

Revised (22-06-2022) Tour programme of AMG-I (AP-2) for 1st Quarter of 2022-23

Manned by: - S/Shri

1. S. S. Prasad, Sr. AO
2. Kalyan Bhoi, AAO (Coml)
3. Dheeraj Kumar, AAO

<i>Sl. No.</i>	<i>Name, address & contact no. of the auditee.</i>	<i>Audit_Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	Pr. Secretary, Micro, Small & Medium Enterprise Department, Bhubaneswar Kharavel Bhavan, Bhubaneswar: 751001. secy-msme.od@nic.in	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	25.04.2022 to 06.05.2022	10	May-01,03
2.	Director Of Export Promotion & Marketing, Bhubaneswar Raptani Bhawan, BDA Commercial Complex, Near ID Market Road, IRC Village, Nayapalli, Bhubaneswar, 751015 dep@nic.in	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	07.05.2022 to 13.05.2022	6	May-08,14,15,16
Transit to Rourkela on 16.05.2022(Holiday)					
3.	Regional Industries Centre, Rourkela Near Jail, Industrial Estate, Rourkela - 769004 ricrkl@nic.in	<ul style="list-style-type: none"> • Compliance Audit from 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) 	17.05.2022 to 25.05.2022	8	May-22
4.	Sr. Scientific Officer Testing Laboratory, Rourkela Testing Laboratory, Industrial Estate, Rourkela-4	<ul style="list-style-type: none"> • Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	26.05.2022 to 04.06.2022	7	May-28,29,30
Transit to Bhubaneswar on 05.06.2022(Holiday)					
5.	Orissa Khadi & Village Industries Board, Bhubaneswar Unit 3, Bhubaneswar Gpo, Bhubaneswar - 751001, Near Kharvel Nagar odishakhadi@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	06.06.2022 to 18.06.2022	8	June-05,11,12,14,15,16
6.	Orissa Small Industries Corporation Limited, Cuttack (OSIC) Industrial estate, Madhupatna, Cuttack 753010 osicltd@gmail.com/osic@satyam.net.in / FAX-0671-2341875	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	20.06.2022 to 02.07.2022	10	June-19,25,26 July-01,03
Report to Headquarter to attend Group Meeting on 04.07.2022					
Transit to Angul on 05.07.2022(FN)					
7	District Industries Centre, Angul PSI unit chhak, Hemsurpada, Angul - 759122 District Industries Centreangul@nic.in	<ul style="list-style-type: none"> • Compliance Audit from 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	05.07.2022 to 14.07.2022	08	July-09,10

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 2nd 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 and again sent to official E-mail of BO/AM-I(Vetting) and AMG-I(Hqr)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. Adherence to the **guidance note** issued by Headquarter vide No. 226-09-PPG/2017 dated 23/08/2017 and new **auditing standard** issued by C&AG 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 work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
11. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I 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. Further clarification/documents sought for at the time of vetting may be complied immediately.
13. 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.
14. **Desk review** should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
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.

Sd/-

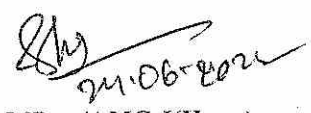
Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)- 09/TP/AP-02/2022-23/226

Date: 24.06.2022

Copy forwarded to:-

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O, AMG -I (Vetting)/ BO, EDP Cell
4. AMG-I(Hqrs.) -T.D. Seat/Spare Copy


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