## Revised Tour programme of AMG - I for the year 2023-24

Manned by AP-04 comprising of: -S/Shri

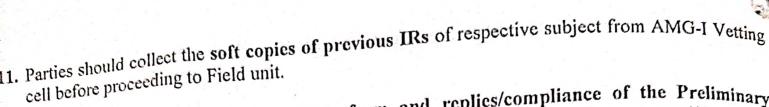
- 1. Gagan Chandra Nayak , Sr. AO (Coml.)
- 2. Bidyadhar Patra, AAO (Coml)
  - 3. Ashish Biswas, AAO (Coml.)

			Period of	No. of	YY II Jane	Remarks	
SI.	Name of the auditee.	Audit Type	audit	days.	Holidays.		
No.	Desk review on 05.06.2023 at Hdqt				10.06.202,		
1.	IDCOL SOFTWARE LIMITED, IDCOL House, Ashok Nagar, Bhubaneswar-751009 ideolsoftware@gmail.com	Financial Audit on accounts for the year 2022-23	06.06.2023 to	08	11.06.2023, 14.06.202, 15.06.2023	-	
			17.06.2023		& 18.06.2023		
Ren	Report to Headquarters on 19.06.2023(FN)						

## Report to Headquarters on 19.06.2023(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
- Revision of Tour Programme: Prior Telephonic Permission are to be obtained in advance from Officer for any suggestion /request for extension/surrender of working days in a Programme surrender or extension.
- 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
- 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)IDaudit2amg1@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
- 8. Adherences 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
- 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.)



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 Objection rections issued from the addition at the time of vetting may be complied smoothly. Further clarification/documents sought for at the time of vetting may be complied

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

14. Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's

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.)

emo No. AMG-I (Hqrs.)-210/Selection of Accounts/2023-24/129

Date. 05.06.2023

opy forwarded to: -

- 1. Secretary to A.G. (Audit II)
- 2. PA to Sr. D.A.G. (AMG-I)
- 3. PA to D.A.G. (AMG-III)
- 3 BO/AMG-I (Vetting)
- 4 .BO/EDP Cell / RO Audit Party

5. T.D. Seat. -2 copies

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