

LAP-IV

3rd Quarter Local Audit Programme– 2023-24 (2nd revised)

Sl. No.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1.	CSIR-Indian Institute of Chemical Biology, Kolkata [Sec. 20(1)]	2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review: 03.10.2023 Duty: 04.10.2023 to 02.11.2023 (18 working days including Complaint Case) Submission of Records & Risk Analysis: 03.11.2023	1. Shri Debasish Dey, SAO 2. Shri Suman Gayen, AAO 3. Shri Anirban Sengupta, Supervisor (Duty from 17.10.2023) 4. Shri Rajiv Kumar Mandal, Ar.
2.	Forest Research Centre for Bamboo & Rattan, Aizawl [Sec.14(1)]	2021-22 to 2022-23	Examination of files for the ensuing assignment and Preparation and submission of desk review: 16-17.11.2023 Transit to Aizawl: 27.11.2023 Duty: 28.11.2023 to 11.12.2023 (10 working days) Transit to Kolkata: 12.12.2023 Submission of Record: 13.12.2023 Risk Analysis: 14.12.2023	1. Shri Debasish Dey, SAO 2. Shri Surojeet Kr. Dutta, AAO
3.	Tropical Forest Research Institute, Jabalpur [Sec. 14(1)]	2021-22 to 2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review: 15.12.2023 Transit to Jabalpur: 17.12.2023 Duty: 18.12.2023 to 01.01.2024 (10 working days) Transit to Kolkata: 02.01.2024 Submission of Records 03.01.2024 Risk Analysis: 04.01.2024	1. Shri Debasish Dey, SAO 2. Shri Bidhan Ch. Mahato, AAO

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 before proceeding to audit tour.


Director