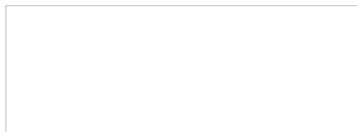


Sir,

Kindly attached herewith on the above subject for information and necessary action.

Regards,

Chandra Sekhar Behera, AAO/AMG-I (Hqrs)  
O/o the Pr. A.G. Audit-II, Odisha, Bhubaneswar



**REVISED**

**Tour programme of AMG – I (AP Coml-2) for 3<sup>rd</sup> Quarter of 2020-21**

**Manned by:-**

**S/Shri**

1. Subhasis Sahu, Sr.AO
2. Aditya Ranjan Samal, AAO
3. Satan Kumar Sahoo, AAO
4. Rishi Kumar, Sr. Auditor

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days	Holidays
1.	<b>Desk Review: 18.11.2020 &amp; 19.11.2020</b>				
2.	The Managing Director, Industrial Promotion and Investment Corporation of Odisha Limited (IPICOL), Bhubaneswar. 0674 – 2542601-03 Fax:0674 – 2543766 Email:info@investodisha.org	<b>Financial Audit</b> for the year 2019-20.	20.11.2020 to 04.12.2020	10	Nov.- 21,22,28,29 & 30
<b>Report to Hqrs. and submission of Inspection Report/Accounts on 07-12-2020(FN)</b>					
3.	Managing Director, OTDC, Bhubaneswar. <b>0674-2435618</b> Email:mkt.selection@gmail.com	<b>Compliance Audit</b> of the accounts and /or transactions of years 2018-20 and other activities, schemes & policies etc.	09.12.2020 to 11.12.2020	3	Dec-12,13
4.	Brahmani Railways Limited, 3 <sup>rd</sup> Annex Building, IDCO Towers Janpath, Bhubaneswar-751022	<b>Preliminary Checking</b> for the year 2018-19	14.12.2020 to 15.12.2020	2	--
<b>Report to Hqrs. and submission of Inspection Report/Accounts on 16-12-2020(FN)</b>					
5.	Managing Director, OTDC, Bhubaneswar. <b>0674-2435618</b> Email:mkt.selection@gmail.com	<b>Compliance Audit</b> of the accounts and /or transactions of years 2018-20 and other activities, schemes & policies etc.	17.12.2020 to 04.01.2021	12	Dec- 19,20,25,26 &27 Jan-02&03
<b>Report to Hqrs. and submission of Inspection Report/Accounts on 05-01-2021 (FN)</b>					
6.	Chairman Cum Managing Director, Odisha Mining Corporation (OMC) (Ho), Bhubaneswar 0674-2377400 & 2377401 Email: chairman@odishamining.in	<b>Compliance Audit</b> of the accounts and /or transactions of years 2019-20 and other activities, schemes & policies etc.	06.01.2021 to 20.01.2021	10	Jan- 09,10,14, 16 &17
<b>Report to Hqrs. and submission of Inspection Report/Accounts on 21-01-2021 (FN)</b>					

Further programme follows: -

P.T.O



### Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail ID- **audit2amg1@gmail.com** within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered,** if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.

### Additional Information

- 17.: Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in due compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-

*Deputy Accountant General (AMG-I)*

Date: 05.01.2021

Memo No. AMG-I(Hqrs.)-07/Audit Intimation/2020-21/TP/369

Copy forwarded to:-

1. Secretary to Pr.AG (Audit - II)
2. PA to D.A.G. (AMG - I)
- 3 .BO/AMG-I (Vetting)
- 4 .BO/EDP Cell, RO Audit Party
5. AMG - I(Hqrs.), T.D. Seat. – 2 copies

*Shr*  
5-1-2021

*Sr. Audit Officer/AMG-I(Hqrs.)*

**Revised Tour programme of AMG – I (AP COML-8) for the year 2020-21**

**Manned by:-  
S/Shri**

1. Sitansu Mohanty, Sr. AO(C)
2. Ajay Kumar Sahoo, AAO (C)

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>	<i>Remarks</i>
1	<i>Desk Review:31.12.2020 and 01.01.2021</i>			2		
2	The Managing Director, Odisha State Financial Corporation(OSFC),OMP Square,Cuttack-753003	Financial audit for the year 2019-20	04-01-2021 to 18-01-2021	13	Jan-09,10,14,16 & 17	
3	Report to Headquarter on 19.01.2021(F/N)					



### Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail [ID- rsagroup13@gmail.com](mailto:rsagroup13@gmail.com) within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered,** if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.
17. **Additional Information:** Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in due compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-

Deputy Accountant General (AMG-I)

Date:05.01.2021

Memo No. AMG-I(Hqrs.07)-Tour Prog./2020-21/370

Copy forwarded to:-

1. Secretary to Pr.AG (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. AO/AMG-I (Tech.)/AAO/AMG -I (Tech.)
4. RO/AAO-AMG - I (Tech.)/ BO/EDP Cell
5. AMG - I(Hqrs.) - T.D. Seat. - 5 copies
6. Spare

*MS*  
5-1-2021

Sr. Audit Officer/AMG-I(Hqrs.)

**Revised Tour programme of AMG -I (AP-4) for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of 2020-21**

**Manned by:-**

***S/Shri***

1. Dinabandhu Behera-I, Sr. AO
2. Vijay Swarnakar, AAO
3. Santosh Kumar Behera, AAO(Coml.)

<b><i>Sl. No.</i></b>	<b><i>Name, address &amp; contact no. of the auditee.</i></b>	<b><i>Audit_Type</i></b>	<b><i>Period of audit</i></b>	<b><i>No. of days</i></b>	<b><i>Holidays</i></b>	<b><i>Remarks</i></b>
<b>1.</b>	Principal Secretary to Government, Public Enterprises Department, Bhubaneswar.	Compliance audit and other activities, schemes & policies etc. w.e.f September 2016 to March 2020.	18.01.2021 to 01.02.2021	10	Jan-23, 24, 26,30 & 31	

**Further programme follows...**

**P.T.O**



### Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail ID- **audit2amg1@gmail.com** within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered,** if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.
17. **Additional Information:** Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in due compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-


Deputy Accountant General (AMG-I)

Date: 05.01.2021

Memo No. AMG-I(Hqrs.)-07/Audit Intimation/2020-21/368

Copy forwarded to:-

1. Secretary to Pr. A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O./AMG-I (Vett.)/BO/EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat. – 2 copies
5. Spare

  
Sr. Audit Officer/AMG-I(Hqrs.)



*Revised* **Tour programme of AMG – I (AP-2) for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of 2020-21**

**Manned by:-**

**S/Shri**

1. S. S. Prasad, Sr. AO

2. Arjun Swain, AAO

3. Arpa Deogharia, AAO (Coml.)

Sl. No.	Name of the auditee.	Telephone No.	Period of audit	No. of days.	Holidays.
1.	Secretary to Govt. of Odisha, MSME Department, Bhubaneswar Compliance Audit for 2019-20 and other activities, schemes & policies etc.		01.12.2020 to 14.12.2020	10	Dec-05,06,12,13
2.	Director of Industries, Cuttack Compliance Audit from for 2019-20 and other activities, schemes & policies etc.		15.12.2020 to 04.01.2021	15	Dec-19,20,25,26,27 Jan 2021-03
3.	General Manager, District Industries Centre, Cuttack Compliance Audit from 2015-16 to 2019-20 and other activities, schemes & policies etc.		05.01.2021 to 15.01.2021	08	Jan-09,10,14,16
Transit to Baripada on 17.01.2021(H)					
4.	General Manager, District Industries Centre, Baripada Compliance Audit from 2017-18 to 2019-20 and other activities, schemes & policies etc.		18.01.2021 to 28.01.2021	08	Jan-23,24,26
Transit to Balasore on 29.01.2021(FN)					
5	General Manager, District Industries Centre, Balasore Compliance Audit from 2017-18 to 2019-20 and other activities, schemes & policies etc.		29.01.2021 to 08.02.2021	08	Jan-30,31 & Feb-07
Transit to Bhubaneswar on 08.02.2021(AN)					
Transit to Puri on 09.02.2021(FN)					
6	General Manager, District Industries Centre, Puri Compliance Audit from 2014-15 to 2019-20 and other activities, schemes & policies etc.		09.02.2021 to 19.02.2021	08	Feb-13,14,16
Transit to Bhubaneswar on 19.02.2021(A/N)					
Transit to Brahmapur on 20.02.2021(F/N)					
7	General Manager, District Industries Centre, Ganjam Compliance Audit from 2018-19 2019-20 and other activities, schemes & policies etc.		20.02.2021 to 02.03.2021	08	Feb-21,27,28
Transit to Sambalpur on 03.03.2021					
8	General Manager, RIC, Sambalpur Compliance Audit from 2017-18 to 2019-20 and other activities, schemes & policies etc.		04.03.2021 to 16.03.2021	08	March-05,07,11,13 & 14

Further Programme follows



### Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail [ID- rsagroup13@gmail.com](mailto:ID- rsagroup13@gmail.com) within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered,** if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.
17. **Additional Information:** Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in due compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-

**Deputy Accountant General (AMG-I)**

Date:05.01.2021

Memo No. AMG-I(Hqrs.)/Audit Intimation/2020-21/367

Copy forwarded to:-

1. Secretary to Pr. A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O./AMG-I (Tech.)/AAO/AMG -I (Tech.)
4. RO/AAO-AMG - I (Tech.)/ BO/EDP Cell
5. AMG - I(Hqrs.) – T.D. Seat. – 5 copies
6. Spare

*Sd/-*  
5.1.2021

**Sr. Audit Officer/AMG-I(Hqrs.)**

**REVISED**  
**Tour programme of AMG – I(AP-3) for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of 2020-21**

**Manned by:-**

**S/Shri**

1. Bhaskar Chandra Roul. Sr.AO
2. Satish Kumar. AAO
3. Vivek Kumar. AAO (Coml.)
4. Dinabandhu Behera-I. Sr. AO(Temp)(w.e.f.28.12.2020)
5. Banamali Bhoi. AAO(Temp)(w.e.f.05.01.2021)
6. Jitender Kumar, Sr.Ar

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Telephone No.</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	Secretary to Govt. of Odisha, Industries Department, Bhubaneswar. Compliance Audit for <b>2019-20</b> and other activities, schemes & policies etc.		01.12.2020 to 18.12.2020	14	Dec-05,06,12,13, 19,20
Transit to J.K.Road on 21.12.2021 (FN)					
2.	IDCOL FERRO CHROME AND ALLOYS LTD, J.K.Road, Compliance Audit for <b>2019-20</b> and other activities, schemes & policies etc.		21.12.2020 to 19.01.2021	20	Dec-25,26,27 Jan-02,03,09,10,14, 16 & 17
Transit to Bhubaneswar on 19.01.2021 (AN)					
3.	Odisha Industrial Infrastructure Development Corporation(IDCO), Bhubaneswar Compliance Audit for <b>2019-20</b> and other activities, schemes & policies etc.		20.01.2021 to 17.02.2021	20	Jan-23,24,26,30,31 Feb-7,13,14&16
Report to Headquarter on 18.02.2021 (FN)					

P.T.O.



### Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail [ID- audit2amg1@gmail.com](mailto:ID-audit2amg1@gmail.com) within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered,** if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.
17. **Additional Information:** Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in due compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-

Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)07/Audit Intimation/2020-21/366

Date:05.01.2021

Copy forwarded to: -

1. Secretary to Pr. A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. BO/AMG - I (Vett.)/BO/EDP Cell
4. AMG - I(Hqrs.) - T.D. Seat. - 2 copies
5. Spare

  
5.1.2021  
Sr. Audit Officer/AMG-I(Hqrs.)