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**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700 064**

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No. LA/AMG-II/Coord/Report Return/2021-22/21/ 303


Dated: 08.02.2022

With reference to the office order No. 8 dated 20.09.2021, the soft copies of the approved / revised Audit Tour Programme for LAD / AMG-II (excluding Performance Audit) upto 07.02.2022 is furnished.

The information about the Auditee Units remain unchanged.

This is for your kind information and necessary action.

*Encl.: As stated above.*

  
Sr. Audit Officer / Coordination  
AMG-II / LAD

Sr. Audit Officer / Administration  
AMG-II / LAD

**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700 064**  
**3<sup>rd</sup> Quarter (October to December, 2021) Audit Tour Programme, 2021-22**

**FAP 02**      **Revision-05**

| FAP No. | Name & Designation of the Party members (S/Shri/Smt.)                | Name of Unit                           | Year of audit                            | Period of audit  | Party Days | Modification (if any)   |
|---------|--|--|--|--|------------|---|
| 02      | Md. Shahid Jamil, SAO<br>Om Prakash Shaw, AAO<br>Sanjoy Das, Sr. Ar. | Chandannagar Municipal Corporation (M) | 2019-21 Transaction                      | 28.10.21 to 07.12.21   | 22         | Cancelled on request of the Unit but FAP Members visited the unit on 28.10.21   |
|         |  | Santipur Municipality (M)              | 2017-18 Accounts & 2019-21 Transaction   | 08.11.21, 09.11.21, 12.11.21, 16.11.21 to 18.11.21, {22.11.21 (holiday)}<br>23.11.21 to 26.11.21, 29.11.21 to 03.12.21 | 15         | 22.11.2021 had been declared Holiday on account of "Kunja Bhanga" of Rash Yatra Festival by Board of Administrators, Santipur Municipality. |
|         |  | Kandi Municipality (M)                 | 2009-2016 Accounts & 2019-21 Transaction | 06.12.21 to 11.12.21, 13.12.21 to 18.12.21, 20.12.21 to 24.12.21, 27.12.21 to 28.12.21<br><b>Tr.29.12.21</b>           | 19         | -   |

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit.
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**

8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. The FAP must collect Dump Data from Auditee Organization
10. Digitization instructions to be followed.
11. FAP is instructed to come back to HQ from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & adjacent holidays as required under O.O. No. 285, dated 23.04.18 (circulated by O/o the Pr. AG (Audit-I), WB)
12. The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.
13. Above programme may change due to unavoidable circumstances.
14. The date 05.11.2021 has been kept for Mid Audit Appraisal.

Sd/-  
Deputy. Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2021-22/09/269 (1-8)  
(Sent through e-mail only)

Dated. 18.01.2022

**Copy forwarded to the following for information and necessary action:-**

1. Secretary to Pr. AG (Audit-II), WB
2. PA to Sr. DAG (Admn.)
3. PA to DAG (AMG-II)
4. Sr. Audit Officer (Transaction /Report /Admn / Accounts), AMG-II / LAD
5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Hindi Cell
8. Notice Board.

  
Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700 064**  
**3<sup>rd</sup> Quarter (October to December, 2021) Audit Tour Programme, 2021-22**

**FAP-04**

**Revision-03**

| FAP No.   | Name & Designation of the Party members (S/Shri/Smt.)                                 | Name of Unit                                   | Year of audit                                   | Period of Audit   | Party Days |
|-----------|---|--|---|---|------------|
| <b>04</b> | Padam Singh, SAO<br>(w.e.f. 28.10.21 to 09.11.21 & again w.e.f. 25.11.21 to 30.12.21) | Bankura Municipality (H)                       | 2017-18<br>Accounts &<br>2018-21<br>Transaction | 28.10.21 to 30.10.21,<br>01.11.21 to 03.11.21,<br>08.11.21, 09.11.21,<br>12.11.21 to 13.11.21,<br>16.11.21 to 18.11.21,<br>20.11.21 | 14         |
|           | Shokholal Haokip, SAO<br>(16.11.21 to 20.11.21)                                       | Nalhati Municipality (H)                       | 2012-15<br>Accounts &<br>2019-21<br>Transaction | 22.11.21 to 26.11.21,<br>29.11.21 to 04.12.21,<br>06.12.21 to 10.12.21  | 16         |
|           | Ram Prasad Mondal, AAO<br>(08.11.21 to 13.11.21)                                      |  |   |   |            |
|           | Arya Kumar, AAO<br>Tarun Das, Asstt. Supv.  | Naba Diganta Industrial Township Authority (M) | 2019-21<br>Transaction                          | 13.12.21 to 17.12.21,<br>20.12.21 to 24.12.21,<br>27.12.21 to 30.12.21  | 14         |

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from **AMG-II (Accounts / Transaction)** Section before proceeding and submit the filled-in proforma to the **AMG-II (Accounts / Transaction)** Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to Coordination Section invariably in r/o FAPs he/she supervised.**
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. **The Distance of Bankura Municipality from Hqrs. is calculated more than 200 km through train route.**
10. The FAP must collect Dump Data from Auditee Organization
11. Digitization instructions to be followed.
12. FAP is instructed to come back to HQ from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & adjacent holidays as required under O.O. No. 285, dated 23.04.18 (circulated by O/o the Pr. AG (Audit-I), WB)
13. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
14. Above programme may change due to unavoidable circumstances.
15. **The date 05.11.2021 has been kept for Mid Audit Appraisal.**
16. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 26.10.21 & 27.10.21 has been kept for Desk Review.

Sd/-

**Deputy Accountant General (AMG-II)**

**Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)**

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6. Persons concerned
7. Hindi Cell
8. Notice Board.

  
**Sr. Audit Officer (AMG-II/Coordination.)**  
**Local Audit Department**

**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700 064**  
**4<sup>th</sup> Quarter (January to March, 2022) Audit Tour Programme, 2021-22**

**FAP- 05      Revision-02**

| FAP No. | Name & Designation of the Party members (Shri/Smt.)          | Name of Unit   | Year of audit  | Period of Audit  | Party Days |
|---------|--|--|--|--|------------|
| 05      | Padam Singh, SAO<br>Arya Kumar, AAO<br>Sanjiban Bala, Sr. Ar | Dubrajpur Municipality (Weekly 6 days working)   | 2013-18(5) Accounts Audit                              | 10.01.22 to 22.01.22   | 11         |
|         |  | Taki Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> Saturday of every month working days) | 2020-21(1) Accounts Audit                              | 24.01.22 to 25.01.22,<br>27.01.22 to 29.01.22,<br>31.01.22 to 03.02.22 | 09         |
|         |  | <b>Quarterly Meeting on 04.02.2022 at HQ, Office</b>   |  |  |            |
|         |  | Rampurhat Municipality (H) (Weekly 5 days working)   | 2018-21 (3) Accounts Audit & 2019-21 Transaction Audit | 07.02.22 to 02.03.22   | 16         |
|         |  | Raghunathpur Municipality (Weekly 6 days working)  | 2007-09 (2) Accounts Audit                             | 03.03.22 to 12.03.22   | 09         |
|         |  | Jhalda Municipality (Weekly 6 days working)  | 2011-14(3) Accounts Audit                              | 14.03.22 to 25.03.22   | 09         |

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
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6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. The FAP must collect Dump Data from Auditee Organization
10. Digitization instructions to be followed.
11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 KMs w.r.t. HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.

**Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)**



12. The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.
13. Above programme may change due to unavoidable circumstances.
14. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 06.01.22 & 07.01.22 has been kept for Desk Review for FAP- 05.

Sd/-

Deputy Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2021-22/09/266(1-8)  
(Sent through e-mail only)

Dated. 18.01.2022

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5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Hindi Cell
8. Notice Board.

*[Signature]*

Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

| January, 2022 |      |     |       |     |     |     |
|---------------|------|-----|-------|-----|-----|-----|
| Mon           | Tues | Wed | Thurs | Fri | Sat | Sun |
|               |      |     |       |     | 1   | 2   |
| 3             | 4    | 5   | 6     | 7   | 8   | 9   |
| 10            | 11   | 12  | 13    | 14  | 15  | 16  |
| 17            | 18   | 19  | 20    | 21  | 22  | 23  |
| 24            | 25   | 26  | 27    | 28  | 29  | 30  |
| 31            |      |     |       |     |     |     |

| February, 2022 |      |     |       |     |     |     |
|----------------|------|-----|-------|-----|-----|-----|
| Mon            | Tues | Wed | Thurs | Fri | Sat | Sun |
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| 7              | 8    | 9   | 10    | 11  | 12  | 13  |
| 14             | 15   | 16  | 17    | 18  | 19  | 20  |
| 21             | 22   | 23  | 24    | 25  | 26  | 27  |
| 28             |      |     |       |     |     |     |

| March, 2022 |      |     |       |     |     |     |
|-------------|------|-----|-------|-----|-----|-----|
| Mon         | Tues | Wed | Thurs | Fri | Sat | Sun |
|             | 1    | 2   | 3     | 4   | 5   | 6   |
| 7           | 8    | 9   | 10    | 11  | 12  | 13  |
| 14          | 15   | 16  | 17    | 18  | 19  | 20  |
| 21          | 22   | 23  | 24    | 25  | 26  | 27  |
| 28          | 29   | 30  | 31    |     |     |     |

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**

**Revisiting units during 4<sup>th</sup> Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-01**

| Name & Designation of the Party members (S/Shri/Smt.) | Name of Performance Audit  | Name of institution            | Period of audit          | Party Days |
|---|--|--------------------------------|--------------------------|------------|
| Tapan Marik, SAO<br>Abhyuday Jatty, AAO               | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | Panihati Municipality          | 27.01.2022 to 31.01.2022 | 03         |
|   |  | Uttarpara Kotrung Municipality | 01.02.2022 to 03.02.2022 | 03         |
|   |  | <b>Headquarters</b>            | <b>04.02.2022</b>        | -          |
|   |  | Pujali Municipality            | 07.02.2022 to 08.02.2022 | 02         |
|   |  | Barrackpore Municipality       | 09.02.2022 to 11.02.2022 | 03         |

**N.B:-**

1. In the backdrop of restriction measures with graded and calibrated measures for relaxation of COVID-19 management, strict compliance to Standard Operating Procedure (SOP) issued from time to time by Ministry of Health and Family Welfare, the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), the Standard Operating Procedure (SOP) and guidelines issued by the State Government to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical distancing and maintain hand hygiene in the workplace.
3. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
4. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with Report.
5. Digitisation instructions to be followed.
6. For ULBs having 6 days week & falling outside a radius of 200 km w.r.t HQ, party days have been calculated at the rate of full day for Saturday.
7. FAP is instructed to come back to HQ from auditee units falling within a radius of 200 km w.r.t HQ during Saturday, Sunday and adjacent holidays as required under O.O. No. 285, dated 23.04.18.
8. No HQ joining will be allowed for submission of files etc.
9. Above programme may change due to unavoidable circumstances.
10. The programme will be revised keeping in view the directives issued by Government of India, State Government and instructions of the HQ office from time to time with respect to restriction measures of COVID-19 pandemic. The revised programme will be communicated to the FAPs accordingly.



Sd/-

Deputy Accountant General (AMG-II)

No - LA/AMG II/Report/PA on 74<sup>th</sup> CAA/234 (Vol. III)/ 730 - 733  
(Sent through e-mail only)

Dated- 21.01.2022

Copy forwarded to the following for information and necessary action:-

1. PA to DAG(AMG-II)
2. SAO (LAD-AMG-II/Coordination)/SAO(LAD-AMG-II/Transaction)/SAO (Admn. &Estt.)/SAO (LAD-AMG-II/Ac)
3. Persons concerned
4. Hindi Cell
5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)

| January, 2022 |      |     |       |     |     |     |
|---------------|------|-----|-------|-----|-----|-----|
| Mon           | Tues | Wed | Thurs | Fri | Sat | Sun |
|               |      |     |       |     | 1   | 2   |
| 3             | 4    | 5   | 6     | 7   | 8   | 9   |
| 10            | 11   | 12  | 13    | 14  | 15  | 16  |
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| February, 2022 |      |     |       |     |     |     |
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| Mon            | Tues | Wed | Thurs | Fri | Sat | Sun |
|                | 1    | 2   | 3     | 4   | 5   | 6   |
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| 28             |      |     |       |     |     |     |



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**

**Revisiting units during 4<sup>th</sup> Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-02**

| Name & Designation of the Party members (S/Shri/Smt.)   | Name of Performance Audit  | Name of institution                   | Period of audit  | Party Days |
|---|--|---------------------------------------|--|------------|
| Souvik Mukherjee,<br>SAO<br>Dipan Chattopadhyay,<br>AAO | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | Jiaganj Azimganj Municipality         | <b>Transit on 26.01.2022</b><br>27.01.2022 to 29.01.2022<br><b>Transit on 30.01.2022</b> | 03         |
|   |  | Bansberia Municipality                | 31.01.2022 to 02.02.2022   | 03         |
|   |  | Barasat Municipality                  | 03.02.2022<br>07.02.2022 to 08.02.2022   | 03         |
|   |  | <b>Headquarters</b>                   | <b>04.02.2022</b>  | -          |
|   |  | State Urban Development Agency (SUDA) | 09.02.2022 to 11.02.2022<br>15.02.2022   | 04         |
|   |  | Bongaon Municipality                  | 16.02.2022 to 18.02.2022   | 03         |

**N.B:-**

1. In the backdrop of restriction measures with graded and calibrated measures for relaxation of COVID-19 management, strict compliance to Standard Operating Procedure (SOP) issued from time to time by Ministry of Health and Family Welfare, the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), the Standard Operating Procedure (SOP) and guidelines issued by the State Government to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical distancing and maintain hygiene in the workplace.
3. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
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5. Digitisation instructions to be followed.
6. For ULBs having 6 days week & falling outside a radius of 200 km w.r.t HQ, party days have been calculated at the rate of full day for Saturday.
7. FAP is instructed to come back to HQ from auditee units falling within a radius of 200 km w.r.t. HQ during Saturday, Sunday and adjacent holidays as required under O.O. No. 285, dated 23.04.18.
8. No HQ joining will be allowed for submission of files etc.
9. Above programme may change due to unavoidable circumstances.



10. The programme will be revised keeping in view the directives issued by Government of India, State Government and instructions of the HQ office from time to time with respect to restriction measures of COVID-19 pandemic. The revised programme will be communicated to the FAPs accordingly.

Sd/-  
Deputy Accountant General (AMG-II)

No - LA/AMG II/Report/PA on 74<sup>th</sup> CAA/234 (Vol. III)/ 734-737  
(Sent through e-mail only)

Dated- 21.01.2022

**Copy forwarded to the following for information and necessary action:-**

1. PA to DAG(AMG-II)
2. SAO (LAD-AMG-II/Coordination)/SAO(LAD-AMG-II/Transaction)/SAO (Admn. &Estt.)/SAO (LAD-AMG-II /Ac)
3. Persons concerned
4. Hindi Cell
5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)

| January, 2022 |      |     |       |     |     |     |
|---------------|------|-----|-------|-----|-----|-----|
| Mon           | Tues | Wed | Thurs | Fri | Sat | Sun |
|               |      |     |       |     | 1   | 2   |
| 3             | 4    | 5   | 6     | 7   | 8   | 9   |
| 10            | 11   | 12  | 13    | 14  | 15  | 16  |
| 17            | 18   | 19  | 20    | 21  | 22  | 23  |
| 24            | 25   | 26  | 27    | 28  | 29  | 30  |
| 31            |      |     |       |     |     |     |

| February, 2022 |      |     |       |     |     |     |
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| 28             |      |     |       |     |     |     |



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**

**Revisiting units during 4<sup>th</sup> Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-03**

| Name & Designation of the Party members (S/Shri/Smt.) | Name of Performance Audit  | Name of institution                           | Period of audit  | Party Days |
|---|--|---|--|------------|
| Masaud Bari, AAO<br>Niraj Kumar Sinha, Sr.<br>Auditor | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | Asansol Municipal Corporation                 | <b>Transit on 26.01.2022</b><br>27.01.2022 to 28.01.2022<br><b>Transit on 30.01.2022</b><br>31.01.2022 | 03         |
|   |  | Asansol Durgapur Development Authority (ADDA) | 01.02.2022 to 03.02.2022<br><b>Transit on 04.02.2022</b>   | 03         |
|   |  | Konnagar Municipality                         | 07.02.2022 to 09.02.2022   | 03         |

**N.B:-**

1. In the backdrop of restriction measures with graded and calibrated measures for relaxation of COVID-19 management, strict compliance to Standard Operating Procedure (SOP) issued from time to time by Ministry of Health and Family Welfare, the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), the Standard Operating Procedure (SOP) and guidelines issued by the State Government to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
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9. Above programme may change due to unavoidable circumstances.
10. The programme will be revised keeping in view the directives issued by Government of India, State Government and instructions of the HQ office from time to time with respect to restriction measures of COVID-19 pandemic. The revised programme will be communicated to the FAPs accordingly.



Sd/-


Deputy Accountant General (AMG-II)

No - LA/AMG II/Report/PA on 74<sup>th</sup> CAA/234 (Vol. III)/ 738-741  
(Sent through e-mail only)

Dated- 21.01.2022

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3. Persons concerned
4. Hindi Cell
5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)

| January, 2022 |      |     |       |     |     |     |
|---------------|------|-----|-------|-----|-----|-----|
| Mon           | Tues | Wed | Thurs | Fri | Sat | Sun |
|               |      |     |       |     | 1   | 2   |
| 3             | 4    | 5   | 6     | 7   | 8   | 9   |
| 10            | 11   | 12  | 13    | 14  | 15  | 16  |
| 17            | 18   | 19  | 20    | 21  | 22  | 23  |
| 24            | 25   | 26  | 27    | 28  | 29  | 30  |
| 31            |      |     |       |     |     |     |

| February, 2022 |      |     |       |     |     |     |
|----------------|------|-----|-------|-----|-----|-----|
| Mon            | Tues | Wed | Thurs | Fri | Sat | Sun |
|                | 1    | 2   | 3     | 4   | 5   | 6   |
| 7              | 8    | 9   | 10    | 11  | 12  | 13  |
| 14             | 15   | 16  | 17    | 18  | 19  | 20  |
| 21             | 22   | 23  | 24    | 25  | 26  | 27  |
| 28             |      |     |       |     |     |     |



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**  
**Revised Third Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-01**

| Name & Designation of the Party members (S/Shri/Smt.)   | Name of Performance Audit  | Name of institution  | Period of audit   | Party Days |
|---|--|--|---|------------|
| Tapan Marik, SAO<br>Sondipon Chatterjee, AAO<br>Abhyuday Jatty, AAO<br>Vijay Kumar, Sr. Auditor | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | <b>Contai Municipality (Revised)</b>   | 28.10.2021 to 29.10.2021<br>01.11.2021 to 03.11.2021<br><b>08.11.2021 to 09.11.2021</b><br>16.11.2021 to 17.11.2021 | 9          |
|   |  | <b>Headquarters</b>  | <b>05.11.2021</b><br><b>10.11.2021 to 12.11.2021,</b><br><b>15.11.2021</b>  | -          |
|   |  | Nabadiganta Industrial Township Authority (NDITA)                                  | 18.11.2021<br>22.11.2021 to 24.11.2021  | 4          |
|   |  | West Bengal Transport Department   | 25.11.2021  | 1          |
|   |  | West Bengal Department of Women & Child Development and Social Welfare             | 26.11.2021<br>29.11.2021  | 2          |
|   |  | Siliguri Municipal Corporation (SMC)   | <b>Transit on 30.11.2021</b><br>01.12.2021 to 04.12.2021<br>06.12.2021 to 11.12.2021<br>13.12.2021 to 18.12.2021    | 16         |
|   |  | O/o the Chief Medical Officer of Health (CMOH), Darjeeling at Siliguri             | 06.12.2021 to 07.12.2021*   | 2          |
|   |  | District Planning Committee Office, O/o the District Magistrate at Siliguri        | 06.12.2021 to 07.12.2021*   | 2          |
|   |  | Siliguri Jalpaiguri Development Authority (SJDA)                                   | 20.12.2021 to 24.12.2021<br><b>Transit on 25.12.2021</b>  | 5          |
|   |  | <b>Headquarters**</b>  | <b>27.12.2021</b>   | -          |
|   |  | West Bengal Land and Land Reforms and Refugee Relief and Rehabilitation Department | 28.12.2021 to 29.12.2021  | 2          |

**DAG / AMG-II: E-mail: [tirkeya@cag.gov.in](mailto:tirkeya@cag.gov.in), Phone No: (033)-2334-2715**

**Sr. AO /LAD-AMG-II (Report): E-mail: [saoreplad.wb2.au@cag.gov.in](mailto:saoreplad.wb2.au@cag.gov.in)**



| Name & Designation of the Party members (S/Shri/Smt.) | Name of Performance Audit | Name of institution                              | Period of audit          | Party Days |
|---|---------------------------|--|--------------------------|------------|
|   |                           | West Bengal Health and Family Welfare Department | 30.12.2021 to 31.12.2021 | 2          |
|   |                           | West Bengal Department of School Education       | 03.01.2022 to 04.01.2022 | 2          |

\* Shri Tapan Marik, SAO and Shri Sondipon Chatterjee, AAO of the PA FAP-01 will visit the O/o the CMOH and District Planning Committee Offices in the dates mentioned in the programme in between the audit programme of the ULB while rest of the members of FAP will continue audit of the ULB as per schedule.

\*\*The FAP will join HQ and submit important observations transpired during field audit for which clarifications/explanations/information/documents etc. may be sought for from KMDA, PHE, Finance Department, UD&MAD, DLB, SUDA etc. for further transmissions to the respective FAPs conducting audit of those Departments/Offices.

**N.B:-**

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2. It is required to wear mask, follow physical distancing and maintain hand hygiene in the workplace.
3. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
4. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with Report.
5. Digitisation instructions to be followed.
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8. No HQ joining will be allowed for submission of files etc.
9. Above programme may change due to unavoidable circumstances.
10. The programme will be revised keeping in view the directives issued by Government of India, State Government and instructions of the HQ office from time to time with respect to restriction measures of COVID-19 pandemic. The revised programme will be communicated to the FAPs accordingly.


**Sd/-**

**Deputy Accountant General (AMG-II)**



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3. Persons concerned
4. Hindi Cell
5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**  
**Revised Third Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-02**

| Name & Designation of the Party members (S/Shri/Smt.)   | Name of Performance Audit  | Name of institution   | Period of audit  | Party Days |
|---|--|---|--|------------|
| Souvik Mukherjee, SAO<br>Dipan Chattopadhyay, AAO<br>Syed Zafar Equebal, AAO<br>Rakesh Kumar, Auditor | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | <b>Jhalda Municipality (Revised)</b>  | <b>Transit on 27.10.2021</b><br>28.10.2021 to 30.10.2021<br>01.11.2021 to 03.11.2021<br><b>Transit on 04.11.2021 and 07.11.2021</b><br><b>08.11.2021 to 09.11.2021</b><br><b>12.11.2021 to 13.11.2021</b><br><b>16.11.2021</b> | 11         |
|   |  | <b>Headquarters</b>   | <b>05.11.2021</b>  | -          |
|   |  | O/o the Chief Medical Officer of Health (CMOH), Purulia                     | 01.11.2021 to 02.11.2021*  | 2          |
|   |  | District Planning Committee Office, O/o the District Magistrate, Purulia    | 01.11.2021 to 02.11.2021*  | 2          |
|   |  | Coochbehar Municipality   | <b>Transit on 17.11.2021</b><br>18.11.2021 to 20.11.2021<br>22.11.2021 to 27.11.2021<br>29.11.2021 to 30.11.2021   | 10         |
|   |  | O/o the Chief Medical Officer of Health (CMOH), Coochbehar                  | 22.11.2021 to 23.11.2021*  | 2          |
|   |  | District Planning Committee Office, O/o the District Magistrate, Coochbehar | 22.11.2021 to 23.11.2021*  | 2          |
|   |  | Tufanganj Municipality  | 01.12.2021 to 03.12.2021<br>06.12.2021 to 10.12.2021   | 8          |
|   |  | Raiganj Municipality  | <b>Transit on 11.12.2021</b><br>13.12.2021 to 18.12.2021   | 11         |



| Name & Designation of the Party members (S/Shri/Smt.) | Name of Performance Audit | Name of institution   | Period of audit  | Party Days |
|---|---------------------------|---|--|------------|
|   |                           |   | 20.12.2021 to 24.12.2021<br><b>Transit on 25.12.2021</b> |            |
|   |                           | O/o the Chief Medical Officer of Health (CMOH), Uttar Dinajpur                  | 15.12.2021 to 16.12.2021*                                | 2          |
|   |                           | District Planning Committee Office, O/o the District Magistrate, Uttar Dinajpur | 15.12.2021 to 16.12.2021*                                | 2          |
|   |                           | <b>Headquarters**</b>   | <b>27.12.2021</b>  | -          |
|   |                           | Finance Department  | 28.12.2021 to 31.12.2021                                 | 4          |
|   |                           | Department of Urban Development & Municipal Affairs                             | 03.01.2022 to 06.01.2022                                 | 4          |
|   |                           | Directorate of Local Bodies (DLB)   | 07.01.2022<br>10.01.2022                                 | 2          |
|   |                           | State Urban Development Agency (SUDA)   | 11.01.2022 to 17.01.2022                                 | 4          |
|   |                           | <b>Headquarters</b>   | <b>12.01.2022</b>  | -          |

\*Shri Souvik Mukherjee, SAO and Shri Dipan Chattopadhyay, AAO of the PA FAP-02 will visit the O/o the CMOH and District Planning Committee Offices in the dates mentioned in the programme in between the audit programme of the ULB while rest of the members of FAP will continue audit of the ULB as per schedule.

\*\*The FAP will join HQ and submit important observations transpired during field audit for which clarifications/explanations/information/documents etc. may be sought for from KMDA, PHE, Finance Department, UD&MAD, DLB, SUDA etc. for further transmissions to the respective FAPs conducting audit of those Departments/Offices.

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Sr. AO /LAD-AMG-II (Report): E-mail: [saoreplad.wb2.au@cag.gov.in](mailto:saoreplad.wb2.au@cag.gov.in)



3. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
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
Sd/-  
Deputy Accountant General (AMG-II)

No - LA/AMG II/Report/PA on 74<sup>th</sup> CAA/234/ 453-457  
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Dated- 01.11.2021

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3. Persons concerned
4. Hindi Cell
5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)



**O/o the Principal Accountant General (Audit-II), West Bengal**  
**Local Audit Department (AMG-II Group),**  
**CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata-700 064,**  
**Revised Third Quarter Audit Tour Programme, 2021-22**

**PA FAP No:-03**

| Name & Designation of the Party members (S/Shri/Smt.)   | Name of Performance Audit  | Name of institution   | Period of audit   | Party Days |
|---|--|---|---|------------|
| Soumen Mukherjee, SAO<br>Sanjay Kumar Sharma, AAO<br>Masaud Bari, AAO<br>Niraj Kumar Sinha, Sr. Auditor | Performance Audit on Efficacy of Implementation of 74 <sup>th</sup> Constitutional Amendment Act for the period 2015-16 to 2020-21 | Katwa Municipality  | 28.10.2021 to 29.10.2021<br>01.11.2021 to 03.11.2021<br><b>08.11.2021 to 09.11.2021</b><br>16.11.2021 to 17.11.2021 | 9          |
|   |  | <b>Headquarters</b>   | <b>05.11.2021</b><br><b>10.11.2021 to 12.11.2021</b><br><b>15.11.2021</b>   | -          |
|   |  | Midnapore Municipality  | 18.11.2021<br>22.11.2021 to 26.11.2021<br>29.11.2021 to 02.12.2021  | 10         |
|   |  | O/o the Chief Medical Officer of Health (CMOH), West Midnapore                  | 23.11.2021 to 24.11.2021*   | 2          |
|   |  | District Planning Committee Office, O/o the District Magistrate, West Midnapore | 23.11.2021 to 24.11.2021**  | 2          |
|   |  | Konnagar Municipality   | 03.12.2021<br>06.12.2021 to 10.12.2021<br>13.12.2021 to 14.12.2021  | 8          |
|   |  | <b>Headquarters**</b>   | <b>15.12.2021</b>   | -          |
|   |  | Kolkata Metropolitan Development Authority (KMDA)                               | 16.12.2021 to 17.12.2021<br>20.12.2021 to 24.12.2021<br>27.12.2021 to 31.12.2021                                    | 12         |
|   |  | West Bengal Public Health Engineering Department (PHE)                          | 03.01.2022 to 07.01.2022  | 5          |

\*Shri Soumen Mukherjee, SAO (Shri Sanjay Kumar Sharma, AAO for West Midnapore districts only) and Shri Masaud Bari, AAO of the PA FAP-03 will visit the O/o the CMOH and District Planning Committee Offices in the dates mentioned in the programme in between the audit programme of the ULB while rest of the members of FAP will continue audit of the ULB as per schedule.

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
Deputy Accountant General (AMG-II)

No - LA/AMG II/Report/PA on 74<sup>th</sup> CAA/234/ 458-462  
(Sent through e-mail only)

Dated- 01.11.2021

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5. Notice Board.

  
Sr. Audit Officer  
(Report/LAD-AMG-II)