



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

Date:08-01-2025

Tour Programme

The following field audit party is entrusted with Compliance/Certification 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-04	1.Md.Fakruddin, SAO 2.Meshram Yash Naval Kishore, AAO 3. Adimadyam Sri Harsha, AAO * 4. Allu Venkatesh, AAO**	Transit to Kadapa on 07.01.2025	
			O/o EE, APEWIDC, Kadapa (Compliance Audit)	08.01.2025 to 23.01.2025 (10 days)
			Transit to Vijayawada on 24.01.2025	
			O/o Director, Insurance Medical Services, Vijayawada (Certification audit for the financial years 2016-17 to 2019-20)	27.01.2025 to 07.02.2025 (10 days)
			Transit to Nellore on 09.02.2025	
			O/o Executive Engineer, Tribal Welfare, Nellore (Compliance Audit)	10.02.2025 to 20.02.2025 (10 days)
			Transit to Vijayawada on 21.02.2025	

Closed Holidays in AP

In January 2025 => 11, 12, 13, 14, 15, 19, 26.

In February 2025 => 01*, 02, 08, 16.

***Holiday for O/o Director, Insurance Medical Services, Vijayawada.**

***Sri Adimadyam Sri Harsha, AAO will be with the team FAP-04 for the Compliance Audit of O/o EE, APEWIDC, Kadapa & O/o Executive Engineer, Tribal Welfare, Nellore.**

**** Sri Allu Venkatesh, AAO will be with team FAP-04 for the Certification Audit of O/o Director, Insurance Medical Services, Vijayawada.**

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.