



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in
Public Interest

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)

MANIPUR, IMPHAL - 795 001

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Revised Tour Programme for 4th Quarter (Jan – March) 2022-23 in respect of AP - II under AMG-II

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No	Compliance Audit			
				Name of Auditee Units	Office Address	Audited Upto	Duration of Audit (day)
AP-II	1. Apu Albert, AAO(Com) 2. Kh. Munal, Asst. Spvr.	Th. Baite, AAO(Com)	1	Divisional Forest Officer, Churachandpur	Churachandpur District – 795128	January 2013 to March 2020	7* (16-01.2023)
			2	DFO Ukhrul	Ukhrul District - 795142	April 2012 to March 2020	7* (16-01.2023)
			3	Supplementary Audit of Annual Accounts of Cyber Corporation Manipur Limited for the FY 2021-22	New Secretariat Building, Babupara - 795001		7* (25-03.02.2023)
			4	DFO Chandel	Chandel District – 795127	December 2013 to March	7*(06-14.02.2023)
			5	DFO Kamjong	Kamjong District – 795145	April 2017 to March 2020	7*(16-24.02.2023)
			6	DFO Soil Conservation Division- II Mantripukhri	Mantripukhri, Imphal East - 795002	August 2017 to March 2020	7* (27-07.03.2023)

*Including Transit days

(Authority vide: PAG's order at Note #56 of e-File No. PAG(Au)/AMG-II/Tour Prog./2022-23)

Instructions:

- * 1. (i) The field parties should prepare Compliance Audit Design Matrix of the selected departments.
- (ii) Report of Desk Review should, inter alia, include identification of themes/schemes to be focussed upon in AAP-2022-23.
- (iii) 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.
- (iv) Contribution of audit party members and Head of Department as well as next higher authority, as in old title sheet to be inserted in the new title sheet.
- (v) Verification/confirmation of the existing offices/DDOs under the Department is to be done during Apex/Directorate level audit.

2. The Draft IRs should be submitted to Headquarter within 7 days from the date of completion of audit without fail.

3. The DIR must contain the following:

a) Allocation of Duties	g) Contact details of the auditee unit such as full postal address, Telephone Nos., E-mail id and FAX No., if any, should invariably be mentioned in the Title Sheet.
a) Audit Requisition	
b) Code of Ethics declaration	
c) Cash Verification Certificate	1. List of Audit Memorandum (POS) in the prescribed format circulated earlier
d) Copy of Minutes of Discussion (Entry and Exit)	2. Every audit observation must be fully supported by the relevant & sufficient audit evidence.
e) Tour Diaries	3. KD marking with proper page numbering must be done.
f) Properly filled and signed Title Sheet	4. Performance of Auditors/Sr. Auditors

4. Field parties are to review the outstanding IRs/Paras during local audit and the result of such review is to be submitted in the following format:

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

5. Audit Finding Matrix for each of the audited unit linked with Compliance Audit Design Matrix of the concerned department should be submitted by the field party along with the draft IR.

6. Hyperlinking of comments in IR with KDs (soft copies) as directed in Officer Order No. 03/Sr DAG (Admin) Cell, d. 16.09.2020 to be done. Also in OIOS.

7. **IMPORTANT:-**
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.

8. As directed, all the relevant department related GOs, OMs, report etc. obtained respect of the Department/auditee unit 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.

9. In respect of Supplementary Audit, the field party should submit draft comments and draft aide-memoire after incorporating the replies of the Statutory Auditor and the Management of CCML along with the necessary documents to the AMG-II Hqrs.

Sd/-

Sr. Audit Officer/AMG-II

Dated: 24.01.2023

Memo No. PAG(Au)/AMG-II/Tour Prog./2022-23/ 499-504

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/ES- I & II
- ✓ 6. AAO/EDP
7. File concerned

Sr. Audit Officer/AMG-II

Am
24/01/23
Anujit Jha