

SAP-I

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.	Regional Meteorological Centre, Kolkata [Sec.-13]	2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review: 11.10.2023 Duty: 12.10.2023 to 10.11.2023 (20 working days) Submission of Records & Risk Analysis: 13.11.2023	1. Sk. Asgar Ali, SAO 2. Shri U. N. Prabhakar, AAO 3. Shri Pratap Kumar Das, Sr. Ar. (w.e.f. 18.10.2023)
2.	CSIR-Institute of Minerals and Materials Technology, Bhubaneswar [Sec.-20(1)]	2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review: 14.11.2023 Transit to Bhubaneswar: 15.11.2023 Duty: 16.11.2023 to 14.12.2023 (20 working days) Transit to Kolkata: 15.12.2023 Submission of Records: 18.12.2023 Submission of Risk Analysis: 19.12.2023	1. Sk. Asgar Ali, SAO 2. Shri U. N. Prabhakar, AAO (Transit to Bhubaneswar from his residence at Kankarbagh, Patna on 21.11.2023, Duty from 22.11.2023) 3. Shri Pratap Kumar Das, Sr. Ar.

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 servant's 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 for verification/examination may invariably be collected before proceeding to audit tour.


Director