

Tour programme of AMG – I (AP-05) for 2nd Quarter of 2024-25

Manned by: - S/Shri

1. Santanu Kumar Behera, Sr.AO (w.e.f. 07.08.2024)
2. Nishikant Mishra, AAO (w.e.f. 01.08.2024)
3. Rupesh Kumar Choudhary, AAO
4. Sanjeet Kumar, AAO*

<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>
Desk Review at Hqrs on 03.07.2024 and 04.07.2024					
1.	Managing Director, Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar	<ol style="list-style-type: none">1. Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc.2. Scrutiny of complaint cases:<ol style="list-style-type: none">i. Fool supporting documents of Para No. 13, IR 22/2023-24, submitted by Shri Kabi surjiya sing, MIG-A, IDCO Colony, dated 08/05/2024.ii. Complaint letter submitted by Sr.AO/ECPA, Tr.No.49/16.05.2024 reg: continuation of service after retirement of Sri Sukanta Kumar Das, ex-CGM (Fin), IDCO.	05.07.2024 to 11.09.2024	50	July- 07,13,14,17,21, 27,28 Aug- 04,10,11,15,18, 19,24,25,26 Sept- 01,07,08
<i>Further Programme follows...</i>					

***Shri Sanjeet Kumar, AAO is assigned for the compliance audit of DDM Rourkela from 27.08.2024 and will join the party (AP-05) after completion of the said audit.**

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/AMG-I(Vetting) and AMG-I(Hqr)ID-sahoosk.odi.sca@cag.gov.in 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.
16. **Non-Production of records:** - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.

Sd/-

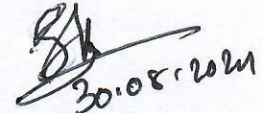
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I(Hqrs.)-13/TP/AP-07/2024-25/380

Date: 30.08.2024

Copy forwarded to: -

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


30.08.2024

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