

## LAP-III

### 4<sup>th</sup> Quarter Local Audit Programme–2023-24 (6<sup>th</sup> revised)

Sl. no.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1.	CSIR-North East Institute of Science & Technology, Jorhat [Sec. 20(1)]	2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review:08-09.01.2024 Transit to Jorhat : 10.01.2024 Duty: 11.01.2024 to 08.02.2024 (20 working days) Transit to Kolkata: 09.02.2024 Submission of Records : 12-13.02.2024 Risk Analysis: 15.02.2024	1. Shri Subrata Sarkar, Sr.A.O. 2. Shri U. N. Prabhakar, Asstt. Audit Officer 3. Shri Ranjan Kr. Sardar, Asstt. Supervisor
2.	North Eastern Space Application Centre, Shillong [Sec-14(1)]	2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review:22.03.2024 Transit to Shillong : 26.03.2024 Duty: 27.03.2024 to 18.04.2024 (15 working days) Transit to Kolkata: 19.04.2024 Submission of Records : 22.04.2024 Submission of Risk Analysis: 23.04.2024	1. Shri Subrata Sarkar, Sr.A.O. 2. Shri Abhijit Das, AAO, (Transit to Shillong: 01.04.2024, Duty from 02.04.2024)

**Note:**(a) In the case of units where more than one-day transit has been allowed, the officials who would travel by Air, may perform their journey on the date preceding the date of commencement of duty and they may report to OAD Section for the unutilized days of onward transit.

In the case of return journey by Air from any place where more than one-day transit has been allowed, officials may perform their journey on the first day of transit as per the programme and report to OAD Section on the next working day.

(b) The reservation of accommodation in the entitled class is the concern of the Government Servant himself and it is the accepted policy of the Government not to take cognizance of a Government servants inability to secure reservation in the entitled class. Therefore, non-attendance to the tour station on the ground of non-availability of railway reservation in entitled class would be viewed seriously and it is advised to perform journey in lower class when reservation is not available in the entitled class.

(c) Records relating to complaint cases,if any, for verification/examination may invariably be collected from OAD Section before proceeding to audit tour.



**Dy. Director**