

## Tour Programme of AMG-III Inspection Party No. I for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Karunakar Sahoo, Sr. AO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Harendra Kumar Nirala, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Manoj Kumar, AAO	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Nirmal Pal, Sr. Ar.	Meeting	Monthly meeting on 07.05.2025 (Wednesday)

Sl.	Unit	Date of Inspection
1	<b>Pr. Secretary to Govt. of West Bengal, PHE Deptt., (High Risk)</b> Address: Janaswasthya Karigari Bhawan (NIJALAYA), CN8, Street Number 18, CN Block, Sector V, Bidhannagar, Pin- 700091 Ph: 2952-0141 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025- Central & State Govt. Holiday) <b>(IP Nos. I &amp; VI shall jointly submit the ADM of PHE Department and IR for this unit shall be submitted by IP No. I)</b>
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Chief Engineer (Head Quarter), PHE DTE., (Low Risk)</b> Address: Janaswasthya Karigari Bhawan (NIJALAYA), CN8, Street Number 18, CN Block, Sector V, Bidhannagar, Pin- 700091 Ph: 2952-0166 <b>Period of Audit:</b> - From 04/2023 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday) <b>(IR for this unit shall be submitted by IP No. VI)</b>
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per annexure I of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the Dy. Accountant General dated 14.01.20219, the audit teams are required to submit Audit Finding Design Matrix along with Draft Inspection Report to Vetting Sections.	
3	<b>Executive Engineer, Electrical Division, PHE DTE., (High Risk)</b> Address: CIT Annex Building, P-16 India Exchange Place Extension, Kolkata – 700073, Ph: , <b>Period of Audit:</b> - From 04/2023 to 03/2025 <b>Sub-Division to be covered:</b> Howrah Mech. Sub-Division	<b>13.05.2025 (Tue) to 23.05.2025 (Fri)</b> <b>(09 days)</b>



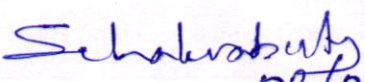
# Tour Programme of AMG-III Inspection Party No. I for 1<sup>st</sup> Qtr. of 2025-26

Sl.	Unit	Date of Inspection
	<b>Transit day for moving to Malda</b>	<b>25.05.2025 (Sun)</b>
4	<b>Deputy SE, North Bengal Circle II, PHE DTE., (Low Risk)</b> Address: North Bengal Circle II Office, Atul Market, Municipal Building (2nd Floor), Malda, Pin – 732101 <b>Period of Audit:</b> - upto 03/2025	<b>26.05.2025 (Mon) to 29.05.2025 (Thu)</b> <b>(04 days)</b>
5	<b>Executive Engineer, Malda Division, PHE DTE., (High Risk)</b> Address: Manikchak Road, Daulatpur, PHE Complex, P.O.- Maliha, Dist- Malda, Pin- 732102, Ph: 03512-279093 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Malda R.W.S. S/D	<b>30.05.2025 (Fri) to 16.06.2025 (Mon)</b> <b>(11 days)</b> (06.06.2025- State Govt. Holiday)
<b>Transit day for moving to Balurghat on 16.06.2025 (Mon) after office hours or 17.06.2025 (Tue) before office hours</b>		
6	<b>Executive Engineer, Balurghat Division, PHE DTE., (Med Risk)</b> Address: Raghunathpur, PHE Complex, PO- Beltalapark, Balurghat, Dist- Dakhin Dinajpur, Pin- 733103, Ph: 9330855060, <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Balurghat S/D	<b>17.06.2025 (Tue) to 26.06.2025 (Thu)</b> <b>(08 days)</b>
	<b>Transit day for moving to Kolkata on</b>	<b>27.06.2025 (Fri)</b> (Central & State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>30.06.2025(Mon)</b>

## General Instructions for the Field Audit Party (FAP) members:

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| <ul style="list-style-type: none"> <li>Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>Total no. of functional DDOs and auditee units with contact details</li> <li>Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li><i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> </ul> | <ul style="list-style-type: none"> <li>The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> <li>Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li><b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li><i>FAPs shall perform their audit duties through OIOS.</i></li> <li>FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
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Attested

  
 02/04/25  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Deputy Accountant General/AMG-III



## Tour Programme of AMG-III Inspection Party No. II for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Nirmalya Pramanik, Sr. AO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Jb. Aftab Alam Khan, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Kundan Kumar, AAO (after completion of six week Orientation Training Programme)	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Uday Pratap Pramanik, Sr. Ar.	Meeting	Monthly meeting on 07.05.2025 (Wednesday)

Sl.	Unit	Date of Inspection
1	<b>Secretary to Govt. of West Bengal, Deptt. of Public Works, (Low Risk)</b> Address: Nabanna, 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5444 <b>Period of Audit: - From 04/2024 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025- Central & State Govt. Holiday) <b>(IP Nos. II, IV &amp; VII shall jointly submit the ADM of PW Department and IR for this unit shall be submitted by IP No. IV)</b>
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Chief Engineer, (Hd. Qtr.), (PWSS), (Low Risk)</b> Address: Nabanna (8 <sup>th</sup> Floor), 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5494 <b>Period of Audit: - From 04/2024 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday) (ADM i.r.o PWSS shall be processed by IP No. II)
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole(para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
<b>Transit days for moving to Krishnanagar on 13.05.2025 (Tue), 19.05.2025 (Mon) &amp; 26.05.2025 (Mon) before office hours</b>		
3	<b>Executive Engineer, PWD Construction Board, Nadia (PWSS) (erstwhile Krishnanagar Division Social Sector, (Med Risk)</b> Address: - Kathalpota, P.O.- Krishnanagar, Dist.- Nadia <b>Period of Audit: - From 04/2021 to 03/2025</b> <i>Sub-Division to be covered: To be selected locally</i>	<b>13.05.2025 (Tue) to 28.05.2025 (Wed)</b> <b>(12 days)</b>



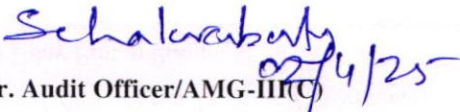
**Tour Programme of AMG-III Inspection Party No. II for 1<sup>st</sup> Qtr. of 2025-26**

Sl.	Unit	Date of Inspection
<b>Transit days for moving to Kolkata on 16.05.2025 (Fri), 23.05.2025 (Fri) &amp; 28.05.2025 (Wed) after office hours</b>		
4	<b>MD, Westing House Saxby Farmer Limited, PWD, (Low Risk)</b> Address: 4 <sup>th</sup> Floor, New Building Complex of PWD, VIP Road, Baguiati, Kolkata-700059 Email- wsfcivil@yahoo.com <b>Period of Audit: - From 04/2019 to 03/2025</b>	<b>29.05.2025 (Thu) to 05.06.2025 (Thu)</b> <b>(06 days)</b> (06.06.2025- State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>06.06.2025 (Fri)</b>
5	<b>Executive Engineer, Kolkata Division-I, (PWSS), (Med. Risk)</b> Address: 76, Dr. Sundarimohan Avenue, Kolkata-700014 Ph: 2289-0423. <b>Period of Audit: - From 04/2021 to 03/2025</b> <b>Sub-Division to be covered: Kolkata S/D-III</b>	<b>09.06.2025 (Mon) to 16.06.2025 (Mon)</b> <b>(06 days)</b>
6	<b>MD, Mackintosh Burn Limited, PWD, (Low Risk)</b> <b>MBL House, DD 18/8, Salt Lake City</b> <b>Sector 1, Kolkata-700064</b> <b>Period of Audit: - From 04/2023 to 03/2025</b>	<b>17.06.2025 (Tue) to 26.06.2025 (Thu)</b> <b>(08 days)</b> 27.06.2025 (Fri)- Central and State Govt. holiday
	<b>Headquarters' duty on</b>	<b>30.06.2025 (Mon)</b>

**General Instructions for the Field Audit Party (FAP) members:**

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|---|---|
| <ul style="list-style-type: none"> <li>• Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>• Total no. of functional DDOs and auditee units with contact details</li> <li>• Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>• The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>• Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>• <i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> <li>• The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul> | <ul style="list-style-type: none"> <li>• Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>• Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>• <b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>• The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>• <i>FAPs shall perform their audit duties through OIOS.</i></li> <li>• FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
|---|---|

Attested

  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Deputy Accountant General/AMG-III



# Tour Programme of AMG-III Inspection Party No. III for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Durgesh Shankar Shukla, Sr. AO	<b>Apr 25</b>	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Ganesh Chandra Mallik, AAO	<b>May 25</b>	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Subodh Kumar, AAO	<b>June 25</b>	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Rathindra Nath Biswas, Asstt. Supvr.	<b>Meeting</b>	Monthly meeting on 07.05.2025 (Wednesday)

Sl.	Unit	Date of Inspection
1	<b>Secretary to Govt. of West Bengal, Deptt. of Tourism, (Low Risk)</b> Address: New Secretariat Building (3 <sup>rd</sup> Flr), 1, K. S. Roy Road, Kolkata-700 001 Ph: 033-2262 5954 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025- Central & State Govt. Holiday) <b>(IP No. III shall submit the ADM of Tourism Department)</b>
	<b>Transit Day for moving to Siliguri</b>	<b>15.04.25 (Tue, State Govt. Holiday)</b>
2	<b>Jt. Director of Tourism, Siliguri, (Low Risk)</b> Address: WB, Hill Cart Road, M -4 Building, Siliguri, Darjeeling- 734003 Ph: 0353-2511979 <b>Period of Audit:</b> - From 04/2018 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday)
	<b>Transit Day for moving to Kolkata</b>	<b>26.04.2025(Sat)</b>
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
<b>Transit days for moving to Tamluk on 13.05.2025 (Tue), 19.05.2025 (Mon) and 26.05.2025 (Mon)</b>		



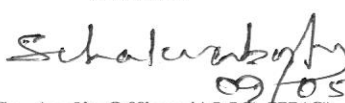
# Tour Programme of AMG-III Inspection Party No. III for 1<sup>st</sup> Qtr. of 2025-26

Sl.	Unit	Date of Inspection
3	<b>Executive Engineer, Tamluk Division (PWD), (High Risk)</b> Address: Stadium Main Gate, Hospital More, P.O-Tamluk, Dist- Midnapore- (East), Pin-721636, Ph.: 03228-263816/818 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <b>Sub-Division to be covered:</b> Haldia Const. S/D	<b>13.05.2025 (Tue) to 27.05.2025 (Tue)</b> <b>(11 days)</b>
Transit days for moving to Kolkata on 16.05.2025 (Fri), 23.05.2025 (Fri) and 27.05.2025 (Tue)		
Transit days for moving to Asansol on 28.05.2025 (Wed), 02.06.2025 (Mon) and 09.06.2025 (Mon)		
4	<b>Executive Engineer, Asansol H/Way Division, (PW/Roads), (High Risk)</b> Address: World Bank Complex, N.H. Buildings, (Near Polo Ground), Court More, P.O.- Asansol, Dist.- Paschim Bardhaman, PIN- 713304 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Durgapur H/W S/D	<b>28.05.2025 (Wed) to 13.06.2025 (Fri)</b> <b>(12 days)</b> (06.06.2025- State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>06.06.2025 (Fri)</b>
Transit days for moving to Kolkata on 30.05.2025 (Fri), 05.06.2025 (Thu) and 13.06.2025 (Fri)		
5	<b>Executive Engineer, Hooghly Construction Division, (PWD), (Med Risk)</b> Address: Chak Bazar, PO- Hooghly Dist- Hooghly, West Bengal, Pin-712103, Ph: 2680-2305 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Serampore S/D	<b>16.06.2025 (Mon) to 26.06.2025 (Thu)</b> <b>(09 days)</b> (27.06.2025- Central & State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>30.06.2025 (Mon)</b>

## General Instructions for the Field Audit Party (FAP) members:

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| <ul style="list-style-type: none"> <li>• Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>• Total no. of functional DDOs and auditee units with contact details</li> <li>• Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>• The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>• Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>• <i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> </ul> | <ul style="list-style-type: none"> <li>• <b>The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</b></li> <li>• Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>• Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>• <b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>• The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>• <i>FAPs shall perform their audit duties through OIOS.</i></li> <li>• FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
|---|--|

Attested

  
 09/05/25  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Deputy Accountant General/AMG-III



## Tour Programme of AMG-III Inspection Party No. IV for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Vikas Sahay, Sr. AO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Ram Kumar Pandit, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Jb. Rizwan Ahmed, AAO	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Samarendra Nath Parmanya, Asstt. Supvr.	Meeting	Monthly meeting on 07.05.2025 (Wednesday)

Sl.	Unit	Date of Inspection
1	<b>Secretary to Govt. of West Bengal, Deptt. of Public Works, (Low Risk)</b> Address: Nabanna, 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5444 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025 - Central & State Govt. Holiday) <b>(IP Nos. II, IV &amp; VII shall jointly submit the ADM of PW Department and IR for this unit shall be submitted by IP No. IV)</b>
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Chief Engineer (Hd.Qtr.), (PW/Rds), (Low Risk)</b> Address: Nabanna (8 <sup>th</sup> Floor), 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5494 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central Govt. Holiday) (ADM i.r.o PW/Rds. shall be processed by IP No. IV)
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
	<b>Transit Day for moving to Siliguri on</b>	<b>12.05.2025 (Mon)</b> <b>(Central &amp; State Govt. Holiday)</b>



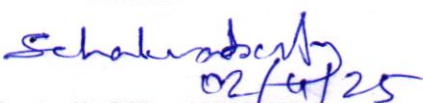
# Tour Programme of AMG-III Inspection Party No. IV for 1<sup>st</sup> Qtr. of 2025-26

Sl.	Unit	Date of Inspection
3	<b>Northern Mechanical Division (erstwhile Mechanical Divn.-IV) (PW/Rds) (Low Risk).</b> Address: Naukaghat, Siliguri Bazar, Darjeeling-734005 Ph.:0353-2561953 <b>Period of Audit:</b> - 04/2023 to 03/2025 <b>Sub-Division to be covered:</b> to be selected locally	<b>13.05.2025 (Tue) to 23.05.2025 (Fri)</b> (09days)
	<b>Transit Day for moving to Kolkata on</b>	<b>24.05.2025 (Sat)</b>
<b>Transit day for moving to Krishnagar on 26.05.2025 (Mon), 02.06.2025 (Mon) &amp; 09.06.2025 (Mon) before office hours</b>		
4	<b>Executive Engineer, Nadia Highway Division-I, (PW/Rds), (High Risk)</b> Address: Ashabari House, Ananta Hari Mitra Road, P.O- Krishnagar, Dist- Nadia, Pin- 741101, Ph: 03472-252369 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Krishnanagar S/D-II	<b>26.05.2025 (Mon) to 11.06.2025 (Wed)</b> (12 days) (06.06.2025- State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>06.06.2025 (Fri)</b>
<b>Transit day for moving to Kolkata on 30.05.2025 (Fri), 05.06.2025 (Thu) &amp; 11.06.2025 (Wed) after office hours</b>		
5	<b>Executive Engineer, Howrah Highway Division, (PW/Rds), (High Risk)</b> Address: Onkar Mal Jetia Road, under via duct, Andul Road, (2nd Bridge), Howrah- 711103, Ph: 2688-0119 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <b>Sub-Division to be covered:</b> Amta S/D	<b>12.06.2025 (Thu) to 26.06.2025 (Thu)</b> (11 days) (27.06.2025- Central & State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>30.06.2025 (Mon)</b>

## General Instructions for the Field Audit Party (FAP) members:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>• Total no. of functional DDOs and auditee units with contact details</li> <li>• Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>• The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>• Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>• <i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> <li>• The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul> | <ul style="list-style-type: none"> <li>• Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>• Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>• <b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>• The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>• <i>FAPs shall perform their audit duties through OIOS.</i></li> <li>• FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
|---|---|

Attested

  
02/07/25  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III



**Tour Programme of AMG-III Inspection Party No. V for 1<sup>st</sup> Qtr. of 2025-26**

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Jitendra Kumar, Sr. AO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Srishtedhar Dutta, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Joydeb Ghosh, AAO	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Rakesh Kr. Raushan, Sr. Ar.	Meeting	Monthly meeting on 05.05.2025 (Monday)

Sl.	Unit	Date of Inspection
1	<b>Deputy Secretary, (I&amp;CA), (High Risk)</b> Address: Nabanna, 9th floor, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah-711102, Ph: 2254-4710 <b>Period of Audit:</b> - From 04/2023 to 03/2025 (for compliance audit and collection of data/information for preparation of ADM)	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> (04 days) (10.04.2025 & 14.04.2025- Central & State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Director of Information, (I&amp;CA) (Information), (Low Risk)</b> Address: Nabanna, 9th floor, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah-711102, Ph: 2253-5112 <b>Period of Audit:</b> - From 04/2023 to 03/2025 (for compliance audit and collection of data/information for preparation of ADM)	<b>16.04.2025 (Wed) to 24.04.2025 (Thu)</b> (06 days) (18.04.2025- Central & State Govt. Holiday)
3	<b>Director of Culture, (I&amp;CA) (Culture), (Low Risk)</b> Address: Nabanna, 9th floor, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah-711102 Ph: 2253-5116 <b>Period of Audit:</b> - From 04/2023 to 03/2025	<b>25.04.2025 (Fri) to 08.05.2025 (Mon)</b> (06 days)
	<b>HQ Duty on</b>	<b>28.04.2025 (Mon), 29.04.2025 (Tue), 30.04.2025 (Wed) and 01.05.2025 (Thu, State Govt. Holiday)</b>
<b>To attend headquarters on 09.05.2025 to 16.05.2025 (five days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	



**Tour Programme of AMG-III Inspection Party No. V for 1<sup>st</sup> Qtr. of 2025-26**

Sl.	Unit	Date of Inspection
4	Joint Director, Kolkata Information Centre (I&CA) Address: I/I, A.J.C. Bose Road, Kolkata-700020. Ph: 2223-4214/ 2451/2929, Email: <a href="mailto:kic.westbengal@gmail.com">kic.westbengal@gmail.com</a> Period of Audit: - From 04/2022 to 03/2025	19.05.2025 (Mon) to 30.05.2025(Fri) (10 Days)
	Transit days for moving to Malda	01.06.2025 (Sun)
5	District Information & Cultural Officer, Malda, (I&CA), Address: Netaji Commercial Market, Distt.: Malda, PIN-732101, Ph: 03512-220477, Email: <a href="mailto:dicomalda@gmail.com">dicomalda@gmail.com</a> Period of Audit: - From 04/2022 to 03/2025	02.06.2025 (Mon) to 13.06.2025 (Fri) (9 Days) (06.06.2025- State Govt. Holiday)
	Transit days for moving to Kolkata on	14.06.2025 (Sat)
6	Executive Officer, Rajya Charukala Parshad, I/I, A.J.C. Bose Road, Kolkata-700020, Ph: 2223-5317/5454, Email: <a href="mailto:rajyacharukalaparshad@gmail.com">rajyacharukalaparshad@gmail.com</a> Period of Audit: - From 04/2022 to 03/2025	16.06.2025 (Mon) to 26.06.2025 (Thu) (09 days)
	HQ Duty on	30.06.2025 (Mon)

Following information need to be incorporated with IR failing of which IR will not be accepted:	
<ul style="list-style-type: none"> <li>Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>Total no. of functional DDOs and auditee units with contact details</li> <li>Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li><i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> <li>The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul>	<ul style="list-style-type: none"> <li>Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li><b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li><i>FAPs shall perform their audit duties through OIOS.</i></li> </ul>

Attested

*Schakrabarty*  
28/04/25  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III



## Tour Programme of AMG-III Inspection Party No. VI for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Rajeev Ranjan Akant, Sr. AO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Pallab Bandyopadhyay, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Surya Prasad Dey, AAO	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Goutam Biswas, Sr. Ar.	Meeting	Monthly meeting on 07.05.2025 (Wednesday)

Sl.	Unit	Date of Inspection
1	<b>Pr. Secretary to Govt. of West Bengal, PHE Deptt., (High Risk)</b> Address: Janaswasthya Karigari Bhawan (NIJALAYA), CN8, Street Number 18, CN Block, Sector V, Bidhannagar, Pin- 700091 Ph: 2952-0141 <b>Period of Audit: - From 04/2024 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025- Central & State Govt. Holiday) <b>(IP Nos. I &amp; VI shall jointly submit the ADM of PHE Department and IR for this unit shall be submitted by IP No. I)</b>
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Chief Engineer (Head Quarter), PHE DTE., (Low Risk)</b> Address: Janaswasthya Karigari Bhawan (NIJALAYA), CN8, Street Number 18, CN Block, Sector V, Bidhannagar, Pin- 700091 Ph: 2952-0166 <b>Period of Audit: - From 04/2023 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday) <b>(IR for this unit shall be submitted by IP No. VI)</b>
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
	<b>Transit day for moving to Siliguri on</b>	<b>12.05.2025(Mon) (Central and State holiday)</b>
3	<b>Executive Engineer, Siliguri Water Supply Division (PHED), (Med Risk)</b> Address: Babu Para, P.O.- Siliguri, Dist.- Darjeeling, PIN- 734004 Ph.- 0353-2661260 <b>Period of Audit: - From 04/2022 to 03/2025</b> <b>Sub-Division to be covered: Siliguri S/D</b>	<b>13.05.2025 (Tue) to 23.05.2025 (Fri)</b> <b>(09 days)</b>



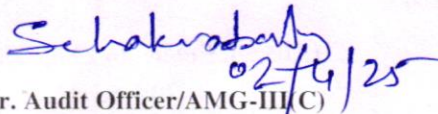
# Tour Programme of AMG-III Inspection Party No. VI for 1<sup>st</sup> Qtr. of 2025-26

Sl.	Unit	Date of Inspection
	Transit day for moving to Kolkata on	24.05.2025 (Sat)
	Transit day for moving to Burdwan on 26.05.2025 (Tue) before office hours	
4	<b>Dy. SE, Central Circle, PHE Dte. Burdwan, (Low Risk)</b> Address: - Central Circle Office, Purta Bhawan (2 <sup>nd</sup> Floor) Sadarghat, P.O.- Sripally, Dist.- Purba Baddhaman, PIN- 713103, Ph.- 0342-2542261 <b>Period of Audit:</b> - From 04/2023 to 03/2025	<b>26.05.2025 (Mon) to 29.05.2025 (Thu)</b> <b>(04 days)</b>
	Transit day for moving to Kolkata on 29.05.2025 (Thu) after office hours	
5	<b>Executive Engineer, Hooghly Division, PHE DTE., (High Risk)</b> Address: Hooghly Division Office, Hooghly Station Road. Rabidranagar, Pin – 712152, Ph.: 033-26861988, <b>Period of Audit:</b> - From 04/2021 to 03/2025 <b>Sub-Division to be covered:</b> Hooghly R.W.S. S/D	<b>30.05.2025 (Fri) to 13.06.2025 (Fri)</b> <b>(10 days)</b> 06.06.2025(Fri)- State Govt. holiday
	Headquarters' duty on	06.06.2025 (Fri, State Govt. Holiday)
	Transit day for moving to Suri on	15.06.2025 (Sun)
6	<b>Executive Engineer, Birbhum Division, PHE DTE., (Med. Risk)</b> Address: Lambodorpur Road, PHE Complex, Suri, Birbhum, Pin – 731101 Ph: 03462-255477, <b>Period of Audit:</b> - From 04/2023 to 03/2025 <b>Sub-Division to be covered:</b> Birbhum R.W.S. S/D	<b>16.06.2025 (Mon) to 26.06.2025 (Thu)</b> <b>(09 days)</b>
	Transit day for moving to Kolkata on	27.06.2025 (Fri, Central and State Govt. holiday)
	Headquarters' duty on	30.06.2025 (Mon)

## General Instructions for the Field Audit Party (FAP) members:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>• Total no. of functional DDOs and auditee units with contact details</li> <li>• Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>• The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>• Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>• <i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> <li>• The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul> | <ul style="list-style-type: none"> <li>• Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>• Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>• <b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>• The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>• <i>FAPs shall perform their audit duties through OIOS.</i></li> <li>• FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
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Attested

  
 02/06/25  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Deputy Accountant General/AMG-III



# Tour Programme of AMG-III Inspection Party No. VII for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Jb. Aftabur Rahaman, AAO	Apr 25	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Tanay Mukherjee, AAO	May 25	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Suman Das, AAO (w.e.f. 12.05.2025 to 30.05.2025 for unit at Sl. No. 3)	June 25	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Bireswar Sarkar, Sr. Ar. (w.e.f. 12.05.2025 to 30.05.2025 for unit at Sl. No. 3)	Meeting	Monthly meeting on 05.05.2025 (Monday)
5. Shri Swaroop Kumar Biswas, Ar. (w.e.f. 07.04.2025 to 09.05.2025. Again w.e.f. 28.05.2025 with two days transit for moving to Kalimpong and join Auditee unit mentioned at Sl. No. 05 on 30.05.2025).		

*N.B. Shri Suman Das, AAO and Shri Bireswar Sarkar, Sr. Ar. will move on transit to Siliguri on 12.05.2025 (Mon) and will move on return transit to Kolkata on 30.05.2025 (Thu).*

Sl.	Unit	Date of Inspection
1	<b>Secretary to Govt. of West Bengal, Deptt. of Public Works, (Low Risk)</b> Address: Nabanna, 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5444 <b>Period of Audit: - From 04/2024 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025 & 14.04.2025- Central & State Govt. Holiday) <b>(IP Nos. II, IV &amp; VII shall jointly submit the ADM of PW Department and IR for this unit shall be submitted by IP No. IV)</b>
	<b>Headquarters' duty on</b>	<b>15.04.2025 (Tue)</b>
2	<b>Chief Engineer (Hd. Qtr.), (PWD), (Low Risk)</b> Address: Nabanna (8 <sup>th</sup> Floor), 325, Sarat Chatterjee Road, Howrah- 711102 Ph: 2214-5494 <b>Period of Audit: - From 04/2024 to 03/2025</b> <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday)
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.20219</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
	<b>Transit Day for moving to Siliguri on</b>	<b>12.05.2025 (Mon, Central and State Govt. Holiday)</b>
3	<b>Executive Engineer, North Bengal Construction Division (PWD),</b>	<b>13.05.2025 (Tue) to 29.05.2025 (Thu)</b>



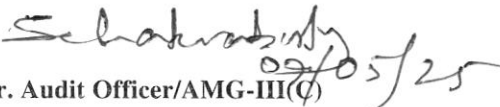
# Tour Programme of AMG-III Inspection Party No. VII for 1<sup>st</sup> Qtr. of 2025-26

Sl.	Unit	Date of Inspection
	<b>(High Risk)</b> Address: Air view More, Hilcart Road, PO- Siliguri, Dist- Darjeeling Ph.: 0353-2431529 <b>Period of Audit:</b> - From 04/2023 to 03/2025 <b>Sub-Division to be covered:</b> Kalimpong S/D	<b>(13 days)</b>
	Transit Day for moving to Siliguri after office hours on 29.05.2025 (Thu) or before office hours on 30.05.2025 (Fri)	
4	<b>Executive Engineer, Kalimpong Division, (PWD), (High Risk)</b> Address: Upper Court Road, Near Children Park, Kalimpong, Pin- 734301, SE, NBCC-II <b>Period of Audit:</b> - From 04/2021 to 03/2025 <b>Sub-Division to be covered:</b> May be selected locally	<b>30.05.2025 (Fri) to 13.06.2025 (Fri)</b> <b>(10 days)</b> (06.06.2025- State Govt. Holiday)
	<b>Transit Day for moving to Berhampore on</b>	<b>14.06.2025 (Sat) &amp; 15.06.2025 (Sun)</b>
5	<b>Executive Engineer, Berhampore Division-I, (PWD), (Med Risk)</b> Address: Fouzdari Court, PO- Berhampore, Murshidabad, West Bengal, Pin- 742101, Ph: 03482-252006 <b>Period of Audit:</b> - From 04/2022 to 03/2025 <b>Sub-Division to be covered:</b> Jangipur S/D	<b>16.06.2025 (Mon) to 26.06.2025 (Thu)</b> <b>(09 days)</b>
	<b>Transit Day for moving to Kolkata on</b>	<b>27.06.2025 (Fri) (Central &amp; State Govt. Holiday)</b>
	<b>Headquarters' duty on</b>	<b>30.06.2025 (Mon)</b>

## General Instructions for the Field Audit Party (FAP) members:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Instances of drawl of funds in order to avoid lapse of budget provision,</li> <li>• Total no. of functional DDOs and auditee units with contact details</li> <li>• Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>• The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>• Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>• <b>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</b></li> <li>• The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul> | <ul style="list-style-type: none"> <li>• Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>• Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>• <b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>• The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>• <i>FAPs shall perform their audit duties through OIOS.</i></li> <li>• FAP members (visiting auditee units located at Kolkata and nearby urban agglomerations) shall report to the HQ in case of declaration of additional holiday(s) by the State Govt.</li> </ul> |
|---|---|

Attested

  
Sr. Audit Officer/AMG-III(C)

Sd/-

Deputy Accountant General/AMG-III

**Tour Programme of AMG-III Inspection Party No. VIII for 1<sup>st</sup> Qtr. of 2025-26**

<b>Party members:</b>	<b>Month/ Event</b>	<b>List of Sat &amp; Sun/ Holidays / Events</b>
1. Shri Tufan Adhikary, Sr. AO (w.e.f. 12.05.25)	<b>Apr 25</b>	01, 05, 06, 10, 12, 13, 14, 15, 18, 19, 20, 26 & 27 (13 Holidays)
2. Shri Manabendra Nath Goswami, AAO	<b>May 25</b>	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
3. Shri Manoj Kumar Das, AAO	<b>June 25</b>	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
4. Shri Ankit Bhattacharya, Sr. Ar.	<b>Meeting</b>	Monthly meeting on 05.05.2025 (Monday)

<b>Sl.</b>	<b>Unit</b>	<b>Date of Inspection</b>
1	<b>Pr. Secretary, Water Resources Investigation &amp; Development Department, (Low Risk)</b> Address: Khadya Bhawan, Block-A (5 <sup>th</sup> Floor), 11-A, Mirza Galib Street, Kolkata- 700087, Ph: 2254-1144 <b>Period of Audit:</b> - From 04/2024 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>07.04.2025 (Mon) to 11.04.2025 (Fri)</b> <b>(04 days)</b> (10.04.2025- Central & State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>14.04.2025 (Mon) &amp; 15.04.2025 (Tue)</b>
2	<b>Addl. Chief Engineer (R&amp;D), (WRIDD), (Low Risk)</b> Address: Khadya Bhawan, Block-B (6 <sup>th</sup> Floor), 11-A, Mirza Galib Street, Kolkata- 700087, Ph: <b>Period of Audit:</b> - From 04/2024 to 03/2025 <i>(for compliance audit and collection of data/information for preparation of ADM)</i>	<b>16.04.2025 (Wed) to 25.04.2025 (Fri)</b> <b>(07 days)</b> (18.04.2025- Central & State Govt. Holiday)
<b>To attend headquarters on 28.04.2025 to 09.05.2025 (10 days) to complete the work as specified in Sl. No. a to g except c which will be completed in course of audit.</b>		
	a) Conduct desk review with the help of guard files provided to them and data/information collected from Department/Directorate.	
	b) Prepare audit design matrix for audit of the concerned department as a whole (para 4.17) of compliance auditing guidelines)	
	c) Specific unit wise plan of audit procedure as per <b>annexure I</b> of Guidance Note issued by Headquarters office may be prepared and get approved by Group Officer through Co-ordination	
	d) Selection of implementing units (pairing with units already selected/planned circulated to field audit teams) for the year 2021-22 and get the same approved by Group Officer through Co-ordination. All the 'A' category units should be mandatorily audited by the audit team. Only plan for audit of 'B' & 'C' category units may be changed with proper justification.	
	e) As per AG's instructions, guidelines for audit of beneficiary scheme customized department wise and the same should be got approved from the Group Officer. Action on the guidelines may be taken as per instruction issued by the AG in quarterly meeting held on 06.10.2017.	
	f) For updating guard files field audit teams are requested to collect required data/information/documents of the apex auditable entity/audit units/implementing units in a separate file and forward the same to Co-ordination along with draft IRs. However, the information/data as would be collected from the Department and Directorates may be incorporated in the Guard File by the audit team itself for convenience of their desk review. The addition of information/data may be appraised to the Group Officer in their notes while submitting the Audit Design Matrix for approval.	
	g) As per order of the <b>Dy. Accountant General dated 14.01.2021</b> , the audit teams are required to submit <b>Audit Finding Design Matrix</b> along with Draft Inspection Report to Vetting Sections.	
	<b>Transit Day for moving to Suri on</b>	<b>12.05.2025 (Mon) (Central &amp; State Govt. Holiday)</b>
3	<b>Executive Engineer, Mayurakshi (A-I) CAD Division, (WRIDD), (Med Risk)</b> Address: PO- Suri, Dist- Birbhum, Pin- 731101, Ph: 03462-255503 <b>Period of Audit:</b> - From 04/2018 to 03/2025 <b>Sub-Division to be covered:</b> Asstt. Engineer, Mayurakkshi (A-I) Sub-Division- I ( <i>Low Risk</i> ) Asstt. Engineer, Mayurakkshi (A-I) Sub-Division -II ( <i>Low Risk</i> ) Asstt. Engineer, Mayurakkshi (A-I) Sub-Division -III ( <i>Low Risk</i> )	<b>13.05.2025 (Tue) to 26.05.2025 (Mon)</b> <b>(10 days)</b>
<b>Transit Day for moving to Berhampore on 26.05.2025 (Mon) after office hours or 27.05.2025 (Tue) before office hours</b>		

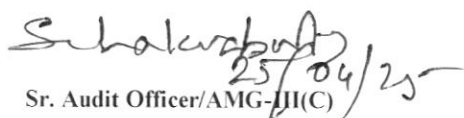


**Tour Programme of AMG-III Inspection Party No. VIII for 1<sup>st</sup> Qtr. of 2025-26**

Sl.	Unit	Date of Inspection
4	<b>Executive Engineer, Berhampore (A-I) Division, (WRIDD), (Med. Risk)</b> Address: 24/1, kalikapur Road, P.O-Berhampore, Dist- Murshidabad. Pin- 742101. Ph.: 0332-5828205 <b>Period of Audit: - From 04/2021 to 03/2025</b> <b>Sub-Division to be covered:</b> Asstt. Engineer, Beldanga (A-I) Sub-Division ( <i>Low Risk</i> ) Asstt. Engineer, Berhampore (A-I) Sub-Division ( <i>Low Risk</i> ) Asstt. Engineer, Domkol (A-I) Sub-Division ( <i>Low Risk</i> ) Asstt. Engineer, Jalangi (A-I) Sub-Division ( <i>Low Risk</i> )	<b>27.05.2025 (Tue) to 11.06.2025 (Wed)</b> <b>(11days)</b> (06.06.2025- State Govt. Holiday)
	<b>Transit Day for moving to Kolkata on</b>	<b>12.06.2025 (Thu)</b>
5	<b>Executive Engineer, Kolkata (A-I) Division, WRIDD, (Med Risk)</b> Address:49/2, Gariahat Road, Kolkata-700019 Ph.: - 2461-9646 E.E.-Ph. No-9674815808 <b>Period of Audit: - From 03/2021 to 03/2025</b> <b>Sub-Division to be covered:</b> Asstt. Engineer, Alipore (A-I) S/D ( <i>Low Risk</i> ) Asstt. Engineer, Diamond Harbour (A-I) S/D ( <i>Low Risk</i> )	<b>13.06.2025 (Fri) to 25.06.2025 (Wed)</b> <b>(09 days)</b> (06.06.25: State Govt. Holiday)
	<b>Headquarters' duty on</b>	<b>26.06.2025 (Thu)</b>

<b>Following information need to be incorporated with IR failing of which IR will not be accepted:</b>	
<ul style="list-style-type: none"> <li>Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>Total no. of functional DDOs and auditee units with contact details</li> <li>Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li><i>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</i></li> <li>The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> </ul>	<ul style="list-style-type: none"> <li>Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li><b>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</b></li> <li>The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li><i>FAPs shall perform their audit duties through OIOS.</i></li> </ul>

Attested

  
 25/04/25  
 Sr. Audit Officer/AMG-III(C)

Sd/-  
 Deputy Accountant General/AMG-III



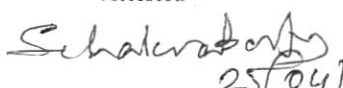
### Tour Programme of AMG-III Inspection Party No. IX for 1<sup>st</sup> Qtr. of 2025-26

Party members:	Month/ Event	List of Sat & Sun/ Holidays / Events
1. Shri Albert T. Mungsong, Sr. AO	May 25	01. 03. 04. 09. 10. 11. 12. 17. 18. 24. 25. 31 (12 Holidays)
2. Shri Siddhartha Sankar Biswas, AAO	June 25	01. 06. 07. 08. 14. 15. 21. 22. 27. 28. 29 (11 Holidays)
3. Shri Kamalakanta Bar, Supervisor	--	--
4. Shri Brojen Naskar, Asstt. Supvr.	--	--

Sl.	Unit	Date of Inspection
<b>Transit days for moving to Diamond Harbour on 19.05.2025 (Mon) &amp; 26.05.2025 (Mon) before office hours</b>		
1	Sub-Divisional Information & Cultural Officer, Diamond Harbour, (I&CA), (Med Risk) Address: S 24 Pgns. Jal Tank Para. Diamond Harbour, South 24 Parganas- 743331. Ph: (03174) 255241 Period of Audit: - From 04/2022 to 03/2025	19.05.2025 (Mon) to 28.05.2025 (Wed) (08 days)
<b>Transit days for moving to Kolkata on 23.05.2025 (Fri) &amp; 28.05.2025 (Wed) after office hours</b>		
2	Managing Director, West Bengal Film Development Corporation Limited, (I&CA), (Low Risk) Address: Sector V, Block GM, Kolkata-700 091. Ph: 2357-0865 Period of Audit: - From 04/2023 to 03/2025	29.05.2025 (Thu) to 05.06.2025 (Thu) (06 days) (06.06.2025- State Govt. Holiday)
	Headquarters' duty on	06.06.2025 (Fri) (State Govt. Holiday)
3	Chief Executive Officer, Roopkala Kendra, (I&CA), (Med Risk) Address: Sector V, Block GM, Kolkata-700 091, Ph: 2357-5743 Period of Audit: - From 04/2023 to 03/2025	09.06.2025 (Mon) to 17.06.2025 (Tue) (07 days)
4	S.D.I. and C.O. AMTA, (I&CA), (Low Risk) Vill-Amta, P.O - Amta, P.S-Amta, Dist.- Howrah, Pin-711401 Ph.- 9147770359 Mail id: - sdicoamta@gmail.com Period of Audit: - up to 03/2025	18.06.2025 (Wed) to 26.06.2025 (Thu) (07days) 27.06.2025 (Fri)- Central and State Govt. holiday
	Headquarters' duty on	30.06.2025 (Mon)

Following information need to be incorporated with IR failing of which IR will not be accepted:	
<ul style="list-style-type: none"> <li>Instances of drawl of funds in order to avoid lapse of budget provision.</li> <li>Total no. of functional DDOs and auditee units with contact details</li> <li>Beneficiary details including Bank Account No., IFS code of the bank account are to be checked in respect of all transactions initially failed but subsequently were successful during the audit period.</li> <li>The IR should contain brief description on purpose of functioning of the Audited entity and a separate para may be attempted commenting, how far the entity is fulfilling the purpose or is working keeping the purpose in view.</li> <li>Specific comments on extent of Internal Control and Internal Audit in respect of the audited entity.</li> <li>In order to comply with B.O. No. AMG - III(C) / B.O. file/ III-9/ PPG (Guidance note)/ 22-23/ 31 dated 22.11.2022 FAPs are to collect necessary information in respect of the unit allotted for the quarter at Hd. Qtr. level before the commencement of audit.</li> </ul>	<ul style="list-style-type: none"> <li>The party should complete Desk Review of all units and get them approved by GO prior to the commencement of audit for the 1<sup>st</sup> quarter of 2025-26.</li> <li>Information may be collected, and observation may be floated on beneficiary schemes in the line of approved guidelines, in case the unit executed/related to such schemes during the audit period.</li> <li>Party should not visit centres/sub centres/ subdivision other than specified one under any unit without approval of Headquarters.</li> <li>Tentative dates of audit of Sub-division(s) have been mentioned in OIOS. The same may be interchanged with proper noting in OIOS by the Inspecting Officer.</li> <li>The party should specifically mention the total no. of audited entities (with name &amp; phone No., FAX no., email id) under the control of the audited entities immediately after taking up of audit</li> <li>FAPs shall perform their audit duties through OIOS.</li> </ul>

Attested

  
25/04/25  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III



**Tour Programme of Special Party No. I & II of 1st Qtr. of 2025-26 for  
"Validation of Asset Accounts on Water Resources for the year 2022-23"**

**Party Members:**

<b>Special Party No.-I</b>	<b>Special Party No.-II</b>
1. Shri Arindam Basu, Sr. AO (Com)	1. Shri Debashis Iyer, Sr. AO (Com)
2. Shri Sujan Dasgupta, AAO (Com)	2. Shri Abhinav Mishra, AAO (Com)
3. Shri Ajay Kumar Sr. Ar.	3. Shri Hirak Kumar Rudra, Asst. Supvr

**For Party No-I**

<b>Sl. No</b>	<b>Name of the office to be inspected</b>	<b>Period of Audit</b>
1.	<b>The Joint Secretary, Irrigation &amp; Waterways Department, Jalsampad Bhavan, 3<sup>rd</sup> Floor, Western Block, Sector-II, Saltlake , Kolkata-700091</b>	09.06.2025 (Mon) to 12.06.2025 (Thu) (04 working days)

**For Party No-II**

<b>Sl. No</b>	<b>Name of the office to be inspected</b>	<b>Period of Audit</b>
1.	<b>The Deputy Secretary (Technical), PHE Department, Govt. of West Bengal, Janaswasthya Karigari Bhawan, (NIJALAYA), 6<sup>th</sup> Floor, Room N, CN-8, Street No-18, CN Block, Sector-V, Saltlake, Kolkata-700091</b>	09.06.2025 (Mon) to 12.06.2025 (Thu) (04 working days)

***Headquarters Duty for both parties on 13.06.2025 (Fri) onwards***


**Instructions:**

1. The Party is to submit a brief profile on the activities of the company in terms of the Headquarters' circular dated 13.11.2017.
2. The Party is to submit a detailed compliance report regarding the points mentioned in the Note sheet received from the Technical Support Cell (TSC).
3. Year-wise reconciliation of investment figures (viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
4. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
5. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
6. The party must enquire about and collect the Audit Notebook/ Vetting Files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
7. Compliance of previous years CAG comments on the accounts to be looked into, *if any*.
8. No deviation from the programme without prior approval of Group Officer will be permitted.



9. The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)
10. The Party may be instructed (if proposal is approved) to do the needful i.r.o. collecting another set of accounts for each year and board approval copy of accounts for each year.
11. Exit conference to be held at Group Officer level in respect of Accounts Audit (Pr. AG's instruction dated 31.12.2021).
12. ***The FAP will submit report to the Accounts Section within 13.06.2025 .***

Attested

  
05/06/25  
Sr. Audit Officer/AMG-III (C)

Sd/-

Dy. Accountant General/AMG-III

Copy to:

1. Secy. to the PAG (Audit - II), W.B.,
2. PA to DAG/ AMG - III
3. Sr. AO/ Special Party No. I
4. AAO/ AMG - III/ HQ - I (A/cs.)
5. OIOS Mapping

**Updated Tour Programme of Special Party No.-II of 1st Qtr. of 2025-26 for Validation of Asset Accounts on Water Resources for the year 2022-23.**

**Party Members:**

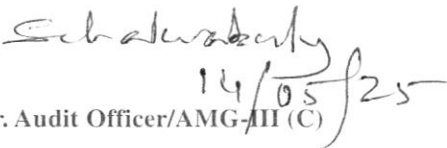
1. Shri Debashis Iyer, Sr. AO (Com)
2. Shri Abhinav Mishra, AAO (Com) (w.e.f. 15.05.2025),
3. Shri Sujan Dasgupta, AAO (Com) (w.e.f. 15.05.2025),
4. Shri Hirak Kumar Rudra, Asst. Supvr.

Sl No.	Name of the office to be inspected	Period of Audit
1.	The Principal Secretary, Water Resource Investigation & Development Department (WRIDD), Khadya Bhavan, Block A & B, (5th & 6th Floor), 11A, Mirza Galib Street, Kolkata-700087	13.05.2025 (Tue) to 20.05.2025 (Tue) (06 days)
2.	Headquarter Duty	21.05.2025 (Wed) onwards

**Instructions:**

1. The Party is to submit a brief profile on the activities of the company in terms of the Headquarters' circular dated 13.11.2017.
2. The Party is to submit a detailed compliance report regarding the points mentioned in the Note sheet received from the Technical Support Cell (TSC).
3. Year-wise reconciliation of investment figures (*viz.* Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
4. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
5. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
6. The party must enquire about and collect the Audit Notebook/ Vetting Files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
7. Compliance of previous years CAG comments on the accounts to be looked into, *if any*.
8. No deviation from the programme without prior approval of Group Officer will be permitted.
9. The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)
10. The Party may be instructed (if proposal is approved) to do the needful i.r.o. collecting another set of accounts for each year and board approval copy of accounts for each year.
11. Exit conference to be held at Group Officer level in respect of Accounts Audit (Pr. AG's instruction dated 31.12.2021).
12. The FAP will submit report to the Accounts Section within 22.05.2025.

Attested

  
14/05/25  
Sr. Audit Officer/AMG-III (C)

Sd/- 14.05.2025

Deputy Accountant General/AMG-III



**Revised Tour Programme of Special Party No.-III of 1st Qtr. of 2025-26 for Annual Accounts Audit of Saxby Farmer Limited for the year 2019-20.**

**Party Members:**

1. Shri Soumen Sarkar, Sr. A.O. (Com) (up to 02.05.2025)
2. Shri Rahul Barua, Sr. A.O. (Com) (partial supervision w.e.f. 05.05.2025)
3. Shri Abhinav Mishra, AAO(com), (wef 05.05.2025)
4. Shri Samir Mondal, AAO,
5. Shri Rajib Pandit, AAO

Sl No.	Name of the office to be inspected	Period of Audit
1.	The Managing Director, Westing House Saxby Farmer Ltd., Ali Hyder Road, Titagarh, Kolkata- 700119	28.04.2025 (Mon) to 14.05.2025 (Wed) (10 days) (01.05.2025 & 09.05.2025-State Govt. Holiday) (12.05.2025- Central & State Govt. Holiday)
2.	Headquarter Duty	01.05.2025 (Thu), 09.05.2025 (Fri) and 15.05.2025 (Thu) onwards

**Instructions:**

1. The Party is to submit a brief profile on the activities of the company in terms of the Headquarters' circular dated 13.11.2017.
2. The Party is to submit a detailed compliance report regarding the points mentioned in the Note sheet received from the Technical Support Cell (TSC).
3. Year-wise reconciliation of investment figures ( viz. Share Capital, Grant, Loans etc.) between Finance Accounts and Annual Accounts of audit unit should be made.
4. The party is to submit a review on the compliance to the comment of CAG of India/assurance given by the Management on the earlier accounts of the company.
5. Title Sheet, Check list for compliance of Accounting Standard and additional information sheet may be collected.
6. The party must enquire about and collect the Audit Notebook/ Vetting Files/ DP files relevant to the unit and refer to the register related to concurrent audit of contracts for necessary compliance.
7. Compliance of previous years CAG comments on the accounts to be looked into, if any.
8. No deviation from the programme without prior approval of Group Officer will be permitted.
9. The Party should collect information on DDO, if any. The charge of DDO should have due authentication of the Pr. AG(A&E), W.B., (KD in this regard)
10. The Party may be instructed (if proposal is approved) to do the needful i.e. collecting another set of accounts for each year and board approval copy of accounts for each year.
11. Exit conference to be held at Group Officer level in respect of Accounts Audit (Pr. AG's instruction dated 31.12.2021).

*Schakuntla*  
01/05/25  
Sr. Audit Officer/AMG-III(C)

Copy to:	Approved in the e-office by:
<ol style="list-style-type: none"> <li>1. Secy. to the PAG (Audit – II), W.B.</li> <li>2. PA to DAG/ AMG – III</li> <li>3. Sr. AO/ Special Party No. I</li> <li>4. AAO/ AMG – III/ HQ – I (A/cs.)</li> <li>5. OIOS Mapping</li> </ol>	

Digitally signed by  
Shishir Kumar Srivastava  
Date: 01-05-2025  
17:21:37

**Tour Programme of PA Team –I (Flood Management)**  
in connection with PA on Activities of Irrigation & Waterways Department in Flood Management Sector  
during 2020-21 to 2024-25

Party Members	Month	List of Sat & Sun/ Holidays/ Events during the month
Shri Ajay Kumar Sinha, Sr. AO	April 2025	26, 27 (02 Holidays)
Shri Atanu Dasgupta, AAO	May 2025	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
Shri Abhijit Majumder, AAO	June 2025	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
Shri Ayan Sarkar, AAO	July 2025	05, 06, 12, 13, 19, 20, 26, 27 (08 Holidays)
	August 2025	02, 03, 09, 10, 15, 16, 17, 23, 24, 30, 31 (11 Holidays)
	September 2025	05, 06, 07, 13, 14, 20, 21 (07 Holidays)

SI No	Name of Division with address to be visited	Dates of inspection
1.	O/o the EE, <b>Howrah Irrigation Division</b> , Onkarmal Jetia Road, P.O.- Botanical Garden, P.S.- Shibpur, Dist.- Howrah, PIN- 711 103	28.04.25 (Mon) to 16.05.25 (Fri) (12 working days)
<b>Headquarters duty on 01.05.25 (Thu) &amp; 09.05.25 (Fri) due to State Govt. holidays</b>		
2.	O/o the EE, <b>East Midnapore Division</b> , Tamluk, Dist. -Purba Midnapore, PIN-721 636	19.05.25 (Mon) to 03.06.25 (Tue) (12 working days)
3.	O/o the Chief Engineer & Project Director, <b>State Project Management Unit (WBMIFMP)</b> , I&W Dte., Jalsampad Bhavan, Salt Lake, Kolkata- 700 091	04.06.25 (Wed) to 05.06.25 (Thu) (02 working days)
<b>Headquarters duty on 06.06.25 (Fri) due to State Govt. holidays</b>		
<b>Transit to Malda on 08.06.25 (Sun)</b>		
4.	O/o the EE, <b>Malda Irrigation Division</b> , Green Park, Malda, PIN- 732 103	09.06.25 (Mon) to 24.06.25 (Tue) (12 working days)
<b>Transit to Raghunathganj on 24.06.25 (Tue) after office hour or on 25.06.25 (Wed) before office hour</b>		
5.	O/o the EE, <b>Ganga Anti-Erosion Division-I</b> , Raghunathganj, Murshidabad, PIN- 742 227	25.06.25 (Wed) to 10.07.25 (Thu) (10 working days) (27.06.25: State Govt. Holiday)
<b>Transit to Berhampore on 10.07.25 (Thu) after office hour or on 11.07.25 (Fri) before office hour</b>		
6.	O/o the EE, <b>Berhampore Irrigation Division</b> , Gorabazar, Berhampore, Murshidabad, PIN- 742 101	11.07.25 (Fri) to 25.07.25 (Fri) (11 working days)
<b>Transit to Kolkata on 26.07.25 (Sat)</b>		
7.	O/o the EE, <b>Metropolitan Electrical Division</b> , Jalsampad Bhavan, Salt Lake, Kolkata-700 091	28.07.25 (Mon) to 08.08.25 (Fri) (08 working days)
<b>Headquarters duty for discussion with GO on Audit progress on 31.07.25 (Thu) &amp; 01.08.25 (Fri)</b>		



SI No	Name of Division with address to be visited	Dates of inspection
8.	O/o the EE, <b>Lower Damodar Construction Division</b> , Fuleswar, Uluberia, Howrah- 711 316	11.08.25 (Mon) to 22.08.25 (Fri) (09 working days) (15.08.25: Central & State Govt. Holiday)
<b>Transit to Balurghat 24.08.25 (Sun)</b>		
9.	O/o the EE, <b>South Dinajpur Irrigation Division</b> , P.O.- Beltalapark, Balurghat, Dist: South Dinajpur, PIN - 733 103	25.08.25 (Mon) to 09.09.25 (Fri) (11 working days) (05.09.25: State Govt. Holiday)
<b>Transit to Kolkata on 10.09.25 (Wed)</b>		
10.	O/o the EE, <b>Basirhat Irrigation Division</b> , Dhaltitha, P.O.- Basirhat, Dist.- North 24 Parganas, PIN-743 411	11.09.25 (Thu) to 25.09.25 (Thu) <b>(11 working days)</b>
<b>HQ Duty w.e.f. 26.09.25 (Fri)</b>		

Attested

*Schakraborty*  
22/04/25  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III

**Tour Programme of PA Team –II (Flood Management)**  
in connection with PA on Activities of Irrigation & Waterways Department in Flood Management Sector  
during 2020-21 to 2024-25

Party Members	Month	List of Sat & Sun/ Holidays/ Events during the month
Sri Patit Paban Sarkar, Sr. AO	April 2025	26, 27 (02 Holidays)
Sri Sabyasachi Mahato, AAO	May 2025	01, 03, 04, 09, 10, 11, 12, 17, 18, 24, 25, 31 (12 Holidays)
Sri Narendra Kumar, AAO	June 2025	01, 06, 07, 08, 14, 15, 21, 22, 27, 28, 29 (11 Holidays)
Sri Goutam Mondal, AAO	July 2025	05, 06, 12, 13, 19, 20, 26, 27 (08 Holidays)
	August 2025	02, 03, 09, 10, 15, 16, 17, 23, 24, 30, 31 (11 Holidays)
	September 2025	05, 06, 07, 13, 14, 20, 21 (07 Holidays)

SI No	Name of Division with address to be visited	Period of visit
1.	O/o the EE, <b>Hooghly Irrigation Division</b> , Peara Bagan Road, Chinsurah, Hooghly, PIN- 712 103	28.04.25 (Mon) to 16.05.25 (Fri) (12 working days)
<b>Headquarters duty on 01.05.25 (Thu) &amp; 09.05.25 (Fri) due to State Govt. holidays</b>		
2.	O/o the EE, <b>Joynagar Irrigation Division</b> , Zilla Parishad Market Complex Building (2 <sup>nd</sup> Floor), S.D.O. Campus, Baruipur, Dist.- South 24 Parganas	19.05.25 (Mon) to 02.06.25 (Mon) (11 working days)
3.	O/o the <b>Director, River Research Institute</b> , Haringhata, Mohanpur, Dist. Nadia	03.06.25 (Tue) to 05.06.25 (Thu) (03 working days)
<b>Headquarters duty on 06.06.25 (Fri) due to State Govt. holidays</b>		
<b>Transit Berhampore on 08.06.25 (Sun)</b>		
4	O/o the EE, <b>Ganga Anti Erosion-II Division</b> , Berhampore Irrigation Compound, Cantonment Road, P.O. And P.S.- Berhampore, Murshidabad, PIN-742 101	09.06.25 (Mon) to 23.06.25 (Mon) (11 working days)
<b>Transit to Malda after office hour on 23.06.25 (Mon) or before office hour on 24.06.25 (Tue)</b>		
5.	O/o the EE, <b>Mahananda Embankment Division</b> , Green Park, P.O.- Mokdumpur, Dist.- Malda, PIN. – 732 103	24.06.25 (Tue) to 09.07.25 (Wed) (10 working days) (27.06.25: State Govt. Holiday)
<b>Transit to Jalpaiguri 10.07.25 (Thu)</b>		
6.	O/o the EE, <b>Jalpaiguri Irrigation Division</b> , Club Road, P.O.- Jalpaiguri, Dist.- Jalpaiguri, PIN- 735 101	11.07.25 (Fri) to 25.07.25 (Fri) (11 working days)
<b>Transit to Kolkata on 26.07.25 (Sat)</b>		



Sl No	Name of Division with address to be visited	Period of visit
7.	O/o the CE, (D&R) & Nodal Officer, National Hydrology Project (Surface Water), Jalsampad Bhavan, 1st Floor, Block DF, Sector - I, Salt Lake City, Kolkata 700 091	28.07.25 (Mon) to 30.07.25 (Wed) (3 working days)
<b>Headquarters duty for discussion with GO on Audit progress on 31.07.2025 (Thu) &amp; 01.08.25 (Fri)</b>		
<b>Transit to Suri on 03.08.25 (Sun)</b>		
8.	O/o the EE, Mayurakshi Head Quarters Division, Suri, Dist.- Birbhum	04.08.25 (Mon) to 18.08.25 (Mon) (10 working days) (15.08.25: Central & State Govt. Holiday)
9.	O/o the EE Mayurakshi North Canal Division, P.O.- Rampurhat, Dist.- Birbhum, PIN-731 224	19.08.25 (Tue) to 01.09.25 (Mon) (10 working days) (05.09.25: State Govt. Holiday)
<b>Transit to Durgapur after office hour on 01.09.25 (Mon) or before office hour on 02.09.25 (Tue)</b>		
10.	O/o the EE, Damodar Head works Division, DVC Colony, P.O.- Durgapur, Dist.- Paschim Bardhaman, PIN-713 202	02.09.25 (Tue) to 12.09.25 (Fri) (08 working days)
<b>Transit to Kolkata on 13.09.25 (Sat)</b>		
11.	O/o the EE, Mograhat Drainage Division, New Office Building (1 <sup>st</sup> Floor), Irrigation Campus, Puratan Bazar, P.O.- Baruipur, Dist.- South 24 Parganas, PIN- 700 144	15.09.25 (Mon) to 25.09.25 (Thu) (09 working days)
<b>Headquarters duty w.e.f 26.09.25 (Fri)</b>		

Attested

*Schakrabarty*  
22/04/25  
Sr. Audit Officer/AMG-III(C)

Sd/-  
Deputy Accountant General/AMG-III