

LAP-VII

2nd Quarter Local Audit Programme (4th revised)

Sl. no.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1.	Botanical Survey of India, A.J.C. Bose Indian Botanic Garden, Howrah [Sec.13]	12/2020 to 03/2022	Examination of files for the ensuing assignment and preparation and submission of desk review: 07-08.07.2022 Duty: 11.07.2022 to 25.07.2022 (11 working days) Submission of Records: 26.07.2022 Submission of Risk Analysis: 12.08.2022	1. Shri Dipankar Pal, SAO 2. Shri Sharwan Kumar, AAO 3. Shri Brajesh Ch. Pratap, AAO 4. Shri Samir Barua, Sr. Ar. (Duty upto 22.07.2022)
2.	National Institute of Bio-medical Genomics, [Sec.14(1)]	2021-22	Examination of files for the ensuing assignment and preparation and submission of desk review: 16-17.08.2022 Duty: 18.08.2022 to 07.09.2022 (15 working days) Submission of Records: 08.09.2022 Submission of Risk Analysis:09.09.2022	1. Shri Dipankar Pal, SAO 2. Shri Amitava Banerjee, SAO 3. Shri Brajesh Ch. Pratap, AAO 4. Shri Samir Barua, Sr. Ar.

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