

Tour Programme of AMG-II Inspection Party No. I for 1st Qtr. of 2022-23


1. Shri Karunakar Sahoo, Sr. AO	3. Shri Samir Mondal, AAO (Ad-hoc)
2. Shri Arbind Kumar, AAO	4. Shri Achinta Kumar Sarkar, Asstt. Supervisor.

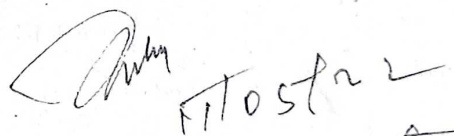
1.	AO, Administrator, Bidhan Nagar, Nirman Bhawan, Block-DF-1, Sector-1, Salt Lake, Kolkata -700091.	17.05.2022 to 26.05.2022 (08 days)
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To attend Headquarter for Monthly Meeting on 27.05.2022

Following information need to be incorporated in the draft IR without fail.

<ul style="list-style-type: none"> ➤ Audit team may utilise 12.5.2022 and 13.5.2022 to study the previous IRs of various departments ➤ the OIOS guidelines and procedures shall be followed in audit. ➤ The audit should bring out a proposal of topic for holistic kind of audit (DCA, PA etc.) on the Department with justification thereof for incorporation in audit plan 2023-24. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on Internal Control and Internal Audit in respect of the audited entity. 	<ul style="list-style-type: none"> ➤ Party should not visit centres /sub centres/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter in advance.
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Sr AO/ Co-Ord.
AMG-II

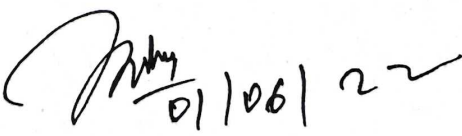

Deputy Accountant
General
AMG-II

Revised Tour Programme of AMG-II Inspection Party No. I for 1st Qtr. Of 2022-23

1. Shri Karunakar Sahoo, Sr. AO		3. Shri Samir Mondal, AAO (Adhoc)	
2. Shri Arvind Kumar, AAO		4. Shri Achinta Kumar Sarkar, Asstt. Supvr.	
1.	Sub-Divisional Information & Cultural Office, Egra, Egra Municipality (Near Egra High School Play Ground), Ward No.- 01, P.O.+ P.S.- Egra, Dist.- Purba Medinipur, Pin No. - 721429. (Compliance Audit period from 04/2011 to 03/2022)	01.06.2022 to 07.06.2022 (05 days)	
2.	Jr. AO, Folk Entertainment Unit, Jhargram, 460/10, Pandit Raghunath Murmu Sarani, Raghunathpur, Jhargram-721507 (Compliance Audit period from 04/2000 to 03/2022)	08.06.2022 to 14.06.2022 (05 days)	
3.	Sub-Divisional Information & Cultural Office, Canning, South 24 Parganas, R.N.Tagore Road, Golkutthi Para, Rajar Laat, Canning Town, South 24 Parganas, Pin : 743329 (Compliance Audit for since period of last audit)	15.06.2022 to 20.06.2022 (04 days)	
4.	District Information & Cultural Office, South 24 Parganas, Alipurduar, Minority Bhavan, 4th Floor, 12 Biplabi Kanailal Bhattacharya Sarani, Alipur, Kolkata-700027 (Compliance Audit period from 04/2014 to 03/2022)	21.06.2022 to 29.06.2022 (07 days)	
Duty at Headquarter on 30.06.2022			
Following information need to be incorporated with IR failing of which IR will not be accepted:			

<ul style="list-style-type: none"> ➤ In each step of audit the OIOS guidelines and procedures shall be followed. ➤ The audit should bring out a proposal of topic for holistic kind of audit (DCA, PA etc.) on the Department with justification thereof for incorporation in audit plan 2023-24. ➤ 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. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. 	<ul style="list-style-type: none"> ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. 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. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.
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 1/6/22
Sr. Audit Officer/AMG-II(C)


 01/06/22
Deputy Accountant General/AMG-II

Revised Tour Programme of AMG-II Inspection Party No. II for 1st Qtr. of 2022-23

1. Shri Ram Shankar Singha, Sr. AO	3. Shri Sidui Boipai, AAO
2. Shri Ram Bharosh Upadhyay, AAO	4. Shri. Amit Choudhury, Sr. Auditor

1.	Pr. Secy, Department of Tourism & Dy. Director of Tourism (CT), Tourism Departemnt, West Bengal, New Secretariat Building 1, 3rd Floor, K. S. Roy Road, Kolkata, West Bengal 700001. (For collection of materials related to Desk Review, Audit Design Matrix and for conducting compliance audit. The team shall get Desk Review Report and ADM approved, then proceed for the compliance audit since last audit finally issue IR).	04.04.2022 to 13.05.2022 (20 days)
	a) Conduct desk review with the help of records available at Headquarters and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the Department as a whole (para 4.17 of compliance auditing guidelines)	
	c) Submit Inspection Report of the Department.	
2.	Joint Director of Tourism (RTO), Kolkata, 2, Brabourne Road, Kolkata-700001 (Compliance Audit for period since last audit period)	17.05.2022 to 25.05.2022(07 days)
3.	Tourist Officer, Tourism Information Centre, Durgapur, OCS-17, Commercial Cum Office Complex, City Centre, Durgapur, Dist.- West Bardhaman, PIN-713216 (Compliance Audit for period since last audit period)	26.05.2022 (01 day)
To attend Headquarter for Monthly Meeting on 27.05.2022		
	Tourist Officer, Tourism Information Centre, Durgapur, OCS-17, Commercial Cum Office Complex, City Centre, Durgapur, Dist.- West Bardhaman, PIN-713216 (Compliance Audit for period since last audit period)	30.05.2022 to 01.06.2022 (03 days)
4.	West Bengal Tourism Development Corporation Limited, DG Block, Sector II, Saltlake, Kolkata – 700 091. (Compliance Audit for period since last audit period)	02.06.2022 to 29.06.2022 (20 days)
Duty at Headquarters on 30.06.2022.		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

<ul style="list-style-type: none"> ➤ In each step of audit, the OIOS guidelines and procedures shall be followed. ➤ The audit should bring out a proposal of topic for holistic kind of audit (DCA, PA etc.) on the Department with justification thereof for incorporation in audit plan 2023-24. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. 	<ul style="list-style-type: none"> ➤ Party shall inspect records related to lodges as much as possible during audit of WBTD. The dates of visit of the Lodges and other sub units other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.
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Attested

Sd/-

Sr. Audit Officer/AMG-II(C)

Deputy Accountant General/AMG-II

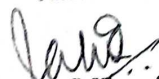
Revised Tour Programme of AMG-II Inspection Party No. IV for 1st Qtr. of 2022-23

19

1. Shri Rajeev Ranjan Akant, Sr. AO	3. Shri Ajoy Kumar Samajder, Supervisor
2. Shri Mithilesh Kumar, AAO	4. Shri Milan Kumar Das, Asstt. Supervisor

1.	Digha Sankarpur Development Authority P.O.- Digha New Township, P.S. - Digha, Dist Purba Medinipur, Pin 721463. (Audit of annual accounts for the year 2018-19)	11.04.2022 to 22.04.2022 (08 days)
Duty at Headquarters for preparation and submission of the SAR from 25.04.2022 to 29.04.2022		
2.	Principal Secretary to Govt. of West Bengal, Department of Urban Development and Municipal Affairs including A.O Urban Development (Town & Country Planning), A.O Urban Development (Headquarters), Nagarayan Bhavan, DF-8, Sector-I, Salt Lake, Kolkata- 700064.and Municipal Affairs Branch at Bikash Bhavan, Saltlake, Kolkata-700091 (For compliance audit period for since period of last audit)	02.05.2022 to 20.05.2022(11 days)
3.	Executive Officer, Sriniketan Santiniketan Development Authority, Kshanika Prabhat Sarani, PO- Bolpur, Dist. – Birbhum, PIN – 731204. (Accounts Audit for the period 2020-21)	23.05.2022 to 26.05.2022 (04 days)
To attend Headquarter for Monthly Meeting on 27.05.2022		
	Executive Officer, Sriniketan Santiniketan Development Authority, Kshanika Prabhat Sarani, PO- Bolpur, Dist. – Birbhum, PIN – 731204. (Accounts Audit for the period 2020-21)	30.05.2022 to 03.06.2022 (05 days)
4.	Director, State Urban Development Agency, ILGUS Bhaban, HC Block, Sector- III, Salt Lake, Kolkata - 700 106. The team may visit the offices. (Compliance Audit period for 2021-22)	06.06.2022 to 24.06.2022(15 days)
Duty at headquarters on 27.06.2022		
Following information need to be incorporated with IR failing of which IR will not be accepted:		

<ul style="list-style-type: none"> ➤ In each step of audit the OIOS guidelines and procedures shall be followed. ➤ The audit should bring out a proposal of topic for holistic kind of audit (DCA, PA etc.) on the Department with justification thereof for incorporation in audit plan 2023-24. ➤ 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. ➤ The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. <p>Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</p>	<ul style="list-style-type: none"> ➤ 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. ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. <p>Date(s) of audit of Sub-division(s) to be intimated to headquarter well in advance.</p>
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Attested

 Sr. Audit Officer/AMG-II(C)

Sd/-
 Deputy Accountant General/AMG-II

Revised Tour Programme of AMG-II Inspection Party No. VI for 1st Qtr. of 2022-23

*1. Smt. Manima Moktan, Sr. AO	3. Shri Pradeep Kumar, AAO
**2. Shri Ravi Kumar Pattnaik, AAO	4. Shri. Sailendra Nath Biswas, Asstt. Supvr.

1.	CEO, New Town Kolkata Development Authority (NKDA), 03, Major Arterial Road, New Town, Kolkata-700156. (Financial Audit for the period 2018-19)	30.05.2022 to 03.06.2022 (05 days)
	CEO, New Town Kolkata Development Authority (NKDA), 03, Major Arterial Road, New Town, Kolkata-700156. (Financial Audit for the period 2019-20)	06.06.2022 to 10.06.2022 (05 days)
	CEO, New Town Kolkata Development Authority (NKDA), 03, Major Arterial Road, New Town, Kolkata-700156. (Financial Audit for the period 2020-21)	13.06.2022 to 17.06.2022 (05 days)

*Smt. Manima Moktan, Sr. AO will join the programme from 01.06.2022.

** Shri Ravi Kumar Pattnaik, AAO and Shri Pradeep Kumar, AAO will join their pre-assigned PA team after completion of audit.

Duty at Headquarters on 20.06.2022.

Following information need to be incorporated in draft SAR.

<ul style="list-style-type: none"> ➤ In each step of audit the OIOS guidelines and procedures shall be followed. ➤ 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. ➤ The SAR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view. ➤ Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity. 	<ul style="list-style-type: none"> ➤ Party should not visit centers/sub centers/ subdivision other than specified one under any unit without approval of Headquarters. ➤ The party should specifically mention the total no. of audited entities (with name & phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit. ➤ Date(s) of audit of Sub-division(s) to be intimated to headquarter in advance. ➤ Issues of non-compliance, deemed fit for proposing as Part-IIA and PDP observed during Financial audit, may be intimated to HQs.
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[Signature]
24/5/22
Sr. Audit Officer/AMG-II(C)

[Signature]
21/05/22
Deputy Accountant General/AMG-II