



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

Revised Tour Programme for 3rd Quarter (October to December) 2024-25 in r/o AP-V under AMG-II

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No.	Compliance Audit			
				Name of Auditee Units	Risk	Audited Upto	No. of working days/(Duration of Audit)
AP-V*	1. Th. Ramesh, AAO 2. Y. Mukundo Singh. Ar.	H. Phentom Singh, AAO	8	Secretary, Excise	L		2 (01-04.10.2024)
			9	Commissioner of Excise, Manipur	M	March 2022	12 (07-24.10.2024)
			10	SE, Planning & Monitoring Circle, PHED	L	--	5 (25-31.10.2024)
			11	EE, Mechanical & Electrical Division, PHED	L	March 2016	Audit cancelled/deferred and the team has been instructed to prepare for the Exit meeting for SSCA-Phase-II, finalisation of pending IR, Draft report in line with Htqrs' queries with KDs & preparation to visit Hqrs for finalization of the SSCA during this period.
			12	EE, Thoubal Division, PHED	H	March 2019	9 (15-27.11.2024)
			13	EE, Imphal East Division, PHED	M	March 2016	9 (28.11-10.12.2024)

(Authority: PAG's order at Note#132 Dated:04.11.2024 of e-File No. PAG(Au)/AMG-II/Tour Prog./2024-25)

†Instructions:

*1. (i) HQ's office has directed for complete switchover of all audit process to OIOS from 01.04.2023. All Compliance Audit & Financial Audit are to be executed in OIOS by following the timelines for each stage of processing.

(ii) The field parties should prepare Compliance Audit Design Matrix of the selected departments.

(iii) Report of Desk Review should, inter alia, include identification of themes/schemes to be focussed upon in AAP-2024-25.

(iv) Desk Review Report, Compliance Audit Design Matrix (CADM) and Annexure I of Guidance Note No. 226-09-PPG/2017 dated 23.08.17 issued by the PPG of Headquarters should be prepared during audit of Directorate level office and submitted before commencement of subsequent units.

(v) Verification/confirmation of the existing offices/DDOs under the Department is to be done during Apex/Directorate level audit.

Sl. No.	Name of office/unit	DDO code	Complete postal address	Office email id

2. The QA/QC should be submitted to Headquarter within 7 days from the date of completion of audit without fail. A physical file shall also be maintained for each Field Visit and submitted to RS Section/AMG-II at the time of QA/QC submission.

3. The Draft IR in OIOS should necessary include the following:

- Allocation of work
- Draft IR info
- Record requisition
- Audit Enquiry
- Audit Observation
- Communication
- Checklist Details
- Attachment info

The Attachment info must contain the following:

a) Allocation of Duties	h) Contact details of the auditee unit such as full postal address, working Telephone No., working E-mail id and
b) Code of Ethics declaration	
c) Cash Verification Certificate	

* The units assigned to AP-V is subject to further modification as per the commencement of SSCA on GST (Phase-III) audit.

	Whatapp No. of the Unit/Department/HOD, should compulsorily be mentioned in the Title Sheet.
d) Copy of Minutes of Discussion (Entry and Exit)	i) KDs for each phrase/word/sentence to be linked separately, ie, the KDs for different phrases/words/sentences in the Para/IR should not be combined in one whole.
e) Performance of Auditors/Sr. Auditors/Astt. Supvr./ Supvr.	j) The following details in PDF file to be mandatorily attached:
f) Tour Diaries	i) The next higher officer
g) Properly filled and signed Title Sheet	ii) The HOD
	iii) The name/designation of the Administrative Head.

Note: In case submission of the draft IR without any data related to the above, the draft IR would be returned to the Audit Party and the submission date would be counted from the date of receipt of the complete draft IR in Headquarters

4. (i) Audit Parties are to address the issue of outstanding IRs/Paras in the Entry/Exit conference and the same may be included in the meeting minutes.

(ii) The review of the outstanding IRs/Paras during the audit is to be submitted in the following format:

Sl. No.	Part & Para No.	Audit observation in brief	Review Remarks

5. As instructed by Hqrs Office, the following focus areas are to be looked into during the current year's Audit Plan.

A. Projects sanctioned by DoNER/NEC to the State Government

All the schemes/projects of NEC/DoNER implemented by the Departments are to be listed along with the details such as, (i) the status/ physical progress (whether ongoing, completed, abandoned, etc.) and (ii) Financial progress (amount sanctioned, amount released and expenditure etc.) to keep track on the schemes and make relevant observations. Certificate for cases of non-execution/non-existence of DoNER schemes may be obtained from the auditee unit.

B. Grants-in-Aid

All the field parties are instructed to focus on these aspects during their compliance audits and report on the findings, if any.

6. As directed, all the relevant department related GOs, OMs, report etc. obtained respect of the Department/auditee units should be filed and both the soft and hard copies handed over to Branch Officer/AMG-II at the end of every quarter. Department-wise guard file is to be maintained in the office for reference when future audit is being conducted for the same department.
7. All the field parties are to prepare and submit Departmental Appreciation Note to the local Hqtr' Section which is to be issued to the Apex Audit Units of the concerned Departments after completion of audit as per Para 6.7 of CA Guidelines.
8. Field parties are to prepare a High Value Contract detail (contracts whose value is Rs.10 crore or above) of the auditee units if any, during local audit and is to be submitted along with the draft IR in the following format:

Sl. No.	Name of Dept. & Auditee Unit	Period of Account/Audit	Details/Description of Contract	Amount of Contract	Whether audit observation is made. If yes, details of para.	Date of award of contract & stipulated date of completion	Remarks

Sgt

Sr. Audit Officer/AMG-II

Dated:06.11.2024

M. B. M. M. M.

Sr. Audit Officer/AMG-II

Memo No. PAG(Au)/AMG-II/Tour Prog./2024-25/ 49-218

1. P.S. to Pr. A.G. (Audit), Manipur
2. P.A. to Sr. D.A.G. (Audit), Manipur.
3. Concerned Sr. A.O./A.A.O./Sr.Ar/Ar
4. Sr.AO/Admn
5. AAO/EDP
6. File concerned