

**Revised Tour programme of AMG – I (AP-5) for 3<sup>rd</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1.Patitapaban Biswal, Sr. AO(Coml)

2.Akshya Kumar Mohanty, AAO

3.Rupesh Kumar Choudhary, AAO (Coml)

<i>Sl. No.</i>	<i>Name, address &amp; contact no. of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
<b>Transit to Berhampur on 09.10.2022(Holiday)</b>					
1.	<b>Asst. Director of Textile, Ganjam, Berhampur</b> At-Industrial Estate, Ankuli, Po- Lanlipalli, Berhampur, Dist- Ganjam, Pin-760008 adt.bam@gmail.com	<ul style="list-style-type: none"><li>Compliance Audit for the financial year <b>2019-20 to 2021-22</b> and other activities, schemes &amp; policies etc.</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	10.10.2022 to 18.10.2022	08	Oct-16
<b>Transit to Bhubaneswar on 19.10.2022</b> <b>Report to Headquarter on 20.10.2022(FN) to attend Group Meeting</b>					
2.	<b>Asst. Director of Textile, Khurda</b> Asst. Director of Textiles, Khurda At/Po.-Palla Haat Dist.-Khurda	<ul style="list-style-type: none"><li>Compliance Audit for the financial year <b>2019-20 to 2021-22</b> and other activities, schemes &amp; policies etc.</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	21.10.2022 to 02.11.2022	09	Oct-22,23,24,30
<b>Transit to Boudh on 03.11.2022</b>					
3.	<b>Asst. Director of Textile, Boudh</b> At/Po/Dist-Boudh, PIN-762014 adtboudh@gmail.com	<ul style="list-style-type: none"><li>Compliance Audit for the financial year <b>2019-20 to 2021-22</b> and other activities, schemes &amp; policies etc.</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	04.11.2022 to 17.11.2022	10	Nov-06,08,12,13
<b>Transit to Patnagarh on 18.11.2022</b>					
4.	<b>Asst. Director of Textile, Patnagarh</b> At-Badapada, Po- Patnagarh, Dist- Balangir, PIN-767025 adt.balangir@gmail.com	<ul style="list-style-type: none"><li>Compliance Audit for the financial year <b>2014-15 to 2021-22</b> and other activities, schemes &amp; policies etc.</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	19.11.2022 to 01.12.2022	10	Nov-20,26,27
<b>Transit to Bargarh on 02.12.2022(FN)</b>					
5.	<b>Deputy Director of Textiles, Bargarh</b> At/PO- Bargarh District- Bargarh,768028 ddtbargarh@gmail.com	<ul style="list-style-type: none"><li>Compliance Audit for the financial year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	02.12.2022 to 14.12.2022	10	Dec-04,10,11
<b>Further programme follows.</b>					

**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** 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/-  
Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-12/TP/AP\_05/2022-23/514

Date:10.10.2022

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.)