

Revised Tour Programme of AMG-I(AP-01) for AIPA on MSE-CDP

Manned by: S/Shri

1. Siva Sankar Prasad, Sr. AO
2. Pintu Rajak, AAO
3. Ravi Kumar Sinha, AAO
4. Mithilesh kumar Rajak, AAO
(Joined on 29.07.2024)

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, Micro, Small and Medium Enterprises Department, Bhubaneswar, Kharvel Bhawan, Bhubaneswar. Pin code: 751001 secy-msme.od@nic.in	All India Performance Audit of Cluster Based Schemes (MSE- CDP) of Ministry of Micro, Small & Medium Enterprises	01.07.2024 to 11.07.2024	09 days	July – 07, 08

Report to Headquarters on 12.07.2024 for the Entry Conference of AIPA on "MSE-CDP" scheduled to be held on 15.07.2024 and prepare and submit the minutes on 16.07.2024.

2.	Directorate of Industries, Odisha, Killa Maidan, Buxi Bazar, Cuttack. Pin code: 753001 Phone: 0671-2301892 Email: diorissa@nic.in	All India Performance Audit of Cluster Based Schemes (MSE- CDP)	18.07.2024 to 23.07.2024	05 days	July – 13,14,17,21
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- ***Report to Headquarters on 24.07.2024 for the Exit Conference on DCA on "Effectiveness of Implementation of Schemes under the Promotion of Handloom and Handicraft Industries in Odisha" scheduled to be held on 25.07.2024 in HT&H Department, GoO.***
- ***Remain at headquarters from 26.07.2024 to 07.08.2024 for preparation of minutes of the Exit conference and compliance to the queries on draft report of the Detailed Compliance Audit received from C&AG office on 25.07.2024.***

3.	Odisha Small Industries Corporation Limited (OSIC), Industrial Estate, Madhupatna, Cuttack. Pin code: 753010 osicltd@gmail.com	All India Performance Audit of Cluster Based Schemes (MSE- CDP) along with Physical verification of selected Common Facility Centres (CFCs) i.e., 1. Pharmaceutical Cluster, Mancheswar I.E, Bhubaneswar. 2. Cashew Cluster, Nilachakra, Brahmagiri, Puri.	08.08.2024 to 31.08.2024	16 days	Aug – 10,11,15, 18, 19, 24, 25, 26
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4.	Odisha Industrial Infrastructure Development Corporation (IDCO), IDCO Tower, Janpath, Bhubaneswar. Pin code: 751022	All India Performance Audit of Cluster Based Schemes (MSE- CDP) along with Physical verification of selected Industrial Estates (I.E) i.e.,	02.09.2024 to 27.09.2024	20 days	Sept. – 01, 07, 08, 14, 15, 16, 22, 28, 29
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md@idco.in	1. I.E at Angaragadia, Balasore 2. I.E at Autonagar, Berhampur, Ganjam. 3. I.E at Paradeep 4. I.E at Kalunga Phase-I, Rourkela, Sundargarh.			
Report to Headquarters on 30.09.2024 (FN)				

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-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/-

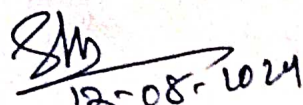
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2024-25/359

Date: 12.08.2024

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.)