



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

Date:13-12-2024

Revised Tour Programme

The field audit party FAP-14 headed by Sri D Sagar, SAO is entrusted with Compliance Audit of the following offices as given below:

S.No	Audit Party No	Name of the party members (Sri/Ms)	Description/Office	Dates of Visit & No of working days	Remarks
1	FAP-14	1.D. Sagar, SAO 2.M. Suresh Kanth, AAO* 3.Naveen Boora, AAO** 4.B.Lakshma Reddy, Supervisor***	NTD to Sankhavaram from Kakinada on 16.11.2024		In Continuation to tour program dated.02.11.2024 and revision to the previous approved tour program dated.13.11.2024
			CDPO, Sankhavaram	16.11.2024 to 23.11.2024 (07 days)	
			NTD to Peddapuram on 25.11.2024		
			CDPO, Peddapuram	25.11.2024 to 30.11.2024 (06 days)	
			NTD to Eluru on 02.12.2024		
			CDPO, Eluru (Urban)	02.12.2024 to 07.12.2024 (06 days)	
			NTD to Nuzvid on 09.12.2024		
			CDPO, Nuzvid	09.12.2024 to 16.12.2024 (06 days)	
			NTD to Rajahmundry on 17.12.2024		
			ESI Hospital, Rajahmundry	17.12.2024 to 24.12.2024 (07 days)	
		Transit to Vijayawada on 25.12.2024			

Closed Holidays in AP

In November =>24.

In December => 01, 08, 14, 15, 22, 25.

*** Sri M Suresh Kanth, AAO is instructed to report to HQRs Vijayawada on 17.12.2024 to attend the RAE/CPD exams (vide Circular no.16).**

**** Sri Naveen Boora, AAO joined the team FAP-14 at Camp office, Peddapuram on 26.12.2024. However, the official was instructed to report back to HQRs for availing SAS preparatory training (As per Training section office order no.94). The official has availed transit from Peddapuram to Vijayawada on 27.11.2024 and reported on 28.11.2024 FN.**

*****Sri B Lakshma Reddy, Supervisor is attached to team FAP-14. The official may avail transit to Rajahmundry from Vijayawada on 16.12.2024 and report to SAO/FAP-14 on 17.12.2024FN for further instructions.**

Instructions:

1. Audit Party is directed to comply with the instructions communicated vide Circular dated.23.08.2018.
2. 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.
3. Parties should collect PMVs, Press Clippings, Latest GOs and any other related information from the concerned Editing Sections.
4. Parties should collect and review the replies of old outstanding paras to avoid accumulation of arrears.
5. 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.
6. 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.
7. Audit team may use only official email for communication with the auditee unit. Use of OIOS is compulsory.
8. 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.