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

No. SMU/F-14/2025-26/OIOS/OO-59   Date: 05 August 2025

Office Order

Subject: Implementation of Toolkit for Submission of Event Reports through OIOS Data Collection Platform.

1.1. Data Support Section (SMU) has developed a toolkit for the submission of Event Reports by Sections through the OIOS data collection platform.

1.2. Until further orders, Event Reports shall be submitted **both through the currently used medium and via the new toolkit.** Responses via the toolkit may only be submitted by the designated officers (Data Collectors) nominated by the respective Sections in response to SMU letter no. No. SMU/F-64/2025-26/DCTK/STR-1013 dated 22 July 2025. Submissions must be made within the stipulated timeframe as communicated.

1.3. The Assistant Audit Officer of OE-13 Section has been designated as the **Project Manager** for this initiative. The Project Manager is authorized to submit responses as well as download the responses submitted by all Sections.

1.4. The detailed procedure for submitting and downloading responses is provided in **Annexure-I.**

1.5. **The Training Section** will organize a training session on the above process **after 5th September 2025,** once all Sections have submitted their responses.

1.6. The **IS Wing** will generate the MS Teams link for the training session and make necessary arrangements to ensure the **recording of the session.**

(This issues under the instructions of the Principal Accountant General)

Sd/-

Senior Audit Officer
SMU
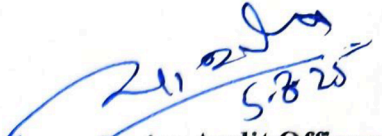
No. SMU/F-14/2025-26/OIOS/STR- 1213 to 1233   Date: 05 August 2025

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

1. Process of submitting responses

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│                     │      │                     │      │   You can Save      │
│   Login to OIOS     │      │  Fill and submit    │──────│   Draft if not      │
│                     │      │  your response      │      │   completed and     │
│                     │      │                     │      │   can reaccess      │
└─────────┬───────────┘      └─────────┬───────────┘      └─────────┬───────────┘
          │                            │                            │
┌─────────┴───────────┐      ┌─────────┴───────────┐      ┌─────────┴───────────┐
│  Click on Initial of│      │                     │      │     Submit          │
│  your name / picture│      │       New           │      │ (when filled all    │
│  (in top right      │      │                     │      │   the details)      │
│   corner)           │      │                     │      │                     │
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          │                            │
┌─────────┴───────────┐      ┌─────────┴───────────┐
│                     │      │     DCTK-           │
│  Log in to data     │──────│  3404_EVENT         │
│  collection portal  │      │    REPORT           │
│                     │      │                     │
└─────────────────────┘      └─────────────────────┘
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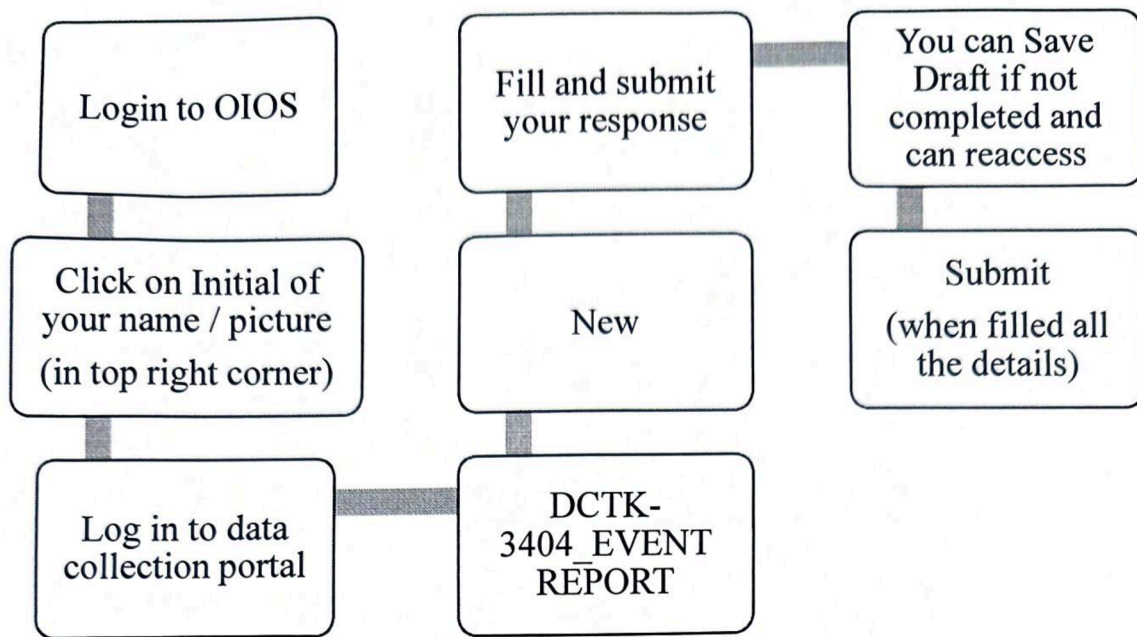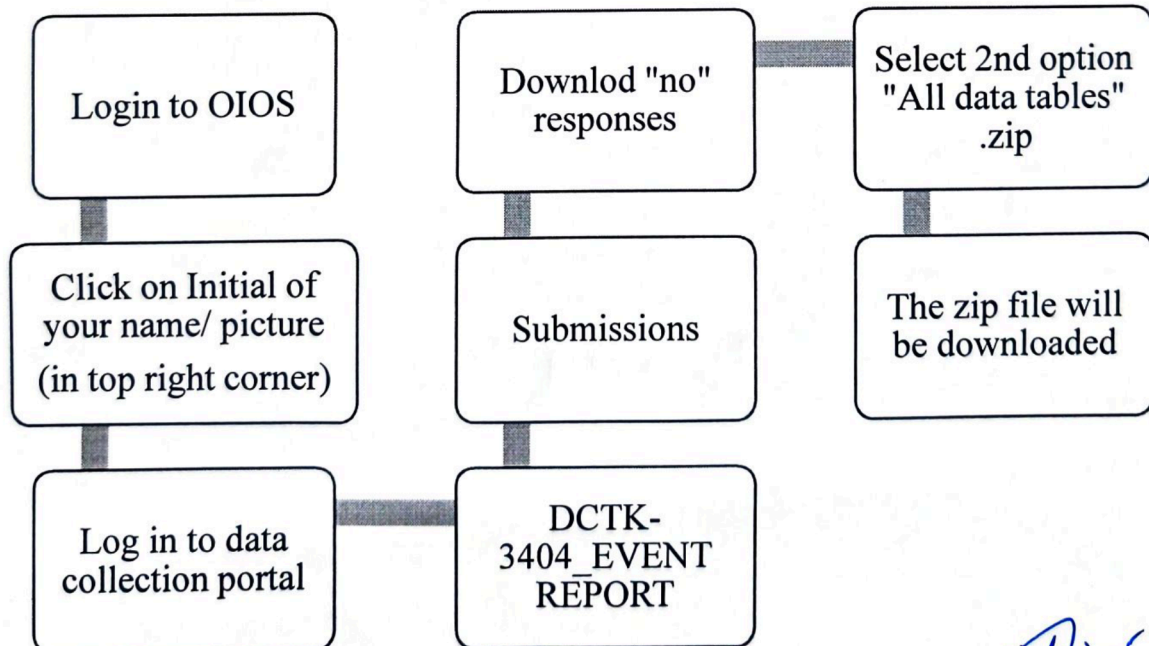
2. Process of downloading responses

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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│                     │      │                     │      │  Select 2nd option  │
│   Login to OIOS     │      │  Downlod "no"       │──────│  "All data tables"  │
│                     │      │  responses          │      │       .zip          │
│                     │      │                     │      │                     │
└─────────┬───────────┘      └─────────┬───────────┘      └─────────┬───────────┘
          │                            │                            │
┌─────────┴───────────┐      ┌─────────┴───────────┐      ┌─────────┴───────────┐
│  Click on Initial of│      │                     │      │  The zip file will  │
│  your name/ picture │      │   Submissions       │      │  be downloaded      │
│  (in top right      │      │                     │      │                     │
│   corner)           │      │                     │      │                     │
└─────────┬───────────┘      └─────────┬───────────┘      └─────────────────────┘
          │                            │
┌─────────┴───────────┐      ┌─────────┴───────────┐
│                     │      │     DCTK-           │
│  Log in to data     │──────│  3404_EVENT         │
│  collection portal  │      │    REPORT           │
│                     │      │                     │
└─────────────────────┘      └─────────────────────┘
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5/8/25

s. Asst Audit Officers
DSS| SMU