

**Revised (23-09-2022) Tour programme of AMG – I (AP-08) for 2<sup>nd</sup> Quarter of 2022-23**

**Manned by: -S/Shri**

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Bidyadhar Patra, AAO (Coml.)
3. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	<b>Report to Headquarter on 04.07.2022(FN) to attend Group Meeting and continue at Headquarter till 15.07.2022.</b>				
2.	Odisha Mineral Exploration Corporation Limited, OMC House, Bhubaneswar-751001	<b>Financial Audit</b> for the year 2021-22	16-07-2022 to 22-07-2022	06	July-17
<b>Submission of Report at Headquarter on 25.07.2022 and discussion with Sr. DAG on assigned focus area/Audit Plan of Department.</b>					
3.	<b>Principal, Bk College Of Art &amp; Crafts, Bhubaneswar</b> Tapoban High School Rd, Khandagiri, Bhubaneswar, Odisha 751030	<ul style="list-style-type: none"> <li>• Continuation of Compliance Audit for <b>2020-21</b> to <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	26.07.2022 to 30.07.2022	05	July-31
4.	<b>Pr. Secretary to Government of Odisha, Tourism Deptt,</b> Kharavela Bhawan, Odisha, Bhubaneswar secretary@odishatourism.gov.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	01.08.2022 to 03..08.2022	03	--
5.	<b>Odisha State Financial Corporation(OSFC), OMP Square, Cuttack</b>	• <b>Financial Audit</b> for the year 2020-21.	04.08.2022 to 17.08.2022	08	Aug-07,09,11,13,14,15,
<b>Report to Hdqtr on 18.08.2022(FN) for submission of report. Shri Sitansu Kumar Mohanty, Sr AO to join the audit party No-05 instead of Shri Patitapaban Biswal, Sr AO for audit of OSIC Ltd. upto 30/08/2022.</b>					
6.	<b>Pr. Secretary to Government of Odisha, Tourism Deptt,</b> Kharavela Bhawan, Odisha, Bhubaneswar secretary@odishatourism.gov.in	<ul style="list-style-type: none"> <li>• Remaining part of Compliance Audit for the year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	<u>19.08.2022</u> to <u>14.09.2022</u>	19	Aug-18,21,27,28,31 Sept-01,04,10,11
7.	<b>Odisha Tourism Development Corporation Limited (OTDC),</b> OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, Odisha 751014 otdc@panthanivas.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	15.09.2022 to 01.10.2022	14	Sep-18,24,25
<b>Report to Headquarter on 03.10.2022(FN)</b>					

**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 *SrAO/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.

*Sd/-*

Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/453  
Copy forwarded to: -

Date: 23.09.2022

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

*23/9/2022*  
Sr. Audit Officer/AMG-I(Hqrs.)

*Q*  
*23/9/22*