

(Revised)Tour programme of AMG-I (AP-2) for 2nd 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 of the auditee.</i>	<i>Telepho ne No.</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	Secretary to Govt. of Odisha, Handloom & Textile Department, Bhubaneswar (Compliance Audit from 2019-20 to 2020-21 and other activities, schemes & policies etc.)		02.08.2021 to 11.08.2021	09	Aug-08
2	Director of Handicrafts and Cottage Industries, Bhubaneswar (Compliance Audit for 2018-19 to 2020-21 and other activities, schemes & policies etc.)		12.08.2021 to 24.08.2021	09	Aug-14,15,20,22
3.	Director of Textiles, Bhubaneswar (Compliance Audit from 2019-20 to 2020-21 and other activities, schemes & policies etc.)		25.08.2021 to 06.09.2021	09	Aug-28,29,30 Sep-05
4	Deputy Director of Textiles, Cuttack (Compliance Audit for 2019-20 2020-21 and other activities, schemes & policies etc.)		07.09.2021 to 18.09.2021	09	Sep-10,11,12,19
5.	Principal Secretary to Govt. Of Odisha, Micro, Small & Medium Enterprises, Bhubaneswar. (Compliance Audit for 2020-21 and other activities, schemes & policies etc.)		20.09.2021 to 30.09.2021	09	Sep-25,26
Report to Headquarter on 01.10.2021(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/AMG-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)

Memo No. AMG-I(Hqrs.)-07/Tour- Prog./2021-22/196

Date:05.08.2021

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)
4. BO, EDP Cell
5. AMG-I(Hqrs.) –T.D. Seat/Spare Copy

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