

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

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>
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**DAG (AMG-IV)**

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

<b>Supervised by</b>		Shri Rana Deb, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Shray Kumar Gupta, Assistant Audit Officer (Com) Shri Dipan Maity, Assistant Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Anup Kumar Sarkar-I, Sr.Ar.			
<b>Sl . No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1.	Managing Director Corporate Office, WBSETCL Vidyut Bhavan, 8 <sup>th</sup> Floor, DJ- Block, Sector-II, Salt Lake City Kolkata, Pin- 700 091	2023-25	Desk review: 08 August 2025 Field Audit: 11 August to 29 August 2025	11,12,13,14,18,19,20,21,22,25,26,27,28,29 August 2025 (14 working days)	15, 16, 17, 23 & 24 August 2025
2	Divisional Manger, Siliguri Suburban Division Shib Mandir, Siliguri, PO- Kadamtala, Dist.- Darjeeling, PIN-734 011	2018-25	Desk review: 04 September 2025 Transit on 07 September 2025 Field Audit: 08 September 2025 to 19 September 2025 Return Transit 20.09.2025	8,9,10,11,12,15,16,17,18 & 19 September 2025. (10 working days)	13 & 14 September 2025
<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li> </ul>					
<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>					

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

<b>Supervised by</b>			Shri Gangesh Kumar Jha, Sr. Audit Officer (Com)		
<b>Led by</b>			Shri Arvind Kumar, Asst. Audit Officer (Com) Shri Jayanta Bhandari, Asst. Audit Officer( Com)		
<b>Asst. Suprv/Ar./ Sr.Ar.</b>			Shri Pralay Mondal, Sr. Ar		
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Chief Engineer, Project-III, WBSEDCL Vidyut Bhavan (2nd Floor), Block-DJ, Salt Lake Sector-II, Kolkata-700 091	2023-25	Desk review: 04 July 2025 Field Audit: 07 July to 01 August 2025	7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30,31 July 2025 & 01 August 2025 (20 working days)	12,13,19,20,26,27 July 2025,
2.	Chief Engineer, Project-II, WBSEDCL Vidyut Bhavan (2nd Floor), Block-DJ, Salt Lake Sector-II, Kolkata-700 091	2023-25	Desk review: 08 August 2025 Field Audit: 11 to 29 August 2025	11,12,13,14,18,19,20,21,22,25,26,27,28,29 August 2025 (14 working days)	15, 16, 17, 23,24 August 2025
3	Chief Engineer, Operation & Maintenance-II, WBSETCL 10th Floor, D Block, Vidyut Bhavan, Sector-II, Kolkata-700091	2023-25	Desk review: 04 September 2025 Field Audit: 08 to 25 September 2025	8,9,10,11,12,15,16,17,18,19,22,23,24,25 September 2025 (14 working days)	13, 14, 20 & 21 September 2025

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>
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**DAG (AMG-IV)**

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

<b>Supervised by</b>		Shri Braj Bhushan Mishra, Sr. Audit Officer			
<b>Led by</b>		Shri L.R.P Khalkho, Asst. Audit Officer (Com) Shri Pramod Kumar, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Haradhan Biswas, Sr. Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Divisional Manager, Krishnanagar Division, Nabadwip Station Road, PO-Krishnanagar, Dist.-Nadia, PIN-741 101	2018-25	Desk review: 04 July 2025 Field Audit: 07 July to 18 July 2025	7,8,9,10,11,14,15,16,17,18 July 2025 (10 working days)	12 & 13 July 2025,
Transit to Krishnanagar on 07.07.2025 & 14.07.2025 before office hours. Transit to Kolkata on 11.07.2025 & 18.07.2025 after office hours.					
2.	Chief Engineer, Pumped Storage Project Department, WBSEDCL Vidyut Bhavan (5th Floor), Block-DJ, Salt Lake Sector-II, Kolkata-700 091	2022-25	Desk review: 25 July 2025 Field Audit: 28 July 14 August 2025	28,29,30,31, July 2025 1,4,5,6,7,8,11,12,13,14 August 2025 (14 working days)	2,3,9,10 August 2025
3	North Bengal State Transport Corporation Paribahan Bhawan, West Sagar Dighi, Coochbehar, West Bengal – 736 101	2023-25	Desk review: 22 August 2025 Transit on 24 August 2025. Field Audit: 25 August to 17 September 2025 Return Transit on 18 September 2025	25,26,27,28,29 August 2025, 1,2,3,4, 8,9,10,11,12,15,16,17 September 2025 (17 working days)	30,31 August 2025, 5, 6, 7, 13, 14 September 2025

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>
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**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-V)**

<b>Supervised by</b>		Shri Nayan Ranjan Pal, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Asim Kumar Podder, Asst. Audit Officer			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Pijush Bhattacharya, Asst. Supervisor Shri Sripati Biswas, Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
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)	Desk review: 04 July 2025 Field Audit: 07 July to 18 July 2025	7,8,9,10,11,14,15,16,17,18 July 2025 (10 working days)	12 &13 July 2025,

Transit to Nakasipara on 07.07.2025 &amp; 14.07.2025 before office hours.

Transit to Kolkata on 11.07.2025 &amp; 18,07,2025 after office hours.

2.	Divisional Manager, Siliguri Town Division Administrative Buildings, 2nd mile Sevoke Road, PO- Siliguri, Dist.-Darjeeling, PIN-734 001	2016-25	Desk review: 25 July 2025 Transit to Siliguri 27 July 2025 Field Audit: 28 July to 08 August 2025	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, Dist.-Darjeeling, PIN-734 001	2022-25	Desk review: 12 August 2025 Field Audit: 13 to 27 August 2025 Return Transit to Kolkata 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

**Note: SI NO. 2 & 3 Audit will be done consecutively (As both the units are at same place).**

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>
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**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-VI)**

<b>Supervised by</b>		Shri Subhashis Ghosh, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Dipak Chowdhury, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Achintya Kumar Sarkar, Supervisor Shri Rajesh Gupta, Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Managing Director, The Durgapur Projects Limited Administrative Building, Dr. B.C.Roy Avenue, Durgapur-713201	2023-25	Desk review: 04 July 2025 Field Audit: 07 July to 1 August 2025	7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30,31, July 2025 to 1 August 2025 (20 working days)	12,13,19,20,26 & 27 July 2025
Transit to Durgapur on 07.07.2025, 14.07.2025, 21.07.2025, 28.07.2025 before office hours. Transit to Kolkata on 11.07.2025, 18.07.2025, 25.07.2025 & 01.08.2025 after office hours.					
2.	Area Manager Kharagpur 400KV Area Office Diwanmaro-3, Hiradhi, Kharagpur, Paschim Medinipur, Pin-721 301	From inception till 31.03.2025 1 <sup>st</sup> Audit (Not yet taken up)	Desk 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 & 18.08.2025 before office hours. Transit to Kolkata on, 14.08.2025 & 22.08.2025 after office hours.					
3	General Manager, Bakreswar Thermal Power Plant P.O.- BkTPP, District - Birbhum, Pin 731104,	2024-25	Desk review: 29 August 2025 Transit to Birbhum on 31 August 2025 Field Audit: 01 September 2025 to 17 September 2025 Return Transit to Kolkata on 18 September 2025	1,2,3,4,6,8,9,10,11,12,13,15,16,17, September 2025 (14 working days)	5, ,7, 14 September 2025
<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters</li> </ul>			<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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</i></li> </ul>		



may be looked into. <ul style="list-style-type: none"><li>Filled up IT audit Questionnaire is to be submitted at HQ. (For APEX &amp; AUDIT UNIT)</li></ul>	and evaluate the control systems with in the organization”
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DAG (AMG-IV)

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

<b>Supervised by</b>		Shri Gautam Kumar, Sr. Audit Officer			
<b>Led by</b>		Shri Arun Kumar, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Shubham Patel, Asst. Audit Officer Shri Mridul Kanti Biswas, Asst. Supervisor			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Regional Manager, Darjeeling Region Administrative Buildings (2nd Floor), 2nd Mile Sevoke Road, PO-Siliguri, Dist.-Darjeeling, 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 31.03.2025 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

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>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.</li> <li><i>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.</i></li> <li>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).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> </ul> <p>(For APEX &amp; AUDIT UNIT)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>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.</li> <li>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.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>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"</i></li> </ul>
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