

**Revised (22-06-2022) Tour Programme of AMG – I (AP-4) for 1<sup>st</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1. Dinabandhu Behera-I, Sr. AO
2. Santosh Ku. Behera, AAO (Coml)
3. Pintu Rajak, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Principal Secretary to Govt. of Odisha, Industries Department, Bhubaneswar indsec.or@nic.in	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	25.04.2022 to 06.05.2022	10	May-01,03
2.	Director of Port & Inland Water Transport, Bhubaneswar Paribahan Bhawan (2nd floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar portsniwt.od@nic.in	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	07.05.2022 to 18.05.2022	08	May-08
<b>Transit to Jagatsinghpur on 19.05.2022(FN)</b>					
3.	Special Land Acquisition Officer, Land Acquisition Cell Major Industrial Project, Jagatsinghpur SPL. L.A.O.M.I.P. Cell, Jagatsinghpur in Collectorate, Jagatsinghpur. laomip@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2017-18 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	19.05.2022 to 27.05.2022	08	May-22
<b>Transit to Bhubaneswar on 27.05.2022(AN)</b>					
<b>Transit to Cuttack on 31.05.2022(FN)</b>					
4.	Odisha Government Press, Cuttack Director, Printing, Stationery and Publication, Odisha Govt. Press, Madhupatana, Cuttack-751010 ddostydp@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit from 2020-21 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	31.05.2022 to 18.06.2022	14	May-28,29,30, June-05,11,12,14,15,19
<b>Transit to Bhadrak on 20.06.2022(FN)</b>					
5.	Special Land Acquisition Officer Dhamra Port Project, Bhadrak Special Land Acquisition Officer, Dhamara Port Project, At: - Collectorate Po-Bhadrak Dist: -Bhadrak. 11 hemanta.spillao@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2020-21 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	20.06.2022 to 29.06.2022	08	June-25,26
<b>Transit to Bhubaneswar on 29.06.2022(AN)</b>					
<b>Transit to Cuttack on 30.06.2022(FN)</b>					
6.	Executive Engineer Ports & Inland Water Transport (Mechanical) Division, Cuttack O/o. Executive Engineer (Mech), Ports & IWT, North Division, Bidanasi, Cuttack-14 portsniwtm@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	30.06.2022 to 02.07.2022	02	July-01,03,09,10
<b>Report to Headquarter on 04.07.2022(FN) to attend Group Meeting.</b>					
Continuation of Audit			05.07.2022 to 12.07.2022		July-03,09,10

**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 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 and again sent to official E-mail of BO/AMG-I( Vetting) and AMG-I(Hqr)ID-[audit2amg1@gmail.com](mailto: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)

Date:24.06.2022

Memo No. AMG-I(Hqrs.)-11/TP/AP\_04/2022-23/229

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)
4. BO, EDP Cell
5. AMG - I(Hqrs.) – T.D. Seat/Spare Copy

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