Tour Programme of AMG-III-AP-06 for the 2nd. Quarter of 2025-26

Party Personnel:
S/Shri
2. Parmvir Kumar, AAO
3.Rajesh Kumar Jha, AAO
3.Tapaswi Dash, AAO(P)

Sl. No क्रम सं.	Name of the auditee. ऑडिटि का नाम	Period of audit लेखापरीक्षा की अवधि	Period of a/cs to be covered in Audit लेखापरीक्षा में शामिल होने वाली अवधि	No. of days. दिनों की सं.	Holidays. अवकाश
1	SECY.TO GOVT.OF ODISHA, FISHERIES & ARD DEPTT., BHUBANESWAR	01.07.2025 to 19.07.2025	2024-25	16	Juy-6,12,13
Transit to Cuttack on 21.07.2025(FN)					
2	DIR. OF FISHERIES, CUTTACK	21.07.2025 to 16.08.2025	2024-25	21	July-(20,26,27)* Aug-(3,9,10,15)*
Transit to Bhubaneswar on 16.08.2025(AN)					
3	DEPUTY DIRECTOR, NANDANKANAN ZOOLOGICAL PARK	18.08.2025 to 01.09.2025	2024-25	10	Aug-17,23,24,27,28,31
4	PROJECT DIRECTOR, ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT, BHUBANESWAR.	02.09.2025 to 15.09.2025	2022-23 to 2024-25	10	Sept-5,7,13,14
Transit to Khurda on 16.09.2025(FN)					
5	DIVISIONAL FOREST OFFICER, KHURDA	16.09.2025 to 26.09.2025	2024-25	10	Sept-21*
Transit to Bhubaneswar on 26.09.2025(AN). Report to Hdqrs. on 29.09.2025					

***Holidays to be spent at Bhubaneswar availing normal return transit (AN) and onward (FN) transit.**
सामान्य वापसी पारगमन (अप.) और आगे (पूर्वा.) पारगमन का लाभ उठाते हुए भुवनेश्वर में छुट्टियां बिताई जाएंगी।.

The Officer/officials has to perform daily to and fro journey in respect of units located at Cuttack and Khordha
कटक और खुर्दा में स्थित इकाइयों के संबंध में अधिकारी/कर्मचारियों को दैनिक यात्रा करनी होती है।

फील्ड पार्टियों के लिए अनिवार्य निर्देश/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-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-III 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. All parties are required to work invariably on OIOS.
19. **(i) The audit parties are instructed to bring the cases of non-production of records to the notice of the Group Officer on the first day of audit to address the issue at the appropriate level.**
    (ii)Non production of records should be included as a para in the DIR and also included in exit meeting with the head of the organization.
20. **All parties are required to send the minutes of entry meeting held at auditee unit on commencement day of the audit to BO-AMG-III(C) positively, which is mandatory.**

Sd/-
उप महालेखाकार/लेप.प्र.स.-III
Dy Accountant General/AMG-III

ज्ञा. सं. AMG-III(C)/TP of AP-06/2025-26/ **दिनांक/Date: 17.06.2025**
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प्रतिलिपि अग्रेषित//Copy forwarded to:-

1. Secretary to 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. Sr. AO/ECPA/EDP Cell
6. T.D. Seat.
7. Spare copy

वरि. लेखापरीक्षा अधिकारी/लेप्र.स-III(स.)
Sr. Audit Officer/AMG-III(C)