



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
 जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



Office Order No. CRAD/48/2025-26/21

Dated – 09-06-2025

As approved by Dy. Director/RAIDT, the tour programme for 2nd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
I	Appraising Group-I	01.04.2024 to 31.03.2025	Kamalesh Khanta, SAO Debasish Dutta, AAO Deepanjan Mitra, AAO Shambodeb Pal, AAO	25.06.2025 to 28.08.2025	45	24.06.2025
	Petrapole Customs Circle	01.04.2024 to 31.03.2025	Kamalesh Khanta, SAO Debasish Dutta, AAO Debasis Suin, AAO Shambodeb Pal, AAO	03.09.2025 to 03.10.2025	20	02.09.2025

- Desk Review should be carried out by the audit Party at CRAD (HQ) on the mentioned date.** The supervising officer is requested to **furnish a comprehensive Review Note** incorporating the present position of outstanding Paras relating to previous Inspection Reports, so that Paras may be settled/updated wherever possible.
- Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer.
- No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.
- As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish the Draft Inspection Report (DIR) along with a soft copy.** Delay, if any, in submitting the DIR should be justified in writing. Party-days/man-days allotted includes party-days/man-days required for preparation of Draft IR. No additional man-days will be allowed for preparation of Draft IR.
- Draft IR must be submitted by a responsible party member who can co-relate facts and figures expressed in draft IR with K.Ds. K. D marking (i.e mentioning the position of K.Ds) on the left/ right margin of the Draft IR should be specific to the type of K/D dealt with. **K.D marking on Annexure also.**
- Contribution to Para(s)/A. Q(s) by members of the audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished** along with soft copy of IR, Annexure etc.)

Sl. No	Para No	A.Q No(s)	Contributed by

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7. The supervising officer is also requested to furnish the **Auditee Profile** (No. of sub-units e.g., LCSs, ICDs, CFSs, PUs, address, phone no, FAX No., official email ID, revenue figure, any other distinguishing activities) along with the IR to help preparation of next Audit Plan.
8. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.
9. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with the desired information.
10. As per the instructions issued by Hd. Qtrs., a copy of the **Code of Ethics is to be handed over to the head of the unit** and a certificate to the effect is to be given along with the IR.
11. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.
12. An **Index of the IR in prescribed Format** to be placed on top of the IR.
13. **Page marking of IR should be done properly.**
14. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.
15. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR.
16. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**

Copy to: All Officials of CRAD

SOMNATH MONDAL

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)



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Office Order No. CRAD/48/2025-26/22

Dated – 09-06-2025

As approved by Dy. Director/RAIDT, the tour programme for 2nd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)	Transit from & to Kolkata	Desk Review
11	Falta SEZ-Receipt Audit	01.04.2024 to 31.03.2025	Nabarun Ghosh, SAO Raj Tilak Patel, AAO Rana Halder, AAO Rajesh Kumar, Sr. Ar.	25.06.2025 to 19.08.2025 (38)	NA	24.06.2025
	Agartala Customs Division	01.04.2023 to 31.03.2025	Nabarun Ghosh, SAO Raj Tilak Patel, AAO Suvendhu Mandal, AAO	26.08.2025 to 19.09.2025 (18)	25.08.2025 & 20.09.2025	22.08.2025

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Office Order No. CRAD/48/2025-26/23

Dated – 09-06-2025

As approved by Dy. Director/RAIDT, the tour programme for 2nd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
III	Appraising Group-II	01.04.2024 to 31.03.2025	Anil Kr. Singh, SAO Abhijit Pramanik, AAO Amit Sharma, AAO Debjyoti Mitra, AAO Mihir Lal Sarkar, Supvr.	30.06.2025 to 01.09.2025	45	26.06.2025
	100% EOU	01.04.2024 to 31.03.2025	Anil Kr. Singh, SAO Abhijit Pramanik, AAO Amit Sharma, AAO Debjyoti Mitra, AAO	08.09.2025 to 29.10.2025	35	04.09.2025

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Office Order No. CRAD/48/2025-26/30

Dated – 30-06-2025

As approved by Dy. Director/RAIDT, the tour programme of Field Party-III is rescheduled as detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
III	Appraising Group-II	01.04.2024 to 31.03.2025	Anil Kr. Singh, SAO Abhijit Pramanik, AAO Amit Sharma, AAO Debjyoti Mitra, AAO Mihir Lal Sarkar, Supvr.	28.07.2025 to 30.09.2025	45	25.07.2025
	100% EOU	01.04.2024 to 31.03.2025	Anil Kr. Singh, SAO Abhijit Pramanik, AAO Amit Sharma, AAO Debjyoti Mitra, AAO	08.10.2025 to 27.11.2025	35	07.10.2025

Moreover, Shri Vikash Kr. Yadav, AAO is withdrawn from Field Party-V w.e.f. 04.07.2025 till 06.08.2025 and Ms. Soyeli Roy, AAO is posted in Field Party-V in place of Shri Yadav, AAO w.e.f. 04.07.2025 till 06.08.2025.

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Office Order No. CRAD/48/2025-26/24

Dated – 09-06-2025

As approved by Dy. Director/RAIDT, the tour programme for 2nd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
IV	Appraising Group-IV	01.04.2024 to 31.03.2025	Md. Shakeb Ayaz, SAO Md. Aftab Alam, AAO Suvendhu Mandal, AAO Bivash Kumar Samanto, AAO	26.06.2025 to 07.08.2025	30	25.06.2025
	Appraising Group-III	01.04.2024 to 31.03.2025	Md. Shakeb Ayaz, SAO Md. Aftab Alam, AAO Bivash Kumar Samanto, AAO Rajesh Kumar, Sr.Ar. (w.e.f. 22.08.2025)	13.08.2025 to 21.10.2025	45	12.08.2025

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Office Order No. CRAD/48/2025-26/25
Dated – 09-06-2025

As approved by Dy. Director/RAIDT, the tour programme for 2nd Qtr 2025-26 is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
V	Air Cargo Complex, NSCBI Airport, Kolkata	01.04.2024 to 31.03.2025	Supriya Dey, SAO Subrata Kr. Roy. AAO Vikash Kr. Yadav, AAO Nil Kamal Chowdhury, Asstt. Supvr.	25.06.2025 to 06.08.2025	30	24.06.2025
V	Appraising Group-	01.04.2024 to 31.03.2025	Supriya Dey, SAO Vikash Kr. Yadav. AAO Mayukh Biswas, AAO Nil Kamal Chowdhury, Asstt. Supvr.	12.08.2025 to 17.10.2025	45	11.08.2025

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Office Order No. CRAD/48/2025-26/29

Dated – 30-06-2025

As approved by Dy. Director/RAIDT, the tour programme for Pay and Accounts Offices are detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit & (Working Days)	Transit from & to Kolkata	Desk Review
VI	O/o the PAO-Kolkata (Customs)	01.04.2024 to 31.03.2025	Somnath Mondal, SAO (In addition to his normal allocated duties at CRAD (HQ) Debasis Suin, AAO Abhijit Pramanik, AAO Rana Halder, AAO	07.07.2025 to 18.07.2025 (10)	NA	04.07.2025
III	O/o the PAO-Siliguri (Customs)	01.04.2024 to 31.03.2025	Anil Kr. Singh, SAO Amit Sharma, AAO Vikash Kr. Yadav, AAO Mihir Lal Sarkar, Supvr.	08.07.2025 to 21.07.2025 (10)	07.07.2025 & 22.07.2025	04.07.2025

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- Copy to: All Officials of CRAD

Jaya Basu Sarkar

वरिष्ठ लेखापरीक्षा अधिकारी/सी.आर.ए.डी.(मुख्या.)



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
 OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
 जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001
 G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



Office Order No. CRAD/48/2025-26/31

Dated – 09-07-2025

As approved by Dy. Director/RAIDT, the tour programme for SAR Audit is detailed below:

Party No	Name of Unit	Period of Accounts	Party Members (Shri/Smt.)	Period of Audit	Working Days	Desk Review
VII	Falta SEZ-Certification of Accounts (SAR)	01.04.2024 to 31.03.2025	Md. Shakeb Ayaz, SAO (In addition to his normal allocated duties in Field Party-IV) Mayukh Biswas, AAO Deepanjan Mitra, AAO (Withdrawn from F.P.- I from 14.07.25 to 28.07.25) Rajesh Kumar, Sr. Ar.(upto 25.07.25)	15.07.2025 to 28.07.2025	10	14.07.2025

1. **Desk Review should be carried out by the audit Party at CRAD (HQ) on the mentioned date.** The supervising officer is requested to **furnish a comprehensive Review Note** incorporating the present position of outstanding Paras relating to previous Inspection Reports, so that Paras may be settled/updated wherever possible.
2. Paras of the previous IRs **may only be updated after proper verification to the satisfaction** of the supervising officer.
3. **No extension of party days** shall be allowed except under exceptional circumstances on a merit basis.
4. As per the instruction of D.G.A.(C), Kolkata, the supervising officer is requested to **furnish the Draft Inspection Report (DIR) along with a soft copy.** Delay, if any, in submitting the DIR should be justified in writing. Party-days/man-days allotted includes party-days/man-days required for preparation of Draft IR. No additional man-days will be allowed for preparation of Draft IR.
5. Draft IR must be submitted by a responsible party member who can co-relate facts and figures expressed in draft IR with K.Ds. K. D marking (i.e mentioning the position of K.Ds) on the left/ right margin of the Draft IR should be specific to the type of K/D dealt with. **K.D marking on Annexure also.**
6. Contribution to Para(s)/A. Q(s) by members of the audit party shall be furnished in the following format. **Soft copy of the same prepared in Excel Format to be furnished**

along with soft copy of IR, Annexure etc.)

Sl. No	Para No	A.Q No(s)	Contributed by

7. The supervising officer is also requested to furnish the **Auditee Profile** (No. of sub-units e.g., LCSs, ICDs, CFSs, PUs, address, phone no, FAX No., official email ID, revenue figure, any other distinguishing activities) along with the IR to help preparation of next Audit Plan.
8. **Allocation of work and Audit Notebook** must be furnished separately. A detailed Tour Programme, wherever applicable, should be submitted along with Draft IR.
9. As per the Internal Test Audit's (ITA) instruction, **Sl. No.17 of the Title Sheet** (Receipt Audit) should be duly filled in with the desired information.
10. As per the instructions issued by Hd. Qtrs., a copy of the **Code of Ethics is to be handed over to the head of the unit** and a certificate to the effect is to be given along with the IR.
11. **Title Sheet & Top Sheet should be filled properly** and authenticated with dated signature.
12. An **Index of the IR in prescribed Format** to be placed on top of the IR.
13. **Page marking of IR should be done properly.**
14. Copy of **sanctioned Audit Programme** should be placed in the IR File. Grading of IR should be filled in.
15. **Copies of all the Provisions** (i.e. Notifications/ Circulars/ Rules etc.) referred to in Paras should invariably accompany draft IR.
16. **The officials after completion of their assignment (Field Parties) will report to their respective concurrent Audit Groups/ Hq.**

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