



PAG (Au)/AP/AMG-I/Co-ordn./Programming/2024-25/

Date:24-01-2025

### Revised Tour Programme

The following field audit parties are entrusted with Compliance Audit/Certification Audit for the Offices given below:

| FAP. No. | Name of the officials (Sri/Ms.)  | Description/ Office   | Approved Dates of Audit            | Revised Dates of Visit             | Remarks  |
|----------|--|---|------------------------------------|------------------------------------|--|
| FAP-04   | 1.Md Fakruddin, SAO<br>2.Meshram Yash Navalkishore, AAO<br>3.Adimadyam Sri Harsha, AAO | Transit to Kadapa on 07.01.2025   |                                    |                                    | In revision to the Previous approved tour programme dated.08.01.2025 |
|          |  | O/o EE, APEWIDC, Kadapa (Compliance Audit)  | 08.01.2025 to 23.01.2025 (10 days) | 08.01.2025 to 25.01.2025 (12 days) |  |
|          |  | Transit to Vijayawada on 26.01.2025   |                                    |                                    |  |
| FAP-05   | 1.I.L.N.Swamulu, SAO<br>2.Ankit Kumar Meena, AAO<br>3.Gaurav Kumar Singh, AAO          | Transit to Ongole on 19.01.2025   |                                    |                                    | In revision to the Previous approved tour programme dated.02.01.2025 |
|          |  | O/o District Education Officer(DEO), Ongole (along with 2 MEOs & 20 Schools)              | 20.01.2025 to 12.02.2025 (20 days) | 20.01.2025 to 12.02.2025 (20 days) |  |
|          |  | Transit to Vijayawada on 13.02.2025   |                                    |                                    |  |
|          |  | O/o Principal Secretary, Labour & Employment Department (LAE) (along with Sanction Audit) | 17.02.2025 to 05.03.2025 (12 days) | 17.02.2025 to 05.03.2025 (12 days) |  |
|          |  | Review of O/S paras & correspondence of LAE dept. In consultation with Edit Section       | 06.03.2025 to 14.03.2025 (07 days) | 06.03.2025 to 14.03.2025 (07 days) |  |
| FAP-06   | 1.M.Srinivas-IV, SAO<br>2.Sikendra Kumar, AAO<br>3.Nandyala Chandrahas Reddy, AAO      | Transit to Kakinada on 26.01.2025   |                                    |                                    | In revision to the Previous approved tour programme dated.02.01.2025 |
|          |  | O/o District Education Officer(DEO), Kakinada (along with 2 MEOs & 20 Schools)            | 16.01.2025 to 07.02.2025 (20 days) | 27.01.2025 to 19.02.2025 (20 days) |  |
|          |  | Transit to Vijayawada on 20.02.2025   |                                    |                                    |  |
|          |  | O/o Principal Secretary, Women & Child Development Department (WCD)                       | 10.01.2025 to 25.02.2025           | 24.02.2025 to 12.03.2025           |  |

|  |                             |           |           |  |
|--|-----------------------------|-----------|-----------|--|
|  | (along with Sanction Audit) | (12 days) | (12 days) |  |
|--|-----------------------------|-----------|-----------|--|

### **Closed Holidays in AP**

In January 2025 => 05, 11, 12, 13, 14, 15, 18\*, 19, 25\*, 26.

In February 2025 => 01\*, 02, 08, 09, 15\*, 16, 22\*, 23, 26.

In March 2025 => 01\*, 02, 08, 09.

**\*Holiday for Principal Secretary Offices and Headquarters & O/o Director, Insurance Medical Services, Vijayawada.**

### **Instructions:**

**1. Audit Party is instructed to take the information regarding IT systems usage and their developments from APEX Units (Principal Secretary Offices).**

2. Audit Party is directed to comply with the instructions communicated vide Circular dated.23.08.2018.

3. Audit Parties are requested to collect Audit Universe & DDO Codes of the offices/units under each department and submit them to coordination section after completion of audit of each office.

4. Parties should collect PMVs, Press Clippings, Latest GOs and any other related information from the concerned Editing Sections.

5. Parties should collect and review the replies of old outstanding paras to avoid accumulation of arrears.

6. Any holiday in addition to the mentioned tour programme is to be adjusted within the allotted period. No extension will be granted in tourprogramme on ground of leave availed by the party members.

7. The Inspection report shall be finalized on the last day of the Audit and to be submitted to Headquarters for vetting within three days for offices situated at Headquarters and five days for other offices.

8. Audit team may use only official email for communication with the auditee unit. Use of OIOS is compulsory.

9. As per the Guidance Note No.225-09-PPG/2017, dt 23.08.17, the Party is directed to prepare Audit Design Matrix and Desk Review and submit the same to Group Officer well in time before embarking on Audit for a discussion for all Auditee units.

**This is issued with the approval of Sr. DAG/AMG-I.**

**MOHAMMED FAKRUDDIN**  
**Senior Audit Officer**  
**AMG-I/Coordination**

To

1. The Individuals

2. SAO/IS Wing

3. SAO/Bills