

Tour Programme for 3rd and 4th quarter of AMG-I(AP-01)

Manned by: S/Shri

1. Siva Sankar Prasad, Sr. AO
2. Pintu Rajak, AAO
3. Mithilesh Kumar Rajak, AAO

| Sl. No | Name, address & Contact no. of the auditee. | Audit Type | Period of audit | No. of days | Holidays |
|---|--|--|--------------------------------|-------------|------------------------------|
| 1. | Principal Secretary to Govt. of Odisha, Handloom, Textiles & Handicraft Deptt., Bhubaneswar Lokaseva Bhawan, Bhubaneswar-751001 | <ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 09.12.2024 to 13.12.2024 | 05 days | Dec -14,15 |
| 2. | Director of Handicraft & Cottage Industries, Bhubaneswar 1st Floor, Heads of Deptt. Building, Unit-5, Bhubaneswar-751001 | <ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 16.12.2024 to 27.12.2024 | 10 days | Dec-22,25,28,29 |
| 3. | Director of Textiles, Bhubaneswar AT-SatyaNagar, PO- Saheed Nagar, (Opposite Satyanagar Kali Mandir), Bhubaneswar-751007 | <ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 30.12.2024 to 09.01.2025 | 10 days | Jan-5 |
| 4. | Deputy Director of Textiles, Cuttack Canal Road, Jobra, PO.- College Square, Cuttack-753003, Dist.-Cuttack | <ul style="list-style-type: none"> • Compliance Audit for the FY 2020-21 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 10.01.2025 to 24.01.2025 | 10 days | Jan-11,12,14,19, 23,25,26 |
| <i>Transit to Athagarh on 27.01.2025(FN)</i> | | | | | |
| 5. | Asst. Director of Textiles, Athagarh At/Po-Athagarh, Dist-Cuttack-754029 | <ul style="list-style-type: none"> • Compliance Audit for the FY 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 27.01.2025 to 07.02.2025 | 11 days | Feb-02,08,09 |
| <i>Transit to Bargarh on 09.02.2025(Holiday)</i> | | | | | |

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| 6. | Deputy Director of Textiles, Baragarh At/PO-Bargarh District-Bargarh, 768028 | <ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any) | 10.02.2025 to 21.02.2025 | 11 days | - |
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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 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-sahoosk.odi.sca@cag.gov.in 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.

16. **Non-Production of records: - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.**

Memo No. AMG-I (Hqrs.)-16/TP/AP-01/2024-25/622

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG -I(Vetting)
3. BO/EDP Cell
4. T.D. Seat/Spare Copy/Person Concerned

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

Date: 09.12.2024



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