



PAG (Au)/AP/AMG-I/Co-ordn./Programming/2024-25/ Date:09-09-2024

Tour Programme

The following field audit party is entrusted with Compliance Audit for the Offices given below:

S.No	Audit Party No	Name of the party members (Sri/Ms)	Description/Office	Dates of Visit & No of Working days
1	FAP-05	1.I.L.N.Swamulu, SAO 2.Ankit Kumar Meena, AAO 3.Gaurav Kumar Singh, AAO 4.Naveen Boora, AAO	O/o Assistant Commissioner of Government Exams, Vijayawada*	09.09.2024 to 23.09.2024 (10 working days)
			NTD to Guntur on	24.09.2024
			O/o Zilla Grandhalaya Samstha, Guntur	Spell-I 24.09.2024 to 28.09.2024 (05 working days) Spell-II 03.10.2024 to 04.10.2024 (02 working days)
			NTD to Vijayawada on	04.10.2024
			O/o Lay Secretary, Gunadala, Vijayawada	07.10.2024 to 16.10.2024 (07 working days)
			NTD to Eluru on	17.10.2024
			O/o District Women and Child Welfare, Eluru	17.10.2024 to 24.10.2024 (07 working days)
			NTD to Vijayawada on	24.10.2024
			O/o AO Department of Ayush, Vijayawada*	25.10.2024 to 15.11.2024 (15 working days)

Closed Holidays in AP

In September => 14, 15, 16, 21*, 22, 28*, 29.

In October => 2, 5*, 6, 11, 12, 13, 19*, 20, 26*, 27, 31.

In November => 2*, 3, 9, 10.

***Holiday for HOD offices.**

***The officials are instructed to attend the review meeting with Sr. DAG/ AMG-I at Hqrs, Vijayawada that will be held on 30.09.2024 & 01.10.2024.**

Instructions:

1. Audit Party is directed to comply with the instructions communicated vide Circular dated.23.08.2018.
2. Parties should collect PMVs, Press Clippings, Latest GOs and any other related information from the concerned Editing Sections.
3. Parties should collect and review the replies of old outstanding paras to avoid accumulation of arrears.
4. Any holiday in addition to mentioned tour programme is to be adjusted within allotted period. No extension will be granted in tour programme on ground of leave availed by the party members.
5. The Inspection report shall be finalized on the last day of the Audit and to be submitted to the Headquarters for vetting within three days for offices situated at Headquarters and five days for other offices.
6. Audit team may use only official email for communication with the auditee unit. Use of OIOS is compulsory.
7. 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
SAO/Bills

2. SAO/IS Wing

3.