



**INDIAN AUDIT & ACCOUNTS DEPARTMENT
DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA**

8, Kiran Shankar Roy Road, Kolkata-700001

Phone : 2254-0221

Phone : 2254 0221

Revised Audit Programme for the 3rd Quarter of 2024-25					
OAP-I					
Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review 10.10.2024					
1	BP/01	State Bank of India, CPPC, Floor 7C, 8C & 8D, Samriddhi Bhavan, 1 Strand Road, Kolkata-700001 (<i>Bank Pension, upto Sep 2024</i>)	14-Oct-24	02-Nov-24	15
2	UC-425	Kendriya Vidyalaya, Bamangachi, Howrah, P.O.- Salkia, Bamangachi, Howrah-711106 (<i>FY 2021-24</i>)	04-Nov-24	19-Nov-24	10
H- Qtr : 07/11, 08/11, 20/11			Holiday: 11/10, 31/10, 15/11		
Additional Holiday on (16/10, 07/11, 08/11 in view of closure of the units)					
1	Shri Sandesh Kumar Nagotia upto 16.11.2024		Sr. A.O.		
2	Shri Amit Kumar Sarkar upto 02.11.2024		A.A.O		
3	Shri Goutam Das		A.A.O		
4	Shri Arijit Das		A.A.O		
5	Shri Saikat Paul		Ar.		

NB: 1) Party may collect necessary information regarding structure of IR & objectives

from the Sr- AO/OA(HQ) prior to commencement of audit-

2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

4) Party will collect necessary informations regarding Complaint Cases from OAD-HQ and examine the same in details.

5) Report on complaint cases, paper clippings need to be handed over to AAO of the concerned section directly.

6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

10) Party is instructed to take up the audit of pension payments disbursed by the BB Ganguly Street Branch (Pensioners - 120), Pramathes Barua Sarani Branch (Pensioners -125), Taratala Industrial Estate Branch (Pensioners - 172), Gol Park Branch (Pensioners - 228), New Ballygunge Branch (Haltu) (Pensioners -552) and Sashi Bhushan Dey Street Branch (Pensioners- 283) of SBI, Kolkata)

11) The audit party stationed at a distance of up to 150 Kms from the Headquarter (Kolkata) is required to return to the Headquarters every weekend where both Saturday and Sunday are holidays in the auditee unit. The period of such return to the Headquarters would also include other Compulsory Holidays (if any) which may precede the Saturday or follow the Sunday.

[Signature]

Director (Inspection)

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Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-II

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 10.10.2024					
1	UC-414	Employees' State Insurance Corporation (ESIC), Hospital & Occupational Disease Centre (EZ), Joka, Kolkata, Diamond Harbour Road, PO - Joka, Kolkata- 700104 (FY 2023-24)	14-Oct-24	07-Nov-24	18
Desk Review on 08.11.2024					
2	UC-426	Indian Institute of Management, Calcutta, Diamond Harbour Road, Joka, Kolkata- 700104 (Compliance Audit FY 2023-24)	11-Nov-24	11-Dec-24	22
Desk Review on 13.12.2024					
3	BP/05	Punjab National Bank, CPPC Kolkata, United Tower, First Floor, 11 Hemant Basu Sarani, Kolkata- 700001 (Bank Pension, upto Nov 2024)	16-Dec-24	27-Dec-24	10
H- Qtr :12/12, 30/12			Holiday: 02/10, 11/10, 31/10, 15/11, 25/12		

Sl- No-	Name	Designation
1	Shri Santosh Kumar Gupta upto 28.10.2024	Sr. A.O.
2	Shri Shardul Amit Singh w.e.f. 07.11.2024 to 11.12.2024	Sr. A.O.
3	Shri Abhishek Sinha	A.A.O
4	Shri Malay Kumar Pati w.e.f. 13.12.2024	A.A.O
4	Shri Jyotish Kumar	A.A.O
5	Shri Sukumar Sikdar w.e.f. 13.12.2024	Astd. Supv.
5	Shri Abir Halder	Sr. Ar.
6	Shri Saurav Kumar 2 (Emp. Id- 1441)	Ar.

NB: 1) Party may collect necessary information regarding structure of IR & objectives

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2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

4) Party will collect necessary informations regarding Complaint Cases from OAD-HQ and examine the same in details.

5) Report on complaint cases, paper clippings need to be handed over to AAO of the concerned section directly.

6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

10) PDP Cases pertaining to IIM C, Joka may be reviewed and present position of the paras may be updated by the party in the current IR. Details of the paras may be collected by the party from OA-Report Section before proceeding to the unit.

11) Party is instructed to take up the audit of pension payments disbursed by the Birati Branch (Pensioners - 120), Hatkhola Branch (Pensioners -131), Jorasanko Branch (Pensioners - 92), Kaikhali Branch (Pensioners - 147), Kalindi West Branch (Pensioners -169), Krishnapur Bazar Branch (Pensioner-219), Patipukur Branch (Pensioner-90) and Rajarhat Branch (Pensioners- 133) of PNB, Kolkata)

12) * Shri Saurav Kumar 2, Ar. (Emp. Id- 1441) will attend headquarters on 22.11.2024

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[Signature]
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OAP-III

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 22.10.2024					
1	UC-500	National Institute of Homoeopathy, Kolkata, GE Block, Sector-III, Salt lake, Kolkata-700106 (Compliance Audit FY 2023-24)	23-Oct-24	11-Nov-24	13
Desk Review on 12.11.2024					
Transit to Uttar Dinajpur 13.11.2024					
2	UC-398	Jawahar Navodaya Vidyalaya, Uttar Dinajpur, Teesta Colony, Dalkhola, Uttar Dinajpur, West Bengal- 733201 (FY 2018-24)	14-Nov-24	23-Nov-24	8
3	UC-465	Kendriya Vidyalaya, Raiganj, BSF, Gobindapur, Mirual Uttar Dinajpur, West Bengal- 733130 (FY 2017-24)	25-Nov-24	03-Dec-24	8
4	UC-618	Kendriya Vidyalaya, Balurghat, Dakshin Dinajpur, P.O- Beltala Park, P.S- Balurghat, Distirct: Dakshin Dinajpur, State: West Bengal, Pin: 733103 (FY 2017-24)	04-Dec-24	12-Dec-24	8
Transit back to Kolkata on 13.12.2024					
Desk Review on 16.12.2024					
5	BP/06	State Bank of India, CPPC, Floor 7C, 8C & 8D, Samriddhi Bhavan, 1 Strand Road, Kolkata-700001 (Bank Pension, upto Nov 2024)	17-Dec-24	30-Dec-24	10
H- Qtr : 31/12					
Holiday: 31/10, 15/11, 25/12					

Sl- No-	Name	Designation
1	Shri Champak Ray w.e.f. 04.11.2024 to 11.11.2024	Sr. A.O.
2	Shri Krishna Kumar upto 01.11.2024 again w.e.f. 12.11.2024	Sr. A.O.
3	Shri Susanta Munshi	A.A.O
4	Shri Anil Paswan	A.A.O
5	Shri Nikhil Kumar w.e.f. 12.11.2024	Asst. Supvr.
6	Shri Abhimanew Kumar upto 11.11.2024	Sr. Ar.
7	Shri Nilesh Kumar Jha upto 11.11.2024	Ar.

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6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

10) Party is instructed to take up the audit of pension payments disbursed by the Sitalatala Branch (Pensioners - 365), Tollygunge Circular Road Branch (Pensioners - 376), New Market Branch (Pensioners - 146), IIM Branch (Pensioners - 141) of SBI, Kolkata)

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OAP-IV

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 10.10.2024					
1	UC-427	Indian Institute of Science Education and Research, Kolkata, Mohanpur, Nadia, West Bengal-741246 (Compliance Audit FY 2023-24)	14-Oct-24	07-Nov-24	18
Desk Review on 08.11.2024					
Transit to Tawang, Arunachal Pradesh on 11.11.2024 & 12.11.2024					
2	UC-186	38th Bn SSB, Tawang, Arunachal Pradesh Pin-790104 (FY 2021-24)	13-Nov-24	21-Nov-24	7
3	UC-687	67th Bn SSB, Tawang-II, Lumla, P.O.-Lomla, Dist.- Tawang, Arunachal Pradesh - 790106 (FY 2022-24)	22-Nov-24	29-Nov-24	7
Transit to Debendranagar from Tawang on 30.11.2024					
4	UC-685	68th Bn SSB, Debendranagar, P.O.-Khalihamari, P.S.- Borghat, Dist.- Sonitpur, Assam - 784026 (FY 2022-24)	02-Dec-24	09-Dec-24	7
Transit back to Kolkata on 10.12.2024 & 11.12.2024					
Desk Review on 12.12.2024					
5	BP/03	UCO Bank, 10, B.T.M. Sarani Kolkata-700 001 (Bank Pension upto Nov 2024)	13-Dec-24	26-Dec-24	10
H- Qtr : 27/12			Holiday: 11/10, 31/10, 15/11, 25/12		

Sl- No-	Name	Designation
1	Shri Soumya Chattopadhyay	Sr. A.O.
2	Shri Pritam Ghosh w.e.f. 08.11.2024	A.A.O
3	Shri Amit Kumar Sarkar w.e.f. 08.11.2024	A.A.O
4	Shri Rajat Sarkar upto 07.11.2024	A.A.O
5	Shri Malay Kumar Pati upto 07.11.2024	A.A.O
6	Shri Rabindra Kumar Shaw	Sr. Ar.
7	Shri Sandip Chakrapani upto 07.11.2024	Ar.

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2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

4) Party will collect necessary informations regarding Complaint Cases from OAD-HQ and examine the same in details.

5) Report on complaint cases, paper clippings need to be handed over to AAO of the concerned section directly.

6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

10) the party is directed to select the branches (within KMC area) and take up the audit of pension payment disbursed by them under intimation to this office, subject to the mandays allotted

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Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-V

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 14.10.2024					
1	UC-536	Regional Provident Fund Commissioner, Eastern Region , Employees' Provident Fund Organisation, DK Block, Sector II, Salt Lake City, Kolkata- 700091 (FY 2022-24)	15-Oct-24	27-Nov-24	30
Desk Review on 02.12.2024					
2	UC-541	Sports Authority of India, NSEC, Kolkata, Netaji Subhas Eastern Centre, Sector - III, Salt Lake, Kolkata - 700098 (FY 2023-24)	03-Dec-24	07-Jan-25	25
H- Qtr : 28/11 ,29/11, 08/01/2025					
Holiday: 02/10, 11/10, 31/10, 15/11, 25/12					

Sl- No-	Name	Designation
1	Shri Vyomkesh upto 08.11.2024	Sr. A.O.
2	Shri Debtanu Mondal w.e.f. 11.11.2024	Sr. A.O.
3	Shri Anup Kumar	A.A.O
4	Shri Kunjan Kumar	A.A.O
5	Shri Abhijit Chakrabarty	Supvr.
6	Shri Bishal Kumar Rajak	Sr. Ar.

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9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

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OAP-VI

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 10.10.2024					
1	UC-834	Water Wing BSF Rajarhat, No. II- E/1, Action Area - II/E, New Town, Kolkata- 700161 (FY 2013-24)	14-Oct-24	16-Oct-24	3
		Base Workshop, Water Wing BSF, Hasnabad	17-Oct-24	25-Oct-24	8
Desk Review on 30.10.2024					
2	UC-413	Employees' State Insurance Corporation, West Bengal Region, Kolkata, 5/1, Grant Lane. Panchdeep Bhawan, Kolkata -700012 (FY 2023-24)	01-Nov-24	14-Jan-25	50
H- Qtr : 28-/10-29/10, 31/12, 15/01/25			Holiday: 11/10, 31/10, 15/11, 25/12		

Sl- No-	Name	Designation
1	Shri Dipak Halder w.e.f. 30.10.2024	Sr. AO
2	Shri Debtanu Mondal upto 28.10.2024	Sr. AO
3	Shri Priyesh Kumar	A.A.O.
4	Shri Rajat Sarkar w.e.f. 11.11.2024	A.A.O.
5	Shri Tushar Patra w.e.f. 18.11.2024	A.A.O.
6	Shri Narayan Chandra Rana upto 14.11.2024	A.A.O.
7	Shri Sukumar Sikdar upto 28.10.2024	Asst. Supvr.
8	Shri Samareesh Chandra Sarkar w.e.f 30.10.2024	Asst. Supvr.
9	Shri Abhisek Das w.e.f. 01.11.2024	Ar.

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8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Inspecting Officer is required to do the complete field visit in OIOS while leaving the party.

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Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-VII

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 04.10.2024					
1	BP/02	Punjab National Bank, CPPC Kolkata, United Tower, First Floor, 11 Hemant Basu Sarani, Kolkata- 700001 (<i>Bank Pension, upto Sep 2024</i>)	07-Oct-24	29-Oct-24	15
Desk Review on 01.11.2024					
2	UC-120	Central Government Health Scheme, 6, Esplanade East, Kolkata- 700069 (<i>FY 2023-24</i>)	04-Nov-24	15-Jan-25	50
H- Qtr :30/10, 31/12, 16/01/25			Holiday: 11/10, 31/10		

Sl- No-	Name	Designation
1	Shri Champak Ray (<i>07.10.2024</i>)	Sr.AO
2	Shri Rakesh Kumar Mahatha <i>w.e.f. 28.10.2024</i>	Sr.AO
3	Shri Saibal Biswas	A.A.O.
4	Shri Kamta Prasad Bharti <i>upto 18.10.2024 and again w.e.f. 28.10.2024 to 30.10.2024</i>	A.A.O.
5	Shri Bariyar Hansda <i>w.e.f. 04.11.2024</i>	A.A.O.
6	Shri Ravi Kumar Singh	A.A.O.
7	Shri Bijoy Kumar Dhank	Asst. Supvr.

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9) The respective Inspecting Officer is required to do the complete field visit in OIOS while leaving the party.

10) Party is instructed to take up the audit of pension payments disbursed by the Bow Bazar Branch (pensioner-88), Salkia Branch (pensioners - 259), Broad Street Branch (pensioner- 52), Deshpriya Park Branch (pensioner-147), Hazra Road Branch (pensioner- 86), Cossipore Road Branch (Pensioner- 135), Dum Dum Park Branch (Pensioner- 106), Purbachal branch (Pensioner- 182) Hati Bagan Branch (Pensioner- 153) and Golf Green branch (Pensioner- 248) of PNB, Kolkata

11) Shri Kamta Prasad Bharti, AAO is attending All India Training Program on Health (Audit of Hospital Management) at RCB&KI, Ranchi *w.e.f. 21.10.2024 to 24.10.2024*

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Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-VIII

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
1	BP/ACM	Ad-hoc Committee Meeting, Indian Bank, 377 Allahabad Bank Building, 378, Salt Lake Bypass, GD Block, Sector-3, Bidhannagar, Kolkata, West Bengal- 700106	14-Oct-24	18-Oct-24	5
Desk Review on 21.10.2024					
2	BP/04	Indian Bank, Zonal Office Kolkata Central, Plot no. 377 & 388, Block-GD, Sector-III, Salt Lake, Kolkata-700106 (Bank Pension upto Aug 2024)	22-Oct-24	13-Nov-24	16*
Desk Review on 14.11.2024					
3	UC-569	Indian Institute of Engineering Science and Technology, Shibpur, Howrah,Botanical Garden, Howrah, West Bengal- 711103 (Compliance Audit FY 2023-24)	18-Nov-24	10-Dec-24	17
Desk Review on 13.12.2024					
4	UC-542	Science City, Kolkata, J.B.S Haldane Avenue, Kolkata- 700046 (FY 2023-24)	16-Dec-24	06-Jan-25	15
H- Qtr : 14/11, 11/12, 12/12, 07/01/2025			Holiday: 31/10, 15/11, 25/12		
Additonal Bank Holiday on 07.11.2024 on account of Chhath Puja					

Sl- No-	Name	Designation
1	Shri Arun Maitra w.e.f. 16.12.2024	Sr. A.O.
2	Shri Ashish Kumar Mondal upto 02.11.2024 again w.e.f. 11.11.2024 to 10.12.2024	Sr. A.O.
3	Shri Partha Das w.e.f. 22.10.2024	A.A.O.
4	Shri Tushar Patra upto 13.11.2024	A.A.O.
5	Shri Subhankar Roy Chowdhury	A.A.O.
6	Shri Anand Kumar w.e.f 13.12.2024	Astt. Supv.
7	Shri S K Shamim upto 18.10.2024	Sr. Ar.
8	Shri Souvik Mukherjee w.e.f 27.11.2024 to 10.12.2024	Sr. Ar.
9	Shri Vikram Kumar Meena	Ar.

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9) The respective Inspecting Officer is required to do the complete field visit in OIOS while leaving the party.

10) Party is instructed to take up the audit of pension payments disbursed by the Parnashree Pally Branch (Pensioners - 91), Naktala Branch (Pensioners -93), D H Road (Pensioners -148), Entally Branch (Pensioners -96), Gopal Lal Thakur Road Branch (pensioner- 90), Tollygunge I (pensioner 182) Tollygunge II (EAB)(Pensioner- 98), Kankurgachi Branch (pensioner 70) Paikpara Branch (pensioner 123) Santoshpur Branch (pensioner - 217) Beliaghata Branch (Pensioners- 157) of Indian Bank, Kolkata)

11) The party is instructed to collect the details of the outstanding paras and review the same at OAD-HQ w.e.f. 08.10.2024 to 10.10.2024

12) The party is instructed to submit the report at OAD-HQ as soon as possible during the Bank Pension audit.

*13) The Exit Conferencne in respect of the Indian Bank, Zonal Office Kolkata was conducted on 14.11.2024 (F/N) due to non avaiability of concerned Officers/Officials of Indian Bank, Zonal Office, Kolkata on 13.11.2024. The party attended OAD/HQs. for desk review on 14.11.2024 as already scheduled in the approved programme.

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Director (Inspection)



INDIAN AUDIT & ACCOUNTS DEPARTMENT
DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA

8, Kiran Shankar Roy Road, Kolkata-700001

Phone : 2254-0221

FAX: 2262-1621

Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-IX

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 21.10.2024					
1	UC-430	Indian Statistical Institute, Kolkata, 203, Barrackpore Trunk Road, Kolkata-700108 (Compliance Audit FY 2023-24)	22-Oct-24	19-Dec-24	40
Desk Review on 24.12.2024					
2	UC-391	Birla Industrial & Technological Museum, Kolkata, 19A, Gurusaday Road, Kolkata-700019 (FY 2023-24)	26-Dec-24	16-Jan-25	16
H- Qtr : 29/11, 20/12, 23/12, 17/01/2025			Holiday: 31/10, 15/11, 25/12		

Sl- No-	Name	Designation
1	Smt Sumita Banerjee w.e.f 04.12.2024 to 23.12.2024	Sr. A.O.
2	Shri Soumava Chakrabarty upto 02.12.2024 again w.e.f. 24.12.2024	Sr. A.O.
3	Shri Sounak Dutta Roy w.e.f. 28.10.2024	A.A.O.
4	Shri Birendra Kumar Jha upto 01.11.2024 again w.e.f. 11.11.2024	A.A.O.
5	Shri Chayan Mukherjee upto 23.12.2024	Ar.
6	Shri Saurav Kumar 1 w.e.f. 24.10.2024	Ar.

NB: 1) Party may collect necessary information regarding structure of IR & objectives from the Sr- AO/OA(HQ) prior to commencement of audit-

2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

4) Party will collect necessary informations regarding Complaint Cases from OAD-HQ and examine the same in details.

5) Report on complaint cases, paper clippings need to be handed over to AAO of the concerned section directly.

6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Inspecting Officer is required to do the complete field visit in OIOS while leaving the party.

10)* Shri Soumava Chakrabarty, Sr. A.O and Shri Sounak Dutta Roy, AAO will attend headquarters on 22.11.2024 before proceeding to ISI, Bangalore, Centre.

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Revised Audit Programme for the 3rd Quarter of 2024-25

OAP-X

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 18.11.2024					
Transit to Kharagpur on 19.11.2024 (Morning)					
1	UC-428	Indian Institute of Technology, Kharagpur, P.O.- Kharagpur, PO-Kharagpur, West Bengal-721302 (Compliance Audit (FY 2023-24))	19-Nov-24	27-Dec-24	28
Transit back to Kolkata on 28.12.2024					
H- Qtr : 30/12			Holiday: 25/12		

1	Shri Sandesh Kumar Nagotia	Sr. A.O.
2	Shri Manish Kumar	A.A.O
3	Shri Narayan Chandra Rana	A.A.O
4	Shri Rahul Ganguly	Sr.Ar.

NB: 1) Party may collect necessary information regarding structure of IR & objectives

from the Sr- AO/OA(HQ) prior to commencement of audit-

2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

4) Party will collect necessary informations regarding Complaint Cases from OAD-HQ and examine the same in details.

5) Report on complaint cases, paper clippings need to be handed over to AAO of the concerned section directly.

6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

10) PDP Cases pertaining to IIT, Kharagpur may be reviewed and present position of the paras may be updated by the party in the current IR. Details of the paras may be collected by the party from OA-Report Section before proceeding to the unit.

11) The audit party stationed at a distance of up to 150 Kms from the Headquarter (Kolkata) is required to return to the Headquarters every weekend where both Saturday and Sunday are holidays in the auditee unit. The period of such return to the Headquarters would also include other Compulsory Holidays (if any) which may precede the Saturday or follow the Sunday.

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Audit Programme for the 3rd Quarter of 2024-25

OAP-XII

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 09.12.2024					
1	UC-102	National Sample Survey Office, Field Operations Division, Kolkata, CGO Complex, 2nd Floor, E-Wing, Sector Block-DF, Saltlake, Kolkata-700064 (FY 2021-24)	10-Dec-24	18-Dec-24	7
Desk Review on 19.12.2024					
Transit to Bagafa, Tripura on 20.12.2024					
3		109 Bn BSF, Bagafa, Santir Bazar, Tripura-799144 (FY 2015-24)	21-Dec-24	30-Dec-24	7
Transit to Agartala, Tripura on 31.12.2024					
2	UC-219	Frontier Head Quarter, Border Security Force, Tripura, P.O.-Salbagan, Agartala, Tripura-799012 (FY 2021-24)	01-Jan-25	14-Jan-25	10
Transit back Kolkata on 15.01.2025					
H- Qtr : 16/01/2025			Holiday: 25/12		

1	Shri Shardul Amit Singh w.e.f. 13.12.2024	Sr. A.O.
2	Shri Ajay Chaurasia	A.A.O
3	Shri Rabindra Nath Bala	A.A.O
4	Shri S K Shamim	Sr. Ar.

NB: 1) Party may collect necessary information regarding structure of IR & objectives

from the Sr- AO/OA(HQ) prior to commencement of audit-

2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

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6) The party is required to collect the Master File for Risk Analysis from OAD/HQs and submit the same to OAD/HQs on completion of audit after updating Risk Analysis based on CR Module and determining the Risk Score.

7) All the vouchers pertaining to test month must be checked by audit.

8) The party is required to fill all the relevant fields of Top Sheet and Title Sheet. Further, KD marking should be done properly.

9) The respective Sr. AO is required to do the complete field visit in OIOS while leaving the party.

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Audit Programme for the 3rd Quarter of 2024-25

OAP-XIII

Sl- No-	Statement & Item No-	Name of the Unit	Audit from	Audit to	No- of days
Desk Review on 13.12.2024					
Transit to Durgapur on 16.12.2024					
1	UC-503	National Institute of Technology, Durgapur, M.G. Avenue Durgapur, Burdwan, West Bengal-713209 (FY 2023-24)(Compliance Audit)	17-Dec-24	03-Jan-25	13
Transit back Kolkata on 04.01.2025					
H- Qtr : 06/01/2025			Holiday: 25/12		

1	Shri Ashish Kumar Mondal	Sr. A.O.
2	Shri Arghya Ghosh	A.A.O
3	Shri Deepak Kumar - II	A.A.O
4	Shri Souvik Mukherjee	Sr. Ar.

NB: 1) Party may collect necessary information regarding structure of IR & objectives

from the Sr- AO/OA(HQ) prior to commencement of audit-

2) Collect the paper clippings, if any-

3) See Special Point Register & Collect List of Outstanding Paras from the concerned section-

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