

LAP-II
1stQuarter Local Audit Programme - 2022-23(5th Revised)

Sl. no.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1	Botanical Survey of India, Head Quarters Kolkata [Sec-13]	12/2020 to 11/2021	Examination of files for the ensuing assignment and preparation and submission of desk review: 24.05.2022 Duty: 25.05.2022 to 14.06.2022 (15 working days) Submission of Records: 15-16.06.2022 Submission of Risk Analysis : 17.06.2022	1. Shri Uday Sankar Paul, Sr.A.O. (upto 02.06.2022) 2. Shri Amitava Banerjee, Sr.A.O. (w.e.f. 09.06.2022) 3. Shri Uday Narain Prabhakar, AAO (upto 27.05.2022) 4. Shri Sandeep Gond, AAO (Upto 02.06.2022) 5. Shri Sanjoy Mondal, AAO 6. Shri Pratap Kr. Das, Sr. Auditor 7. Shri Tanmay Biswas, Ar. (w.e.f. 01.06.2022)

Note:(a) In the case of units where more than one-day transit has been allowed, the officials who would travel by Air, may perform their journey on the date preceding the date of commencement of duty and they may report to OAD Section for the unutilized days of onward transit.

In the case of return journey by Air from any place where more than one-day transit has been allowed, officials may perform their journey on the first day of transit as per the programme and report to OAD Section on the next working day.

(b) The reservation of accommodation in the entitled class is the concern of the Government Servant himself and it is the accepted policy of the Government not to take cognizance of a Government servants inability to secure reservation in the entitled class. Therefore, non-attendance to the tour station on the ground of non-availability of railway reservation in entitled class would be viewed seriously and it is advised to perform journey in lower class when reservation is not available in the entitled class.

(c) Records relating to complaint cases ,if any, for verification/examination may invariably be collected from OAD Section before proceeding to audit tour.

Dy. Director