	`Tour Programme of Field Audit Party under AMG-IV Wing (FAP-I)									
	Supervised by	Shri So	Shri Sourav Banerjee, Sr. Audit Officer (Com)							
	Led by	Shri Ra	Shri Rakesh Kumar-II, Asst. Audit Officer							
	-	Shri Go	Shri Goutam Das, Asst. Audit Officer							
Sl.	Units to be audited and	Period of	Duration of	Working Days at Field	Holidays incl.					
Ν	address (as) thereof	audit	audit		weekends					
0										
1	The Shalimar (1980) Works		Desk review: 4 July 2025	7,8,9,10,11,14,15,16,17, 18,21,22,23,24,25 July 2025	12,13, & 19,20, July 2025					
	HRBC Office Compound,	2024-25	Field Audit:	(15 working days)	July 2025					
	Canteen Building, 1 <sup>st</sup> Floor	2024 25	7 July to	(15 working duys)						
	Munshi Premchand Sarani		25 July 2025							
	Kolkata 700021		20 July 2020							
2.	Divisional Manager		Desk review:	4,5,6,7,8, 11,12,13,14	09&10					
	Dinhata		01August 2025	August 2025	August 2025					
	Division, WBSEDCL	2018-25	Transit on 03	(09 working days)						
	Ward No. 6, Dinhata		August,2025							
	Municipality, Gopalnagar		Field Audit:							
	Road (near LIC Building),		04 August to 14							
	PO-Dinhata, Dist.		August 2025							
	Coochbehar, PIN-736 135		Return Transit							
			on 15 August							
			2025							
3	Additional Chief	From	Desk review: 22	25,26,27,28,29, August 2025,	30 & 31					
	Engineer, Malda Field	inception	August 2025	1,2,3,4 September 2025	August 2025					
	Zonal Office,	till	Transit on 24	(09 working days)						
	WBSETCL, 31.03.202		August,2025							
	Deshbandhu para, Ward	5	Field Audit:							
	no. 27, Holding	1 <sup>st</sup> Audit	25 August to 04							
	no.245/151/216, P.S-	(Not yet	September 2025							
	English Bazaar, Dist-	taken up)	Return Transit							
	Malda, Pin-732102		on 05 September							
			2025							

• The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.

• 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.

• 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.

• 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).

• All the party members are directed to carry their Office Identity Cards positively with them.

• Party should submit the Desk Review & Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.

• Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.

• Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.

• Engagement of contractual employees in organization, if any may be looked into.

• No deviation from the programme without prior approval of Group Officer will be permitted.

• Action Taken Note on Press Clipping Matters may be looked into.

• Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX & AUDIT UNIT)

• The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.

• Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.

• Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.

• 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.

• 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.

• Study the A/cs and Board Minutes, RIP register &ACM register to prepare the field audit plan & submit it to OA(Com)/HQ.

• Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.

• 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.

• Filled up IT audit Questionnaire is to be submitted at HQ.

• At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"

DAG (AMG-IV)

## Tour Programme of Field Audit Party under AMG-IV Wing (FAP-II)

	Supervised by	Shri Rana	Deb, Sr. Audit C	fficer	(Com)					
Led by Shri Shray Kumar Gu			y Kumar Gupta, A	Assista	nt Audit Officer (Com)	)				
			Shri Dipan Maity, Assistant Audit Officer (Com)							
	Asst. Suprv/Ar./ Sr.Ar.	*	Kumar Sarkar-I,			TT 101 0 1 1 1				
Sl	Units to be audited and address (as) thereof	Period of audit	Duration of a	udit	Working Days at Field	Holidays incl. weekends				
N	aduress (as) thereof	auun			Field					
0										
1.	Managing Director	2023-25	Desk review:	08	11,12,13,14,18,19,2	15, 16, 17, 23 & 24 August				
	Corporate Office,		August 202		0,21,22,25,26,27,28	2025				
	WBSETCL		Field Audit		,29 August 2025					
	Vidyut Bhavan, 8 <sup>th</sup> Floor, DJ- Block, Sector-II, Salt		11 August to August 202		(14 working days)					
	Lake City Kolkata,		August 202	5						
	Pin- 700 091									
2	Divisional Manger,	2018-25	Desk review	v:	8,9,10,11,12,15,16,	13 & 14 September 2025				
	Siliguri Suburban		04 September 2		17,18 & 19					
	Division		Transit on 0		September 2025.					
	Shib Mandir, Siliguri, PO- Kadamtala, Dist		September 20 Field Audit		(10 working days)					
	Darjeeling,		08 September 20							
	PIN-734 011		19 September 2							
			Return Trans							
		1 • 6 • • •	20.09.2025			1 1 1				
• of th	The party is to submit a ne company in terms of HQrs					y look into the status of DDO				
•	The party is to submit a			(Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.						
the	comment of CAG of In		-	•		eck list for compliance of				
	agement on the earlier accou	nts of the com	pany.		ounting Standard and	additional information sheet				
•	Field party should not			may	be collected.					
	Irday and Sunday. Second cla	ss fare for to a	and fro journeys	• br:th		of Guests and Hotel bills paid				
• •	<i>be provided in such cases.</i> For attending the	offices withi	in the urban	oyu	ne Company/ Corporati	enquire about and collect the				
agg	omeration area(s) officials o			Audi		files/ DP files relevant to the				
(bot	h ways) by special me					r related to concurrent audit of				
rick	shaw/auto rickshaw).			conti	racts for necessary com					
•	All the party members		to carry their	•		assessment of working of the				
•	ce Identity Cards positively w Party should submit the		& Compliance	into	during transaction and	icating the points to be looked it should be furnished (In case				
Aud	it Design Matrix before pro		-		-	ng with the review sheet on				
	cribed format under New Cor				ious years audit objecti	-				
•	Party should propose P			•		l Board Minutes, RIP register				
and	enclose necessary documenta			&ACM register to prepare the field audit plan & submit						
unit	Party should update the s of PSU while submitting the			it to	OA(Com)/HQ. Relevant	portions of tour diaries should				
•	Engagement of contract			be su		aft IRs which will form part of				
if ar	iy may be looked into.		-		vorking papers of the Il	Rs.				
•	No deviation from th		without prior	•		rs (both in hard copy & soft				
app	roval of Group Officer will be		Mattors marsh			l by Sr AO/AO of the party				
	Action Taken Note on F ked into.	Tess Cupping	matters may be	mont		vorking day of the following				
	lled up IT audit Questionna	ire is to be su	bmitted at HO.	•	Filled up IT aud	lit Questionnaire is to be				
	For APEX & AUDIT UNIT)		subn	nitted at HQ.						
				•		ommittee Meeting held on				
						cretary to the Govt. of WB				
						ents (and audit entities) are to IT System (read only) for				
						to examine and evaluate the				
					rol systems with in the					

Guidelines.

programme.

be looked into.

•

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Party should propose PDPs out of the Part-IIA paras

Party should update the landline telephone Nos of

contractual

No deviation from the programme without prior

Action Taken Note on Press Clipping Matters may

Filled up IT audit Questionnaire is to be submitted at HQ.

internal tour

in

employees

and enclose necessary documentation for the same.

of

the units of PSU while submitting their

organization, if any may be looked into.

(For APEX & AUDIT UNIT)

approval of Group Officer will be permitted.

Engagement

	Supervised by	9	Shri Gangesh Kumar Jl	ha, Sr. Audit Officer (Com)				
	Led by			sst. Audit Officer (Com)				
				, Asst. Audit Officer( Com)				
	Asst. Suprv/Ar./ Sr.A		Shri Pralay Mondal, Sr					
SI.	Units to be audited	Period	Duration of audit	Working Days at Field	Holidays incl.			
No	and address (as) thereof	of audit			weekends			
1	Chief Engineer,	2023-25	Desk review: 04	7,8,9,10,11,14,15,16,17,18,21,22,23,2	12,13,19,20,26,27			
T	Project-III,	2023-23	July 2025	4,25,28,29,30,31 July 2025 & 01	July 2025,			
	WBSEDCL		Field Audit:	August 2025	July 2028,			
	Vidyut Bhavan (2nd		07 July to 01	(20 working days)				
	Floor), Block-DJ, Salt		August 2025					
	Lake Sector-II,							
	Kolkata-700 091							
2.	Chief Engineer,	2023-25	Desk review: 08	11,12,13,14,18,19,20,21,22	15, 16, 17, 23,24			
	Project-II, WBSEDCL		August 2025	25,26,27,28,29 August 2025	August 2025			
	Vidyut Bhavan (2nd		Field Audit:	(14 working days)				
	Floor), Block-DJ, Salt		11 to 29					
	Lake Sector-II,		August 2025					
	Kolkata-700 091		-					
3	Chief Engineer,	2023-25	Desk review: 04	8,9,10,11,12,15,16,17,18,19,22,23,	13, 14, 20 & 21			
	Operation &		September 2025	24,25 September 2025	September 2025			
	Maintenance-II,		Field Audit:	(14 working days)				
	WBSETCL		08 to 25					
	10th Floor, D Block,		September 2025					
	Vidyut Bhavan, Sector-II, Kolkata-							
	700091							
	700031							
•	The party is to submi			• The field party may look int				
of th	e company in terms of HC			(Whether Govt or Non Govt), if it is	non Govt, details of			
• the	The party is to submi			the payment voucher may be verified.	for compliance of			
	comment of CAG of agement on the earlier acc			• Title Sheet, Check list Accounting Standard and additional in				
•	Field party should no			be collected.	normation sheet may			
Satu	rday and Sunday. Secon			Accommodation of Guests ar	nd Hotel bills paid by			
	neys will be provided in su		are for to and fro	the Company/ Corporation may be che				
•	For attending the		within the urban	<ul> <li>The party must enquire about</li> </ul>				
aggl	omeration area(s) official			Note Book/ Vetting files/ DP files rel				
	h ways) by special			refer to the register related to concurr				
	shaw/auto rickshaw).			for necessary compliance.				
•	All the party memb	ers are dir	ected to carry their	A note on overall assessment				
Offi	ce Identity Cards positivel			Company/ Corporation indicating the				
•	Party should submit		-	into during transaction audit should be				
	it Design Matrix before p			audit of accounts) along with the revi	ew sheet on previous			
pres	cribed format under	New Co	mpliance Auditing	years audit objections.				

#### Tour Programme of Field Audit Party under AMG-IV Wing (FAP-III)

• Study the A/cs and Board Minutes, RIP register &ACM register to prepare the field audit plan & submit it to OA(Com)/HQ.

• Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.

• 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.

• Filled up IT audit Questionnaire is to be submitted at HQ.

• At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"

## DAG (AMG-IV)

## Tour Programme of Field Audit Party under AMG-IV Wing (FAP-IV)

	Supervised by	Shri Braj Bl	nush	an Mishra, Sr. Audit C	Officer			
Led byShri L.R.P Khalkho, Asst. Audit Officer (Com)								
	Shri Pramod Kumar, Asst. Audit Officer (Com)							
	Asst. Suprv/Ar./ Sr.Ar.			Biswas, Sr. Ar.				
SI.	Units to be audited and address			Duration of audit	Working Days at Field	Holidays incl.		
N	(as) thereof	of au	dit			weekends		
<b>0</b> 1	Divisional Managar Krishnanag			Desk review: 04				
1	Divisional Manager, Krishnanaga Division, Nabadwip Station Road		ЭE	July 2025	7,8,9,10,11,14,15,16,17,18			
	PO-Krishnanagar, DistNadia,	1, 2010-	.25	Field Audit:	July 2025	12 &13 July 2025,		
	PIN-741 101			07 July to	(10 working days)	12 & 13 July 2023,		
				18 July 2025	(10 working days)			
Trans	it to Krishnanagar on 07.07.2025 &	§ 14 07 2025	hefo					
	nsit to Kolkata on 11.07.2025 & 18							
2.	Chief Engineer, Pumped Storage			Desk review: 25	28,29,30,31, July 2025			
	Project Department, WBSEDCL			July 2025	1,4,5,6,7,8,11,12,13,14	2,3,9,10		
	Vidyut Bhavan (5th Floor), Bloch	<- 2022-	25	Field Audit:	August 2025	August 2025		
	DJ, Salt Lake Sector-II,			28 July 14 August	(14 working days)	_		
	Kolkata-700 091			2025				
3	North Bengal State Transport			Desk review: 22	25,26,27,28,29 August	30,31 August		
	Corporation	2023-	-25	August 2025	2025, 1,2,3,4,	2025, 5, 6 , 7,		
	Paribahan Bhawan, West Sagar			Transit on 24	8,9,10,11,12,15,16,17	13 14		
	Dighi, Coochbehar, West Bengal	-		August 2025.	September 2025	September 2025		
	736 101			Field Audit:	(17 working days)			
				25 August to 17				
				September 2025				
				Return Transit on				
				18 September 2025				

• The party is to submit a brief profile on the activities	• The field party may look into the status of DDO
of the company in terms of HQrs' circular dated 13/11/2017.	(Whether Govt or Non Govt), if it is non Govt, details of
• The party is to submit a review on the compliance to	the payment voucher may be verified.
the comment of CAG of India/assurance given by the	• Title Sheet, Check list for compliance of
Management on the earlier accounts of the company.	Accounting Standard and additional information sheet may
• Field party should not be at camp site on Holidays,	be collected.
Saturday and Sunday. Second class fare for to and fro	• Accommodation of Guests and Hotel bills paid by
journeys will be provided in such cases.	the Company/ Corporation may be checked.
• For attending the offices within the urban	• The party must enquire about and collect the Audit
agglomeration area(s) officials of the party may take journey	Note Book/ Vetting files/ DP files relevant to the unit and
(both ways) by special means of conveyance (e.g.	refer to the register related to concurrent audit of contracts
rickshaw/auto rickshaw).	for necessary compliance.
• All the party members are directed to carry their	• A note on overall assessment of working of the
Office Identity Cards positively with them.	Company/ Corporation indicating the points to be looked
• Party should submit the Desk Review & Compliance	into during transaction audit should be furnished (In case of
Audit Design Matrix before proceeding to field audit in the	audit of accounts) along with the review sheet on previous
prescribed format under New Compliance Auditing	years audit objections.
Guidelines.	• Study the A/cs and Board Minutes, RIP register
• Party should propose PDPs out of the Part-IIA paras	&ACM register to prepare the field audit plan & submit it
and enclose necessary documentation for the same.	to OA(Com)/HQ.
• Party should update the landline telephone Nos of	Relevant portions of tour diaries should
the units of PSU while submitting their internal tour	be submitted along with draft IRs which will form part of
programme.	the working papers of the IRs.
• Engagement of contractual employees in	• Monthly DO letters (both in hard copy & soft
organization, if any may be looked into.	copy) should be submitted by Sr AO/AO of the party
• No deviation from the programme without prior	immediately by the first working day of the following
approval of Group Officer will be permitted.	month.
Action Taken Note on Press Clipping Matters may	• Filled up IT audit Questionnaire is to be submitted
be looked into.	at HQ.
• Filled up IT audit Questionnaire is to be submitted at HQ.	• At the Apex Committee Meeting held on
(For APEX & AUDIT UNIT)	10.01.2023, the Chief Secretary to the Govt. of WB directed
	that "All Departments (and audit entities) are to give audit
	access to the IT System (read only) for conducting process
	audit to examine and evaluate the control systems with in
	the organization"

# OA(AMG-IV)/ProgrammeFile/2022-23/ Tour Programme of Field Audit Party under AMG-IV Wing (FAP-V)

	Supervised by	Shri Nayan R	anjan Pal	, Sr. Audit Office	er (Com)			
Led by Asst. Suprv/Ar./ Sr.Ar.		Shri Asim Kumar Podder, Asst. Audit Officer						
		Shri Pijush Bhattacharya, Asst. Supervisor						
			Biswas, Ar.					
Sl. N o	Units to be audited and address (as) thereof	Period of audit	Dura	tion of audit	Working Days at Field	Holidays incl. weekends		
1	Divisional Manager, Nakasipara Division Administrative Buildings, Bethuadahari Krishak Bazar, PO- Bethuadahari, Dist Nadia,PIN-741 126	From inception till 31.03.2025 1 <sup>st</sup> Audit (Not yet taken up)	J Fi 07 J	k review: 04 uly 2025 eld Audit: July to 18 uly 2025	7,8,9,10,11,14,15,16,17,18 July 2025 (10 working days)	12 &13 July 2025,		
	sit to Nakasipara on 07.07.2025 & sit to Kolkata on 11.07.2025 & 18							
2.	Divisional Manager, Siliguri Town Division Administrative Buildings, 2nd mile Sevoke Road, PO- Siliguri, DistDarjeeling, PIN-734 001	2016-25	Desk review: 25 July 2025 Transit to Siliguri 27 July 2025 Field Audit: 28 July to 08		28,29,30,31 July 2025 1,4,5,6,7,8 August 2025 (10 working days)	2&3 August 2025,		
3	Zonal Manager, Siliguri Zone Administrative Buildings 2nd Mile Sevoke Road, PO- Siliguri, DistDarjeeling, PIN-734 001	2022-25	August 2025 Desk review: 12 August 2025 Field Audit: 13 to 27 August 2025 Return Transit to Kolkata		13,14,18,19,20,21,22, 25,26,27, August 2025 (10 working days)	15,16,17,23,24 August 2025		
No	te: SI NO. 2 & 3 Audit will The party is to submit a brief		secutiv	8 1	<b>he units are at same pl</b> ield party may look into the	,		
Man Satu jour agg (bot rick Offi Aud pres Gui and the pros orga app be l	The party is to submit a revie comment of CAG of India/as hagement on the earlier accounts of <i>Field party should not be at</i> <i>arday and Sunday. Second class</i> <i>rneys will be provided in such case</i> For attending the office lomeration area(s) officials of the h ways) by special means shaw/auto rickshaw). All the party members are fice Identity Cards positively with <i>Party should submit the Dest</i> <i>The Design Matrix before proceeds</i> <i>for mat under New</i> <i>delines.</i> Party should propose PDPs of enclose necessary documentation Party should update the lar units of PSU while submittin gramme. Engagement of contract anization, if any may be looked int No deviation from the pro- roval of Group Officer will be per Action Taken Note on Press ooked into. Filled up IT audit Questionnaire is (For APEX & AUDIT UNIT)	ssurance given of the company. <i>camp site on H</i> as <i>fare for to</i> as. es within the party may take of conveyance directed to car them. <i>k Review &amp; Com</i> <i>ing to field aud</i> <i>Compliance</i> but of the Part-II for the same. adline telephone g their interr ctual employe to. ogramme witho mitted. s Clipping Matt	by the lolidays, and fro urban journey ce (e.g. rry their npliance lit in the Auditing IA paras e Nos of nal tour ees in ut prior ers may	<ul> <li>Title Accounting Stable collected.</li> <li>Accorn the Company/ 0</li> <li>The pay Note Book/ Verefer to the reg for necessary content of the company/ Content into during transaudit of account years audit of account years audit of account years audit objeties and the submitted at the working pathologic for the working pathologic be submitted at the working pathologic for the formation of the company of the submitted at the working pathologic for the formation of the company of the formation of the company of the company of the company of the company of the company of the company of the company of the company of the company of the company of the company of the company of the company of the company of the comp</li></ul>	e on overall assessment of poration indicating the poir isaction audit should be furn its) along with the review sl ections. <i>the A/cs and Board Minut</i> <i>r to prepare the field audit p</i> <i>Q.</i> Relevant portions of tou long with draft IRs which v pers of the IRs. hly DO letters (both in ha be submitted by Sr AO/A y the first working day o up IT audit Questionnaire is the Apex Committee Med e Chief Secretary to the Govt rtments (and audit entities) of T System (read only) for cor ne and evaluate the control	bells paid by collect the Audit t to the unit and udit of contracts working of the nets to be looked ished (In case of neet on previous <i>es, RIP register</i> <i>blan &amp; submit it</i> r diaries should vill form part of ard copy & soft O of the party f the following s to be submitted <i>eting held on</i> . of WB directed are to give audit <i>national states</i>		

#### Tour Programme of Field Audit Party under AMG-IV Wing (FAP-VI)

	Supervised by			Ghosh, Sr. Audit Officer (	,		
Led by Shi				wdhury, Asst. Audit Office	er (Com)		
			i Achintya Kumar Sarkar, Supervisor i Rajesh Gupta, Ar.				
Sl. No	Units to be audited and address (as) thereof	Period of audit		Duration of audit	Working Days at Field	Holidays incl. weekends	
1	Managing Director, The Durgapur Projects Limited Administrative Building, Dr. B.C.Roy Avenue, Durgapur- 713201	2023-25		esk review: 04 July 2025 Field Audit: 7 July to 1 August 2025	7,8,9,10,11,14,15,16,1 7, 18,21,22,23,24,25,28, 29,30,31, July 2025 to 1 August 2025 (20 working days)	12,13,19,20,26 &27 July 2025	
	Durgapur on 07.07.2025, 14.07.				hours.		
	Kolkata on 11.07.2025, 18,07,20						
2.	Area Manager Kharagpur 400KV Area Office Diwanmaro-3, Hiradhi, Kharagpur, Paschim Medinipur, Pin-721 301	From inceptio n till 31.03.2 025 1 <sup>st</sup> Audit (Not yet taken up)		k review: 08 August 2025 Field Audit: 11 to 22 August 2025	11,12,13,14,18,19, 20,21,22 August 2025 (9 working days)	15, 16 & 17 August 2025	
Transit to	 Kharagpur on 11.08.2025 & 18, o Kolkata on, 14,08.2025 & 22.0	)8,2025 afte		ce hours.			
3	General Manager, Bakreswar Thermal Power Plant P.O BkTPP, District - Birbhum, Pin 731104,	2024-25	0	Desk review: 29 August 2025 ransit to Birbhum on 31 August 2025 Field Audit: 1 September 2025 to 17 September 2025 urn Transit to Kolkata on 18 September 2025	1,2,3,4,6,8,9,10,11, 1213,15,16,17, September 2025 (14 working days)	5, ,7, 14 September 202 5	
activities dated 13, • compliar given by company • <i>Holidays</i> <i>to and fr</i> • agglome: journey (e.g. rick • their Off • <i>Compliat</i> <i>field aut</i> <i>Compliat</i> <i>field aut</i> <i>Compliat</i> • paras an same. • Nos of th tour prog	Field party should not be at s, Saturday and Sunday. Second o journeys will be provided in su For attending the offices with ration area(s) officials of the p (both ways) by special means shaw/auto rickshaw). All the party members are dir ice Identity Cards positively with Party should submit the De- nce Audit Design Matrix before addit in the prescribed formation nce Auditing Guidelines. Party should propose PDPs out and enclose necessary document Party should update the land ne units of PSU while submitting	HQrs' circ review on India/assura accounts of <i>camp site</i> <i>class fare</i> <i>class fare</i> <i>ch cases.</i> <i>chin the ur</i> <i>ch cases.</i> <i>chin the ur</i> <i>ch cases.</i> <i>chin the ur</i> <i>corty may to</i> <i>of conveya</i> <i>rected to ca</i> <i>th them.</i> <i>corty may to</i> <i>of conveya</i> <i>th them.</i> <i>corty may to</i> <i>corty may to corty may to <i>corty may to corty may to <i>corty may to <i>cort</i></i></i></i></i></i></i></i></i></i></i>	the ance f the f the f for rban take ance arry g to New -IIA the rnal	<ul> <li>(Whether Govt or Non 6 payment voucher may be</li> <li>Title Sheet, Che Standard and additional in</li> <li>Accommodation Company/ Corporation m</li> <li>The party must of Book/ Vetting files/ DP fregister related to concurcompliance.</li> <li>A note on ov Company/ Corporation i during transaction audit saccounts) along with the objections.</li> <li>Study the A/cs a register to prepare the OA(Com)/HQ.</li> <li>Relevant submitted along with data working papers of the IRs</li> <li>Monthly DO let should be submitted by Study of the first working day of the submitted along with data submitted by Study of the submitted along of the submitted by Study Stu</li></ul>	verified. eck list for compliance of formation sheet may be of Guests and Hotel ay be checked. enquire about and collect iles relevant to the uni- urrent audit of contract erall assessment of ndicating the points to should be furnished (In- ereview sheet on prev- nd Board Minutes, RIH efield audit plan of the portions of tour d raft IRs which will fis- ters (both in hard co for AO/AO of the party	vt, details of the e of Accounting be collected. bills paid by the ct the Audit Note t and refer to the cts for necessary working of the be looked into a case of audit of vious years audit <i>P register &amp;ACM</i> & submit it to iaries should be orm part of the py & soft copy) v immediately by	
organizat • prior app	tion, if any may be looked into. No deviation from the progr proval of Group Officer will be p Action Taken Note on Press C	amme with ermitted.	hout	• At the Apex Committee Meeting held on 10.01.2023, the			

DAG (AMG-IV)

## Tour Programme of Field Audit Party under AMG-IV Wing (FAP-VII)

	Supervised by	Shri Gautam Ku	ımar, Sr. Audit Officer				
	Led by	Shri Arun Kuma	ar, Asst. Audit Officer (Com)				
Asst. Suprv/Ar./ Sr.Ar.Shri Shubham Patel, Asst. Audit OfficerShri Mridul Kanti Biswas, Asst. Supervisor							
Sl. N o	Units to be audited and address (as) thereof	Period of audit	Duration of audit	Working Days at Field	Holidays incl. weekends		
1	Regional Manager, Darjeeling Region Administrative Buildings (2nd Floor), 2nd Mile Sevoke Road, PO-Siliguri, DistDarjeeling, PIN-734 001	2022-25	Desk review: 04 July 2025 Transit to Darjeeling on 06 July 2025 Field Audit: 07 July to 18 July 2025 Return Transit on 19 July 2025	7,8,9,10,11, 14,15,16,17,18 July 2025 (10 working days)	12 & 13 July 2025		
2.	Area Manager Chanditala 400kv Ara Office Village+P.O Aniya, P.S Chanditala, Dist- Hooghly Pin- 712 706	From inception till 31.03.202 5 1 <sup>st</sup> Audit (Not yet taken up)	Desk review: 23 July 2025 Field Audit: 24 July to 06 August 2025	24,25,28,29, 30,31 July 2025, 1.4.5,6 August 2025 (10 working days)	26,27 July 2025, 02,3 August 2025		
3	Divisional Manager, Coochbehar Division Administrative Buildings (2nd Floor),Power House Campus N. N. Road, PO & Dist Coochbehar, PIN-736 101	2022-25	Desk review: 11 August 2025 Transit to Coochbehar on 12 August 2025 Field Audit: 13 to 27 August 2025 Return Transit on 28 August 2025	13,14,18,19,20, 21,22,25,26,27 August 2025 (10 working days)	15,16,17,23,24 August 2025		

• The party is to submit a brief profile on the activities	• The field party may look into the status of DDO
of the company in terms of HQrs' circular dated 13/11/2017.	(Whether Govt or Non Govt), if it is non Govt, details of
• The party is to submit a review on the compliance to	the payment voucher may be verified.
the comment of CAG of India/assurance given by the	• Title Sheet, Check list for compliance of
Management on the earlier accounts of the company.	Accounting Standard and additional information sheet may
• Field party should not be at camp site on Holidays,	be collected.
Saturday and Sunday. Second class fare for to and fro	• Accommodation of Guests and Hotel bills paid by
journeys will be provided in such cases.	the Company/ Corporation may be checked.
• For attending the offices within the urban	• The party must enquire about and collect the Audit
agglomeration area(s) officials of the party may take journey	Note Book/ Vetting files/ DP files relevant to the unit and
(both ways) by special means of conveyance (e.g.	refer to the register related to concurrent audit of contracts
rickshaw/auto rickshaw).	for necessary compliance.
• All the party members are directed to carry their	• A note on overall assessment of working of the
Office Identity Cards positively with them.	Company/ Corporation indicating the points to be looked
• Party should submit the Desk Review & Compliance	into during transaction audit should be furnished (In case of
Audit Design Matrix before proceeding to field audit in the	audit of accounts) along with the review sheet on previous
prescribed format under New Compliance Auditing	years audit objections.
Guidelines.	• Study the A/cs and Board Minutes, RIP register
Party should propose PDPs out of the Part-IIA paras	&ACM register to prepare the field audit plan & submit it
and enclose necessary documentation for the same.	to OA(Com)/HQ.
• Party should update the landline telephone Nos of	Relevant portions of tour diaries should
the units of PSU while submitting their internal tour	be submitted along with draft IRs which will form part of
<ul> <li>programme.</li> <li>Engagement of contractual employees in</li> </ul>	<ul><li>the working papers of the IRs.</li><li>Monthly DO letters (both in hard copy &amp; soft)</li></ul>
• Engagement of contractual employees in organization, if any may be looked into.	copy) should be submitted by Sr AO/AO of the party
<ul> <li>No deviation from the programme without prior</li> </ul>	immediately by the first working day of the following
approval of Group Officer will be permitted.	month.
Action Taken Note on Press Clipping Matters may be looked	Filled up IT audit Questionnaire is to be submitted
into.	at HQ.
• Filled up IT audit Questionnaire is to be submitted at HQ.	• At the Apex Committee Meeting held on
(For APEX & AUDIT UNIT)	10.01.2023, the Chief Secretary to the Govt. of WB directed
	that "All Departments (and audit entities) are to give audit
	access to the IT System (read only) for conducting process
	audit to examine and evaluate the control systems with in
	the organization"

OA(AMG-IV)/ProgrammeFile/2022-23/

l/1023742/2025 DAG (AMG-IV)