



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA  
जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001  
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



**RA/CRA(HQ)/Office Website/260**

**Dated – 06-04-2026**

**अंतर-अनुभागीय टिप्पणी / Intersectional Note**

Subject: Submission of Approved Tour Programmes for the quarter ending March 2026 for uploading on the office website.

With reference to Office Order No. IT Cell/39 dated 07.11.2024 and the advisories issued vide Intersectional Note dated 26.02.2026 under File No. DGAC/KOL/ITCELL/Website regarding the uploading of approved tour programmes on the office website, please find the attached scanned copies of Approved Tour Programme for the quarter ending March 2026 for information and necessary action at your end.

इसे सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।

Encl: As stated above.

**Jaya Basu Sarkar**

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)  
वरिष्ठ लेखापरीक्षा अधिकारी/IT Cell



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**Office Order No. CRAD/48/2025-26/100**

**Dated –02-02-2026**

Following members of Field Party for SSCA on PCA has been entrusted to visit Petrapole LCS w.e.f. 09.02.2026 to 13.02.2026 (05 working days) for collection and scrutiny of documents in respect of ongoing SSCA on PCA:

1. Md. Shakeb Ayaz, SAO
2. Shri Debraj Bhattacharya, AAO
3. Shri Amit Sharma, AAO

इसे उप-निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

**Jaya Basu Sarkar**

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)

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**Office Order No. CRAD/48/2025-26/102**

**Dated – 11-02-2026**

Compliance Audit of Appraising Group-V AB is resumed as detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)
I	Appraising Group-V-AB, Custom House, Kolkata	01.04.2024 to 31.03.2025	Kamalesh Khanta, SAO Prasun Kanti Roy, AAO Dipankar Chatterjee, AAO ( 16.02.2026 ) Sukdeb Ghosh, AAO	12.02.2026 to 27.02.2026 (12)

Moreover, Shri Dipankar Chatterjee is posted to Field Party-VII for Compliance Audit of DGFT-Kolkata w.e.f. 17.02.2026 till further orders.

इसे उप-निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

**Jaya Basu Sarkar**

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**Office Order No. CRAD/48/2025-26/104**

**Dated – 13-02-2026**

Shri Ritwik Thakur, Auditor is posted to Field Party for PA on Trade Facilitation with immediate effect till further order.

इसे उप-निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

**Jaya Basu Sarkar**

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)

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**Office Order No. CRAD/48/2025-26/107**

**Dated – 02-03-2026**

The Field Party for PA on Trade Facilitation, currently conducting audit at O/o the ADGFT, Kolkata is hereby extended up to 11.03.2026.

इसे उप-निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

**Jaya Basu Sarkar**

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)

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**Office Order No. CRAD/48/2025-26/109**

**Dated – 02-03-2026**

As approved by Dy. Director/RAIDT, the tour programme for Field Party-VI is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)	Desk Review
VI	Appraising Group-VI, Custom House, Kolkata	01.04.2024 to 31.03.2025	Raj Tilak Patel, SAO Sukdeb Ghosh, AAO Shambodeb Pal, AAO Nil Kamal Chowdhury, Supvr.	10.03.2026 to 25.03.2026  (12)	09.03.2026

- After completion of the assignment, the Field Party posted at Kolkata is directed to furnish the status of assignment directly to DD/RAIDT on the very next working day of completion of the assignment while Field Parties posted at outstation should meet with the DD after return to Kolkata.
- Desk Review should be carried out by the audit Party at CRAD (HQ) on the mentioned date.** The supervising officer is requested to **furnish a comprehensive Review Note** incorporating the present position of outstanding Paras relating to previous Inspection Reports, so that Paras may be settled/updated wherever possible.
- Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer.
- No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.
- As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish the Draft Inspection Report (DIR) along with a soft copy.** Delay, if any, in submitting the DIR should be justified in writing. Party-days/man-days allotted includes party-days/man-days required for preparation of Draft IR. No additional man-days will be allowed for preparation of Draft IR.
- Draft IR must be submitted by a responsible party member who can co-relate facts and figures expressed in draft IR with K.Ds. K. D marking (i.e mentioning the position of K.Ds) on the left/ right margin of the Draft IR should be specific to the type of K/D dealt with. **K.D marking on Annexure also.**
- Contribution to Para(s)/A. Q(s) by members of the audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with soft copy of IR, Annexure etc.)

Sl. No	Para No	A.Q No(s)	Contributed by

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8. The supervising officer is also requested to furnish the **Auditee Profile** (No. of sub-units e.g., LCSs, ICDs, CFSs, PUs, address, phone no, FAX No., official email ID, revenue figure, any other distinguishing activities) along with the IR to help preparation of next Audit Plan.
9. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.
10. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with the desired information.
11. As per the instructions issued by Hd. Qtrs., a copy of the **Code of Ethics is to be handed over to the head of the unit** and a certificate to the effect is to be given along with the IR.
12. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.
13. An **Index of the IR in prescribed Format** to be placed on top of the IR.
14. **Page marking of IR should be done properly.**
15. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.
16. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR.
17. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**

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**Office Order No. CRAD/48/2025-26/111**

**Date :- 16-03-2026**

Shri Rupak Banerjee, Auditor is posted to Field Party for PA on Trade Facilitation with immediate effect till further order.

यह उप निदेशक/आरएआईडीटी के अनुमोदन से जारी किया जाता है।

Jaya Basu Sarkar

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सी.आर.ए.डी.(मुख्यालय)

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**Office Order No. CRAD/48/2025-26/112**

**Dated – 18-03-2026**

The Field Party-VII, currently conducting compliance audit of O/o the ADGFT-Kolkata w.e.f. 27.10.2025 to 20.03.2026 has now been extended for twenty (20) working days i.e, up to 21.04.2026. The details of the team members are as follows:

1. Shri Md. Aftab Alam, SAO
2. Shri Bivash Kumar Samanto, AAO
3. Shri Rana Halder, AAO
4. Shri Parashuram Das, AAO
5. Shri Dipankar Chatterjee, AAO
6. Shri Rajesh Kumar, Sr. Ar.

इसे उप-निदेशक/अप्रत्यक्ष-कर के अनुमोदन से जारी किया जाता है।

**Jaya Basu Sarkar**

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