



Government of Tripura
Forest Department



Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, West Tripura 799012

Phone: +91-3812397022, e-mail: tripurajica@gmail.com, Website: jica.tripura.gov.in

To
The District Management Unit Chiefs,
West/Sepahijala/Khowai/
Gomati/ North/Unakoti/ South

Sub District Management Unit Chief,
Gumti WLS

Subject: Statutory Audit schedule for 7 DMUs & Gumti WLS under TRIPURA JICA (SCATFORM) PROJECT for the FY 2024-25 regarding....

Sir,

With reference to the subject cited above, please find below the audit schedule for the 7 DMUs and SDMU Gumti WLS under the Tripura JICA (SCATFORM) Project, as submitted by M/s A. K. Pal & Associates, Chartered Accountants, Banerjee Para, Krishnanagar, Agartala for conducting Statutory Audit for the FY 2024-25 of 7 DMUs and one SDMU Gumti WLS along with PMU. The statutory audit of the aforementioned project accounts is scheduled to commence from 21st July 2025 onwards, starting at 10:30 AM at the respective locations as detailed in the table below:-

Sl.No	Location for Audit	Date of Audit	Name of the Contact Person & Contact No.
1	Divisional Management Unit, North	21/07/2025 & 22/07/2025	Satyajit Dey & Other Audit Assistants Mob:9436962608
2	Divisional Management Unit, Unakoti	22/07/2025 & 23/07/2025	Arnab Banerjee & Other Audit Assistants Mob:9436962608
3	Sub-Divisional Management Unit, Gumti WLS,Dhalai	23/07/2025 & 24/07/2025	Arnab Banerjee & Other Audit Assistants Mob:9436962608
4	Divisional Management Unit, Khowai	24/07/2025 & 25/07/2025	Satyajit Dey & Other Audit Assistants Mob:9436962608
5	Divisional Management Unit, Sepahijala	25/07/2025 & 28/07/2025	Arnab Banerjee & Satyajit Dey Mob:9436962608
6	Divisional Management Unit, South	28/07/2025 & 29/07/2025	Arnab Banerjee & Other Audit Assistants Mob:9436962608

Sl.No	Location for Audit	Date of Audit	Name of the Contact Person & Contact No.
7	Divisional Management Unit, Gomati	29/07/2025 & 30/07/2025	Satyajit Dey & Other Audit Assistants Mob:9436962608
8	Divisional Management Unit, West	30/07/2025 & 31/07/2025	Satyajit Dey & Other Audit Assistants Mob:9436962608
9	Project Management Unit	31/07/2025	Arnab Banerjee & Satyajit Dey Mob:9436962608

2. You are requested to provide all documents relating to accounts of DMUs & Gumti WLS under your jurisdictions as per their requirement for the above cited purpose and also provide accommodation/conveyance if necessary.

It is hereby also requested you to inform all the concern persons to remain present with the following required documents for the F.Y 2024-25:-

- All related payment Vouchers.
- All related Utilization Certificates.
- Cash Book.
- All Bank Statement/Pass Book.
- Work Order Register.
- Budget Control Register.
- Any other related Register if necessary.

3. This is for your kind information and doing the needful cooperation.

Sd/-

(Pravin Agrawal, IFS)
Chief Executive Officer and Project Director
Tripura JICA Project (SCATFORM)

Copy to:-

- The PS to CEO & PD, Tripura JICA(SCATFORM) Project for kind information of the CEO & PD, Tripura JICA(SCATFORM) Project.
- The Director SFM/LCD/M&E,Tripura JICA (SCATFFORM) Project for information.
- Asstt Director (M & E)-DDO, PMU, Tripura JICA Project for information and necessary coordination and compliances.
- PM Audit Tripura JICA Project for information and necessary coordination and compliances.
- All PMs/PE/GISO/SECTION INCHARGE of this office for necessary coordination if any.
- Accountant (SOE & S&T) of this office. They have to take necessary action in regard to auditing of accounts of PMU.
- Cashier PMU, Tripura JICA Project for necessary action in regard to auditing of accounts of PMU.
- Store/ Vehicle Incharge/ OM for necessary action in regard to auditing of accounts of PMU.
- Communication Officer for information & necessary action.
- M/s A. K. Pal & Associates for kind information & necessary action.

Dr. Wangdup Bhutia, IFS
Director -Administration, Finance & Audit
Tripura JICA (SCATFORM) Project