

**Revised Tour Programme of AMG-I(AP-03)**

Manned by: S/Shri

1. Dinabandhu Behera-I, Sr. AO

2. Sandeep Mohanty, AAO

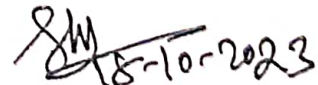
3. Rupesh Kumar Choudhary, AAO (Coml)

Sl. No	Name, address & Contact no. of the auditee.	Audit_Type	Period of audit	No. of days	Holidays
1	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:boyanikabbsr@yahoo.in">boyanikabbsr@yahoo.in</a> Phone No:- 0674-2395387	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	09.10.2023 to 20.10.2023	10	Oct-08 14,15
2	O/o the Chief Executive Officer, (SADHAC), Directorate of Textile. PO:- Satyanagar, Bhubaneswar. PIN Code-751007 Mail Id: <a href="mailto:sadhacorissa@gmail.com">sadhacorissa@gmail.com</a> Phone No. 0674-2572256	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	25.10.2023 to 01.11.2023	06	Oct-21,22,23, 24,28,29
<b>Transit to Subarnapur on 02.11.2023</b>					
3	O/o the Dy. Director of Textile, Subarnapur. At:- Thanapatipada, PO/Dist:- Subarnapur, PIN- 767017, MailId: <a href="mailto:detsnp@gmail.com">detsnp@gmail.com</a> Phone No:- 06654-220232	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	03.11.2023 to 15.11.2023	10	Nov-05, 11,12
<b>Transit to Bhubaneswar on 16.11.2023</b>					
4	Director of Textiles & Handloom, Odisha At:-Satyanagar, Po:-Saheed Nagar, (Opposite of Satyanagar Kali temple) Bhubaneswar - 751007 Mail Id: <a href="mailto:textiles.odisha@gov.in">textiles.odisha@gov.in</a> Phone No:- 0674-2575783	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	17.11.2023 to 30.11.2023	10	Nov- 19, 25, 26, 27

Report to AMG-I(Hqrs) Office, BBSR on 01.12.2023(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](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.

  
18-10-2023

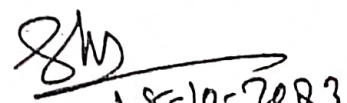
Sr.Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2023-24/509

Date: 18.10.2023

Copy forwarded to: -

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

  
18-10-2023