

**Tour programme of AMG-III-AP- 02 for the 4<sup>th</sup> Quarter of 2021-22**

**Party Personnel:-**

1. S/Sri Rabi Narayan Mohanty, SAO
2. Dillip Kumar Hazary, AAO
3. Jamish Kumar, AAO
4. S. Muduli, Sr.Ar (Temporarily )

SL No	Name of the auditee.	Telephone No.	Period of audit	Period to be covered in Audit	No. of days.	Holidays.
1	Desk Review		03.01.2022 To 05.01.2022		03	
<b>Transit to Bhadrak on 06.01.2022(F/N)</b>						
2	Registrar Civil Courts, Bhadrak		06.01.2022 To 19.01.2022	2015-16 To 2020-21	10	Jan-8,9,14
<b>Transit to Balasore on 20.01.2022(F/N)</b>						
3	Registrar Civil Court, Balasore		20.01.2022 To 02.02.2022	2014-15 To 2020-21	10	Jan-22,23,26,30
<b>Transit to Baripada on 03.02.2022(F/N)</b>						
4	Superintendent Circle Jail, Baripada		03.02.2022 To 11.02.2022	2017-18 To 2020-21	07	Feb-5,6
<b>Transit to Rourkela on 12.02.2022(H)</b>						
5	DIVISIONAL FOREST OFFICER, ROURKELA		14.02.2022 To 22.02.2022	2016-17 To 2020-21	08	Feb-13,20
<b>Transit to Sundargarh on 23.02.2022(F/N)</b>						
6	DIVISIONAL FOREST OFFICER, SUNDARGARH		23.02.2022 To 04.03.2022	2018-19 To 2020-21	07	Feb-26,27 March-1
<b>Transit to Rairakhol on 05.03.2022(H)</b>						
7	DIVISIONAL FOREST OFFICER, RAIRAKHOL		07.03.2022 To 17.03.2022	2019-20 To 2020-21	09	March-6,12,13
<b>Transit to BBSR on 18.03.2022(H)</b>						

**Further Programme follows:**

### 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 Sr.AO/AMG-III(C)(I/c) govt. mail\* 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 Sr. Audit Officer/Vetting 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/phone for availing any kind of leave.
8. Adherence to the **guidance note** issued by CAG vide letter No.226/09-PPG/2017 dated 23.08.2017 for improving the quality of Inspection Report (mailed to all officers on 23.03.2021) and new **auditing standard** 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 works less in the year of audit. The parties may proceed to next item with intimation to AMG-III (Hqrs).
11. Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-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.
13. Any **interesting or new points/paras** noticed may be promptly intimated to AMG-III vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. Further clarification/documents sought for at the time of vetting may be complied immediately.
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. **Additional Information:** Desk review should be submitted to the Sr.AO/AMG-III(C)(I/c) govt. mail\* along with a copy to Group Officer's mail / Concerned Vetting Section's mail.
17. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.
18. Both audit party and auditee organisation should follow COVID 19 guidelines issued by the Central/State Governments.

Sd/-

**Dy Accountant General/AMG-III**

Date: 17.12.2021

Memo No. AMG-III-(Hqrs.)-Prog./2021-22/463

Copy forwarded to:-

1. Secretary to Pr.A.G. (AU-II)
2. PA to D.A.G. (AMG-III)
3. Sr. A.O./AMG-III(Vetting)
4. RO/AAO-AMG-III-Audit Party
5. BO/EDP Cell
6. AMG-III-(Hqrs.) – T.D. Seat. – 2 copies
7. Spare

*Maim*  
21-12-21  
Sr. Audit Officer/AMG-III(C)