

SAP-II

4th Quarter Local Audit Programme– 2023-24 (3rd revised)

Sl. no.	Name of the unit	Period of Audit	Transit and dates of audit	Members of Audit team
1.	Botanical Survey of India, Andaman and Nicobar Regional Centre, Port Blair [Sec.-13]	2021-22 & 2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review: 29.02.2024 Transit to Port Blair: 03.03.2024 Duty: 04.03.2024 to 12.03.2024 (7 working days) Transit to Kolkata: 13.03.2024 Submission of Records: 14.03.2024 Submission of Risk Analysis: 15.03.2024	1. Shri Rajesh Kr. Gupt, Sr. Audit Officer 2. Shri Binod Kr. Sah, Asstt. Audit Officer
2.	National Remote Sensing Centre, Hyderabad [Sec-13]	2019-20 to 2022-23	Examination of files for the ensuing assignment and preparation and submission of desk review (online): 15.03.2024 Transit to Hyderabad: 26.03.2024 Duty: 27.03.2024 to 25.04.2023 (20 working days) Submission of Records to Bengaluru Office through Speed Post and Transit to Kolkata: 26.04.2024	1. Shri Rajesh Kr. Gupt, Sr. Audit Officer 2. Shri Binod Kr. Sah, Asstt. Audit Officer

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.



Dy. Director