

**Revised Tour Programme of AMG-II Inspection Party No. I for 2nd Quarter of 2024-25**

<b>1. Mr. Jaydip Narayan Chakrabarti, SAO (w.e.f. 11.07.2024)</b>	<b>3. Mr. Bipul Mallick, AAO</b>
<b>2. Mr. Mithilesh Kumar, AAO</b>	<b>4. Ms. Debashree Pal, AAO (till 26.07.2024)</b>
	<b>5. Mr. Hardeo Lal Sharma, Sr. Ar.</b>

**Team to prepare desk review of the Units and submit to DAG from 28.06.2024 to 02.07.2024 for approval.**

**To attend Headquarters on 01.07.2024 for Quarterly Meeting with Pr.AG**

<b>1.</b>	<b>General Manager, District Industries Centre, Howrah, 24, Belilious Road, P.O.&amp; Dist.- Howrah, PIN-711101.</b> (Compliance audit period from 04/2021 to 03/2024.)	03.07.2024 to 12.07.2024 (08 days)
<b>2.</b>	<b>General Manager, District Industries Centre, North 24-Pgs., Barasat, Hatipukur Road, Barasat, PIN -700124.</b> (Compliance audit period from 04/2022 to 03/2024.)	15.07.2024 to 26.07.2024 (09 days)

**Transit to Siliguri on 28.07.2024**

<b>3.</b>	<b>Joint Director, Siliguri Zone, Industrial Estate, 2nd Mile Sevoke Road, P.O. Siliguri, Dist.- Darjeeling, PIN-734001.</b> (Compliance audit period from 04/2020 to 03/2024.)	29.07.2024 to 06.08.2024 (07 days)
<b>4.</b>	<b>Deputy Field Director, Buxa Tiger Reserve (East) Division, Amtala College Halt, P.O. &amp; Dist.- Alipurduar, PIN- 736122.</b> (Compliance audit period from 04/2023 to 03/2024.)	07.08.2024 to 14.08.2024 (06+02 days)

**Transit to Kolkata on 15.08.2024**

**In-house training on 16.08.2024**

**Transit to Alipurduar on 18.08.2024**

<b>5.</b>	<b>Deputy Field Director, Buxa Tiger Reserve (East) Division, Amtala College Halt, P.O. &amp; Dist.- Alipurduar, PIN- 736122.</b> (Compliance audit period from 04/2023 to 03/2024.)	20.08.2024 to 21.08.2024 (02 days)
<b>5.</b>	<b>Deputy Field Director, Buxa Tiger Reserve (West) Division, P.O.- Alipurduar Court, Dist.-Alipurduar, PIN- 736121.</b> (Compliance audit period from 04/2023 to 03/2024.)	22.08.2024 to 03.09.2024 (08 days)
<b>6.</b>	<b>District Mineral Foundation Trust (DMFT), Alipurduar, New Administrative Building, Alipurduar Court, Dist.-Alipurduar PIN-736122.</b> (Compliance audit period from 04/2023 to 03/2024.)	04.09.2024 to 13.09.2024 (08 days)
<b>7.</b>	<b>Special Chief Conservator of Forests and Field Director Buxa Tiger Reserve, Alipurduar Court, P.O. &amp; Dist.- Alipurduar, PIN- 735 122.</b> (Compliance audit period from 04/2023 to 03/2024.)	17.09.2024 to 27.09.2024 (09 days)

**Transit to Kolkata on 28.09.2024**

**Duty at Headquarter from 30.09.2024**

**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 2024-25.</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)**

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**Deputy Accountant General/AMG-II**

**Revised Tour Programme of AMG-II Inspection Party No. II for 2nd Quarter of 2024-25**

<b>1. Mr. Karunakar Sahoo, SAO (w.e.f. 11.07.2024)</b>		<b>3. Mr. Soumen Sarkar, AAO</b>	
<b>2. Mr. Sidiu Boipai, AAO</b>		<b>4. Mr. Rajib Pandit, AAO (w.e.f. 08.07.2024)</b>	
<b>5. Mr. Pratap Kumar Chowdhury, Ar. (till 05.07.2024)</b>			
<b>Team to prepare desk review of the Units and submit to DAG from 28.06.2024 to 02.07.2024 for approval.</b>			
<b>To attend Headquarters on 01.07.2024 for Quarterly Meeting with Pr.AG</b>			
1.	<b>Divisional Forest Officer, Howrah, 5, M. G. Road, Dalmia Park, Stadium Complex (1 Floor), Howrah-711101.</b> (Compliance audit period from 04/2020 to 03/2024.)	03.07.2024 to 15.07.2024 (09 days)	
2.	<b>Handloom Development Officer, Tamluk, Talgachia, P.O.- Tamluk, Dist.- Purba Medinipur, PIN-721636.</b> (Compliance audit period from 04/2021 to 03/2024.)	16 .07.2024 to 26.07.2024 (08 days)	
<b>Transit to Purulia on 28.07.2024</b>			
3.	<b>District Mineral Foundation Trust (DMFT), Purulia, P.O. &amp; Dist.- Purulia, PIN - 723101.</b> (Compliance Audit - since period of last audit)	29.07.2024 to 08.08.2024 (09 days)	
4.	<b>General Manager, District Industries Centre, Purulia, Collectorate Compound, Near Bus Stand, P.O. &amp; Dist. Purulia, PIN-723101.</b> (Compliance audit period from 04/2022 to 03/2024.)	09.08.2024 to 14.08.2024 (04+04) days)	
<b>Transit to Kolkata on 15.08.2024</b>			
<b>In-house training on 16.08.2024</b>			
<b>Transit to Purulia on 19.08.2024</b>			
	<b>General Manager, District Industries Centre, Purulia, Collectorate Compound, Near Bus Stand, P.O. &amp; Dist. Purulia, PIN-723101.</b> (Compliance audit period from 04/2022 to 03/2024.)	20.08.2024 to 23.08.2024 (04 days)	
<b>Transit to Coochbehar on 26.08.2024</b>			
5.	<b>General Manager, District Industries Centre, Cooch Behar, Kadamtala, PO &amp; Dist.-Coochbehar, PIN-736101.</b> (Compliance audit period from 04/2022 to 03/2024.)	27.08.2024 to 05.09.2024 (08 days)	
6.	<b>Handloom Development Officer Handloom, Cooch Behar, Kalka Das Road (Kadamtala), P.O. &amp; Dist. Coochbehar, PIN- 736101.</b> (Compliance audit period from 04/2022 to 03/2024.)	06.09.2024 to 17.09.2024 (07 days)	
	<b>General Manager, District Industries Centre, Alipurduar, Alipurduar, P.O.- Alipurduar Court, Dist.- Alipurduar, PIN-736 121</b> (Compliance audit period from 04/2022 to 03/2024.)	18.09.2024 to 27.09.2024 (08 days)	
<b>Transit to Kolkata on 28.09.2024</b>			
<b>Duty at Headquarter from 30.09.2024</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 2024-25.</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)**

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**Deputy Accountant General/AMG-II**

## Revised Tour Programme of AMG-II Inspection Party No. III for 2nd Quarter of 2024-25

<b>1. Mr. Manoj Kumar, SAO</b> (w.e.f. 11.07.2024)	<b>3. Mr. Pradeep Kumar, AAO</b> (w.e.f. 11.07.2024)	
<b>2. Mr. Anindya Mitra, AAO</b>	<b>4. Mr. Samir Mondal, AAO</b>	
<b>Team to prepare desk review of the Units and submit to DAG from 28.06.2024 to 02.07.2024 for approval.</b>		
<b>To attend Headquarters on 01.07.2024 for Quarterly Meeting with Pr.AG</b>		
1.	<b>Joint Director, Sundarban Biosphere Reserve, Bikash Bhawan, North Block, 3rd Floor, Salt Lake, Kolkata-700091.</b> (Compliance audit period from 04/2022 to 03/2024.)	03.07.2024 to 12.07.2024 (08 days)
2.	<b>Deputy Field Director, Sundarban Tiger Reserve, Canning Town, Dist.- 24 Pgs (South), PIN-743329</b> (Compliance audit period from 04/2023 to 03/2024.)	15.07.2024 to 26.07.2024 (09 days)
<b>Transit to Darjeeling on 28.07.2024</b>		
3.	<b>District Mineral Foundation Trust (DMFT), Darjeeling, Kutchery Building. Leborg Cart Road. Darjeeling, West Bengal. Pin-734101.</b> (Compliance Audit - since period of last audit)	29.07.2024 to 09.08.2024 (10 days)
<b>Transit to Kolkata on 10.08.2024</b>		
<b>Transit to Birbhum on 11.08.2024</b>		
4.	<b>General Manager, District Industries Centre, Birbhum, Commercial Estate (1st Floor), Suri, PIN-731101.</b> (Compliance audit period from 04/2021 to 03/2024.)	12.08.2024 to 14.08.2024 (03 days)
<b>Transit to Kolkata on 15.08.2024</b>		
<b>In-house training on 16.08.2024</b>		
<b>Transit to Birbhum on 19.08.2024</b>		
	<b>General Manager, District Industries Centre, Birbhum, Commercial Estate (1st Floor), Suri, PIN-731101.</b> (Compliance audit period from 04/2021 to 03/2024.)	20.08.2024 to 23.08.2024 (04 days)
<b>Visit to HQ for GO meeting on 26.08.2024</b>		
5.	<b>District Mineral Foundation Trust (DMFT), Paschim Bardhaman, Kanyapur, Asansol, PIN - 713305</b> (Compliance audit period from 04/2023 to 03/2024)	27.08.2024 to 06.09.2024 (09 days)
<b>Transit to Siliguri on 08.09.2024</b>		
6.	<b>Divisional Forest Officer, Silviculture (North Division), 45, Ashutosh Mukherjee Road, PO- Siliguri, Dist. – Darjeeling, PIN-734001.</b> (Compliance audit period from 04/2007 to 03/2024.)	09.09.2024 to 18.09.2024 (07 days)
7.	<b>Conservator of Forest, Wildlife Circle (North), Forest Administrative Building, Block-B, Santinagar Dabgram-II, P.O.-Dabgram, and Dist.- Jalpaiguri. Pin – 734004.</b> (Compliance audit period from 04/2007 to 03/2024.)	19.09.2024 to 27.09.2024 (07 days)
<b>Transit to Kolkata on 28.09.2024</b>		
<b>Duty at Headquarter from 30.09.2024</b>		
<b>Following information need to be incorporated with IR failing of which IR will not be accepted:</b>		

<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 2024-25.</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)

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Deputy Accountant General/AMG-II

**Revised Tour Programme of AMG-II Inspection Party No. IV for 2nd Quarter of 2024-25**

<b>1. Mr. Barindra Lal Bose, SAO</b>		<b>3. Mr. Shyam Anand, AAO (w.e.f. 11.07.2024)</b>
<b>2. Mr. Arbind Kumar, AAO (w.e.f. 11.07.2024)</b>		<b>4. Mr. Rahul Kumar, AAO (w.e.f. 08.07.2024)</b>
		<b>5. Mr. Arindam Sarkar, A.S.</b>
<b>Team to prepare desk review of the Units and submit to DAG from 28.06.2024 to 02.07.2024 for approval.</b>		
<b>To attend Headquarters on 01.07.2024 for Quarterly Meeting with Pr.AG</b>		
1.	<b>Officer I.C. Government Industries and Commercial Museum, 45, Ganesh Chandra Avenue, Kolkata -700013.</b> (Compliance Audit - since period of last audit)	08.07.2024 to 19.07.2024 (09 days)
<b>Transit to Jalpaiguri on 21.07.2024</b>		
2.	<b>District Mineral Foundation Trust (DMFT), Jalpaiguri, Collectorate Avenue, P.O. &amp; Dist- Jalpaiguri, PIN - 735101.</b> (Compliance Audit - since period of last audit)	22.07.2024 to 31.07.2024 (08 days)
<b>Transit to Kolkata on 01.08.2024</b>		
3.	<b>Handloom Development Officer, Katwa, Ghosh haat, Silpo Sangha Bhavan, P.O.- Katwa, Dist.-Purba Bardhaman, PIN- 713 130</b> (Compliance audit period from 04/2021 to 03/2024.)	02.08.2024 to 14.08.2024 (09 days)
<b>In-house training on 16.08.2024</b>		
<b>Transit to Siliguri on 19.08.2024</b>		
4.	<b>Director, North Bengal Wild Animal Park, Siliguri, 5th Mile, Salugara, Dist – Jalpaiguri, PIN-734008</b> (Compliance Audit - since period of last audit)	20.08.2024 to 06.09.2024 (13 days)
5.	<b>Conservator of Forests Hill Circle, Sankar Villa, Ladenla Road, P.O. &amp; Dist. Darjeeling PIN -734101.</b> (Compliance audit period from 04/2007 to 03/2024.)	09.09.2024 to 18.09.2024 (07 days)
6.	<b>Director, West Bengal Forest School, Dowhill, Dist- Daarjeeling, PIN-734204.</b> (Compliance audit period from 04/2007 to 03/2024.)	19.09.2024 to 27.09.2024 (07 days)
<b>Transit to Kolkata on 28.09.2024</b>		
<b>Duty at Headquarter from 30.09.2024</b>		
<b>Following information need to be incorporated with IR failing of which IR will not be accepted:</b>		

<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 2024-25.</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)**

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**Deputy Accountant General/AMG-II**

**Revised Tour Programme of AMG-II Inspection Party No. V for 2<sup>nd</sup> Quarter of 2024-25**

<b>1. Ms. Chandrima Saren, SAO</b>	<b>3. Mr. Shiv Prakash Gupta, AAO (w.e.f. 08.07.2024)</b>
<b>2. Mr. Chand Kishor Singh, AAO</b>	<b>4. Mr. Alope Pramanik, A.S.</b>
	<b>5. Ms. Rashmi Kumari, Ar. (till 16.07.2024)</b>

**Team to prepare desk review of the Units and submit to DAG from 28.06.2024 to 02.07.2024 for approval.**

**To attend Headquarters on 01.07.2024 for Quarterly Meeting with Pr.AG**

1.	<b>Registrar of Firms, Societies &amp; Non-Trading Corporations, W.B.,</b> DJ 10, DJ Block, Sector II, Bidhannagar, Kolkata, West Bengal 700091. (Compliance audit period from 06/2014 to 03/2024.)	03.07.2024 to 16.07.2024 (10 days)
2.	<b>General Manager, District Industries Centre, Paschim Medinipur,</b> Sarat Pally, P.O.- Medinipur, Dist.- Paschim Medinipur, PIN- 721 101 (Compliance audit period from 04/2021 to 03/2024.)	18.07.2024 to 30.07.2024 (09 days)
3.	<b>District Mineral Foundation Trust (DMFT), Jhargram,</b> P.O. & Dist- Jhargram, PIN- 721507. (Compliance audit period from 04/2023 to 03/2024.)	31.07.2024 to 14.08.2024 (11 days)

**In-house training on 16.08.2024**

**Transit to Purulia on 19.08.2024**

4.	<b>Handloom Development Office, Purulia,</b> Lalmohan Tribedy Lane, Nilkuthidanga, P.O.- & Dist.- Purulia, PIN-723 101. (Compliance audit period from 04/2015 to 03/2024.)	20.08.2024 to 30.08.2024 (08 days)
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**Transit to Darjeeling on 01.09.2024**

5.	<b>Director, P.N.H.Z. Park, Darjeeling,</b> Jawahar Parbat Darjeeling, West Bengal, India, PIN -734101. (Compliance audit period from 04/2007 to 03/2024.)	02.09.2024 to 13.09.2024 (10 days)
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**Transit to Raiganj on 16.09.2024**

6.	<b>General Manager, District Industries Centre, Uttar Dinajpur,</b> Commercil Estate, P.O. Raiganj Dist. Uttar Dinajpur, PIN-733 130 (Compliance audit period from 04/2021 to 03/2024.)	17.09.2024 to 27.09.2024 (09 days)
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**Transit to Kolkata on 28.09.2024**

**Duty at Headquarter from 30.09.2024**

**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 2024-25.</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)**

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**Deputy Accountant General/AMG-II**

**Tour Programme of AMG-II Inspection Party No. VII for 2nd Quarter of 2024-25**

<b>1. Mr. Rahul Barua, Sr. AO (Partial supervised)</b>		<b>3. Ms. Debashree Pal, AAO</b>
<b>2. Ms. Saoli Banerjee, AAO</b>		
1.	<b>West Bengal State Council of Science &amp; Technology, Vigyan Chetana</b> Bhavan, 26/B, DD Block, Sector I, Salt Lake, Kolkata 700064 (Financial Audit for 2021-22 and 2022-23)	05.08.2024 to 14.08.2024 (08 days)
<b>Duty at Headquarter from 16.08.2024</b>		
Following information need to be incorporated with IR failing of which IR/SAR 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 2024-25.</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)**

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**Deputy Accountant General/AMG-II**