

## Revised Tour

### Revised Tour programme of AMG-III-AP- 03-for the 2<sup>nd</sup> Quarter of 2021-22

Party Personnel:-

S/Sri

1. Siba Narayan Sahoo, Sr. AO (Coml.)
2. Rabindra Nath Tarei, AAO (Coml.)
3. Ritudhwaj, Sr. Ar

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Telephone No.</i>	<i>Period of audit</i>	<i>Period to be covered in Audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1	Principal Secretary to Law Department, Govt. of Odisha, Bhubaneswar Sachivalaya Marg, Unit-2, Keshari Nagar, Bhubaneswar-751001	06782-262205	02.08.2021 to 24.08.2021	2019-20 to 2020-21	18	Aug-08,14,15,20,22
2	Deputy Secretary, Odisha Human Rights Commission Toshali Bhawan, 2 <sup>nd</sup> floor, Satya Nagar-751007 ohrc@nic.in	0674 257 00 60	25.08.2021 To 08.09.2021	2015-16 to 2020-21	11	Aug-28,29,30 Sept-5
3	Commissioner of Endowments, Bhubaneswar Debottar Bhawan, Near Civil Court Campus, Po-BJB Nagar, Bhubaneswar-751014 <a href="mailto:ec.orissa@gmail.com">e-Mail-ec.orissa@gmail.com</a> (including Debottar office at Baripada and Keonjhar)*	0674-2531515	09.09.2021 to 08.10.2021	2019-20 to 2020-21	11+ 5+5	Sept-10,11,12,19,25,26 Oct-2,3,6

\*the party may put up of detailed tour programme for audit of Debottar office at Baripada and Keonjhar and get it approved before proceeding.

**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 **Sr.AO/AMG-III(C)(I/c) govt. mail\*** 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 and again sent to official E-mail of Sr. Audit Officer/Vetting 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/phone for availing any kind of leave.
8. Adherence to the **guidance note** issued by CAG vide letter No.226/09-PPG/2017 dated 23.08.2017 for improving the quality of Inspection Report (mailed to all officers on 23.03.2021) and new **auditing standard** should be strictly followed.
9. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
10. **Man-days may be surrendered**, if assessment records/volume of works less in the year of audit. The parties may proceed to next item with intimation to AMG-III (Hqrs).
11. Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-Vetting Cell** before proceeding to Field unit.
12. 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.
13. Any **interesting or new points/paras** noticed may be promptly intimated to AMG-III vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. Further clarification/documents sought for at the time of vetting may be complied immediately.
15. **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.
16. **Additional Information:** Desk review should be submitted to the **Sr.AO/AMG-III(C)(I/c) govt. mail\*** along with a copy to Group Officer's mail / Concerned Vetting Section's mail.
17. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.
18. Both audit party and auditee organisation should follow COVID 19 guidelines issued by the Central/State Governments.

*Sd/-*  
**Dy Accountant General/AMG-III**

Memo No. AMG-III-(Hqrs.)-Prog./2021-22/ 203  
forwarded to:-

Date:06. 08.2021

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

**Sr. Audit Officer/AMG-III(C)**