

**Revised Tour programme of AMG-I (AP-2) for 3<sup>rd</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1. S. S. Prasad, Sr. AO
2. Kalyan Bhoi, AAO
3. Pintu Rajak, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
<b>Transit to Bhawanipatna on 09.10.2022(Holiday)</b>					
1.	<b>District Industries Centre, Kalahandi,</b> Near Manikeswari Chhak, Bhawanipatna- 766001 DistrictIndustriesCentrekala@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2011-12 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	10.10.2022 to 19.10.2022	09	October-16
<b>Transit to Bhubaneswar on 20.10.2022. Report to Hdqtr on 21-10-2022(FN) to attend Group Meeting at Hdqtr. on 21.10.2022 and attend Hdqtr on 25.10.2022 due to holiday declared by State Govt.</b>					
2.	<b>Odisha State Financial Corporation,</b> OMP Square, Cuttack-753003 osfcho@osfcindia.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	26.10.2022 to 05.11.2022	10	Oct-22,23,24,25,30, Nov-06
<b>Transit to Kendrapara on 07.11.2022(FN)</b>					
3.	<b>District Industries Centre, Kendrapara</b> Gualsingh, Pandiri, Near Law College, Kendrapara- 754 211 DistrictIndustriesCentrekendrapada@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	07.11.2022 to 17.11.2022	08	Nov-08,12,13
<b>Transit to Bhubaneswar on 17.11.2022(AN)</b>					
<b>Transit to Boudh on 18.11.2022</b>					
4.	<b>District Industries Centre, Boudh</b> Boudh bazar, Boudh – 762 014 DistrictIndustriesCentreBoudh@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2016-17 to 2021-22 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 Bhubaneswar on 02.12.2022</b>					
5.	<b>Start-up Odisha</b> Plot No-123, Sector-A, Mancheswar Industrial Estate, Bhubaneswar-751010 startup.odisha@gov.in	<ul style="list-style-type: none"> <li>• Compliance Audit from inception to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	03.12.2022 to 13.12.2022	08	Dec-04,10,11
<b>Transit to Puri on 14.12.2022(FN)</b>					
6.	<b>District Industries Centre, Puri</b> Chakratirtha Road, Puri – 752002 DistrictIndustriesCentrepur@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	14.12.2022 to 22.12.2022	08	Dec-18

**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 BO/AMG-I (Co-ordination) 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.)- 09/TP/AP-02/2022-23/623

Date: 26.10.2022

Copy forwarded to:-

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

  
26.10.2022  
Sr. Audit Officer/AMG-I(Hqrs.)