

Revised Tour programme of AMG-I (AP-2) for 4th Quarter of 2021-22

Manned by:- S/Shri

1. S. S. Prasad, Sr. AO
2. Ram Prakash Das, AAO (Coml)
3. Dheeraj Kumar, AAO

<i>Sl. No.</i>	<i>Name, address & contact no. of the auditee.</i>	<i>Audit_Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	Department of Planning & Convergence, Odisha, Bhubaneswar dcplg@nic.in, 0674 -2391970 As ordered the Audit of said unit has been postponed till further order	Pilot Study on District Mineral Foundations Fund (DMF)	21.12.2021 to 27.12.2021	5	Dec-25,26
The party instructed to prepare desk review during 27 th to 31 st December 2021 of the units assigned for audit during 4 th quarter and to DAG for approval					
2.	Director of Culture, Bhubaneswar BJB Nagar, Bhubaneswar, Odisha 751014 directorateofculture@gmail.com 0674-2536748	Compliance Audit for 2020-21 and other activities, schemes & policies etc.	03.01.2022 to 15.01.2022	10	Jan-01,02,08,14,16
The Audit has been postponed from 17th to 31st January 2022 due to spread of Covid-19(Omicron)					
3.	Odisha Small Industries Corporation Ltd. Industrial estate, Madhupatna, Cuttack-753010	Procurement Audit for the last 5 years	01.02.2022 to 07.02.2022	5	Feb-05,06
Transit to Keonjhar on 08.02.2022					
4.	Deputy Director of Sericulture, Keonjhar Ph-06816-257388	Compliance Audit from 2015-16 to 2020-21 and other activities, schemes & policies etc.	09.02.2022 to 17.02.2022	7	Feb-12,13
5.	Asst. Director of Sericulture, Keonjhar Ph- 06766-255497	Compliance Audit for 2014-15 to 2020-21 and other activities, schemes & policies etc.)	18.02.2022 to 25.02.2022	7	Feb-20,26,27
Transit to Bolangir on 26.02.2022 (Holiday)					
8.	Mining Officer, Bolangir, At/Po- Rajendra College Road, Bolangir Dist- Bolangir, Pin-767002 Ph-0671-2309357. Email-mo.bolangir@orissaminerals.gov.in	Compliance Audit for the year 2017-18 to 2020-21 and other activities, schemes & policies etc.	28.02.2022 to 14.03.2022	10	Mar-01,05,06,12,13
Transit to Subarnapur on 15.03.2022(FN)					
6.	Deputy Director of Textile, Subarnapur, At. Thanapatipada, PO-Sonepur, Dist.Subarnapur, PIN: -767017 Ph-06654-220232 Email-ddtsnp@gmail.com	Compliance Audit for the year 2013-14 to 2020-21 and other activities, schemes & policies etc	15.03.2022 to 17-03-2022 & 21-03-2022 to 25.03.2022	8	Mar-18,19,20,26,27
Transit to Bhubaneswar on 18-03-2022, Report to Hdqtr on 19-03-2022					
Transit to Subarnapur on 20.03.2022 & transit to Bhubaneswar-26-03-03-2022(Holiday)					
7.	Director of Harekrushna Mahatab State Library, Odisha, Bhubaneswar Ph-0674-2514315 Email-hkmsl@rediffmail.com	. Compliance Audit for the year 2020-21 and other activities, schemes & policies etc.	28.03.2022 to 06.04.2022	8	Apr-01 & 03

Report to Hdqtr. on 07.04.2022(FN).

Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2nd 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/AM-I(Vetting) and AMG-I(Hqr)ID- 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.
16. RO/Party members should ensure that the auditee organisation follows all the **COVID-19 guidelines** issued from time to time by Govt. of Odisha/Govt. of India.

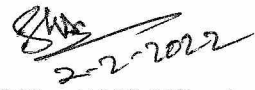
Sd/-
Deputy Accountant General (AMG-I)

Date: 02 .02.2022

Memo No. AMG-I(Hqrs.)- 09/TP/AP-02/2021-22/92

Copy forwarded to:-

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


22/02/2022
Sr. Audit Officer/AMG-I(Hqrs.)