

Revised Tour programme of AMG – I (AP-08) for 4th Quarter of 2021-22

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Bidyadhar patra, AAO (Coml.)
3. Vijay Swarnakar, 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>
Continued from 3 rd Quarter programme of 2021-22					
Desk review of IDCOL for 2020-21 at Headquarters on 29.12.2021					
1.	Industrial Development Corporation of Odisha Limited (IDCOL), IDCOL House, Ashok Nagar, Bhubaneswar-751009	Supplementary Audit on accounts for the year 2020-21	30.12.2021 to 10.01.2022	9	Jan2022-02,08,09
Submission of Accounts to Headquarters on 11.01.2022					
2.	Superintendent, Odisha State Archaeology, Bhubaneswar Paryatan Bhawan, 2nd Floor, Bhubaneswar-14, Lewis Road. suptosabbsr@gmail.com 0674-2432147	Compliance Audit for the year 2019-20 & 2020-21 and other activities, schemes & policies etc.	12.01.2022 to 15.01.2022	03	Jan-14,16
The compliance Audit has been postponed from 17th to 31st January 2022 due to spread of Covid-19(Omicron)					
3	Superintendent, Odisha State Archaeology, Bhubaneswar Paryatan Bhawan, 2nd Floor, Bhubaneswar-14, Lewis Road. suptosabbsr@gmail.com 0674-2432147	Remaining part of compliance Audit for the year 2019-20 & 2020-21 and other activities, schemes & policies etc.	01.02.2022 to 04.02.2022	04	Feb-05,06
Transit to Berhampur on 06.02.2022(Holiday)					
4.	Principal, Govt. College of Arts & Crafts, Khallikote, Ganjam Art & Crafts, Khallikote (Ganjam) Berhampur-761030 govtcollegeofartandcrafts@gmail.com 06810-256352	<ul style="list-style-type: none"> • Compliance Audit for the year 2020-21 & and other activities, schemes & policies etc. • Scrutiny of Complaint received 	07.02.2022 to 16.02.2022	08	Feb-12,13
Transit to Bhubaneswar on 16.02.2022(AN)					
5.	Superintendent, Odisha Museum, Bhubaneswar Lewis Road, Near Kalpana Square, BJB Nagar, BBSR-751014	• Compliance Audit from 2017-18 to 2020-21 and other activities, schemes & policies etc.	17.02.2022 to 25.02.2022	08	Feb-20,26,27
Transit to Kendrapara on 27.02.2022(Holiday)					
6.	General Manager, District Industries Centre, Kendrapara Gualsingh, Pandiri, Near Law College, Kendrapara-754 211 Ph-06727-220168 Email-dickendrapara@nic.in	• Compliance Audit from 2016-17 to 2020-21 and other activities, schemes & policies etc.	28.02.2022 to 11.03.2022	09	Mar-01,05,06
Transit to Bhubaneswar on 12.03.2022(FN)(Holiday)					
7.	Principal Utkal Sangeet Mahavidyalaya, Bhubaneswar Unit 4 Main Street, Sachivalaya Marg, Bhubaneswar, Odisha 751020 Ph-0674-250 3956 Email-principalusm@gmail.com	• Compliance Audit for the year 2020-21 and other activities, schemes & policies etc.	14.03.2022 To 24.03.2022	08	Mar-12,13,18,19,20

Report to Headquarter on 25.03.2022 (FN)

In addition to the above compliance audits, the party is instructed to do supplementary audit of PSUs as and when the Accounts received from statutory auditors and selected for audit.

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 **Sr. AO/AMG-I (Hqrs) Govt. email** and man-days may be reviewed accordingly for surrender or extension 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 BO/AMG-I(Hqr)** 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** for improving the quality of Inspection Report 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 and 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 the Sr. AO, 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. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.
17. Both Audit Party and auditee organisation should follow all the **COVID-19 guidelines** issued from time to time by Govt. of Odisha/Govt. of India.

Sd/-

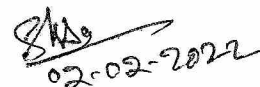
Deputy Accountant General (AMG-I)

Date:02.02.2022

Memo No. AMG-I(Hqrs.)-15/TP/AP-08/2021-22/95

Copy forwarded to: -

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


02-02-2022

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