



भारतीय लेखा तथा लेखा-परीक्षा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
महानिदेशक, लेखा परीक्षा का कार्यालय, केन्द्रीय, कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA
सीमा शुल्क प्राप्त लेखापरीक्षा विभाग
CUSTOMS RECEIPT AUDIT DEPARTMENT
जि. आई. प्रेस बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता - 700001
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA-700001

Office Order (Inspn) No. 31 /2015-16 (Revised)

Dated: 07-01-16

As approved by Dy. Director/RA-IDT, the following officials have been nominated to take up the audit as detailed below:-

Sl. No.	Name of the unit	Name of the officials	ID No. WBKLV 401	Period of A/c to be audited	Period of visit	No. of party days
1	Customs House Treasury	i) Shri Santanu Banerjee, AAO ii) Shri Nitish Kumar, AAO iii) Shri Arijit Saha, Sr. Ar	0460 0827 0851	01-01-14 to 31-03-15	25-01-16 to 29-01-16	4

The party will be supervised by Shri Karma Lodey, Sr. AO (ID No.:- WBKLV 401 0163)

The supervising officer is requested to furnish a comprehensive review note incorporating the present position of outstanding paras relating to previous Inspection Reports, so that paras may be settled/updated wherever possible.

No extension of party days shall be allowed except under exceptional circumstance on merit basis.

- 1 As per the instruction of D.G.A.(C)/Kolkata the supervising officer is requested to furnish Draft Inspection Report(DIR) alongwith soft copies within two days from the date of completion of Inspection work. Delay, if any, in submitting the DIR should be justified in writing. Party-days/man-days allotted includes party-days/man-days required for preparation of Draft IR. No additional man-days will be allowed for preparation of Draft IR.
- 2 Draft IR must be submitted by a responsible party member who can co-relate facts and figures expressed in draft IR with K/Ds. K/D marking (i.e mentioning the position of K/Ds) on the left/ right margin of the Draft IR should be specific to the type of K/D dealt with.
- 3 Contribution to Para(s)/A.Q(s) by members of audit party shall be furnished in the following format:

Sl. No	Para No	A.Q No(s)	Contributed by	To be filled by CRA-HQ staff		
				PDP No.	SF No.	DP No.

- 4 The supervising officer is also requested to furnish the auditee profile (No. of subunits e.g., LCSs, ICDs, CFSs, PUs, address, phone no, FAX No., official email ID, revenue figure, any other distinguishing activities) along with the IR to help preparation of next Audit Plan.
- 5 Allocation of work and Audit Note Book must be furnished with separately. Detail Tour Programme, wherever applicable, should be submitted alongwith Draft IR.
- 6 As per the Internal Test Audit's (ITA) instruction, the Sl. No.17 of the Title Sheet (Receipt Audit) should be duly filled in with desired information.
- 7 As per the instruction issued from Hd. Qtrs., copy of the Code of Ethics is to be handed over to the head of the unit and a certificate to the effect is to be given along with the IR.
- 8 Title Sheet & Top Sheet should be filled in properly and authenticated with dated signature.
- 9 Page marking/indexing should be done properly. Copy of sanctioned Audit Programme should be placed in the IR Files. Grading of IR should be filled in. Complete Review Note should be submitted with the IR.

Sd/-

ले.प.अ./सी.आर.ए.डी.

Copy to: -

- i) Shri Karma Lodey, Sr. AO
- ii) Shri Santanu Banerjee, AAO
- iii) Shri Nitish Kumar, AAO
- iv) Shri Alope Kumar Mazumdar, AAO
- iv) Shri Arijit Saha, Sr. Ar
- v) AO/CRAD,IR