

(Revised)Tour programme of AMG – I (AP-08) for 2nd Quarter of 2021-22

Manned by: - S/Shri

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

Sl. No.	Name of the auditee.	Telephone No.	Period of audit	No. of days.	Holidays.
1	GURU KELU CHARAN MAHAPATRA ODISSI RESEARCH CENTRE, BHUBANESWAR PLOT NO.1/A JAYADEV VIHAR, BHUBANESWAR, ODISHA -751013	0674-2302875	02.08.2021 To 07.08.2021	06	Aug-08
2	GENERAL MANAGER, RIC, KALINGA NAGAR, JAGATPUR, CUTTACK Near Tahasil Office / Sub-registrar office, Jagatpur, Cuttack – 754 021 Compliance Audit from 2011-12 to 2020-21.	0671-2491573	09.08.2021 to 17.08.2021	07	Aug-14,15,
3	GENERAL MANAGER, DIC, BHUBANESWAR, Industrial Estate, Rasulgarh, BBSR- 751010 Compliance Audit from 2019-20 to 2020-21	0674-2548146	18.08.2021 to 27.08.2021	08	Aug-20,22,28,29,30
Transit to Bhadrak on 30.08.2021(H)					
4.	GENERAL MANAGER DIC, BHADRAK, Appartibindha New Colony, Back side of S.B.I. Bhadrak- 756100 Compliance Audit from 2016-17 to 2020-21.	06784-240472	31.08.2021 to 09.09.2021	09	Sep-05,10,11,,12
Transit to Bhubaneswar on 10-09-2021(FN)(H) Transit to Kendrapara on 12.09.2021(AN)(H)					
5.	GENERAL MANAGER DIC, KENDRAPARA Gualsingh, Pandiri, Near Law College, Kendrapara- 754211 Compliance Audit from 2016-17 to 2020-21	06727-220168	13.09.2021 to 22.09.2021	09	Sep-19

Transit to Hdqtr on 23.09.2021(FN)

Report to Headquarter on 23.09.2021(AN)

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 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.)-15/TP/AP-08/2021-22/199

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.)