



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर, इंफाल - ७९५००१  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
MANIPUR, IMPHAL - 795 001

दूरभाष/Phone: 0385-2458523 फेक्स/ E-mail: [agaumanipur@cag.gov.in](mailto:agaumanipur@cag.gov.in)

**Tour Programme of AP (II, III, IV, V & VI) under AMG-I for the 1<sup>st</sup> Qtr. of 2023-24**

Audit party Number	Name of the party personnel	Name of the auditee units	Office Address	Risk Category	Audited upto	Duration of audit (days) *
AP-II	1. L.T. Haokip, Sr. AO 2. O. Paikhomba Singh, AAO 3. K. Baninath Singh, Sr. Ar.	Commissioner, Art & Culture	Imphal Babupara	-	-	2(3.4. - 4.4.23)
		Director, Art & Culture	Palace Compound, Imphal	H	31.03.2021	8(5.4 - 18.4.23)
		Curator, State Museum	Imphal	L	31.03.2021	5(19.4 - 25.4.23)
		Chief Librarian, State Central Library	Imphal	L	31.03.2019	5(26.4 - 3.5.23)
		Dy. Dir. Manipur State Archive	Imphal	L	31.03.2019	5(4.5 - 10.5.23)
		Superintendent of State Archeology	Imphal	L	31.03.2019	5(11.5 - 17.5.23)
		Dy. Dir. Shree Shree Balmukundo Dev Music College	Imphal	L	31.03.2019	5(18.5 - 24.5.23)
		Principal, Govt. Dance College	Imphal	L	31.03.2019	5(25.5 - 31.5.23)
AP-III	1. O. Surmani Singh, AAO (Com) 2. T. Biswajit Singh, Aast. Supervisor, 3. L. Gunabir Singh, Sr. Ar. *** The party would be assigned for audit of CABs as and when Accounts are received at this end.	Secretary, Youth Affairs & Sports	Imphal	-	-	2(3.4. - 4.4.23)
		Joint Director, YAs	Khuman Lampak, Imphal	H	31.03.2022	9 (5.4 - 19.4.23)
		DYASO, IW	Imphal	L	31.03.2022	4 (20.4 -25.4.23)
		DYASO, Bpr	Bishnupur	L	31.03.2022	4(26.4 -2.5.23)
AP-IV	1. S. Kedernath Singh, Sr. AO 2. S. Raju Singh, AAO 3. Kh. Rojee, AAO *** The Party would be	Resident Commissioner, Manipur Bhawan, New Delhi	New Delhi	L	31.12.2017	5(20.4 - 26.4.23) 19 <sup>th</sup> April - transit to Delhi & 27 <sup>th</sup> April - transit to Kolkata
		Resident Commissioner,	Kolkata	L	31.03.2019	5 (28.4 - 5.5.23) 6 <sup>th</sup> May - transit

*Handwritten signature and date: 28/03/2023*

*Handwritten text: AAO/EDP*



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(Authority: - PAG's approval dated 27.03.2023 at P/4<sup>N</sup> of file no. PAG (Au)/AMG-I/13/Tour Prog./2023-24 in e-office)

1. *The entire audit process should be done compulsorily through OIOS, complete in all respect, from commencement till issue of DIR.*
2. *Risk assessment should be conducted before the commencement of audit as per the instructions given in Section 3.11 of Compliance Auditing Guidelines.*
3. *Apex Auditable Unit may only be visited for the purpose of data/information collection exercise as well as Desk Review*
4. *The Field Audit Teams should compulsorily submit the report of Desk Review including identification of themes/schemes to be focussed upon in AAP 2023-24, Compliance Audit Design Matrix (CADM) and Annexure-I of the Guidance Note in respect of the Department assigned for the year. This exercise should be completed during the audit at the Directorate office.*
5. *The Department Profile should be updated by all parties during the course of audit.*
6. *As per ADAI (NER) instructions, the Audit Parties are to comply with the following instructions:*
  - a. *Fraud and corruption paragraphs should be highlighted.*
  - b. *Joint inspection should be planned especially with respect to expenditure on GIA for creation of capital assets.*
  - c. *Public procurements should be examined and commented upon.*
  - d. *In the compliance audit, more focus should be on specific subject matter and commented upon.*
7. *Instructions provided in New Compliance Audit Guidelines for field audit and reporting must be complied accordingly without fail.*
8. *Audit findings should clearly bring out the applied criteria, the results of evaluation of the subject matter against the criteria highlighting the cause and effect relationship. The paras should be supported by relevant & sufficient KDs, and KDs should be duly marked. KDs in soft copies duly hyperlinked should also be submitted.*
9. *The target of DPs for each Compliance Audit Party shall be communicated separately.*
10. *Observation on deposits into MH-8449 should be incorporated, if any, with necessary analysis.*
11. *Observation on fraud/misappropriation, if any, should be incorporated with necessary analysis.*
12. *Detail information on High Value Contracts (above Rs. 10.00 crore) should be obtained from the auditee units and furnished to Headquarters.*
13. *While conducting audit, each audit team may check at least 25 per cent of the Service Books, cash book, leave account, etc. and other such documents to be verified for establishment portion of the auditee as contained in Chapter 3 of MSO Audit.*
14. *For Accounts Audit, the following instructions should be complied with*
  - i) *The time schedule as prescribed in Para 10.08 of the Manual of Instructions for Audit of Autonomous Bodies should be adhered to for completion of financial audit and issuing the final SAR to Management/Government concerned.*

- ii) *As per Hqtrs' letter No. 11/RC (AB)/Misc/04-16/2019 dated 07.05.2019, all field parties conducting certification of annual accounts should submit the duly signed checklist (enclosed in the above letter) while on submission of SARs.*
15. *On submission of IRs, the Title Sheet enclosed is to be as per prescribed format of Hqtr's enclosed in PPG's circular No. 226-09-PPG/2017 dated 23 August 2017. The format may be obtained from the Section if required.*
16. *Further, on submission of IRs, list of schemes/programmes implemented by an auditee unit along with expenditure is to be enclosed.*
17. *The Audit Party may obtain inputs of VLC data from AAO (Adhoc), Data Analytics Wing, wherever applicable*

Sd/-

Sr. Deputy Accountant General (AMG-I)

Memo No. PAG (Au)/AMG-I/13/Tour Prog./2023-24/543-549

Dated: 28.03.2023

Copy for information to:

1. PS to PAG (Audit), Imphal
2. PA to Sr. DAG (Audit)
3. Sr. AO (Bills)
4. Sr. AO (Admn/EDP)
5. Sr. AO (AMG-I)
6. Party concerned.
7. File concerned.

  
Sr. Audit Officer (AMG-I)