

**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
01	Shri Sujit Kr. Parui, SAO Shri Om Prakash Shaw, AAO Shri Tarun Das, Asstt. Supervisor	Ranaghat Municipality (M) (Weekly 06 days working)	2018-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 23.07.22, 25.07.22 to 30.07.22	17
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Bhadreshwar Municipality (Weekly 06 days working)	2015-18 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22	09
		Suri Municipality (Weekly 06 days working)	2021-22 Accounts Audit	16.08.22 to 24.08.22	07
		Tufanganj Municipality (Weekly 6 days working)	2017-20 Accounts Audit	<b>Tr. 25.08.22</b> 26.08.22 to 06.09.22	10
		Jalpaiguri Municipality (H) (Weekly 06 days working)	2019-22 Transaction Audit	07.09.22 to 27.09.22 <b>Tr. 28.09.22</b>	18

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Janab Md. Shahid Jamil, SAO Shri Dipak Sarkar, AAO Shri Sanjiban Bala, Sr. Ar. Shri Vijay Kumar, Sr. Ar.	Midnapore Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 28.07.22	14
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Barasat Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	29.07.22 to 30.07.22, 01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22	14
		Arambagh Municipality (Weekly 6 days working)	2021-22 Accounts Audit	22.08.22 to 27.08.22, 29.08.22	07
		Coochbehar Debottar Trust (H) (Weekly 05 days working)	2015-22 Transaction Audit	<b>Tr. 30.08.22</b> 31.08.22 to 28.09.22 <b>Tr. 29.09.22</b>	21

Sr. AO /AMG-II / Coordination (LAD); e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Shri Aditya Bhattacharyya, SAO Shri Arya Kumar, AAO Shri Ganapati Podder, Asstt. Supervisor	Haldia Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 28.07.22	14
		Halisahar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-22 Transaction Audit	29.07.22 to 30.07.22, 01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22 to 23.08.22	17
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Birnagar Municipality (Weekly 6 days working)	2019-20 Accounts Audit	24.08.22 to 27.08.22, 29.08.22 to 31.08.22	07
		Coochbehar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2018-22 Transaction Audit & 2015-16 Accounts Audit	<b>Tr. 01.09.22</b> 02.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	21

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
04	Shri Padam Singh, SAO Shri Bighnesh Kr. Mishra, AAO Shri Soham Maiti, Asstt. Supervisor	Naihati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 29.07.22	15
		Titagarh Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-21 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22	09
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Durgapur Municipal Corporation (H) (Weekly 05 days working)	2021-22 Transaction Audit	16.08.22 to 18.08.22, 22.08.22 to 26.08.22, 29.08.22 to 02.09.22, 05.09.22 to 09.09.22, 12.09.22 to 13.09.22	20
		Haldibari Municipality (Weekly 06 days working)	2014-18 Accounts Audit	<b>Tr. 14.09.22</b> 15.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	12

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)

05	Shri Sunil Kumar-II, SAO Shri Vikrant Kr. Jha, AAO Shri Deepak Kumar, AAO	Dhuliyar Municipality (H) (Weekly 06 days working)	2021-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 23.07.22, 25.07.22 to 29.07.22	16
		Tarakeswar Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2016-20 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22	12
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Alipurduar Municipality (H) (Weekly 06 days working)	2019-22 Transaction Audit	20.08.22 to 07.09.22	16
		Dhupguri Municipality (M) (Weekly 06 days working)	2017-22 Transaction Audit	08.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	18

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. The FAP must collect Dump Data from Auditee Organization
10. **Digitization of IRs along with hyperlinking of all KDs shall be obligatory.**
11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
12. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
13. Above programme may change due to unavoidable circumstances.
14. **The date 08.08.2022 has been kept for Mid Audit Appraisal.**
15. **The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 05.07.22 & 07.07.22 has been kept for Desk Review.**


Sd/-

Sr. Deputy Accountant General (AMG-II)

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)

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1. Secretary to Pr. AG (Audit-II), WB
2. PA to Sr. DAG (Admn.)
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5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Notice Board.

  
Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

July, 2022						
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August, 2022						
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September, 2022						
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**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
06	Shokholal Haokip, SAO (14.07.22 to 16.07.22, 21.07.22 to 22.07.22, 28.07.22 to 30.07.22, 10.08.22 to 12.08.22, 22.08.22 to 26.08.22)	Kamarhati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	16
	Ram Prasad Mondal, AAO	Asansol Municipal Corporation (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	01.08.22 to 26.08.22	19
	Soumen Das, Asstt. Supv.  Sagnik Das, Sr. Ar. (01.08.22 to 26.08.22)				

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at workplace as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to Coordination Section invariably in r/o FAPs he/she supervised.**
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. The FAP must collect Dump Data from Auditee Organization
10. **Digitization of IRs along with hyperlinking of all KDs shall be obligatory.**

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11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
12. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
13. Above programme may change due to unavoidable circumstances.
14. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 07.07.22 to 08.07.22 has been kept for Desk Review.


Sd/-  
Sr. Deputy Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2022-23/37/114 (1-7)  
(Sent through e-mail only)

Dated. 04.07.2022

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**Local Audit Department**  
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**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**Performance Audit on SWM Audit Tour Programme, 2022-23**

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
01	Rajesh Kr. Singh, SAO Sanjeev Kumar, AAO Gouri Sankar Singh Sardar, AAO Niraj Kumar, Sr. Ar.	Bongaon Municipality (Weekly 06 days working)	2017-18 to 2021-22	01.08.22 to 06.08.22	06
		<b>Quarterly meeting on 08.08.2022 at HQ office</b>			
		Arambagh Municipality (Weekly 06 days working)	2017-18 to 2021-22	10.08.22 to 13.08.22, 16.08.22 to 17.08.22	06
		Burdwan Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	18.08.22, 20.08.22, 22.08.22 to 25.08.22	06
		Siliguri Municipal Corporation (Weekly 06 days working)	2017-18 to 2021-22	<b>Tr. 26.08.22</b> 27.08.22 to 09.09.22	12
		Kurseong Municipality (Weekly 05 days working)	2017-18 to 2021-22	12.09.22 to 19.09.22	06
		Old Malda Municipality (Weekly 06 days working)	2017-18 to 2021-22	<b>Tr. 20.09.22</b> 21.09.22 to 27.09.22 <b>Tr. 28.09.22</b>	06
		<b>29.09.22 to 10.10.22 at HQ office</b>			
		Jangipur Municipality (Weekly 06 days working)	2017-18 to 2021-22	11.10.22 to 17.10.22	06
		Chandrakona Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	<b>Tr. 18.10.22</b> 19.10.22 to 21.10.22, 28.10.22 to 29.10.22, 01.11.22	06
		<b>25.10.22 to 27.10.22 at HQ office</b>			
		Haldia Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	02.11.22 to 05.11.22, 07.11.22, 09.11.22	06
		Jhargram Municipality (Weekly 05 days working)	2017-18 to 2021-22	10.11.22 to 11.11.22, 14.11.22, 16.11.22 to 18.11.22	06

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PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Niraj Kumar, SAO Akhilesh Kr. Chouhan, AAO Sanjoy Das, AAO Niraj Kr. Sinha, Sr. Ar.	Panskura Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	01.08.22 to 06.08.22	06
		<b>Quarterly meeting on 08.08.2022 at HQ office</b>			
		Egra Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	10.08.22 to 12.08.22, 16.08.22 to 18.08.22	06
		Budge Budge Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	20.08.22, 22.08.22 to 26.08.22	06
		Balurghat Municipality (Weekly 06 days working)	2017-18 to 2021-22	29.08.22 to 03.09.22	06
		Kandi Municipality (Weekly 06 days working)	2017-18 to 2021-22	05.09.22 to 10.09.22	06
		Asansol Municipal Corporation (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	12.09.22 to 26.09.22 <b>Tr. 27.09.22</b>	12
		<b>28.09.22 to 10.10.22 at HQ office</b>			
		Mirik Municipality (Weekly 05 days working)	2017-18 to 2021-22	11.10.22 to 18.10.22	06
		Kamarhati Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	<b>Tr. 19.10.22</b> 20.10.22 to 21.10.22, 28.10.22 to 29.10.22, 01.11.22 to 02.11.22	06
		<b>25.10.22 to 27.10.22 at HQ office</b>			
		Baidyabati Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays of every month working days)	2017-18 to 2021-22	03.11.22 to 05.11.22, 07.11.22, 09.11.22 to 10.11.22	06
		Rampurhat Municipality (Weekly 05 days working)	2017-18 to 2021-22	11.11.22 to 21.11.22 <b>Tr. 22 .11.22</b>	06



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6. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
7. Above programme may change due to unavoidable circumstances.

Sd/-

**Deputy Accountant General (AMG-II)**



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6. Persons concerned
7. Notice Board.

*Am*

Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

July, 2022						
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August, 2022						
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September, 2022						
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November, 2022						
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**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**Pilot Study for Performance Audit of HFA (U) at 2<sup>nd</sup> Qtr Audit Tour Programme, 2022-23**

**FAP-03      Revision-02**

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Souvik Mukherjee, SAO Abhyuday Jatty, AAO Syed Zafar Equebal, AAO Rakesh Kumar, Ar.	Jhargram Municipality	2017-18 to 2021-22	04.07.2022 to 08.07.22, 11.07.2022 to 12.07.22, 14.07.22	08

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit (as applicable).
4. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
5. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**
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9. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
10. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
11. Above programme may change due to unavoidable circumstances.

Sd/-  
**Deputy Accountant General (AMG-II)**



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6. Persons concerned
7. Notice Board.

  
**Sr. Audit Officer (AMG-II/Coordination.)**  
**Local Audit Department**

July, 2022						
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**Office of the Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

**FAP-03      Revision-01**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Shri Aditya Bhattacharyya, SAO Shri Arya Kumar, AAO Shri Ganapati Podder, Asstt. Supervisor	Haldia Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit & 2019-20 Accounts Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	16
		Coochbehar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2018-22 Transaction Audit & 2015-16 Accounts Audit	01.08.22 to 29.08.22	19
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Halisahar Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-22 Transaction Audit	<b>Tr. 30.08.22</b> 31.08.22 to 03.09.22, 05.09.22 to 09.09.22, 12.09.22 to 17.09.22, 19.09.22 to 20.09.22	17
		Birnagar Municipality (Weekly 6 days working)	2019-20 Accounts Audit	21.09.22 to 24.09.22, 26.09.22 to 28.09.22	07

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed

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in the file along with DIR.

9. The FAP must collect Dump Data from Auditee Organization
10. **Digitization of IRs along with hyperlinking of all KDs shall be obligatory.**
11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
12. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
13. Above programme may change due to unavoidable circumstances.
14. **The date 08.08.2022 has been kept for Mid Audit Appraisal.**
15. **The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 05.07.22 & 07.07.22 has been kept for Desk Review.**

Sd/-  
Deputy Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2022-23/37/140

Dated. 11.07.2022

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**Office of the Pr. Accountant General (Audit-II), West Bengal**

**Local Audit Department**

**AMG-II (ULB) Group**

**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**

**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

**FAP-06**

**Revision-01**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
06	Shokholal Haokip, SAO (14.07.22 to 16.07.22, 21.07.22 to 22.07.22, 28.07.22 to 30.07.22, 10.08.22 to 12.08.22, 22.08.22 to 26.08.22 01.09.22 to 03.09.22)	Kamarhati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	16
	Ram Prasad Mondal, AAO  Soumen Das, Asstt. Supv.  Sagnik Das, Sr. Ar. (02.08.22 to 03.09.22)	Asansol Municipal Corporation (H) + Kulti Municipality* (Accounts Audit 2007-2015) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit (Asansol MC) + 2007-15 Accounts Audit (Kulti Municipality)	01.08.22 to 03.09.22	24
	Quarterly Meeting on 08.08.2022 at HQ Office				

\* As Kulti Municipality merged with Asansol Municipal Corporation vide the Kolkata Gazette Notification No.335/MA/O/C-4/1M-36/2014 dated 03.06.2015, the Accounts Audit of Kulti Municipality will be conducted at Asansol Municipal Corporation.

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at workplace as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit
6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report**

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- mentioning the date of completion of audit, date of joining, after completion of ATP to Coordination Section invariably in r/o FAPs he/she supervised.
8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
  9. The FAP must collect Dump Data from Auditee Organization
  10. Digitization of IRs along with hyperlinking of all KDs shall be obligatory.
  11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
  12. The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.
  13. Above programme may change due to unavoidable circumstances.
  14. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 07.07.22 to 08.07.22 has been kept for Desk Review.

sd/-  
Deputy Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2022-23/37/141(1-7)  
(Sent through e-mail only)

Dated. 11.07.2022

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**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**Performance Audit on SWM at 2<sup>nd</sup> Qtr Audit Tour Programme, 2022-23**

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
01	Rajesh Kr. Singh, SAO Sanjeev Kumar, AAO Gouri Sankar Singh Sardar, AAO Niraj Kumar, Sr. Ar.	Birnagar Municipality	2017-22	18.07.22 to 23.07.22	06
		Baranagar Municipality	2017-22	25.07.22 to 30.07.22	06

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Niraj Kumar, SAO Akhilesh Kr. Chouhan, AAO Sanjoy Das, AAO Niraj Kr. Sinha, Sr. Ar.	Haringhata Municipality	2017-22	18.07.22 to 23.07.22	06
		Titagarh Municipality	2017-22	25.07.22 to 30.07.22	06

**N.B: -**

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3. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
4. The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.
5. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file.
6. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
7. Above programme may change due to unavoidable circumstances.

Sd/-  
**Deputy Accountant General (AMG-II)**



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Local Audit Department

July, 2022						
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**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**  
**Revised**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
01	Shri Sujit Kr. Parui, SAO Shri Om Prakash Shaw, AAO Shri Tarun Das, Asstt. Supervisor	Ranaghat Municipality (M) (Weekly 06 days working)	2018-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 23.07.22, 25.07.22 to 30.07.22	18
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Bhadreshwar Municipality (Weekly 06 days working)	2015-18 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22	09
		Suri Municipality (Weekly 06 days working)	2021-22 Accounts Audit	16.08.22 to 24.08.22	07
		Tufanganj Municipality (Weekly 6 days working)	2017-20 Accounts Audit	<b>Tr. 25.08.22</b> 26.08.22 to 06.09.22	10
		Jalpaiguri Municipality (H) (Weekly 06 days working)	2019-22 Transaction Audit	07.09.22 to 27.09.22 <b>Tr. 28.09.22</b>	18

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Janab Md. Shahid Jamil, SAO Shri Dipak Sarkar, AAO Shri Sanjiban Bala, Sr. Ar. Shri Vijay Kumar, Sr. Ar.	Rishra Municipality (M) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Barasat Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22	14
		Arambagh Municipality (Weekly 6 days working)	2021-22 Accounts Audit	23.08.22 to 27.08.22, 29.08.22 to 30.08.22	07
		Coochbehar Debottar Trust (H) (Weekly 05 days working)	2015-22 Transaction Audit	<b>Tr. 31.08.22</b> 01.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	20

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Shri Aditya Bhattacharyya, SAO Shri Arya Kumar, AAO Shri Ganapati Podder, Asstt. Supervisor	Haldia Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit & 2019-20 Accounts Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
		Coochbehar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2018-22 Transaction Audit & 2015-16 Accounts Audit	01.08.22 to 29.08.22	19
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Halisahar Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-22 Transaction Audit	<b>Tr. 30.08.22</b> 31.08.22 to 03.09.22, 05.09.22 to 09.09.22, 12.09.22 to 17.09.22, 19.09.22 to 20.09.22	17
		Birnagar Municipality (Weekly 6 days working)	2019-20 Accounts Audit	21.09.22 to 24.09.22, 26.09.22 to 28.09.22	07

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
04	Shri Padam Singh, SAO Shri Bighnesh Kr. Mishra, AAO Shri Soham Maiti, Asstt. Supervisor	Naihati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 29.07.22	16
		Titagarh Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-21 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22	09
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Durgapur Municipal Corporation (H) (Weekly 05 days working)	2021-22 Transaction Audit	16.08.22 to 18.08.22, 22.08.22 to 26.08.22, 29.08.22 to 02.09.22, 05.09.22 to 09.09.22, 12.09.22 to 13.09.22	20
		Haldibari Municipality (Weekly 06 days working)	2014-18 Accounts Audit	<b>Tr. 14.09.22</b> 15.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	12



05	Shri Sunil Kumar-II, SAO Shri Vikrant Kr. Jha, AAO Shri Deepak Kumar, AAO	Berhampore Municipality (H) (Weekly 05 days working)	2021-22 Transaction Audit & 2016-17 Accounts Audit	11.07.22 to 01.08.22	16
		Tarakeswar Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2016-20 Accounts Audit	02.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22	11
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Alipurduar Municipality (H) (Weekly 06 days working)	2019-22 Transaction Audit	20.08.22 to 07.09.22	16
		Dhupguri Municipality (M) (Weekly 06 days working)	2017-22 Transaction Audit	08.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	18

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SD/-  
Deputy Accountant General (AMG-II)


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07.2022

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 Local Audit Department

July, 2022						
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August, 2022						
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**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

**FAP-06 Revision-02**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
06	Shokholal Haokip, SAO (14.07.22 to 16.07.22, 21.07.22 to 22.07.22, 28.07.22 to 30.07.22, 10.08.22 to 12.08.22, 22.08.22 to 26.08.22, 01.09.22 to 03.09.22)	Kamarhati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
	Ram Prasad Mondal, AAO  Soumen Das, Asstt. Supv.  Sagnik Das, Sr. Ar. (02.08.22 to 03.09.22)	Asansol Municipal Corporation (H) + Kulti Municipality* (Accounts Audit 2007-2015) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit (Asansol MC) + 2007-15 Accounts Audit (Kulti Municipality)	01.08.22 to 03.09.22	24
	<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>				

\* As Kulti Municipality merged with Asansol Municipal Corporation vide The Kolkata Gazette Notification No.335/MA/O/C-4/1M-36/2014 dated 03.06.2015, the Accounts Audit of Kulti Municipality will be conducted at Asansol Municipal Corporation.

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at workplace as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
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6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report**

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)

mentioning the date of completion of audit, date of joining, after completion of ATP to **Coordination Section** invariably in r/o FAPs he/she supervised.

8. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with DIR.
9. The FAP must collect Dump Data from Auditee Organization
10. **Digitization of IRs along with hyperlinking of all KDs shall be obligatory.**
11. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
12. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
13. Above programme may change due to unavoidable circumstances.
14. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 07.07.22 to 08.07.22 has been kept for Desk Review.

Sd/-

Deputy Accountant General (AMG-II)

No -LA/AMG-II/Coord/Audit Tour Prog. /2022-23/37/145 (1-7)  
(Sent through e-mail only)

Dated. 12.07.2022

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3. PA to DAG (AMG-II)
4. Sr. Audit Officer (Transaction /Report /Admn / Accounts), AMG-II / LAD
5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Notice Board.

  
Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)



**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

**Revision-01**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Janab Md. Shahid Jamil, SAO Shri Dipak Sarkar, AAO Shri Sanjiban Bala, Sr. Ar. Shri Vijay Kumar, Sr. Ar.	Rishra Municipality (M) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 12.07.22, 14.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	16
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Barasat Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22	14
		Arambagh Municipality (Weekly 6 days working)	2021-22 Accounts Audit	23.08.22 to 27.08.22, 29.08.22 to 30.08.22	07
		Coochbehar Debottar Trust (H) (Weekly 05 days working)	2015-22 Transaction Audit	<b>Tr. 31.08.22</b> 01.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	20

05	Shri Sunil Kumar-II, SAO Shri Vikrant Kr. Jha, AAO Shri Deepak Kumar, AAO	Berhampore Municipality (H) (Weekly 05 days working)	2021-22 Transaction Audit & 2016-17 Accounts Audit	11.07.22 to 01.08.22	15
		Tarakeswar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2016-20 Accounts Audit	02.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22	11
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Alipurduar Municipality (H) (Weekly 06 days working)	2019-22 Transaction Audit	20.08.22 to 07.09.22	16
		Dhupguri Municipality (M) (Weekly 06 days working)	2017-22 Transaction Audit	08.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	18

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
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6. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
7. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to Coordination Section invariably in r/o FAPs he/she supervised.**
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12. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
13. Above programme may change due to unavoidable circumstances.
14. **The date 08.08.2022 has been kept for Mid Audit Appraisal.**
15. **The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 05.07.22 & 07.07.22 has been kept for Desk Review.**

Sd/-

Deputy Accountant General (AMG-II)

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3. PA to DAG (AMG-II)
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5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Notice Board.

  
Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

July, 2022						
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**Office of the Accountant General (Audit-II), West Bengal**  
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**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**  
**Revised**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Shri Aditya Bhattacharyya, SAO Shri Arya Kumar, AAO Shri Ganapati Podder, Asstt. Supervisor	Haldia Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit & 2019-20 Accounts Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
		Coochbehar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2018-22 Transaction Audit & 2015-16 Accounts Audit	01.08.22 to 29.08.22	19
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Halisahar Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-22 Transaction Audit	<b>Tr. 30.08.22</b> 31.08.22 to 03.09.22, 05.09.22 to 09.09.22, 12.09.22 to 17.09.22, 19.09.22 to 20.09.22	17
		Birnagar Municipality (Weekly 6 days working)	2019-21 Accounts Audit	21.09.22 to 24.09.22, 26.09.22 to 29.09.22	08

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
04	Shri Padam Singh, SAO Shri Bighnesh Kr. Mishra, AAO Shri Soham Maiti, Asstt. Supervisor	Naihati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 29.07.22	16
		Titagarh Municipality (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2019-21 Accounts Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22	09
		<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			
		Durgapur Municipal Corporation (H) (Weekly 05 days working)	2021-22 Transaction Audit & 2017-18 Accounts Audit	16.08.22 to 18.08.22, 22.08.22 to 26.08.22, 29.08.22 to 02.09.22, 05.09.22 to 09.09.22, 12.09.22 to 14.09.22	21
		Haldibari Municipality (Weekly 06 days working)	2014-18 Accounts Audit	<b>Tr. 15.09.22</b> 16.09.22 to 28.09.22 <b>Tr. 29.09.22</b>	11

Sr. AO /AMG-II / Coordination (LAD): e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)



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**Deputy Accountant General (AMG-II)**

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6. Persons concerned
7. Notice Board.

  
26/07/22  
Sr. Audit Officer (AMG-II/Coordination.)  
Local Audit Department

July, 2022						
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## Office of the Accountant General (Audit-II), West Bengal

## Local Audit Department

## AMG-II (ULB) Group

3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064

2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23FAP-02Revision-03

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Janab Md. Shahid Jamil, SAO Shri Dipak Sarkar, AAO Shri Sanjiban Bala, Sr. Ar. Shri Vijay Kumar, Sr. Ar.	Rishra Municipality (M) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
		Quarterly Meeting on 08.08.2022 at HQ Office			
		Midnapore Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit	01.08.22 to 06.08.22, 10.08.22 to 12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22	14
		Arambagh Municipality (Weekly 6 days working)	2021-22 Accounts Audit	23.08.22 to 27.08.22, 29.08.22 to 30.08.22	07
		Coochbehar Debottar Trust (H) (Weekly 05 days working)	2015-22 Transaction Audit	Tr. 31.08.22 01.09.22 to 28.09.22 Tr. 29.09.22	20

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Sd/-

Deputy Accountant General (AMG-II)

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Local Audit Department

July, 2022						
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**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**Performance Audit on HFA (U) at 2<sup>nd</sup> Quarter Audit Tour Programme, 2022-23**  
**Revised**

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
01	Arabinda Ghosh, SAO	Kharagpur Municipality (1st, 3rd & 5th Saturday of every month working days)	2017-18 to 2021-22	27.07.22 to 30.07.22, 01.08.22 to 06.08.22, 10.08.22 to 11.08.22	12
	Abhyuday Jatty, AAO (w.e.f. 30.07.22)			<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>	
	Masaud Bari, AAO Mukesh Das, Sr. Ar.	Memari Municipality (1st, 3rd & 5th Saturday of every month working days)	2017-18 to 2021-22	12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22 to 26.08.22, 29.08.22 to 30.08.22	12

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
02	Tapan Marik, SAO	Kalyani Municipality (1st, 3rd & 5th Saturday of every month working days)	2017-18 to 2021-22	27.07.22 to 30.07.22, 01.08.22 to 06.08.22, 10.08.22 to 11.08.22	12
	Sondipon Chatterjee, AAO (w.e.f. 30.07.22)			<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>	
	Munmun Bose, AAO Santanu Bag, Sr. Ar.	Baruipur Municipality (1st, 3rd & 5th Saturday of every month working days)	2017-18 to 2021-22	12.08.22, 16.08.22 to 18.08.22, 20.08.22, 22.08.22 to 26.08.22, 29.08.22 to 30.08.22	12

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Souvik Mukherjee, SAO	Dainhat Municipality (Weekly 5 days working)	2017-18 to 2021-22	27.07.22 to 29.07.22, 01.08.22 to 05.08.22, 10.08.22 to 12.08.22, 16.08.22	12
	Dipan Chattopadhyay, AAO			<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>	
	Syed Zafar Equebal, AAO (w.e.f. 01.08.22) Rakesh Kumar, Ar.	Raghunathpur Municipality (Weekly 6 days working)	2017-18 to 2021-22	<b>Tr. 17.08.22</b> 18.08.22 to 01.09.22 <b>Tr. 02.09.22</b>	12

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9. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
10. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.**
11. Above programme may change due to unavoidable circumstances.

Sd/-  
Deputy Accountant General (AMG-II)

**Copy forwarded to the following for information and necessary action: -**

1. Secretary to AG (Audit-II), WB
2. PA to Sr. DAG (Admn.)
3. PA to DAG (AMG-II)
4. Sr. Audit Officer (Transaction /Report /Admn / Accounts), AMG-II / LAD
5. Sr. Audit Officer (Admn.), AMG-III / LAD
6. Persons concerned
7. Notice Board.

  
**Sr. Audit Officer (AMG-II/Coordination.)**  
**Local Audit Department**

July, 2022						
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September, 2022						
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THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

REPORT NO. 100

BY J. J. KATZ AND J. J. KATZ

1954

Submitted by J. J. Katz

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THE UNIVERSITY OF CHICAGO  
PHYSICS DEPARTMENT  
CHICAGO, ILLINOIS

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**FAP-03      Revision-03**

PA FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
03	Souvik Mukherjee, SAO Abhyuday Jatty, AAO Syed Zafar Equebal, AAO Rakesh Kumar, Ar.	Jhargram Municipality	2017-18 to 2021-22	04.07.2022 to 08.07.22, 11.07.2022 to 14.07.22	09

**N.B: -**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at work place as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit (as applicable).
4. **Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.**
5. **The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.**
6. Entry and exit conference with the heads of the Local Bodies to be recorded in the minutes and placed in the file along with Report / DIR.
7. The FAP must collect Dump Data from Auditee Organization
8. **Digitization of IRs along with hyperlinking of all KDs shall be obligatory.**
9. FAPs are instructed to come back to HQ Station from auditee units falling within a radius of 200 Kms w. r. t HQ during Saturday, Sunday & holidays as applicable (as per programme) and report back to duty station on the next working day.
10. **The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No IIQ joining, in this regard, will be allowed.**
11. Above programme may change due to unavoidable circumstances.

Sd/-

Deputy Accountant General (AMG-II)

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**Office of the Pr. Accountant General (Audit-II), West Bengal**  
**Local Audit Department**  
**AMG-II (ULB) Group**  
**3rd M.S.O Building (5th Floor), CGO Complex, Salt Lake, Kolkata – 700064**  
**2<sup>nd</sup> Quarter (July to September, 2022) Audit Tour Programme, 2022-23**

**FAP-06 Revision-03**

FAP No.	Name & Designation of the Party members (Shri/Smt.)	Name of Unit	Year of audit	Period of Audit	Party Days
06	Shokholal Haokip, SAO (14.07.22 to 16.07.22, 21.07.22 to 22.07.22, 28.07.22 to 30.07.22)	Kamarhati Municipality (H) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2020-22 Transaction Audit	11.07.22 to 16.07.22, 18.07.22 to 22.07.22, 25.07.22 to 30.07.22	17
	Nivesh Kumar, SAO (01.08.22 to 06.08.22, 16.08.22 to 20.08.22, 29.08.22 to 03.09.22)	Asansol Municipal Corporation (H) + Kulti Municipality* (Accounts Audit 2007-2015) (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday of every month working days)	2021-22 Transaction Audit (Asansol MC) + 2007-15 Accounts Audit (Kulti Municipality)	01.08.22 to 03.09.22	24
	Ram Prasad Mondal, AAO				
	Soumen Das, Asstt. Supv.				
	Sagnik Das, Sr. Ar. (02.08.22 to 03.09.22)	<b>Quarterly Meeting on 08.08.2022 at HQ Office</b>			

\* As Kulti Municipality merged with Asansol Municipal Corporation vide The Kolkata Gazette Notification No.335/MA/O/C-4/1M-36/2014 dated 03.06.2015, the Accounts Audit of Kulti Municipality will be conducted at Asansol Municipal Corporation.

**N.B:-**

1. Strict compliance to the guidelines issued vide various orders of Govt. of India, Ministry of Home Affairs (MHA), and the Standard Operating Procedure (SOP) to be followed at workplace as circulated by Headquarters' office from time to time on preventive measure of the COVID-19 should be observed.
2. It is required to wear mask, follow physical Distancing, maintaining Hand Hygiene in the workplace.
3. The FAP shall collect the proforma for collection of information from the auditee and Checklist for efficacy of internal audit in auditee for the purpose adopting the Risk analysis developed by the Central Region from AMG-II (Accounts / Transaction) Section before proceeding and submit the filled-in proforma to the AMG-II (Accounts / Transaction) Section post completion of audit.
4. The FAP should collect N.A. Copy/ O/S Paras/Press Clippings from AMG-II/ (Accounts / Transaction) Section before proceeding.
5. The FAP should also collect the proforma for assessment of compliance to Group-Officer's instruction and the duly filled-in proforma is to be submitted along with the DIR. FAP should submit an *Assurance Memo* that all the points in Checklist and Group-Officer's instruction have been covered in audit.
6. Instructions regarding Leave Application, Joining Report, Station Leave permission, Cut List; Weekly Tour Diary should be strictly followed.
7. The Supervising Sr. Audit Officers of FAPs are requested to submit the Joining Report mentioning the date of completion of audit, date of joining, after completion of ATP to *Coordination Section* invariably in r/o FAPs he/she supervised.
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12. The DIR/ SAR to be submitted to the respective Sections through Speed Post within 7 working days from the date of completion of audit. No HQ joining, in this regard, will be allowed.
13. Above programme may change due to unavoidable circumstances.
14. The FAPs shall be released from Headquarter on satisfactory completion of Desk Review. The period 07.07.22 to 08.07.22 has been kept for Desk Review.

Sd/-  
**Deputy Accountant General (AMG-II)**

Sr. AO /AMG-II / Coordination (LAD); e-mail: [saocordlad.wb2.au@cag.gov.in](mailto:saocordlad.wb2.au@cag.gov.in)

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