

**‘Tour Programme of Field Audit Party under AMG-IV Wing (FAP-I)**

<b>Supervised by</b>		Shri Sourav Banerjee, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Rakesh Kumar-II, Asst. Audit Officer Shri Goutam Das, Asst. Audit Officer			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Swapan Kumar Biswas, Asst. Supervisor			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Department of IT & E, GoWB, Monibhandar”, 6th floor, Webel Bhavan Complex, Block-EP&GP, Sector-V, Salt Lake, Kolkata-700 091	2024-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 14 May 2025	21,22,23,24,25, 28,29,30 April 2025 2,5,6,7,8, 13,14 May 2025 (15 working days)	26 & 27 April 2025, 1, 3&4, 9, 10&11, 12 May 2025
2.	West Bengal Electronics Industry Development Corporation Limited, WEBEL Bhavan, Block EP & GP (Sector-V), Bidhannagar, Salt Lake Kolkata –700 091	2024-25	Desk review: 19 May 2025 Field Audit: 20 May to 5 June 2025	20,21,22,23, 26,27,28,29,30 April 2025, 2,3,4,5 June 2025 (13 working days)	24 & 25 May 2025, 31 May & 1 June 2025
3	West Bengal Electricity Regulatory Commission Plot No: AH/5 (2nd & 3rd floor), Premises No :MAR 16-1111, Action Area, IA, New Town, Rajarhat, Kolkata-700163.	2021-25	Desk review: 11 June 2025 Field Audit: 12 June to 2 July 2025	12,13,16,17,18, 19,20,23,24,25, 26,30 June 2025, 1 & 2 July 2025 (14 working days)	14 & 15, 21 & 22, 27, 28 & 29 May 2025

- The party is to submit a brief profile on the activities of the company in terms of HQs’ circular dated 13/11/2017.
- The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
- *Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.*
- For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).
- All the party members are directed to carry their Office Identity Cards positively with them.
- *Party should submit the Desk Review & Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.*
- Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.
- Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.
- Engagement of contractual employees in organization, if any may be looked into.
- No deviation from the programme without prior approval of Group Officer will be permitted.
- Action Taken Note on Press Clipping Matters may be looked into.

- The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.
- Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
- Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.
- The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
- A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.
- *Study the A/cs and Board Minutes, RIP register & ACM register to prepare the field audit plan & submit it to OA(Com)/HQ.*
- Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.
- Monthly DO letters (both in hard copy & soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.
- Filled up IT audit Questionnaire is to be submitted at HQ.
- *At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that “All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization”*

AAO (AMG-IV/Coordination)

Sr AO(AMG-IV/Coordination)

DAG (AMG-IV)

**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-II)**

<b>Supervised by</b>		Shri Rana Deb, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Shray Kumar Gupta, Asst. Audit Officer (Com) Shri Arun Kumar, AAO (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Achintya Kumar Sarkar, Supervisor			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	West Bengal Renewable Energy Development Agency Bikalpa Shakti Bhawan, Plot No. J-1/10, Sector - V,, EP & GP Block, Salt Lake Electronics Complex, North 24 Parganas, Kolkata- 700091	2024-25	Desk review: 9 April 2025 Field Audit: 11 April to 29 April 2025	11,16,17,21,22,23,24,2 5,28 & 29 April 2025 (10 working days)	12,13,14,15,18,19,20,26 & 27 April 2025
2.	Chief Engineer, Hydrel, WBSEDCL Hydel headquarters Power House Complex, 2 <sup>nd</sup> Mile Sevoke Road Siliguri PIN-734 001	2024-25	Desk review: 2 May 2025 Field Audit: 5 May to 23 May 2025	5,6,7,8,13,14,15,16,19, 20,21,22&23 May 2025 (13 working days)	9,10,11,12,17&18May 2025
3	General Manager, Sagardighi Thermal Power Plant, WBPDC Po Manigram, PS: Sagardighi Dist Murshidabad, Pin:742237	2024-25	Desk review: 28 May 2025 Field Audit: 29 May to 19 June 2025	29&30 May 2025 , 2,3,4,5,9,10,11,12,13,1 6,17,18 &19 June 2025. (15 working days)	31 May 2025, 1,6,7,8,14 &15 June 2025

<ul style="list-style-type: none"> <li>• The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>• The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li>• <i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>• For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>• All the party members are directed to carry their Office Identity Cards positively with them.</li> <li>• <i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>• Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>• Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>• Engagement of contractual employees in organization, if any may be looked into.</li> <li>• No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>• Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>• The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>• Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>• Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>• The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>• A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li>• <i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>• Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>• Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>• Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li>• <i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-III)**

<b>Supervised by</b>		Shri Gangesh Kumar Jha, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Joydeep Bose, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Pralay Mondal, Sr. Ar			
<b>Sl. No</b>	<b>Units to be audited and address (as thereof)</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Regional Manager, Hooghly Region WBSEDCL Taldanga Municipal Market Complex, (1st Floor), Chinsurah, P.O – Buroshibtala, Dist. – Hooghly, Pin – 712102.	2023-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 8 May 2025	21, 22, 23, 24, 25, 28, 29, 30 April and 2, 5, 6, 7, 8 May 2025 (13 working days)	26 & 27 April 2025, 1, 3 & 4 May 2025
2.	Zonal Manager, Chinsurah Transmission Zonal Office, WBSETCL Rishra 220KV Quarter Complex, Simla, P.O- Mallickpara, Dist-Hooghly, Pin-712203	2023-25	Desk review: 14 May 2025 Field Audit: 15 to 30 May 2025	15,16,19,20, 21,22,23,26, 27,28,29,30 May 2025 (12 working days)	17 & 18, 24 & 25 May 2025
3	Area Manager, Chandannagar Area Office, WBSETCL Palika Bazar (Khalisani), Post- Chandannagar, Dist-Hooghly, Pin-712136	2014-25	Desk review: 5 June 2025 Field Audit: 9 to 26 June 2025	9,10,11,12,13, 16,17, 18, 19, 20, 23, 24, 25, 26 (14 working days)	14 & 15, 21 & 22

<ul style="list-style-type: none"> <li>• The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>• The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li>• <i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>• For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>• All the party members are directed to carry their Office Identity Cards positively with them.</li> <li>• <i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>• Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>• Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>• Engagement of contractual employees in organization, if any may be looked into.</li> <li>• No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>• Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>• The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>• Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>• Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>• The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>• A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li>• <i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>• Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>• Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>• Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li>• <i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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**AAO (AMG-IV/Coordination)**

**Sr AO(AMG-IV/Coordination)**

**DAG (AMG-IV)**

**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-IV)**

<b>Supervised by</b>		Shri Braj Bhushan Mishra, Sr. Audit Officer			
<b>Led by</b>		Shri Ashim Kumar Poddar, Asst. Audit Officer Shri Amit Kumar Singh, AAO/Ad-hoc			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Haradhan Biswas, Sr. Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as thereof)</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Regional Manager, Nadia Region, WBSEDCL Admn Building, Bidhan Bhavan, Central Park, P.O – Kalyani, Dist. – Nadia, Pin – 741235.	2022-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 7 May 2025	21,22,23,24,25, 28,29,30 April 2025 2,5,6,7 May 2025 (12 working days)	26 & 27 April 2025, 1, 3&4 May 2025
2.	Zonal Manager, Krishnanagar Field Zonal Office, WBSETCL 93/1, D.L Roay Road, 2nd Floor, Nader Para More, Krishnanagar, Nadia-741101	2014-25	Desk review: 14 May 2025 Field Audit: 15 May-3 June 2025	15,16,19,20,21,22 23,26,27,28,29,30 May 2025 and 2,3 June 2025 (14 working days)	17 & 18, 24 & 25, 31 May 2025 and 1 June 2025
3	Chief Engineer, Purulia Pumped Storage Project 5th Floor, Vidyut Bhavan, Block - DJ, Sector-II, Salt Lake, Kol-91	2023-25	Desk review: 9 June 2025 Field Audit: 10 to 26 June 2025	10,11,12,13, 16,17, 18, 19, 20, 23, 24, 25, 26 (13 working days)	14 & 15, 21 & 22 June 2025

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li><i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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**AAO (AMG-IV/Coordination)**

**Sr AO(AMG-IV/Coordination)**

**DAG (AMG-IV)**

**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-V)**

<b>Supervised by</b>		Shri Nayan Ranjan Pal, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Prosenjit Saha, Asst. Audit Officer			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Pijush Bhattacharyya, Asst. Supervisor Shri Rajesh Gupta, Sr. Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as) thereof</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Department of Non-Conventional and Renewable Energy Sources Bikalpa Shakti Bhawan, Plot No. J-1/10, Sector - V, EP & GP Block, Salt Lake Electronics Complex, North 24 Parganas, Kolkata-700091	2023-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 14 May 2025	21,22,23,24,25, 28,29,30 April 2025 2,5,6,7,8, 13,14 May 2025 (15 working days)	26 & 27 April 2025, 1, 3&4, 9, 10&11, 12 May 2025
2.	Chief Engineer, Distribution HQ (South) Vidyut Bhavan, DJ Block, Sector II, Salt Lake, Kolkata-91	2023-25	Desk review: 19 May 2025 Field Audit: 20 May to 5 June 2025	20,21,22,23, 26,27,28,29,30 April 2025, 2,3,4,5 June 2025 (13 working days)	24 & 25 May 2025, 31 May & 1 June 2025
3	Chief Engineer, Distribution HQ (North) 2 <sup>nd</sup> Mile, Sevoke road, Siliguri, Darjeeling, PIN- 734001	2023-25	Desk review: 10 June 2025 Field Audit: 12 to 26 June 2025 (Transit: 11 June 2025 and Return Transit: 27 June 2025)	12,13,16,17,18,19,20, 23,24,25,26 June 2025 (11 working days)	14 & 15, 21&22 June 2025

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li><i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-VI)**

<b>Supervised by</b>		Shri Subhashis Ghosh, Sr. Audit Officer (Com)			
<b>Led by</b>		Shri Luis Rabi Prabhat Khalkho, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Mridul Kanti Biswas, Asst. Supervisor Shri Anup Kumar Sarkar-I, Sr. Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as thereof)</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Zonal Manager, Burdwan Zone, WBSEDCL Administrative Building, 2nd Floor, Power House Complex, Burdwan, Pin, 713101	2023-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 8 May 2025	21,22,23,24,25, 28,29,30 April 2025 2,5,6,7,8 May 2025 (13 working days)	26 & 27 April 2025, 1, 3&4 May 2025
2.	Zonal Manager, Berhampore Zone, WBSEDCL Cantonment Road (opposite Ritwik Sadan Berhampore, Murshidabad; PIN: 742101	2022-25	Desk review: 16 May 2025 Field Audit: 19 to 30 May 2025 (Transit: 17 May 2025 and Return Transit: 31 May 2025)	19,20,21,22,23,26, 27,28,29,30 May 2025 (10 working days)	24 & 25 May 2025
3	Chief Engineer, State Load Despatch Centre, WBSETCL P.O. Danesh Seikh Lane, Andul Road Howrah - 711109	2023-25	Desk review: 5 June 2025 Field Audit: 9 to 26 June 2025	9,10,11,12,13, 16,17, 18, 19, 20, 23, 24, 25, 26 (14 working days)	14 & 15, 21 & 22 June 2025

<ul style="list-style-type: none"> <li>The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li><i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>All the party members are directed to carry their Office Identity Cards positively with them.</li> <li><i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>Engagement of contractual employees in organization, if any may be looked into.</li> <li>No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li><i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li><i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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AAO (AMG-IV/Coordination)

Sr AO(AMG-IV/Coordination)

DAG (AMG-IV)

**Tour Programme of Field Audit Party under AMG-IV Wing (FAP-VII)**

<b>Supervised by</b>		Shri Gautam Kumar, Sr. Audit Officer			
<b>Led by</b>		Shri Dipak Kumar Chowdhury, Asst. Audit Officer (Com)			
<b>Asst. Suprv/Ar./ Sr.Ar.</b>		Shri Rabindra Nath Das, Asst. Supervisor Shri Satish Kumar, Ar.			
<b>Sl. No</b>	<b>Units to be audited and address (as thereof)</b>	<b>Period of audit</b>	<b>Duration of audit</b>	<b>Working Days at Field</b>	<b>Holidays incl. weekends</b>
1	Zonal Manager, Midnapur Transmission Zonal Office, WBSETCL 2nd Floor, Administrative Building, Midnapore 220KV Substation Complex, Dharma, Midnapore, Paschim Midnapore, Pin-721101	2023-25	Desk review: 16/17 April 2025 Field Audit: 21 April to 8 May 2025	21,22,23,24,25, 28,29,30 April 2025 2,5,6,7,8 May 2025 (13 working days)	26 & 27 April 2025, 1, 3&4 May 2025
2.	Regional Manager, Coochbehar Region, WBSEDCL Regional Office: Cooch Behar Administrative Building, 1st Floor, Power House Campus Cooch Behar, Pin, 736101	2022-25	Desk review: 16 May 2025 Field Audit: 19 to 30 May 2025 (Transit: 17 May 2025 and Return Transit: 31 May 2025)	19,20,21,22,23,26, 27,28,29,30 May 2025 (10 working days)	24 & 25 May 2025
3	Area Manager, Haldia Area Office, WBSETCL Durgachak, Super Market, Employment Exchange, Haldia, Dist-Purba Mednipore, Pin-721602	2019-25	Desk review: 5 June 2025 Field Audit: 9 to 26 June 2025	9,10,11,12,13, 16,17, 18, 19, 20, 23, 24, 25, 26 (14 working days)	14 & 15, 21 & 22 June 2025

<ul style="list-style-type: none"> <li>• The party is to submit a brief profile on the activities of the company in terms of HQrs' circular dated 13/11/2017.</li> <li>• The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.</li> <li>• <i>Field party should not be at camp site on Holidays, Saturday and Sunday. Second class fare for to and fro journeys will be provided in such cases.</i></li> <li>• For attending the offices within the urban agglomeration area(s) officials of the party may take journey (both ways) by special means of conveyance (e.g. rickshaw/auto rickshaw).</li> <li>• All the party members are directed to carry their Office Identity Cards positively with them.</li> <li>• <i>Party should submit the Desk Review &amp; Compliance Audit Design Matrix before proceeding to field audit in the prescribed format under New Compliance Auditing Guidelines.</i></li> <li>• Party should propose PDPs out of the Part-IIA paras and enclose necessary documentation for the same.</li> <li>• Party should update the landline telephone Nos of the units of PSU while submitting their internal tour programme.</li> <li>• Engagement of contractual employees in organization, if any may be looked into.</li> <li>• No deviation from the programme without prior approval of Group Officer will be permitted.</li> <li>• Action Taken Note on Press Clipping Matters may be looked into.</li> </ul>	<ul style="list-style-type: none"> <li>• The field party may look into the status of DDO (Whether Govt or Non Govt), if it is non Govt, details of the payment voucher may be verified.</li> <li>• Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.</li> <li>• Accommodation of Guests and Hotel bills paid by the Company/ Corporation may be checked.</li> <li>• The party must enquire about and collect the Audit Note Book/ Vetting files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.</li> <li>• A note on overall assessment of working of the Company/ Corporation indicating the points to be looked into during transaction audit should be furnished (In case of audit of accounts) along with the review sheet on previous years audit objections.</li> <li>• <i>Study the A/cs and Board Minutes, RIP register &amp; ACM register to prepare the field audit plan &amp; submit it to OA(Com)/HQ.</i></li> <li>• Relevant portions of tour diaries should be submitted along with draft IRs which will form part of the working papers of the IRs.</li> <li>• Monthly DO letters (both in hard copy &amp; soft copy) should be submitted by Sr AO/AO of the party immediately by the first working day of the following month.</li> <li>• Filled up IT audit Questionnaire is to be submitted at HQ.</li> <li>• <i>At the Apex Committee Meeting held on 10.01.2023, the Chief Secretary to the Govt. of WB directed that "All Departments (and audit entities) are to give audit access to the IT System (read only) for conducting process audit to examine and evaluate the control systems with in the organization"</i></li> </ul>
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