

Office of the Principal Accountant General (Audit-I), Madhya Pradesh
Audit Bhawan, Jhansi Road, Gwalior

No. SMU/F-1/2025-26/CAG Conclave-VI/00-18

Date: 04 June 2025

Office Order

C&AG's Strategic Leadership Conclave was held on 28 & 29 April 2025. The Action Taken Points emanating from the Conclave have been circulated vide letter no. 189/35-SMU/2025 dated 14 May 2025 by the Strategic Management Unit of Office of the Comptroller and Auditor General of India. One of the instructions involving action on "Administrative Issues and Housekeeping". The following actions are to be taken by this office:

Internal Test Audit (ITA) Cell serves as a crucial form of internal control mechanism within field offices, ensuring compliance, accountability, and continuous improvement in operational efficiency. **ITA Cell has already been constituted in this office.** In order to further strengthen its role and ensure systematic monitoring, the following instructions are issued for strict compliance:

1. **Annual Audit Plan:** The ITA Cell shall prepare a comprehensive **Annual Audit Plan** for the financial year, covering all major operational, administrative, and financial functions of the office. The plan should include audit timelines, scope, methodology, and resource allocation.
2. **Implementation and Monitoring:** The implementation of the Annual Audit Plan shall be closely monitored by the PAG. HoDs are responsible for extending full cooperation to the ITA Cell and ensuring timely action on audit findings and recommendations.
3. **Reporting:** The ITA Cell shall submit quarterly progress reports to the PAG, outlining the audits conducted, observations made, and corrective actions initiated.
4. **Review Mechanism:** A periodic review of the audit findings and compliance status will be conducted at the HoD level between Sr.AO/ITA and concerned Group Officer to assess the effectiveness of internal controls and to facilitate continuous improvements.

(This issues under the instructions of the Principal Accountant General)
(Authority: HQ letter No. 189/35-SMU/2025 dated: 14 May 2025)

Sd/-
Senior Audit Officer
SMU

No. SMU/F-1/2025-26/CAG Conclave-VI/00-18/495 to 505
18/4

Date: 04 June 2025

Copy for information and necessary action to:

- 1) Deputy Accountant General/ Admin & AMG-V
- 2) Deputy Accountant General/AMG-I/ AMG-II/ AMG-III/ AMG-IV
- 3) Sr. Audit Officer/ Report-I/ Report-II
- 4) Secy to Principal Accountant General
- 5) Sr. Audit Officer/ ITA
- 6) Sr. Audit Officer/ Vetting all AMGs
- 7) Sr. Audit Officer/ Report all AMGs
- 8) Sr. Audit Officer/ APDAC
- 9) Sr. Audit Officer/ IS Wing for uploading on Internet/Intranet

- 10) Shri Naresh Ahuja, AAO to ensure uploading on Internet/Intranet
- 11) All Sr. Audit Officers/ Assistant Audit Officers
- 12) All Sections
- 13) Guard File


Senior Audit Officers
SMU