

**LAP-V**  
**1<sup>st</sup> Quarter Local Audit Programme 2022-23 (3rd revised)**

Sl. no.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1	Botanical Survey of India, Central Botanical Laboratory, Howrah [Sec.13]	2020-21 & 2021-22	Examination of files for the ensuing assignment and preparation and submission of desk review: 15.06.2022 Duty: 16.06.2022 to 29.06.2022 (10 working days) Submission of Records: 30.06/04-07.2022	1. Shri Debasish Dey, SAO 2. Shri Mantosh Kumar, AAO (w.e.f. 20.06.2022) 3. Shri Sanjoy Mondal, AAO

**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 servant's 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**