCBI Airport, Kolkata	01.04.2023 to 31.03.2024	Md. Shakeb Ayaz, SAO Abhijit Pramanik, AAO Debasish Dutta, AAO Nil Kamal Chowdhury, Asst. Supvr.	17.09.2024 to 23.10.2024	25	NA	13.09.2024
VIII	O/o the Aizawl Customs Division	01.04.2022 to 31.03.2024	Debasis Suin, AAO Mayukh Biswas, AAO Abhijit Pramanik, AAO	12.11.2024 to 03.12.2024	15	11.11.2024 & 04.12.2024	08.11.2024

VII	O/o the Shillong Customs Division	01.04.2021 to 31.03.2024	Somnath Mondal, AAO Deepanjan Mitra, AAO Shambodeb Pal, AAO	05.11.2024 to 26.11.2024	15	04.11.2024 & 27.11.2024	01.11.2024
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1. **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.

2. Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer

3. **No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.

4. As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish 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.

5. 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.**

6. Contribution to Para(s)/A. Q(s) by members of audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with softcopy of IR, Annexure etc.)

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

7. 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.
8. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.
9. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with desired information.
10. As per the instruction issued from 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.
11. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.
12. An **Index of the IR in prescribed Format** to be placed on top of the IR
13. **Page marking of IR should be done properly**
14. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.
15. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred

to in Paras should invariably accompany draft IR.

16. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**

Copy to: All Officials of CRAD

Jaya Basu Sarkar

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



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Office Order No. CRAD/48/2024-25/62

Dated – 19.09.2024

As approved by Director/RAIDT, Md. Muslim Ansari, Ar. is withdrawn from Field Party-II and Shri Sourav Mondal, Asst. Supvr. is posted to Field Party-II w.e.f. 09.10.2024 for compliance audit of 100% EOU, Nizam Palace, Kolkata in place of Md. Muslim Ansari, Ar.

Jaya Basu Sarkar
वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.



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O.O.No.RA/CRA/PA/2024-25/PI/63

Date: 24-09-2024

Under the orders of the Director (RAIDT), a team consisting of the following officials is formed to conduct the preliminary study of data furnished related to the Performance Audit on 'Project Import Scheme' w.e.f. 23.09.2024.

1. Md. Shakeb Ayaz, Sr. AO
2. Md Aftab Alam, AAO
3. Deepanjan Mitra, AAO
4. Bivash Kumar Samanto, AAO (w.e.f 27.09.24)
5. Rajesh Kumar, Sr. Auditor

Initial work as intimated vide Hd Qts' letter dated 13.09.2024 (copy enclosed) may be taken up w.e.f 23.09.2024 and any deficiency/additional requirement, as directed by HQ, may be intimated suitably.

Jaya Basu Sarkar
Sr. Audit Officer/SF-DP



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Office Order No. CRAD/48/2024-25/64

Dated – 30.09.2024

As approved by Director/RAIDT, following postings are made:

1. Shri Mayukh Biswas, AAO is posted to Field Party-VII in place of Shri Bivash Kr Samanto, AAO w.e.f. 01.10.2024 to 21.10.2024 for compliance audit of O/o the Appraising Group-VI.
2. Shri Shambodeb Pal, AAO is posted to Field Party-III in place of Shri Deepanjan Mitra, AAO w.e.f. 01.10.2024 to 10.10.2024 for compliance audit of O/o the Appraising Group-III.
3. Shri Suvendhu Mandal, AAO is posted to Field Party-VI in place of Md. Aftab Alam, AAO w.e.f. 08.10.2024 to 22.11.2024 for compliance audit of O/o the Appraising Group-V AB.

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अ.प्र.मरका/र 30.9.24

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Office Order No. CRAD/48/2024-25/65

Dated – 03.10.2024

As directed by Director/RAIDT, Field Party- II consisting of following members are directed to recommence the Compliance audit of 100% EOU, Nizam Palace, Kolkata w.e.f. 04.10.2024 to 19.11.2024.

Details of team members:

1. Shri Nabarun Ghosh, SAO
2. Smt. Jayashree Giri, AAO
3. Shri Rana Halder, AAO
4. Shir Sourav Mondal, Asst. Supvr.

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Jaya Basu Sarkar
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Office Order No. RA/CRA/PA/2024-25/PI/254/66

Dated – 04.10.2024

Under the orders of the Director General of Audit (Central), Kolkata, a team consisting of the following officials are nominated to conduct the Performance Audit on 'Project Import Scheme' w.e.f. 04.10.2024.

1. Shri Abhijit Sengupta, Sr. A.O
2. Md. Aftab Alam, AAO
3. Shri Deepanjan Mitra, AAO
4. Shri Bivash Kumar Samanto, AAO
5. Shri Rajesh Kumar, Sr. Auditor

The Audit Team is hereby instructed to take up the process of sample selection and the records of sampling methodology & records of project selected (as per Para 6 of guidelines) should be sent to HQ office after approval of DG.

The party should also compare the given 'Template' shared with DG Systems and data facilitated by them and bring any discrepancy or additional data requirement into the notice of Headquarters so that the same may be taken up with DG/Systems.

The Audit Team should adhere to the timelines mentioned in the Guidelines and also submit the field audit report along with related KDs and annexures to CRAD Hq within the first week of March 2025 so that the same may be forwarded to HQ.

Copy to All Officials of CRAD.

Jaya Basu Sarkar
व. लेखापरीक्षा अधिकारी/सी.आर.ए.डी.



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Office Order No. CRAD/48/2024-25/ 68

Dated – 15-10-2024

As approved by Competent Authority, a team consisting of following officials are nominated to conduct Subject Specific Compliance Audit (SSCA) on “Rebate of State and Central Taxes and Levies (RoSCTL)” w.e.f. 18.10.2024:

1. Shri Tapan Kr. Paul, SAO
2. Shri Debraj Bhattacharya, AAO
3. Shri Dipankar Chatterjee, AAO
4. Shri Santanu Sen, AAO (w.e.f. 28.10.2024)
5. Shri Mihir Lal Sarkar, Asstt. Supvr.

The Audit Team should adhere to the timelines mentioned in the Guidelines and also submit the field audit report along with related KDs and annexures to CRAD (HQ) within the second week of February 2025 so that the same may be forwarded to lead office.

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Jaya Basu Sarkar
वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी°(मुख्या°)



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Office Order No. CRAD/48/2024-25/70

Dated – 15-10-2024

As approved by Director/RAIDT, Shri Debraj Bhattacharya, AAO is withdrawn from Field Party-VI and Ms. Soyeli Roy, AAO is posted to Field Party-VI w.e.f. 18.10.2024 to 22.11.2024 for compliance audit of O/o the Appraising Group- V AB, Custom House, Kolkata, as Shri Bhattacharya is posted in SSCA team.

Copy to all officials of CRAD.

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वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी^०(मुख्या^०)



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Office Order No. CRAD/48/2024-25/72

Dated – 17-10-2024

The Compliance Audit of O/o the Shillong Customs Division which was scheduled to be conducted from 05.11.2024 to 26.11.2024 by Field Party-VII is postponed until further order.

इसे निदेशक (आरएआईडीटी) के अनुमोदन से जारी किया जाता है।

ABHIJIT SENGUPTA
वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी०(मुख्या०)



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Office Order No. CRAD/48/2024-25/72

Dated – 17-10-2024

The Compliance Audit of O/o the Shillong Customs Division which was scheduled to be conducted from 05.11.2024 to 26.11.2024 by Field Party-VII is postponed until further order.

इसे निदेशक (आरएआईडीटी) के अनुमोदन से जारी किया जाता है।

ABHIJIT SENGUPTA
वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी०(मुख्या०)



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Office Order No. CRAD/48/2024-25/74

Dated – 28-10-2024

Field Party- VII, currently conducting compliance audit of O/o the Appraising Group-VI, Custom House, Kolkata, scheduled from 03.10.2024 to 21.10.2024 is now extended up to 28.10.2024.

इसे निदेशक/अप्रत्यक्ष कर की मंजूरी से जारी किया गया है।

Jaya Basu Sarkar

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी^०(मुख्या^०)



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Office Order No. CRAD/48/2024-25/81

Dated - 20-11-2024

As approved by Director/RAIDT, the tour programme of O/o the DGFT-Kolkata is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
III	O/o the Director General of Foreign Trade (DGFT), Kolkata	01.04.2023 to 31.03.2024	Anil Kr. Singh, SAO Subrata Kr. Roy, AAO Debasish Dutta, AAO Parashuram Das, AAO Mihir Lal Sarkar, Asst. Supvr.	06.12.2024 to 14.02.2025	50	05.12.2024

1. 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.

2. Paras of the previous IRs may only be updated after proper verification to the satisfaction of the supervising officer

3. No extension of party days shall be allowed except on merit basis.

4. As per the instruction of. D.G.A.(C), Kolkata, the supervising officer is requested to furnish a properly KD linked Draft Inspection Report (DIR) along with a soft copy.

KDs are to be uploaded in KMS. 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.

5. 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 should be done on Annexure (in soft copy also).**

6. The annexures to Audit Observation should be named with reference to the Observation number and should be linked with legible KDs.

7. Contribution to Para(s)/A.Q(s) by members of audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with softcopy of IR, Annexure etc.)

Sl. 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. Detail Tour Programme, wherever applicable, should be submitted along with Draft IR.

10. As per the Internal Test Audit's (ITA) instruction, Sl. No.17 of the Title Sheet (Receipt Audit) should be duly filled in with desired information.

11. As per the instruction issued from Hd. Qtrs., a copy of the Code of Ethics is to be handed over to the head of the unit and a certificate to the effect is to be given along with the IR.

12. Title Sheet & Top Sheet properly filled should be authenticated with dated signature.

13. An **Index of the IR in prescribed Format** to be placed on top of the IR . The 'Introduction' and 'Acknowledgement' **should be attached with draft IR in OIOS also.**

14. Page marking of IR should be done properly.

15. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.

16. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR and should be linked in the soft copy.

17. The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.

Copy to: All Officials of CRAD

हस्ता/-

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



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
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G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



Office Order No. CRAD/48/2024-25/83

Dated – 21-11-2024

Field Party-VI, currently conducting compliance audit of O/o the Appraising Group-V AB, Custom House, Kolkata scheduled from 09.10.2024 to 22.11.2024 is now extended upto 27.11.2024.

इसे उप निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

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