

Revised (18.10.2023) Tour Programme of AMG-I(AP-02)

Manned by: S/Shri  
1 Siva Sankar Prasad, Sr. AO  
2. Pintu Rajak, AAO  
3. Ravi Sinha, AAO

Sl. No	Name, address & Contact no. of the auditee.	Audit Type	Period of audit	No. of days	Holidays
<b>Transit to BBSR on 17.09.2023(Holiday). Joined AMG-I(Hqrs) on 18.09.2023(FN)</b>					
1	Mid-term Appraisal		18.09.2023 to 19.09.2023	02	Sep-17,19, 20
<b>Deputed at Hqrs till 24.09.2023</b>					
<b>Transit to Balasore on 25.09.2023 (FN)</b>					
2	O/o the Dy. Director (Handicraft), Balasore. Plot No:- 389,1 <sup>st</sup> floor, O.T. Road, Police line Square, Dist:- Balasore PIN-756001. Phone No:- i)7609967088	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	25.09.2023 to 07.10.2023	10	Sep- 28 Oct-01,02
<b>Transit to BBSR on 07.10.2023(AN)</b>					
3	Managing Director, Odisha State Co-operative Handicrafts Corporation Limited (Utkalika), Bhubaneswar. At:- Rasulgarh Industrial Estate, Bhubaneswar. Mail Id: <a href="mailto:oschcltd@gmail.com">oschcltd@gmail.com</a> Phone No:- 0674-2586090	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	09.10.2023 to 27.10.2023	13	Oct- 14,15,21,22,23,24 & 28
<b>Transit to Sonepur on 29.10.2023</b>					
4	O/o the Dy. Director, (Handicrafts), Subarnapur. D.I.C Premises, Near Sureswari Temple, Sonepur, Dist:- Subarnapur, PIN- 767017 Phone No:- 9101289964	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	30.10.2023 to 04.11.2023	06	
<b>Transit to Paralakhemundi on 05.11.2023</b>					
5	O/o the Assistant Director (Handicrafts), Gajapati. D.I.C. premises, At:- Katikia Sahi, PO:- Paralakhemundi, Dist:- Gajapati, PIN-761200. Phone No:- 8328991550	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	06.11.2023 to 10.11.2023	05	

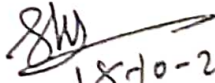
**Transit to Bhubaneswar on 11.11.2023**

6.	O/o the Dy. Director (Handicrafts), Khurdha. Qr. No.:- IVB - 21/1, Unit- 3, Bhubaneswar, Dist:- Khordha, PIN:-751001. Phone No:- 9437926277	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	13.11.2023 to 23.11.2023	10	Nov. 12 & 19
7	Director of Handicrafts, 1 <sup>st</sup> Floor, Heads of Deptt. Building, Unit-5, Odisha. Bhubaneswar - 751001 Mail Id: <a href="mailto:dhciori@gmail.com">dhciori@gmail.com</a> Phone No:- 0674-2396745	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	24.11.2023 to 02.12.2023	06	Nov. 25, 26, 27 Dec.- 03

**to AMG-I Headquarters on 04.12.2023 (FN)**

## 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.

  
18-10-2023

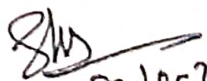
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2023-24/578

Date: 18.10.2023

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to Sr. 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

  
18-10-2023

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