



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public
Interest

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

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**Tour Programme for Accounts Audit of CAB under AMG-I Branch
during the 3rd Qtr 2023-24**

Audit party Number	Name of the party personnel	Name of the auditee units	Duration of audit (days)
AP-III	1. O. Surmani Singh, AAO (Com) 2. Kh. Munal Singh, Asst. Supervisor 3. H. Ratankumar Singh, Sr. Ar	Accounts audit of the Registrar, National Institute of Technology Manipur, Imphal for the year 2022-23	06 (18.12 – 26.12.23) 25 th December, 2023 – Holiday (Christmas)

(Authority: - PAG's approval dated 28.11.2023 at P/6^N of file no. PAG (Au)/AMG-I/5/TP Part file/2023-24)

1. Risk assessment should be conducted before the commencement of audit as per the instructions given in Section 3.11 of Compliance Auditing Guidelines.
2. The field parties are instructed to invariably utilise the facilities provided in the Audit Execution portion of the OIOS in online/off line mode.
3. 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.
4. The Draft IRs should be submitted to Headquarter, complete in all respect, within 7 days from the date of completion of audit without fail.
5. Instructions provided in New Compliance Audit Guidelines for field audit and reporting must be complied accordingly without fail.
6. 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.
7. Observation on fraud/misappropriation, if any, should be incorporated with necessary analysis.
8. Detail information on High Value Contracts (above Rs. 10.00 crore) should be obtained from the auditee units and furnished to Headquarters.
9. 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.

10. *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.*

11. *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.*

12. *Further, on submission of IRs, list of schemes/programmes implemented by an auditee unit along with expenditure is to be enclosed.*

Sd/-

Sr. Deputy Accountant General (Audit)

Memo No. PAG (Au)/AMG-I/5/TP Part file/2023-24/160-168

Dated: 29.11.2023

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 (Report)
6. Sr. AO (AMG-II)
7. Party concerned.
8. File concerned.

A. Tamu Sharma
Sr. Audit Officer (AMG-I)

[Signature]
29/11/23

[Signature]
Admn