

## Tour Programme of AMG-I(AP-03)

Manned by: S/Shri

1. Dinabandhu Behera-I, Sr. AO

2. Sandeep Mohanty, AAO

3. Rupesh Kumar Choudhary, AAO (Coml)

Sl. No	Name, address & Contact no. of the auditee.	Audit_Type	Period of audit	No. of days	Holidays
<b>Transit to Athagarh on 10.08.2023(FN)</b>					
1.	O/o the Asst Director of Textiles, Athagarh. At/ Po:- Athagarh, Dist:- Cuttack, Odisha. PIN-754029. Mail <span style="float: right;">Id:</span> <a href="mailto:adtexathagarh@gmail.com">adtexathagarh@gmail.com</a> Phone: 06723 220214	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	10.08.2023 to 29.08.2023	14	Aug-12,13,15, 20, 26, 27,30
<b>Transit to Bargarh on 30.08.2023(Holiday)</b>					
2.	O/o the Dy. Director of Textile, Bargarh. At/PO/Dist:- Bargarh, PIN-768028. Mail Id: <a href="mailto:ddibargarh@gmail.com">ddibargarh@gmail.com</a> Phone No:- 06646-233161	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	31.08.2023 to 16.09.2023	13	Sep-03,06,09, 10
<b>Transit to BBSR on 17.09.2023(Holiday). Joined AMG-I(Hqrs) on 18.09.2023(FN)</b>					
3	Mid-term Appraisal	18.09.2023 to 19.09.2023	2 days		Sep-17,19,20
<b>Transit to Balasore on 21.09.2023 (FN)</b>					
4	O/o the Assistant Director of Textiles, Balasore. At:- Gudipada, PO:- Sovarampur Dist:- Balasore PIN-756001 Mail Id: <a href="mailto:adibalasore@gmail.com">adibalasore@gmail.com</a> Phone No:- 06782-262907	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	21.09.2023 to 05.10.2023	10	Sep-23,24,29 Oct-01,02
<b>Transit to BBSR on 05.10.2023(AN)</b>					
5	Managing Director, Odisha State Handloom Weaver's Cooperative Societies Limited (Boyanika), Boyan Bhawan, Pandit Jawaharlal Nehru Marg, Kharvel Nagar, Unit-III, Bhubaneswar- 751001. Mail Id: <a href="mailto:boyanika@bbsr.com">boyanika@bbsr.com</a> Phone No:- 0674-2395387	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	06.10.2023 to 18.10.2023	10	Oct-08,14,15

Revised

## 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](mailto: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.)-10/TP/AP-03/2023-24/332

Date: 08.08.2023

Copy forwarded to:-

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

  
8.8.2023  
Sr.Audit Officer/AMG-I (Hqrs.)