

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

No. SMU/F-64/2025-26/OIOS Toolkit/OO-72

Date: 19 August 2025

**Office Order**

**Subject:** Consolidation and compilation of data in respect of PAs/SSCAs through OIOS toolkit, in place of the existing Excel workbook process.

It has been observed that data table compilation is currently performed manually in Excel workbooks. This manual process is time-consuming and makes it difficult to ensure the authenticity of data, particularly if changes occur at any stage.

Henceforth, consolidation of data in respect of PAs/ SSCAs shall invariably be carried out through the OIOS toolkit, instead of Excel sheets, as per the following guidelines:

**1. Pre-Audit Preparation:**

Data tables will be designed in the OIOS toolkit by the lead party, rather than in Excel files, before the commencement of the audit, to the extent possible. It will be communicated to the supporting audit teams who will be responsible for filling in their responses directly in the toolkit.

**2. Role Assignment:**

- The SAO and one AAO from the Lead Audit Party will be designated as *Project Managers* (responsible for managing the project).
- Two AAOs from each supporting party will be designated as *Data Collectors* (responsible for entering responses).

**3. Toolkit Creation:**

The OIOS toolkit will be developed and configured by the Lead Audit Team.

**4. Advantage of OIOS Toolkit:**

- All responses are stored in one platform, eliminating the need to collect and merge multiple Excel files.
- Reduces the risk of version confusion and duplication.
- Supporting audit teams can directly enter data into the toolkit, allowing the Lead Audit Team to monitor progress instantly.
- Facilitates timely follow-ups and corrections before the audit is finalized.
- Pre-designed data tables ensure uniformity across all audit teams.



- Improve efficiency by eliminating manual compilation work, which is often time-consuming etc.

Training on the preparation of toolkits has already been imparted by Shri Anurag Shrivastava, Ex-FHD in this office. If further training is required, officials may submit a request to the SMU Section, and the necessary training will be arranged accordingly.

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

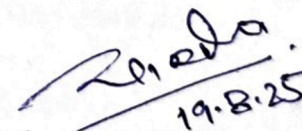
-Sd/-  
Senior Audit Officer  
SMU

No. SMU/F-64/2025-26/OIOS Toolkit/STR- 1449 to 1471

Date: 19 August 2025

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- 2) Deputy Accountant General/AMG-I/ AMG-II/ AMG-III/ AMG-IV
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- 9) Sr. Audit Officer/ APDAC
- 10) Sr. Audit Officer/ IS Wing for uploading on Internet/Intranet
- 11) Shri Naresh Ahuja, AAO to ensure uploading on Internet/Intranet
- 12) All Sr. Audit Officers/ Assistant Audit Officers
- 13) All Sections
- 14) Guard File

  
19.8.25  
Senior Audit Officers  
SMU