

**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 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](mailto: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/-

Deputy Accountant General (AMG-I)

Date: 18/04/2022

Memo No. AMG-I(Hqrs.)-210/Selection of Accounts/2022-23/118

Copy forwarded to: -

1. Secretary to P.A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)
- 3 .BO/AMG-I (Vetting)
- 4 .BO/EDP Cell / RO Audit Party
5. T.D. Seat. -2 copies

*W. B. P. P. A. H.*  
*B.*  
*19/4/22*

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

Tour programme of AMG – I (Vetting) for the year 2022-23

Manned by: -  
S/Shri

1. Jayant Kumar Panda, Sr. AO-Coml.
2. Basant Kumar Patra, AAO-Coml.
3. Krishna Kumar, Sr. Ar

| Sl. No   | Name of the auditee.  | Audit Type   | Period of audit                | No. of days. | Holidays. | Remarks |
|--|---|--|--------------------------------|--------------|-----------|---------|
| 1.   | Odisha Electronics Park Limited<br>3 <sup>rd</sup> Floor, Annex Building, IDCO<br>Towers, Janpath, Bhubaneswar-<br>751022 | Preliminary<br>Checking of<br>Accounts for the<br>year 2020-21 | 21.04.2022<br>to<br>22.04.2022 | 02           |           |         |
| Submission of Report to Headquarters on 25.04.2022 |   |  |                                |              |           |         |

Reviewed.  
B. Patra  
19/04/2022