

1st QR (2024-25) Tour Program of AMG-I (AP- 01)

Party Personnel: S/Shri.

1. Siva Sankar Prasad, Sr.AO
1. Ravi Sinha, AAO
2. Pintu Rajak, AAO

Sl. No.	Name, address & contact no. of the Auditee	Audit Type	Period of audit	No. of days	Holiday(s)
Transit from Talcher 10-01-2024 (AN)					
1	Boyanika, Handloom, Textiles & Handicrafts Department, Boyan Bhavan, Kharvela Nagar, Bhubaneswar – 751001	• Collection of information and Verification of Records as instructed by DAG.	18.06.2024 To 19.06.2024	02	June-15,16,17
2	i. Utkalika, Handloom, Textiles & Handicrafts Department, OSCHC Ltd, D 2/3 & 4, Rasulgarh Industrial Estate, Rasulgarh, Bhubaneswar -751010 ii. Utkalika, Handloom, Textiles & Handicrafts Department, BMC Market Complex, Unit-2, Ashok Nagar, Bhubaneswar, Odisha 751001.	• Collection of information and Verification of Records as instructed by DAG.	20.06.2024 To 21.06.2024	02	June-22,23
Report to Hdqtr on 24.06.2024(FN) for submission of report.					

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.

Sd/-

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

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2024-25/229

Date: 13.06.2024

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


13.06.2024

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