

**Tour Programme of AMG-III Inspection Party No. I for 2<sup>nd</sup> Qtr. of 2022-23**

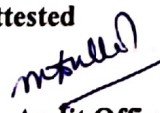
23

S/Shri 1. Rajesh Upadhyay, Sr. AO 2. Bashisth Kumar, AAO		3. Pallab Bandyopadhyay, AAO 4. Suprajit Gain, Sr. Ar.	
1.	Nadia Highway Division-II (PW/Rds), City Centre Buildings, Kalyani, Nadia – 741 235, 04/21 to 03/22, Kalyani H/W S/D, Ph. No. 2582-8116	07.07.2022 to 20.07.2022(10)	
2.	Nadia Highway Division-I (PW/Rds), Krishnanagar, Nadia – 741 101, 04/21 to 03/22, Palasy S/D, Ph. No. 03472-252369	21.07.2022 to 02.08.2022(09)	
3.	Midnapore Highway Division (PW/Rds) Saheed Mangal Pandey Sarani, Midnapore Town, Dist. Midnapore(west), PIN-721 101, Medinipur H/W S/D, 04/21 to 03/22	03.08.2022 to 18.08.2022(10)	
<b>Monthly meeting will be held on 19.08.2022</b>			
4.	Jhargram Highway Division (PW/Rds), Ghoradhara, P.O. & Dist. Jhargram, PIN-721 507, 04/21 to 03/22, Gopivallabpur S/D, Ph.03222-275672	22.08.2022 to 02.09.2022 (10)	
<b>Transit to Purulia on 04.09.2022</b>			
5.	Purulia Highway Division (PW/Rds), P.O. & Dist Purulia, PIN-723 101, Manbazar H/W S/D, 04/21 to 03/22, Ph.03252-223104	05.09.2022 to 15.09.2022(09)	
6.	Purulia Division (PWD), Ranchi Road, Dist. Purulia PIN-723 101, 04/21 to 03/22, Raghunathpur S/D, Ph.03252-222371	16.09.2022 to 27.09.2022(08)	
<b>Transit to Kolkata on 28.09.2022</b>			
<b>Headquarters duty from 29.09.2022</b>			
Following information need to be incorporated with IR failing of which IR will not be accepted:			

<ul style="list-style-type: none"> <li>➤ Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>➤ Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>➤ The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>➤ <b>FAPs shall perform their audit duties through OIOS.</b></li> <li>➤ <b>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</b></li> </ul>
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Field party should not be at camp site on 23.07, 24.07, 30.07, 31.07, 06.08, 07.08, 09.08., 13.08 to 15.08, 27.08 and 28.08, being Saturday, Sunday and State Govt. of Holidays. Second class fare for to and fro journeys will be provided in such cases.

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III

**Tour Programme of AMG-III Inspection Party No.II for 2<sup>nd</sup> Qtr. of 2022-23**

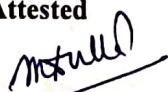
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S/Shri		3.Joydeb Ghosh, AAO	
1. Om Prakash Sinha, Sr. AO		4.Pradip Kumar Kayal, AAO(Adhoc)	
2. Ganesh Ch. Mallik, AAO		07.07.2022 to 19.07.2022(09)	
1.	Barrackpore Division (PWD), (erstwhile North Kolkata Divn) Mangal Pandey Uddayn, Gandhi Ghat, Barrackpore, PIN-700 120, 04/19 to 03/22, S/D-III Ph.2545-8080	20.07.2022 to 29.07.2022(08)	
2.	Howrah Division (PWD), Onkar Mall Jetia Road, (near Nabanna), Howrah-711 101, Ph. No.2688-0230, Uluberia S/D, 04/19 to 03/22	01.08.2022 to 10.08.2022(07)	
<b>Transit to Purulia on 31.07.2022</b>			
3.	Purulia Division (PW/SS), Court Compound, Purulia, PIN- Ph. 03252-222828, 04/19 to 03/22, S/D-II	12.08.2022 to 18.08.2022(04)	
<b>Transit to Tamluk on 11.08.2022</b>			
4.	Purba Midnapore Division (PWD), Stadium Main Gate, Hospital More, Tamluk, Midnapore-721 636, 04/21 to 03/22, Tamluk S/D	22.08.2022 to 26.08.2022(05)	
<b>Monthly meeting will be held on 19.08.2022</b>			
4.	Purba Midnapore Division (PWD),	29.08.2022 to 02.09.2022(05)	
5.	Purba Midnapore Electrical Division (PWD), Hospital More, Tamluk, Midnapore-721 636, since inception to 03/22, Contai S/D	05.09.2022 to 14.09.2022(08)	
<b>Transit to Suri on 04.09.2022</b>			
6.	Birbhum Division (PW/SS), Dungalpar , Suri, Birbhum, PIN-731 101, Ph. No 03462-255516, S/D-III 04/15 to 03/22,	16.09.2022 to 28.09.2022(09)	
<b>Transit to Kolkata on 15.09.2022</b>			
7.	Kolkata Central Health Division (PWD), (Kolkata Division) KIT Annex Buildings (5 <sup>th</sup> floor),P-16 India Exchange Place Extn.,Kolkata – 700 073, 04/20 to 03/22,S/D-II ,Ph.2225-1671		
<b>Headquarters duty from 29.09.2022</b>			
Following information need to be incorporated with IR failing of which IR will not be accepted:			

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Field party should not be at camp site on 13.08 to 15.08, being Saturday, Sunday. Second class fare for to and fro journeys will be provided in such cases.

Attested



Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III

**Tour Programme of AMG-III Inspection Party No. III for 2<sup>nd</sup> Qtr. of 2022-23**

S/Shi		
1. Ashutosh Biswas, Sr. AO		3.Kamal Kumar Gupta, AAO
2. Suman Samaddar, AAO		4.Sandipan Ghosh, Ar.
1.	City Division (PWD), Writers Buildings, Block-4, Kolkata 700 001,04/21 to 03/22, Writers Buildings S/D	07.07.2022 to 19.07.2022(09)
2.	Asansol Highway Division (PW/Rds), World Bank Complex, N.H. Buildings (Near Polo Ground), Court More, PIN-713 304, Ph. 03412-250042, 04/21 to 03/22, Durgapur S/D	20.07.2022 to 01.08.2022(09)
3.	Asansol Electrical Division (PWD), Asansol, Court More, PIN-713 304, Since inception to 03/22, Asansol S/D-I	02.08.2022 to 05.08.2022(04)
4.	Asansol Division (PW/Social Sector) Court Compound, S.B. Gorai Road, Asansol, PIN-713 204, 04 14 to 03/22,S/D-I	08.08.2022 to 18.08.2022(07)
<b>Monthly meeting will be held on 19.08.2022</b>		
<b>Transit to Raigunj on 21.08.2022</b>		
5.	Raigunj Division (PWD), Hospital Road, Raigunj Uttardinajpur,,04/20 to 03/22, S/D-I	22.08.2022 to 31.08.2022(08)
6.	Malda Division (PWD), P.O. & Dist. Malda, PIN-732 101, Ph. 03512-252497, 04/20 to 03/22, Chanchal S/D	01.09.2022 to 12.09.2022(08)
7.	Malda Electrical Division (PWD), P.O. & Dist. Malda, PIN-732 101, Ph. 03512-252831, 04/19 to 03/22, Malda S/D	13.09.2022 to 16.09.2022(04)
<b>Transit to Kolkata on 17.09.2022</b>		
8.	Hooghly Construction Division (PWD), Chak Bazar, Hooghly, PIN-712 103, S/D-III, Ph. 2680-2633,04/21 to 03/22	19.09.2022 to 28.09.2022(08)
<b>Headquarters duty from 29.09.2022</b>		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

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Field party should not be at camp site on 23.07, 24.07, 30.07,31.07 ,06.08, 07.08, 09.08.,13.08 to 15.08 being Saturday, Sunday and State Govt. of Holidays. Second class fare for to and fro journeys will be provided in such cases.

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

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


**Revised Tour Programme of AMG-III Inspection Party No. IV for 2<sup>nd</sup> Qtr. of 2022-23**

S/Shri 1. Koushik Das, Sr. AO		3.Sanjay Kumar, AAO
2. Ravi Shankar Prasad, AAO		4.Rizwan Ahmed, AAO(Adhoc)
1.	Alipore Division (PHE),45, Ganesh Ch. Avenue, Kolkata- 700 013, Ph. No. 2236-5489, 04/20 to 03/22, Canning S/D	07.07.2022 to 21.07.2022(11)
2.	Nadia Arsenic Division-I(PHE), Nadia, Kalyani, (Near A-2 Market), Nadia-741 235, Ph.2502-5033, 04/18 to 03/22,	22.07.2022 to 03.08.2022(09)
3.	Nadia Arsenic Division-II(PHE), Nadia Zila Parishad Bhawan Complex, Krishnanagar, Nadia- 741 235, 04/12 to 03/22,	04.08.2022 to 18.08.2022(09)
<b>Monthly meeting will be held on 19.08.2022</b>		
3.	Nadia Arsenic Division-II(PHE),	22.08.2022 to 24.08.2022(03)
4.	Berhampore Division-I, (PHE), 4, C.R.Das Road(2 <sup>nd</sup> floor), Berhampore, Murshidabad-742 101, Ph.03482-277789, Upto 03/22, Raghunathganj S/D	25.08.2022 to 08.09.2022(11)
5.	Berhampore Mechanical/Electrical Division, (PHE), River Side Complex, 4, Netaji Road, Berhampore, Murshidabad Ph.03482-277319, 04/18 to 03/22	09.09.2022 to 16.09.2022(06)
<b>Transit to Kolkata on 17.09.2022</b>		
6.	Jhargram Division (PHE), Raghunathpur, Jhargram, PIN-721 507, Jhargram S/D, since inception to 03/22	19.09.2022 to 29.09.2022(09)
<b>Headquarters duty from 30.09.2022</b>		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

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**Field party should not be at camp site on 06.08, 07.08, 09.08.,13.08 to 15.08, 24.09 and 25.09.2022 being Saturday, Sunday and State Govt. of Holidays. Second class fare for to and fro journeys will be provided in such cases.**

21/07

  
 Sr. Deputy Accountant General/AMG-III

**Revised Tour Programme of AMG-III Inspection Party No. V for 2<sup>nd</sup> Qtr. of 2022-23**

17

S/Shri

1. Swapan Kr. Naskar, Sr.AO

3. Biswajit Sarkar, AAO

2. Manish Kumar Sinha, AAO

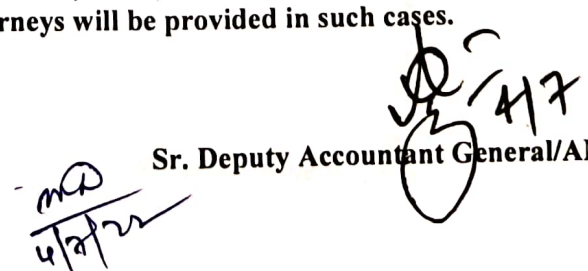
4. Amit Kr. Singh, AAO(Adhoc)

1.	Chief Conservator of Forest, South East Circle, WEBEL IT Park(Phase-I), 3 <sup>rd</sup> floor, WEBEL office(Near city center), Gandhi More, Durgapur – 713 208, upto 03/2022	07.07.2022 to 15.07.2022(07)
<b>Transit to Purulia on 17.07.2022</b>		
2.	Dy. Conservator of Forest, Purulia, North Lake Road, Raghampur, Purulia-723 102, Ph.03252-222329, 04/11 to 03/22,	18.07.2022 to 27.07.2022(08)
3.	Panchet Soil Conservation Division (Forest), Bishnupur, Bankura – 722 122, Ph. 03244-252189, 04/11 to 03/22	28.07.2022 to 05.08.2022(07)
4.	Publicity Division (Forest), Aranya Bhawan, Block LA, 10A, Sector-III, Salt Lake, Kolkata 700 106, 04 11 to 03/22	08.08.2022 to 18.08.2022(07)
<b>Monthly meeting will be held on 19.08.2022</b>		
<b>Transit to Suri on 21.08.2022</b>		
5.	Birbhum Division (Forest), Balabagan, Suri, Birbhum-731 101, Ph. 03462-253863, 04/18 to 03/22	22.08. 2022 to 31.08. 2022(08)
6.	Handloom Development Officer (MS&ME&T), Suri, Benepukur para, (beside Gola Bari Complex,), Suri Birbhum-731 101. 04/19 to 03/22	01.09.2022 to 09.09.2022(07)
<b>Transit to Kolkata on 10.09.2022</b>		
7.	Rupnarayan Division (Forest) Rangamati, Vidyasagar University, Midnapore (West), Pin-721 102, Ph.03222-75494. 04/14 to 03/22	12.09.2022 to 21.09.2022(08)
8.	Handloom Development Officer (MS&ME&T), Paschim Midnapore, Dakbungalow Road, (Resome Bhawan), Paschim Midnapore-721 101, 04/17 to 03/22	22.09.2022 to 29.09.2022(06)
<b>Headquarters duty from 30.09.2022</b>		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

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**Field party should not be at camp site on 09.07,10.07, 30.07, 31.07,17.09, 18.09. 24.09 and 25.09.2022, being Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.**

Sr. Deputy Accountant General/AMG-III



S/Shri  
1. Anjan Bhattacharya, Sr. AO

2. Deepak Kumar Choudhary, AAO

3. Rajeev Kumar Labh, AAO (upto 19.08.2022)  
Chinmoy Mondal, AAO (w.e.f. 24.08.2022)

4. Joydev Kumar Biswas, Sr. Ar.

07.07.2022 to 14.07.2022(06)

15.07.2022 to 25.07.2022(07)

To attend headquarters on 26.08.2022 to 29.08.2022 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.

b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance audit (guidelines)

c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination

d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.

e) As per AG's instructions, guidelines for audit of beneficiary schemes may be customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.

f) For updating guard files field audit teams are requested to collect required data/information/documents of the auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IR. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group officer in their notes while submitting the Audit Design Matrix for approval.

g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Findings Design Matrix along with Draft Inspection Report to Vetting Sections.

3. Asstt. Director of Handloom & Textiles, Burdwan Division, Chinsurah, Monikotha, Hooghly-712 101, 04/14 to 03/22 01.08.2022 to 05.08.2022(05)

4. Handloom Development Officer, Howrah (MS&ME&T), 24, Bilelious Road, Sale Tax Buildings (1st Floor) Howrah-711 101, Ph. No. 2666-9203, 04/19 to 03/22 08.08.2022 to 18.08.2022(07)

Monthly meeting will be held on 19.08.2022

5. Dy. Director of Handloom, Kolkata Division (MS&ME&T), N.S. Buildings (Gr. Flr), 'C', Block, 1, K.S. Roy Road, Kolkata-700 001, Ph. No. 2231-1245, 04/18 to 03/22 22.08.2022 to 30.08.2022(07)

6. General Manager, District Industries Centre (MS&ME&T), Barasat, Hatipur Road, Barasat, North 24 Parganas, Kolkata-700 124, Ph. 2542-7861, 04/19 to 03/22 31.08.2022 to 09.09.2022(08)

Transit to Purulia on 11.09.2022

7. General Manager, District Industries Centre (MS&ME&T), Purulia, Collectorate Compound, PIN-723 101, 04/18 to 03/22, Ph. No. 03252-22325 12.09.2022 to 21.09.2022(8)

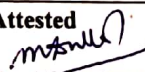
Transit to Kolkata on 22.09.2022

8. Director of Handloom & Textiles, N.S. Buildings (5<sup>th</sup> flr) 'B' Block 1, K.S. Roy Road, Kolkata-700 001, 04/21 to 03/22 23.09.2022 to 29.09.2022(05)

Headquarters duty from 30.09.2022

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Attested  
  
Sr. AO/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III

**Revised Tour Programme of Special Party No. 1 for 2<sup>nd</sup>. Qtr. of 2022-23 for Compliance audit during the year 2021-2022 of 'West Bengal Khadi Village & Industries Board'.**

Shri Rajendra Prasad Verma, Sr. AO(COM)  
Shri Pratap Kumar Shaw, AAO(COM)  
Shri Manoj Kumar, AAO(Adhoc)  
Shri Brojen Naskar, Asstt. Supvr.

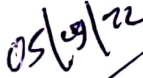
Name of the Office to be audited and address (as) thereof	Year of Audit	Period of Audit
Chief Executive Officer, West Bengal Khadi & Village Industries Board, Hemanta Bhawan, 12, B.B.D. Kolkata – 700 001	2021-2022	29.08.2022 to 09.09.2022(10)
<b>Headquarters duty from 12.09.2022</b>		

The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)

*DAG's remarks in granting extension is enclosed.*

Attested

  
Sr. Audit Officer/AMG-III(C)



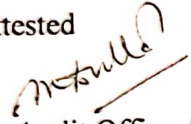
Sd/-  
Deputy Accountant General/AMG-III

Tour Programme of Special Party No. 1 for 2<sup>nd</sup>. Qtr. of 2022-23 for Compliance audit during the year 2021-2022 of 'West Bengal Khadi & Village Industries Board'.

Shri Rajendra Prasad Verma, Sr. AO(COM)  
Shri Pratap Kumar Shaw, AAO(COM)  
Shri Manoj Kumar, AAO(Adhoc)  
Shri Brojen Naskar, Asstt. Supvr.

Name of the Office to be audited and address (as) thereof	Year of Audit	Period of Audit
Chief Executive Officer, West Bengal Khadi & Village Industries Board, Hemanta Bhawan, 12, B.B.D. Kolkata – 700 001	2021-2022	29.08.2022 to 06.09.2022(07)
Headquarters duty from 07.09.2022		

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III



Tour Programme of Special Party No. I for 2<sup>nd</sup>. Qtr. of 2022-23 for audit of Annual Accounts during the year 2021-22 of 'West Bengal Ceramic Development Corporation Limited'.

Shri Rajendra Prasad Verma, Sr. AO(COM)  
Shri Vikash Kumar Shaw, AAO(COM)  
Shri Chinmoy Mondal, AAO  
Shri Brojen Naskar, Asstt. Supvr.

Name of the Office to be audited and address (as) thereof	Year of Audit	Period of Audit
Managing Director, 'West Bengal Ceramic Development Corporation Limited', Kasba Industrial Estate, Phase-I(5 <sup>th</sup> floor), 5/1 Siddha fifth avenue, Kolkata - 700 107.	Annual Accounts for the year 2021-22	16.08.2022 to 23.08.2022(05))
Headquarters duty from 24.08.2022		

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

*22/08*

*[Signature]*  
[Senior] Deputy Accountant General/AMG-III

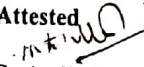
**Revised Tour Programme of Special Party No. II for 2<sup>nd</sup> Qtr. of 2022-23 for audit of Annual Accounts and Compliance audit of 'Saraswati Press Limited' and 'West Bengal Text Book Corporation Ltd'**


Shri Arindam Basu, Sr. AO(COM)  
 Shri Chanchal Chakraborty, AAO(COM)  
 Shri Sujan Dasgupta, AAO(COM)  
 Shri Goutam Mondal, AAO  
 Shri Siddhartha Sankar Biswas, AAO(Adhoc)

Units to be audited and address(as) thereof	Years of Audit		Period of Audit	
	Financial Audit	Compliance audit	Financial Audit	Compliance audit
i) Managing Director, Saraswati Press Limited, 11, B.T. Road, Kolkata 700 056.	2021-22 (SFS)	2019-2020 to 2021-2022	10.08.2022 to 19.08.2022(07) Including Saturday	03.09.2022 to 09.09.2022 (06) Including Saturday
ii) Managing Director,, West Bengal Text Book Corporation Limited Book House, 11, B.T. Road, Kolkata – 700 056	2021-22 (SFS)	2019-2020 to 2021-2022	20.08.2022 to 27.08.2022(07) Including Saturday	10.09.2022 to 16.09.2022(06) Including Saturday
iii) Annual Accounts of Saraswati Press Limited (CFS)	2021-22 (CFS)	-	29.08.2022 to 02.09.2022(05)	-

**Headquarters duty from 19.09.2022**

- The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.
- Year-wise reconciliation of investment figures (viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
- 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.
- Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
- Field party should not be at camp site on Holidays, Sunday. Second class fare for to and fro journeys will be provided in such cases.
- Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.
- 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).
- The party must enquire about and collect the Audit Notebook/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
- 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.
- A paragraph on cost accounts and records should be included in the Inspection Report lying with the Headquarters' letter no 135-CA-1/66-2004 dated 03.05.2005 circulated vide this office letter No OA(Com)/Proc Vol-XXIX/ 250-254 dated 16. 05.2005.
- All the party members are directed to carry their Office Identity Cards positively with them.
- Party should submit Compliance Audit Design Matrix and Audit Findings Matrix immediately after completion of Compliance audit in the prescribed format under New Compliance Auditing Guidelines.
- Study the A/cs and Board Minutes, RIP register & ACM register to prepare the field audit plan & submit it to Sr. AO/Technical Cell
- Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.
- Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.
- Compliance of previous years CAG Comment on the accounts to be looked into, if any.
- Party should mention landline telephone Nos of the units of PSU while submitting their internal tour programme
- 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.
- Engagement of contractual employees in organization, if any may be looked into.
- Filled up IT audit Questionnaire is to be submitted at HQ.
- 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.
- The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)
- Exit Conference to be held at Group Officer level in respect of Accounts Audit (Pr.AG's instruction dated 31.12.2021)

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

Sd/-  
 Deputy Accountant General/AMG-III  


(190)

**Revised Tour programme of Special Party No.III for 2<sup>nd</sup> Qtr. of 2022-23 for audit of Annual Accounts during the year 2021-22 and compliance audit for the year 2021-22 of 'Commissioners for Rabindra Setu'**

**Party Members:**

Shri Rana Deb, Sr. AO (COM)  
Shri Pratap Kumar Shaw, AAO(COM){upto 26.08.2022}  
Shri Bipul Kumar, AAO(COM)  
Shri Arup Sarkar, AAO  
Janab Aftab Alam Khan, AAO(Adhoc)

Units to be audited and address (as thereof)	Year of Audit	Period of Audit
Chief Account Officer, Commissioners for Rabindra Setu, Kolkata Port Trust (Syama Prasad Mukherjee Port), 15, Strands Road, Kolkata – 700 001	Annual Accounts for the year 2021-22	16.08.2022 to 30.08.2022 (10working days)
	Compliance audit for the year 2021-22	31.08.2022 to 07.09.2022 (6 working days)
Headquarters duty from 08.09.2022		

The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)

*MD*  
*19/22*

*[Signature]*  
**Deputy Accountant General/AMG-III**

**Tour Programme of Special Party No. IV for 2<sup>nd</sup>. Qtr. of 2022-23 for audit of Annual Accounts during the year 2021-22 of 'Durgapur Chemical Limit.**


Shri Subhashis Ghosh, Sr. AO(COM)  
Shri Arun Kumar, AAO(COM)  
Shri Amit Kr. Shaw, Ar  
Shri Suryamoni, Ar.

FA

Units to be audited and address (as) thereof	Year of Audit	Period of Audit
Director In Charge, Durgapur Chemical Limited Hahenemann Sarani, Durgapur, Paschim Bardhaman, PIN-713 215,	Annual Accounts for the year 2021-22	22.08.2022 to 31.08.2022. (09 working days) (Saturday open)
<b>Headquarters duty from 01.09.2022</b>		

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

  
 Senior Deputy Accountant General/AMG-III

  
 12/8/22

**Revised Tour Programme in connection with Performance Audit on "Efforts of the State Government in Wildlife Protection"**

Members of the Performance Audit Team-I		
1	Patit Paban Sarkar Email- sarkarpp.wbl.sca@cag.gov.in , Ph-9433562950	Sr. Audit Officer
2.	Sujeet Kumar	Assistant Audit Officer
3	Atanu Dasgupta	Assistant Audit Officer
4	Abhijit Majumder	Assistant Audit Officer (A)

PA (Efforts of the State Government in Wildlife Protection)		
Sl. No	Name of the Office to be visited	Date of inspection
<b>Transit to Purulia on 05.07.2022</b>		
1	O/o Deputy Conservator of Forest, Kangasabati (South) Division, Raghobpur North Lake Road, Purulia- 723101	06.07.2022 to 21.07.2022 (12 days)
2	O/o Divisional Forest Officer , Kangasabati (North) Division, PO & Dist- Purulia, West Bengal, PIN- 723102	22.07.2022 to 02.08.2022 (08days)
<b>Transit to Kolkata on 03.08.2022</b>		
3	O/o Divisional Forest Officer, South 24 Pdns., New Administrative Building, 4 <sup>th</sup> Floor, Alipore, Kolkata- 700027	04.08.2022 to 24.08.2022 (12 days)
<b>HQ Duty For Midterm Review w.e.f. 25.08.2022 to 26.08.2022</b>		
<b>Transit to Jalpaiguri</b>		<b>28.08.2022</b>
4	O/o Divisional Forest Officer, Gorumara Wildlife Division, Aranya Bhawan, 3 <sup>rd</sup> Floor, Old Court Road, Jalpaiguri, West Bengal, PIN- 735101 <i>Party will also visit O/o the CCF, Wildlife (North) for collection of data</i>	29.08..2022 to 13.09.2022 (12 days)
5	O/o the Divisional Forest Officer, Darjeeling Wildlife Division, Bengal Natural History Museum, Meadow Bank, Darjeeling, West Bengal, PIN- 734101	14.09.2022 to 27.09.2022 (10 days)
<b>Transit to Kolkata</b>		<b>28.09.2022</b>
<b>HQ Duty from 29.09.2022 to 10.10.2022</b>		
6	The Member Secretary, West Bengal Zoo Authority, KV- 19, Salt Lake, Sector- III, Kolkata- 700098	11.10.2022 to 14.10.2022 (04 days)
7	The Director, Sunderban Biosphere Reserve, Bikash Bhawan, North Block, 3 <sup>rd</sup> Floor, Salt Lake, Kolkata- 700091	17.10.2022 to 19.10.2022 (03 days)
8	The Chief Project Director, WBFBCP/JICA LB-2, Salt Lake, 2 <sup>nd</sup> Floor, Sector- III, Kolkata- 700098	20.10.2022 to 28.10.2022 (03 days)
<b>Transit to Raigunj on 31.10.2022</b>		
9	O/o Divisional Forest Officer, Raigunj Division, PO- Karhajhora, Dist- Uttar Dinajpur, West Bengal, PIN- 733130	01.11.2022 to 09.11.2022 (06 days)
<b>Transit to Kolkata</b>		<b>10.11.2022</b>
<b>HQs duty from</b>		<b>11.11.2022</b>

  
 Sr. Deputy Accountant General/ AMG- III


**Tour Programme in connection with Performance Audit on "Efforts of the State Government in Wildlife Protection"**

**Members of the Audit Team-II**

1.	Debasis Chatterjee <i>chatterjeed.wbl.sca@cag.gov.in/9433167812</i>	Sr. Audit Officer
2.	Chinmoy Adhikary	Assistant Audit Officer
3.	Shiv Nandan Yadav	Assistant Audit Officer
4.	Manish Kumar Sharma	Assistant Audit Officer (A)

**PA (Efforts of the State Government in Wildlife Protection)**

Sl. No	Name of the Office to be visited	Date of inspection
	<b>Transit to Bankura</b>	<b>05.07.2022</b>
1	O/o Divisional Forest Officer, Bankura South Division, Machantala, Bankura- 722101, West Bengal, PIN-721507	06.07.2022 to 20.07.2022 (10 days)
2	O/o Divisional Forest Officer, Jhargram Division, Ghoradhara, Jhargram, West Bengal, PIN-721507	21.07.2022 to 03.08.2022 (10 days)
3	O/o Field Director/DFD, Sunderban Tiger Reserve, P.O- Canning Town, Distt- South 24 Pdns, West Bengal, PIN- 743329	04.08.2022 to 24.08.2022 (12 days)
	<b>HQ Duty for Midterm review 25.08.2022 to 26.08.2022</b>	<b>28.08.2022</b>
	<b>Transit to Alipurduar</b>	
4	O/o Deputy Field Director, Buxa Tiger Reserve (West), Alipurduar Court, Alipurduar, West Bengal, PIN- 736121	29.08.2022 to 13.09.2022 (12 days)
	<i>Party will also visit O/o the CCF &amp; FD of BTR for collection of data</i>	
5	O/o Deputy Field Director, Buxa Tiger Reserve (East), Alipurduar Court, Alipurduar, West Bengal, PIN- 736121	14.09.2022 to 28.09.2022 (11 days)
	<b>Transit to Kolkata</b>	<b>29.09.2022</b>
	<b>HQ Duty from 30.09.2022 to 10.10.2022</b>	
6	The CCF (PGLI) & DCF (Legal), Aranya Bhawan, LA-10A Block, Sector-III, Salt Lake, Kolkata- 98	11.10.2022 to 14.10.2022 (04 days)
7	The Principal Chief Conservator of Forest (Wildlife & CWLW), WB & O/o DCF Wildlife (HQ), Bikash Bhawan, North Block, 3 <sup>rd</sup> Floor, Salt Lake, Kolkata- 700091	17.10.2022 to 28.10.2022 (06 days)
	<b>Transit to Coochbehar</b>	<b>31.10.2022</b>
8	O/o Divisional Forest Officer, Jaldapara Wildlife Division, Nilkuthi, Coochbehar, West Bengal, PIN- 736101	01.10.2022 to 16.11.2022 (10 days)
	<b>Transit to Kolkata</b>	<b>17.11.2022</b>
	<b>HQs duty from</b>	<b>18.11.2022</b>

  
 Sr. Deputy Accountant General/ AMG- III

96c

**Tour Programme of DCA on 'Implementation of Cluster Development Programme in West Bengal'**

S/Shri

1. Alope Singh, Sr. AO

2. Umesh Kumar Sharma, AAO

3. Raj Kumar Kundu, AAO

4. Debanjan Bhattacharjee, Sr.Ar.

Sl. No.	Name of the Office	Dates of audit
1. ✓	General Manager, District Industries Centre, 24 Parganas (South), 67, Bentick Street, (4 <sup>th</sup> Floor), Kolkata – 700 001	05.07.2022 to 11.07.2022 (5)
2. ✓	General Manager, District Industries Centre, Kolkata, 11 A & B, Esplanade East, Kolkata – 700 069 (Phone No.2248-3546/2248-6343/3541)	12.07.2022 to 18.07.2022 (5)
3. ✓	General Manager, District Industries Centre, Howrah, 24 Belilious Road, Dasnagar, Dist. Howrah, Pin-711101 (Phone No.2666-7859/7858/8864) (email id:- dichowrah@gmail.com)	19.07.2022 to 25.07.2022 (5)
4. ✓	General Manager, District Industries Centre, Durgapur City Centre, Dist. Paschim Burdwan, Pin-713216 (Phone No. & FAX No.0343-2545933) (email id:- sdicadgp@rediffmail.com)	26.07.2022 to 01.08.2022 (5)
5. ✓	General Manager, District Industries Centre, Suri Commercial Estate (1 <sup>st</sup> floor), P.O.- Suri, Dist. Birbhum, Pin – 731101 (Phone No.03642255428/255306)	02.08.2022 to 08.08.2022 (5)
Transit to Kolkata on 09.08.2022		
Mid Term Review w.e.f. 10.08.2022 to 19.08.2022		
Transit to Jalpaiguri on 21.08.2022		
6. ✓	General Manager, District Industries Centre, Jalpaiguri, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101 (Phone No.03561-228087/230843)	22.08.2022 to 28.08.2022 (5)
7. ✓	Officer in Charge, Sub - District Industries Centre, Siliguri, 2 <sup>nd</sup> Mile Sevoke Road, Industrial Estate, P.O.-Siliguri, Dist. Darjeeling, Pin-734001 (Phone No.3532542408/03538239)	29.08.2022 to 04.09.2022 (5)
8. ✓	General Manager, District Industries Centre, Raigunj, Commercial Estate, P.O.- Raigunj, Dist. Uttar Dinajpur, Pin-733130 (Phone No.03523252141/03523252043)	05.09.2022 to 09.09.2022 (5)
Transit to Kolkata on 10.09.2022		
Head Quarters Duty from 12.09.2022		

✓ 28/6  
28/09/2022  
**Sr. Deputy Accountant General/AMG-III**