

S/Shi

1. Rajesh Upadhyay, Sr. AO

2. ~~Subject Kumar, AAO~~ **Budshh Kumar, AAO**

3. Pallab Bandyopadhyay, AAO

4. Amit Kr. Hazra, Sr. Auditor

05.04.2022 to 08.04.2022(04)

1. Principal Secretary to Govt. of West Bengal, Department of Public Works, Nabanna, 325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, upto 04/22 (Compliance Audit as well as collection of data/information for preparation of ADM)
2. Chief Engineer (Hd. Qtr.) (PW/Rds), Nabanna (8<sup>th</sup> floor) 325, Sarat Chatterjee Road, Shibpur, Howrah-711 102, Ph. No. 2214-5494, 04/17 to 03/22 (Compliance Audit as well as collection of data/information for preparation of ADM)

11.04.2022 to 18.04.2022(04)

To attend headquarters on 19.04.2022 to 22.04.2022 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 auditing 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 apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. 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 Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

3. Howrah Highway Division (PW/Rds), Onkar Mal Jetia Road, Andul Road (2nd Bridge) Howrah-711 103, 04/21 to 03/22 Ph. 2688-0119, Uluberia S/D	25.04.2022 to 06.05.2022(08)
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Monthly meeting will be held on 09.05.2022

3. Howrah Highway Division (PW/Rds),	10.05.2022 to 12.05.2022(03)
4. National H/W Divn-I (PW/Rds), Bhawani Bhawan, Alipore, Annex Buildings (5th flr.), Kolkata - 700027, 04/12 to 03/22, Kolkata-S/D	13.05.2022 to 20.05.2022(05)

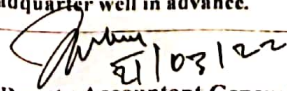
Transit to Siliguri on 22.05.2022

5. Darjeeling Highway Division (PW/Rds), Babupara, Burdwan Road, Ward No. 31 Siliguri, PIN-734 005, Ph. 0353-2468055, H/W S/D-II, 04/18 to 03/22	23.05.2022 to 02.06.2022(09)
6. National H/W Division- IX (PW/Rds), Matigara, Darjeeling, PIN-734 010, 04/08 to 03/22, Malbazar S/D	03.06.2022 to 08.06.2022(04)
7. Alipurduar H/W Division (PW/Rds), New Town, Alipurduar, PIN-736 121, Ph. 03564-257171, 04/18 to 03/22 Pundibari S/D	09.06.2022 to 22.06.2022(10)
8. National H/W Division-X (PW/Rds), Alipurduar, PIN-736 121, Ph. 03564 275164, 04/09 to 03/22, COB N/I S/D	23.06.2022 to 28.06.2022(04)

Transit to Kolkata on 29.06.2022 and Headquarters duty from 30.06.2022

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> | <p>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.</p> <p>Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.</p> <p>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</p> <p><b>Henceforth the FAPs shall perform their audit duties through OIOS.</b></p> <p>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</p> |
|--|---|

  
 Sr. Deputy Accountant General/AMG-III  
 21/03/22  
 17/3/22



Revised Tour Programme of AMG-III Inspection Party No.1 for 1st Qtr. of 2022-23

S/Shi

1. Rajesh Upadhyay, Sr. AO
2. Bashisth Kumar, AAO

3. Pallab Bandyopadhyay, AAO
4. Amit Kr. Hazra, Sr. Auditor

- |    |   |   |
|----|---|---|
| 3. | Howrah Highway Division (PW/Rds), Onkar Mal Jetia Road, Andul Road (2nd Bridge) Howrah-711 103, 04/21 to 03/22 Ph. 2688-0119, Uluberia S/D    | No change upto 22.04.2022<br>25.04.2022 to 06.05.2022(08)                           |
| 3. | Howrah Highway Division (PW/Rds),   | Monthly meeting will be held on 09.05.2022<br>10.05.2022 (01)                       |
| 4. | Darjeeling Division (PWD), 8, Hooker Road, Darjeeling, PIN-734 101, Ph. No. 0354-2254201, 04/2019 to 03/2022, Kurscoung S/D                   | Transit to Darjeeling on 11.05. & 12.05.2022<br>13.05.2022 to 25.05.2022(08)        |
| 5. | Darjeeling Highway Division (PW/Rds), Babupara, Burdwan Road, Ward No. 31 Siliguri, PIN-734 005, Ph. 0353-2468055, H/W S/D-II, 04/18 to 03/22 | * Plan 2 include upto 20, 21, 22<br>+ some category<br>26.05.2022 to 07.06.2022(09) |
| 6. | Alipurduar H/W Division (PW/Rds), New Town, Alipurduar, PIN-736 121, Ph. 03564-257171, 04/18 to 03/22 Pundibari S/D                           | 08.06.2022 to 21.06.2022(10)  |
| 7. | National H/W Division-X(PW/Rds), Alipurduar, PIN-736 121, Ph. 03564 275164, 04/09 to 03/22, COB N/II S/D                                      | 22.06.2022 to 28.06.2022(05)  |

Transit to Kolkata on 29.06.2022

Headquarters duty from 30.06.2022

Following information need to be incorporated with IR failing of which IR will not be accepted:

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| <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>Henceforth the FAPs shall perform their audit duties through OIOS.</li> <li>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</li> </ul> |
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Sr. Deputy Accountant General/AMG-III

copy to Secy to Govt (AU-II) W.B. →  
 P.A. to Sr. DAG (AMG-III) →  
 Sr. AO of Hd Qtrs - II →  
 T.A. Bill → Ranjit Kumar 20/04/22  
 I.O. / I.P. No I →

26/4/22  
 9C



Tour Programme of AMG-III Inspection Party No.II for 1st Qtr. of 2022-23

S/Shi  
1. Ashutosh Biswas, Sr. AO  
2. Suman Samadder, AAO

3. Ganesh Ch. Mallik, AAO  
4. Abhijit Majumder, AAO (Adhoc)  
05.04.2022 to 08.04.2022(04)

1. Principal Secretary to Govt. of West Bengal, Department of Public Works, Nabanna, 325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, upto 04/22 (Compliance Audit as well as collection of data/information for preparation of ADM)
2. Chief Engineer (I Id. Qtr.) (PWD), Nabanna (8<sup>th</sup> floor) 325, Sarat Chatterjee Road, Shibpur, Howrah-711 102, Ph. No. 2214-5494, 04/17 to 03/22 (Compliance Audit as well as collection of data/information for preparation of ADM)

11.04.2022 to 18.04.2022(04)

To attend headquarters on 19.04.2022 to 21.04.2022 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 auditing 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 apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. 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 Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

3. Nadia Division (PWD), Arabinda Sarani, Krishnanagar, PIN-741 101, Ph 03472-252456, 04/19 to 03/22, Palassy S/D  
22.04.2022 to 06.05.2022(09)

Monthly meeting will be held on 09.05.2022

4. Hooghly Division (PWD), Chak Bazar, Hooghly- 712 103, Ph. 2680-2305, 04/20 to 03/22, II  
10.05.2022 to 20.05.2022(08)

Transit to Alipurduar on 22.05.2022

5. Alipurduar Construction Division (PWD), Alipurduar Court, PIN-736 122, Ph. 03564-255 175, 04/19 to 03/22, Alipurduar S/D  
23.05.2022 to 06.06.2022(11)

6. Jalpaiguri Division (PWD), P.O. Jalpaiguri, PIN-735 101 Ph.03561-230 056, Gayerkata S/D, 04/19 to 03/22  
07.06.2022 to 21.06.2022(11)

7. North IT Division, Jalpaiguri (PWD), P.O. & Dist Jalpaiguri, PIN-735 101, since inception to 03/22  
22.06.2022 to 28.06.2022(05)

Transit to Kolkata on 29.06.2022

Headquarters duty from 30.06.2022

Following information need to be incorporated with IR failing of which IR will not be accepted:

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- > Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.

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**Henceforth the FAPs shall perform their audit duties through OIOS.**

Field party should not be at camp site on 23.04., 24.04., 30.04., 01.05, 03.05, and 04.05, being Saturday, Sunday and State Govt. of Holidays. Second class fare for to and fro journey will be provided in such cases.

Sr. Deputy Accountant General/AMG-III



OLG

S/Shri  
1. Braj Bhushan Mishra, Sr. AO

2. Deepak Kumar Chaudhury, AAO

3. Joydeb Ghosh, AAO

4. Manoj Kumar, AAO(A)

1. Principal Secretary to Govt. of West Bengal, Department of Public Works, Nabanna.325, Sarat Chatterjee Rd, Howrah-711 102, Ph. No. 2214-5444, upto 04/22 (Compliance of ADM)
2. Chief Engineer (PW/Social Sector), N. S Buildings (5<sup>th</sup> floor), Kolkata 700 001, Ph. No.2248-6631, Upto 03/22(Compliance Audit as well as collection of data/information for preparation of ADM)

05.04.2022 to 08.04.2022(04)

11.04.2022 to 18.04.2022(04)

To attend headquarters on 19.04.2022 to 22.04. 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 Department/Directorate.
- b) Prepare audit design matrix for audit of guard files provided to them and data/information collected from guidelines)
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- g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

3. Tamluk Division (PW/Social Sector), Padumbasan Maniktala, Purba Midnapore-736 122 .Ph.0564-255456, since inception to 03/22

25.04.2022 to 06.05.2022(08)

new Entry in OIG (unit)

Monthly meeting will be held on 09.05.2022

4. Hooghly Division (PW/Social Sector), Purta Bhawan, Kodalia, Sarat Sarani More. Bandel, Hooghly-712 123, Ph-2631-1471, 04/16 to 03/22. Bandel S/D

10.05.2022 to 20.05.2022(08)

Transit to Malda on 22.05.2022

5. Malda Division (PW/Social Sector), 94.A.K. J. Sanyal Road, Malda- 732 101, P.H. 03512-252039, Malda S/D, 04/16 to 03/22

23.05.2022 to 31.05.2022(07)

6. Raiganj Division (PW/Social Sector), Karnojora, Raiganj, Uttar Dinajhpur. PIN-733 134, upto 03/22

01.06.2022 to 11.06.2022(08)

new Entry in OIG (unit)

Transit to Coochbehar on 12.06.2022

7. Coochbehar Division (PW/Social Sector), Nirman Parishad Bhawan, Debi Bari Road. Coochbehar, Pin-7362 01, 04/13 to 03/22. COBS/D-II, Ph. No. 03582-224045

13.06.2022 to 20.06.2022(06)

8. Alipurduar Division (PW/Social Sector) Manna Dey Street, Alipurduar-736 122, Ph. 0564-255456, since inception to 03/22

21.06.2022 to 28.06.2022(06)

new Entry in OIG (unit)

Transit to Kolkata on 29.06.2022 and Headquarters duty from 30.06.2022

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 30.04, 01.05, 03.05, and 04.05, being Saturday, Sunday and holidays. Second class fare for to and fro journeys will be provided in such cases.

St. Deputy Accountant General/AMG-III  
21/08/22



Revised Tour Programme of AMG-III Inspection Party No. III for 1st Qtr. of 2022-23

S/Shi

1. Braj Bhusan Mishra, Sr. AO (upto 22.04.2022)  
Koushik Das, Sr. AO (w.c.f. 25.04.2022)  
2. Deepak Kumar Chaudhury, AAO

3. Joydeb Ghosh, AAO

4. Manoj Kumar, AAO (Adhoc)

3.	Tamluk Division (PW/Social Sector), Padumbasan to 03/22 Maniktala, PIN-736 122, Ph.0564-255456, since inception	No change upto 22.04.2022	25.04.2022 to 06.05.2022(08)
4.	Hooghly Division (PW/Social Sector), Purta Bhawan, Kodalia, Sarat Sarani More, Bandel, Hooghly-712 123, Ph-2631-1471, 04/16 to 03/22, Bandel S/D	Monthly meeting will be held on 09.05.2022	10.05.2022 to 20.05.2022(08)
5.	Malda Division (PW/Social Sector), 94.A.K. J. Sanyal Road, Malda- 732 101, PII. 03512-252039, Malda S/D, 04/16 to 03/22	Transit to Malda on 22.05.2022	23.05.2022 to 31.05.2022(07)
6.	Raiganj Division (PW/Social Sector), Karnojora, Raiganj, Uttar Dinajhpur, PIN-733 134, upto 03/22		01.06.2022 to 11.06.2022(08)
7.	Coochbehar Division (PW/Social Sector), Nirman Parishad Bhawan, Debi Bari Road, Coochbehar, Pin-7362 01, 04/13 to 03/22, COBS/D-II, Ph. No. 03582-224045	Transit to Coochbehar on 12.06.2022	13.06.2022 to 20.06.2022(06)
8.	Alipurduar Division (PW/Social Sector) Manna Dey Street, Alipurduar-736 122, Ph. 0564-255456, since inception to 03/22		21.06.2022 to 28.06.2022(06)

Transit to Kolkata on 29.06.2022

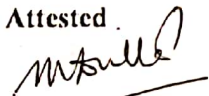
Headquarters duty from 30.06.2022

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| <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>Henceforth the FAPs shall perform their audit duties through OIOS.</b></li> <li>➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance</li> </ul> |
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Attested



Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



S/Shri  
1. Patit Paban Sarkar, Sr. AO  
2. Tanay Mukherjee, AAO

3. Sanjay Kumar, AAO  
4. Amit Kumar Singh, AAO (Adhoc)  
05.04.2022 to 12.04.2022(06)

1. Pr. Secretary to the Govt. of WB, PHE, Deptt. N.S. Buildings (7<sup>th</sup> floor), 1, K.S. Roy Road, Kolkata - 700 001. Ph. No. 2248-6769, 04/18 to 03/22 (Compliance Audit as well as collection of data/information for preparation of ADM)
2. Chief Engineer (Hd. Qtr.) (PHE), New Secretary Buildings (6<sup>th</sup> floor), 1, K. S. Roy Road, Kolkata - 1. Ph. 2231-9493, upto 03/22 (Compliance Audit as well as collection of data/information for preparation of ADM)

13.04.2022 to 20.04.2022(04)

To attend headquarters on 21.04.2022 to 25.04.2022 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

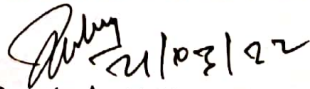
- a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)
- c) Specific unit wise plan of audit procedure as per **annexure I** of Guidance Note issued by Headquarters office may be prepared and got approved by Group Officer through Co-ordination
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- g) As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit **Audit Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.

3.	S.E. South 24 Parganas W/S Circle (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex, Kolkata 700 027. Ph 2439-8013, upto 03/22	26.04.2022 to 29.04.2022(04)
4.	South 24 Parganas W/S Division (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex, Kolkata 700 027. Ph 2439-9736, 04/16 to 03/22	02.05.2022 to 06.05.2022(03)
Monthly meeting will be held on 09.05.2022		
4.	South 24 Parganas W/S Division (PHE),	10.05.2022 to 20.05.2022(08)
5.	South 24 Parganas Mechanical Division (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex (2 <sup>nd</sup> flr), Kolkata -27. Ph 2439-9736, 04/20 to 03/22	23.05.2022 to 31.05.2022(07)
Ttransit to Raigunj on 01.06.2022		
6.	Raigunj Division (PHE), PHE Complex, Karnojora, North Dinajpur-733 130, Ph. No.0353-251526, 04/16 to 03/22	02.06.2022 to 15.06.2022(10)
7.	Malda Division (PHE), Manikchak Road, Daulatpur, PHE Complex, Maliha, Malda-732 102, Ph. 03512-269823, 04/17 to 03/22, Malda S/D	16.06.2022 to 28.06.2022(09)

Transit to Kolkata on 29.06.2022 AND Headquarters duty from 30.06.2022

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> <li>➤ The FAP is directed to collect information on Jal Jeevan Mission while conducting the Compliance Audit of all the units.</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>➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</li> <li>➤ Henceforth the FAPs shall perform their audit duties through OIOS.</li> </ul> |
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 Sr. Deputy Accountant General/AMG-III  
 21/03/22



**Revised Tour Programme of AMG-III Inspection Party No. IV for 1st Qtr. of 2022-23**

S/Shri

1. Koushik Das, Sr. AO(w.c.f. 09.05.2022)

2. Tanay Mukherjee, AAO

3. Sanjay Kumar, AAO

4. Amit Kumar Singh, AAO(Adhoc)  
26.04.2022 to 29.04.2022(04)

3. S.E. South 24 Parganas W/S Circle (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex, Kolkata 700 027. Ph 2439-8013, upto 03/22

4. South 24 Parganas W/S Division (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex, Kolkata 700 027. Ph 2439-9736, 04/16 to 03/22

02.05.2022 to 06.05.2022(03)

4. South 24 Parganas W/S Division (PHE),

5. South 24 Parganas Mechanical Division (PHE), 33 and 33/1, Chetla Central Road, KIT Super Market Complex (2<sup>nd</sup> Flr), Kolkata -27. Ph 2439-9736, 04/20 to 03/22

10.05.2022 to 20.05.2022(08)

23.05.2022 to 31.05.2022(07)

**Monthly meeting will be held on 09.05.2022**

**Transit to Raigunj on 01.06.2022**

6. Raigunj Division (PHE), PHE Complex, Karnojora, North Dinajpur-733 130, Ph. No.0353-251526, 04/16 to 03/22

02.06.2022 to 15.06.2022(10)

7. Malda Division (PHE), Manikchak Road, Daulatpur, PHE Complex, Maliha, Malda-732 102, Ph. 03512-269823, 04/17 to 03/22, Malda S/D

16.06.2022 to 28.06.2022(09)

**Transit to Kolkata on 29.06.2022**

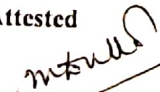
**Headquarters duty from 30.06.2022**

Following information need to be incorporated with IR failing of which IR will not be accepted:

- Instances of drawl of funds in order to avoid lapse of budget provision.
- 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.
- 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.
- Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.
- The FAP is directed to collect information on Jal Jeevan Mission while conducting the Compliance Audit of all the units.

- 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.
- Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.
- The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit
- Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.
- Henceforth the FAPs shall perform their audit duties through OIOS.

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



S/Shri

1. Rahul Barua, Sr. A.O.

2. Manish Kr. Sinha, AAO

3. Biswajit Sarkar, AAO

4. Rizwan Ahmed, AAO (Adhoc)

11.04.2022 to 13.04.2022 (03)

1. Additional Chief Secretary to the Govt. of WB,  
Environment Department,  
Prani Sampad Bhawan, (5<sup>th</sup> floor), 1.B-II,  
Salt Lake, Kolkata-700 106, 04/16 to 03/22  
(Collection data/information for preparation of  
ADM)

To attend headquarters on 18.04.2022 to 20.04.2022 to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.

- Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.
- Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)
- Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and got approved by Group Officer through Co-ordination
- 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.
- 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.
- For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. 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.
- As per order of the Dy. Accountant General dated 14.01.2019, the audit teams are required to submit Audit Finding Design Matrix alongwith Draft Inspection Report to Vetting Sections.

2. Additional Chief Secretary to the Govt. of WB,  
Environment Department, Prani Sampad  
Bhawan, Kolkata 700 106, 04/16 to 03/22  
(for Compliance audit)

21.04.2022 to 29.04.2022(07)

**Headquarters duty from 02.05.2022**

Following information need to be incorporated with IR failing of which IR will not be accepted:

- Instances of drawl of funds in order to avoid lapse of budget provision.
- 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.
- 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.
- Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.
- Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance
- 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.
- Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.
- The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit

*[Signature]*  
21/03/22  
Sr. Deputy Accountant General/AMG-III



S/Shi

1. R. P. Verma, Sr. AO

2. Arup Sarkar AAO

1. Secretary to the Govt. of West Bengal, Deptt. of Industry Commerce and Enterprises, 4, Abanindranath Tagore Sarani (2<sup>nd</sup> flr), Kol 16, 04/16 to 03/22, Ph. 2282-0791.

2. Director of Industry Commerce and Enterprises, 4, Abanindranath Tagore Sarani, Kolkata 700 016, 04/16 to 03/22, Ph. 2290-0545.

2. Director of Industry Commerce and Enterprises, Sarani (2<sup>nd</sup> flr), Kolkata 700 016, 04/19 to 03/22

3. Director of Mines and Minerals, 4, Abanindranath Tagore Sarani (2<sup>nd</sup> flr), Kolkata 700 016, 04/19 to 03/22

3. Goutam Mondal, AAO  
4. Brojen Naskar, Asstt. Supervisor  
27.04.2022 to 02.05.2022(04)

05.05.2021 to 06.05.2021(02)

10.05.2022 to 17.05.2022(05)

18.05.2022 to 23.05.2022(04)

Monthly meeting will be held on 09.05.2022  
To attend headquarters on 24.05.2022 to 26.05.2022 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 auditing 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 apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. 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 Finding Design Matrix** alongwith Draft Inspection Report to Vetting Sections.
4. Mining Officer-in Charge (IC&E), Hooghly Zone, Mining Estate Branch, Uttar Rabindranagar, Hooghly-712 106, 04/08 to 03/22. Ph.2708-2241. 27.05.2022 to 03.06.2022(06)
5. Chief Mining Officer (IC&E), Mining Estate Branch, Court Road, Asansol, PIN-713 304, Ph 0341-252407.04/19 to 03/22. Transit to Asansol on 05.06.2022 06.06.2022 to 13.06.2022(06)
6. Mining-in-Charge (IC&E), Purulia Zone, Mining Estate Br., G.P. Br. Campus, Deshbandhu Rd. PIN-723101.04/15 to 03/22 14.06.2022 to 21.06.2022(06)
7. Senior Geologist (IC&E), Geological Prospecting Branch, Deshbandu Road, Purulia-723 101. Ph. 03252-222230, Since inception to 03/22 22.06.2022 to 28.06.2022(05)

Transit to Kolkata on 29.06.2022 AND Headquarters duty from 30.06.2022

Following information need to be incorporated with IR failing of which IR will not be accepted:

- Instances of drawl of funds in order to avoid lapse of budget provision.
  - 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.
  - 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.
  - Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.
- 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.
  - Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters.
  - The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit
  - Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance

Henceforth the FAPs shall perform their audit duties through OIOS.

Attested

Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



**Tour Programme of AMG-III Inspection Party No. VII for 1st Qtr. of 2022-23**

S/Shi

1. Anjan Bhattacharya, Sr. AO  
2. Kamal Kumar Gupta, AAO

3. Rajeev Kumar Labh, AAO  
4. Sandipan Ghosh, Ar.

1	South 24 Parganas Division (PW/Social sector), 76, Sundarimohan Avenue, Kolkata-700 014, Alipore S/D, Ph. No. 2284-3551 upto 03/22	27.04.2022 to 06.05.2022(06)
<b>Monthly meeting will be held on 09.05.2022</b>		
1.	South 24 Parganas Division (PW/Social sector),	10.05.2022 to 13.05.2022(04)
2.	Design Division (PW/Social Sector) N.S. Buildings (5 <sup>th</sup> flr), 1, K.S. Roy Road, Kolkata – 700 001. Ph. No. 2262-7386, upto 03/22	17.05.2022 to 24.05.2022(06)
3.	Jhargram Division (PW/Social Sector), Raghunathpur, Jhargram -721 507, 04/16 to 03/22, Gopiballavpur S/D	25.05.2022 to 03.06.2022(08)
4.	Midnapore Division ((PW/Social Sector), South End Dak Bungalow Road, Narampur, Midnapore (West)-721 648, Ghatal S/D, 04/16 to 03/22	06.06.2022 to 15.06.2022(08)
5.	Kolkata Central Electrical Division (PWD), 11, Mirza Galib Street (3 <sup>rd</sup> flr.), Kolkata – 700 087, Ph 2252-2151, S/D-II, 04/13 to 03/22	16.06.2022 to 24.06.2022(07)
<b>Headquarters duty from 27.06.2022</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> <li>➤ <b>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</b></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>Henceforth the FAPs shall perform their audit duties through OIOS.</b></li> </ul> |
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Attested

*(Signature)*  
Sr. Audit Officer/AMG-III(C)

Sd/-

Sr. Deputy Accountant General/AMG-III



Sri Arindam Basu Sr. AO (Com)  
 Sri Chanchal Chakraborty, AAO(COM)  
 Sri Pratap Kumar Shaw, AAO (Com)  
 Sri Chinmoy Mondal, AAO  
 Sri Siddhartha Sankar Biswas, AAO(Adhoc)

Units to be audited and address (as thereof)	Year of Audit	Period of Audit
Mackintosh Burn Limited, MBI, House, DID-18/8 Sector-I, Salt Lake City, Kolkata 700 064, Ph. No.2358-1418/1420	Annual Accounts for the year 2020-21	25.04.2022 to 06.05.2022(08)
	Compliance audit for the years 04/20 to 03/22	10.05.2022 to 20.05.2022(08)

Headquarters duty from 23.05.2022

- 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, Saturday and 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 (c.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 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.
- 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.
- Exit Conference to be held at Group Officer level in respect of Accounts Audit (Pr.AG's instruction dated 31.12.2021)

MD  
19/4/22

Senior Deputy Accountant General/AMG-III



Sri Rana Deb, Sr. AO (Com)  
Sri Bipul Kumar, AAO(COM)  
Sri Sujan Dasgupta, AAO(COM)  
Janab Anab Alam Khan., AAO(Adhoc)

West Bengal Handloom & Powerloom  
Development Corporation Limited, 6-A  
Raja Subodh Mullick Square (6<sup>th</sup> floor),  
Kolkata-700 013

Year of Audit  
Annual Accounts for  
the year 2017-18

Period of Audit  
10.05.2022 to 13.05.2022(04)

Headquarters duty from 17.05.2022

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-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. *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