

Tour Programme of AMG-II Inspection Party No. I for 1<sup>st</sup> Quarter of 2025-26

1. Mr. Monojit Dutta, SAO

3. Mr. Sidiu Boipai, AAO

2. Mr. Anindya Mitra, AAO

4. Mr. Pradeep Kumar, AAO

Team to prepare ADM of the ST&amp;B Department, Desk review of Units and submit to DAG by 04.04.2025 for approval.

Teams should collect and update the information about IT database implemented by the Department and ABs and PSUs

|   |    |  |                                       |
|---|----|--|---------------------------------------|
| MSME  | 1. | <b>Director, Department of Handloom and Textiles, West Bengal</b> , New Secretariat Buildings, 1, K. S. Roy Road, 5th Floor, 'B' Block, Kolkata 700001. P. No. 033-23353013, E. ID. pccfgen-wb@nic.in<br>(Compliance Audit period from 04/2024 to 03/2025)     | 07.04.2025 to 22.04.2025<br>(08 days) |
| F   | 2. | <b>Joint Director, Sunderban Biosphere Reserve</b> , Bikash Bhawan, North Block, 3rd Floor, Salt Lake, Kolkata-700 091. P. No. 033-23211750, E. ID. cfjtsbr-wb@nic.in<br>(Compliance Audit period from 04/2024 to 03/2025)                                     | 23.04.2025 to 06.05.2025<br>(09 days) |
| MSME  | 3. | <b>General Manager, District Industries Centre, Purba Medinipur</b> , Dharinda (Near D. M. Office), P.O: Tamluk, Dist: Purba Medinipur, Pin:721636. P.No. 03228-263442/269500, E.ID. gmpum.msse-wb@nic.in<br>(Compliance Audit period from 04/2021 to 03/2025) | 07.05.2025 to 08.05.2025<br>(02 days) |
| In-house Training on 09.05.2025   |    |  |                                       |
|   |    | <b>General Manager, District Industries Centre, Purba Medinipur</b> , Dharinda (Near D. M. Office), P.O: Tamluk, Dist: Purba Medinipur, Pin:721636. P.No. 03228-263442/269500, E.ID. gmpum.msse-wb@nic.in<br>(Compliance Audit period from 04/2023 to 03/2025) | 13.05.2025 to 20.05.2025<br>(06 days) |
| MSME  | 4. | <b>Handloom Development Officer, Contai</b> , Shreerupa Road, Floor- II, P.O.- Contai, Dist.- Purba Medinipur, PIN- 721 433. P. No. 03220-255089, E. ID. dohcontai@gmail.com<br>(Compliance Audit period from 04/2021 to 03/2025)                              | 21.05.2025 to 30.05.2025<br>(08 days) |
| Transit to Jalpaiguri on 01.06.2025   |    |  |                                       |
| F   | 5. | <b>Divisional Forest Officer, Jalpaiguri Division</b> , Aranya Bhavan, Hakimpara, Old Court Campus Hakimpara, P.O & Dist.-Jalpaiguri, PIN - 735 101. P.No. 03561-232016, E. ID.dfojal-wb@nic.in<br>(Compliance Audit period from 04/2023 to 03/2025)           | 02.06.2025 to 13.06.2025<br>(09 days) |
| MSME  | 6. | <b>Handloom Development Officer, Cooch Behar</b> , Kadamtala, Near Rashmela Maidan, P.O. & Dist.- Cooch Behar, PIN- 736 101. P.No. 03582- 222625, E. ID. dohcoochbehar@gmail.com<br>(Compliance Audit period from 04/2024 to 03/2025)                          | 16.06.2025 to 26.06.2025<br>(09 days) |
| Transit to Kolkata on 27.06.2025  |    |  |                                       |
| Duty at Headquarter from 30.06.2025   |    |  |                                       |
| 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>➤ According to CAG officer order, commencing 1<sup>st</sup> April 2023, all teams were to carry out audit through OIOS. All audit related work like processing DP, sending report to be done through OIOS.</li> <li>➤ The teams should mention Audit Assignment No and audit Product No generated in OIOS in the file. The teams should take care to complete all the steps in OIOS before closing the OIOS assignment. In each step of audit the OIOS guidelines and procedures shall be followed.</li> <li>➤ The IR should contain brief description on purpose of functioning of the Audited entity whether the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>➤ The team should check the objectives of the auditee unit and also note the change in scope in responsibilities of the audited unit. Thereafter, a note on the changed scope of responsibility and performance of the audited entity may be reported.</li> <li>➤ The team should check the schemes/ expenditures incurred and from the list select the expenditures for detailed audit.</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 visit centers/sub centers/ subdivision other than specified one under only with approval of Headquarters.</li> <li>➤ The team should check the outstanding paras and pursue for reply to the paras outstanding. Based on the merit of the reply, team should recommend settling of the paras with justification.</li> <li>➤ Teams should update the outstanding paras and include in the present IR wherever feasible and settle the outstanding paras/ IR.</li> <li>➤ The audit should bring out a proposal of topic for DCA / PA on the Department for incorporation in audit plan 2025-26.</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> </ul> |
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Senior Audit Officer/AMG-II (C)

Deputy Accountant General/AMG-II

## Tour Programme of AMG-II Inspection Party No. II for 1<sup>st</sup> Quarter of 2025-26

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|---|---------------------------------------|
| <b>1. Mr. Jaydip Narayan Chakrabarti, SAO</b> | <b>3. Mr. Bipul Mallick, AAO</b>      |
| <b>2. Mr. Kamal Kumar Gupta, AAO</b>          | <b>4. Mr. Shiv Prakash Gupta, AAO</b> |

Team to prepare ADM of the I&CE, PE&IR Department, Desk review of Units and submit to DAG by 04.04.2025 for approval..

Teams should collect and update the information about IT database implemented by the Department and ABs and PSUs

### Transit to Malda on 06.04.2025

|     |    |   |                                       |
|-----|----|---|---------------------------------------|
| F   | 1. | <b>Divisional Forest Officer, Malda Division, Nazrul Sarani, P.O.- Malda, Dist.- Malda PIN- 732101. P. No. 03564-256005, E. ID. dyfdb-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                                      | 07.04.2025 to 22.04.2025<br>(08 days) |
| WTS | 2. | <b>General Manager, District Industries Centre, Malda, K.J.Sanyal Road, P.O. &amp; Dist. Malda, PIN-732101. P. No. 03512252935/ 252880, E. ID. gmmal.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                  | 23.04.2025 to 02.05.2025<br>(07 days) |
| F   | 3. | <b>Divisional Forest Officer, Extension Forestry Division Purulia, North Lake Road, Raghobpur, P.O. &amp; Dist. -Purulia. PIN- 723101. P. No. 03252-222696, E. ID. dfoextf-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025) | 05.05.2025 to 07.05.2025<br>(03 days) |

### Transit to Kolkata on 08.05.2025

### In-house Training on 09.05.2025

### Transit to Purulia on 12.05.2025

|      |    |  |                                       |
|------|----|--|---------------------------------------|
|      |    | <b>Divisional Forest Officer, Extension Forestry Division Purulia, North Lake Road, Raghobpur, P.O. &amp; Dist. -Purulia. PIN- 723101. P. No. 03252-222696, E. ID. dfoextf-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)              | 13.05.2025 to 16.05.2025<br>(04 days) |
| F    | 4. | <b>Divisional Forest Officer, Purulia Division, P.O. &amp; Dist.- Purulia, West Bengal. PIN- 723 101. P. No. 03252-22329, E. ID. dfopur-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)   | 19.05.2025 to 28.05.2025<br>(08 days) |
| MSME | 5. | <b>General Manager, District Industries Centre, Midnapore, Sarat Pally, P.O. Medinipur, Dist. Paschim Medinipur, PIN- 721 101. P. No. 03222-275179/ 276385, E. ID. gmpam.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)           | 29.05.2025 to 10.06.2025<br>(08 days) |
| MSME | 6. | <b>General Manager, District Industries Centre, Hooghly, Anupam Bhaban (1st Floor), Nandan Kanan, Tola Phatak, Chinsurah, PIN- 711101. P. No. 033-2680-2667/2680-2055, E. ID. gmhg.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2021 to 03/2025) | 11.06.2025 to 23.06.2025<br>(09 days) |

### Duty at Headquarter from 24.06.2025

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>➤ According to CAG officer order, commencing 1<sup>st</sup> April 2023, all teams were to carry out audit through OIOS. All audit related work like processing DP, sending report to be done through OIOS.</li> <li>➤ The teams should mention Audit Assignment No and audit Product No generated in OIOS in the file. The teams should take care to complete all the steps in OIOS before closing the OIOS assignment. In each step of audit the OIOS guidelines and procedures shall be followed.</li> <li>➤ The IR should contain brief description on purpose of functioning of the Audited entity whether the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>➤ The team should check the objectives of the auditee unit and also note the change in scope in responsibilities of the audited unit. Thereafter, a note on the changed scope of responsibility and performance of the audited entity may be reported.</li> <li>➤ The team should check the schemes/ expenditures incurred and from the list select the expenditures for detailed audit.</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 visit centers/sub centers/ subdivision other than specified one under only with approval of Headquarters.</li> <li>➤ The team should check the outstanding paras and pursue for reply to the paras outstanding. Based on the merit of the reply, team should recommend settling of the paras with justification.</li> <li>➤ Teams should update the outstanding paras and include in the present IR wherever feasible and settle the outstanding paras/ IR.</li> <li>➤ The audit should bring out a proposal of topic for DCA / PA on the Department for incorporation in audit plan 2025-26.</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> </ul> |
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Senior Audit Officer/AMG-II (C)

-Sd-  
Deputy Accountant General/AMG-II

**Revised Tour Programme of AMG-II Inspection Party No. III for 1<sup>st</sup> Quarter of 2025-26**

|                                     |   |
|-------------------------------------|---|
| <b>1. Mr. Rishabendra Basu, SAO</b> | <b>3. Mr. Arka Ghosh, AAO</b>           |
| <b>2. Mr. Arbind Kumar, AAO</b>     | <b>4. Mr. Hardeo Lal Sharma, Sr. Ar</b> |

Team to prepare ADM of Forest, MSME&T Department, Desk review of units and submit to DAG by 04.04.2025 for approval

Teams should collect and update the information about IT database implemented by the Department and ABs and PSUs

|   |   |                                       |
|---|---|---------------------------------------|
| 1.  | <b>Assistant Chief Conservator of Forests, G.D. Division, Aranya Bhawan Block LA-10A, Sector-III, Saltlake, Kolkata-700106. P. No. 033-23353013, E. ID. pccfgen-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)  | 07.04.2025 to 22.04.2025<br>(08 days) |
| 2.  | <b>Divisional Forest Officer, North 24 Pgs Division, Court Complex (Near Barasat Bus Stand), KK Mitra Rd, Katgola, Banamalipur, Barasat, North 24 Parganas, PIN-700124</b><br><b>P.No. 033-25520968, E.ID. dfo24pgsn-wb@nic.in</b><br>(Compliance Audit period from 04/2020 to 03/2025) | 23.04.2025 to 02.05.2025<br>(07 days) |
| <b>Transit to Kurseong on 04.05.2025</b>  |   |                                       |
| 3.  | <b>Divisional Forest Officer, Kurseong Division, Dowhill Rd, Kurseong, Bara Shibkhola Forest, West Bengal, PIN-734203. P.No. 0354-2332200, E.ID. dfokgndowhill@gmail.co</b><br>(Compliance Audit period from 04/2022 to 03/2025)  | 05.05.2025 to 20.05.2025<br>(10 days) |
| <b>Transit to Kolkata on 21.05.2025</b>   |   |                                       |
| 4.  | <b>Director, Zoological Gardens Alipore, Zoological Garden, Belvedere Road, Kolkata 700027. P.No. 033-24399391, E.ID. director@kolkatazoo.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)   | 22.05.2025 to 03.06.2025<br>(09 days) |
| 5.  | <b>General Manager, District Industries Centre, Bardhaman, District Industries Centre, Burdwan PurtaBhawan, 5th floor, Sadarghat, P.O. &amp; Dist. Burdwan, Pin 713 101. P.No. 0342-2644021 E.ID. gmburd.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2023 to 03/2025)        | 04.06.2025 to 13.06.2025<br>(07 days) |
| <b>Transit to Bankura on 15.06.2025</b>   |   |                                       |
| 6.  | <b>Handloom Development Officer, Bankura, Machantala, Silpabhavan, P.O. + Dist.- Bankura, PIN-722 101. P.No. 03242-251374, E.ID. handbnk@gmail.com</b><br>(Compliance Audit period from 04/2023 to 03/2025)   | 16.06.2025 to 24.06.2025<br>(07 days) |
| <b>Transit to Kolkata on 25.06.2025</b>   |   |                                       |
| <b>Duty at Headquarter from 26.06.2025</b>  |   |                                       |
| Following information need to be incorporated with IR failing of which IR will not be accepted: |   |                                       |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>➤ According to CAG officer order, commencing 1<sup>st</sup> April 2023, all teams were to carry out audit through OIOS. All audit related work like processing DP, sending report to be done through OIOS.</li> <li>➤ The teams should mention Audit Assignment No and audit Product No generated in OIOS in the file. The teams should take care to complete all the steps in OIOS before closing the OIOS assignment. In each step of audit the OIOS guidelines and procedures shall be followed.</li> <li>➤ The IR should contain brief description on purpose of functioning of the Audited entity whether the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>➤ The team should check the objectives of the auditee unit and also note the change in scope in responsibilities of the audited unit. Thereafter, a note on the changed scope of responsibility and performance of the audited entity may be reported.</li> <li>➤ The team should check the schemes/ expenditures incurred and from the list select the expenditures for detailed audit.</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 visit centers/sub centers/ subdivision other than specified one under only with approval of Headquarters.</li> <li>➤ The team should check the outstanding paras and pursue for reply to the paras outstanding. Based on the merit of the reply, team should recommend settling of the paras with justification.</li> <li>➤ Teams should update the outstanding paras and include in the present IR wherever feasible and settle the outstanding paras/ IR.</li> <li>➤ The audit should bring out a proposal of topic for DCA / PA on the Department for incorporation in audit plan 2025-26.</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> </ul> |
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Senior Audit Officer/AMG-II (C)

-Sd-  
Deputy Accountant General/AMG-II

## Tour Programme of AMG-II Inspection Party No. IV for 1<sup>st</sup> Quarter of 2025-26

|                                     |  |
|-------------------------------------|--|
| <b>1. Mr. Prabir Dey, SAO</b>       | <b>3. Mr. Shyam Anand, AAO</b>           |
| <b>2. Ms. Mitali Chowdhury, AAO</b> | <b>4. Mr. Sushen Kumar Biswas, A. S.</b> |

Team to prepare ADM of Environment Department, Desk review of units and submit to DAG by 04.04.2025 for approval.

Teams should collect and update the information about IT database implemented by the Department and ABs and PSUs

|   |    |   |                                       |
|---|----|---|---------------------------------------|
| JCE   | 1. | <b>A.O., DTE. of Mines &amp; Minerals, West Bengal., 4, Abanindranath Tagore Sarani, 2nd Floor, Kolkata – 700016. P.No. 033-22804947, E.ID. dir.dmm-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                                    | 07.04.2025 to 22.04.2025<br>(08 days) |
| MSME  | 2. | <b>General Manager, District Industries Centre, Kolkata, 11A &amp; B, Esplanade East, Kolkata-700069. P.No. 033-2248-6343/2248, E.ID. gmkol.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                                       | 23.04.2025 to 05.05.2025<br>(08 days) |
| MSME  | 3. | <b>General Manager, District Industries Centre, South 24 Pgs, 67 Bantick Street, 3rd Floor, Kolkata – 700069. P.No. 033-2248-6343/2248, E.ID. gmkol.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                               | 06.05.2025 to 08.05.2025<br>(03 days) |
| <b>In-house Training on 09.05.2025</b>  |    |   |                                       |
|   |    | <b>General Manager, District Industries Centre, South 24 Pgs, 67 Bantick Street, 3rd Floor, Kolkata – 700069. P.No. 033-2248-6343/2248, E.ID. gmkol.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                               | 13.05.2025 to 16.05.2025<br>(04 days) |
| <b>Transit to Birbhum on 18.05.2025</b>   |    |   |                                       |
| F   | 4. | <b>Divisional Forest Officer, Birbhum Division, P.O.- Suri, Dist.- Birbhum. PIN- 731101. P.No. 94333-88238, E.ID. gmspg.msse-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)   | 19.05.2025 to 30.05.2025<br>(10 days) |
| <b>Transit to Kolkata on 31.05.2025</b>   |    |   |                                       |
| <b>Transit to Alipurduar on 01.06.2025</b>  |    |   |                                       |
| F   | 5. | <b>Deputy Field Director, Buxa Tiger Reserve (East) Division, Alipurduar Court, P.O.- Alipurduar. Dist.-Alipurduar. PIN- 735 122. P.No. 03564-256005, E.ID. dvfdb-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025)                      | 02.06.2025 to 13.06.2025<br>(09 days) |
| F   | 6. | <b>Deputy Field Director, Buxa Tiger Reserve (West) Division, Buxa Tiger Reserve (W) Division, P.O.-Alipurduar Court, Dist.-Alipurduar, PIN- 736121. P.No. 03564-255129, E.ID. dfdbtrw-wb@nic.in</b><br>(Compliance Audit period from 04/2024 to 03/2025) | 16.06.2025 to 26.06.2025<br>(09 days) |
| <b>Transit to Kolkata on 27.06.2025</b>   |    |   |                                       |
| <b>Duty at Headquarter from 30.06.2025</b>  |    |   |                                       |
| Following information need to be incorporated with IR failing of which IR will not be accepted: |    |   |                                       |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>➤ According to CAG officer order, commencing 1<sup>st</sup> April 2023, all teams were to carry out audit through OIOS. All audit related work like processing DP, sending report to be done through OIOS.</li> <li>➤ The teams should mention Audit Assignment No and audit Product No generated in OIOS in the file. The teams should take care to complete all the steps in OIOS before closing the OIOS assignment. In each step of audit, the OIOS guidelines and procedures shall be followed.</li> <li>➤ The IR should contain brief description on purpose of functioning of the Audited entity whether the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>➤ The team should check the objectives of the auditee unit and also note the change in scope in responsibilities of the audited unit. Thereafter, a note on the changed scope of responsibility and performance of the audited entity may be reported.</li> <li>➤ The team should check the schemes/ expenditures incurred and from the list select the expenditures for detailed audit.</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 visit centers/sub centers/ subdivision other than specified one under only with approval of Headquarters.</li> <li>➤ The team should check the outstanding paras and pursue for reply to the paras outstanding. Based on the merit of the reply, team should recommend settling of the paras with justification.</li> <li>➤ Teams should update the outstanding paras and include in the present IR wherever feasible and settle the outstanding paras/ IR.</li> <li>➤ The audit should bring out a proposal of topic for DCA / PA on the Department for incorporation in audit plan 2025-25.</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> </ul> |
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Senior Audit Officer/AMG-II (C)

-Sd-  
Deputy Accountant General/AMG-II