

# ITRA WING

Sections of ITRA Wing are: -

- General Section
- Report Section
- Report Processing Section
- Para Processing Section
- Draft Para section

# GENERAL SECTION

Functions of General section are: -

- Drafting of Annual Audit Plan
- Planning of Quarterly tour program
- Training Cell
- Posting of Officials
- Leave, TA bill of officials etc.

## Contact Person

Smt. Ann J. Varghese, Sr. Audit Officer

Phone No. 022-26574324

# **REPORT SECTION**

Functions of Report section are: -

- All periodic returns/returns related to Performance Audits and SSCAs
- Monitoring of Action taken notes
- Follow up of PAC recommendations

## **Contact Person**

Smt. Sunitha Venugopalan, Sr. Audit Officer

Phone No. 022-26574326

# REPORT PROCESSING SECTION

Functions of Report Processing section are: -

- Vetting of Draft LAR submitted by LAPs.
- Forwarding LAR to concerned Assessment Charges.

## Contact Person

Shri Rishiraj, Sr. Audit Officer

Phone No. 022-26574328

# PARA PROCESSING SECTION

Functions of Para Processing section are: -

- Section is responsible for doing para processing of paras included in LAR.
- Conducting of Audit Committee meetings with ITD for disposal of outstanding Paras.
- Monitoring of 'recovery at the instance of audit' and 'time- barred cases'.

PP section is divided into three sections, i.e., PP I, PP II & PP III.

## **PP I Section**

Charges held under PP I section are: -

- CIT- 3, 4, 6 to 13, 21 to 23, 27 to 35, Mumbai
- CIT- TP, IT, LTU & Appeal (41-50) Mumbai.

## **Contact Person**

Smt. Susan Kuriakose, Sr. Audit Officer

Phone No. 022-26574327

## **PP II Section**

Charges held under PP II section are: -

- CIT- 5, 14, 15, 16, 18, 20 & Exemption Mumbai.
- Central Circle 1, 2, 3 & 4 Mumbai.
- All Charges of Pune including Addl. CIT., Exemptions and Central circle.
- General reporting related work of PP section.

### **Contact Person**

Smt. Pooja Jasnani, Sr. Audit Officer

Phone No. 022-26574338

## **PP III Section**

Charges held under PP III section are: -

- CIT-1, 2, 17(25, 26), 19, 24 Mumbai.
- CIT- 1, 2, 3, 4, Central, TDS & ZAO Nagpur.
- CIT- 1, 2, 3, ZAO Thane, Central circle and Exemption Thane.
- CIT- Aurangabad, Kolhapur, Nashik.

### **Contact Person**

Shri Rishiraj, Sr. Audit Officer

Phone No. 022-26574328

# DRAFT PARA SECTION

Functions of Draft Para section are: -

- Processing of Draft paras to be included in the Audit Report.
- Work related to long paras and ATN verification.

## Contact Person

Shri Mahesh Thakur, Sr. Audit Officer

Phone No. 022-26574325