

**Tour programme of AMG – I (AP-5) for 2<sup>nd</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1.Patitapaban Biswal, Sr. AO(Coml)

2.Akshya Kumar Mohanty, AAO

3.Rupesh Kumar Choudhary, AAO (Coml)

Sl. No.	Name, address & contact no. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Asst. Director of Textiles, Dhenkanal adtdhenkanal@gmail.com	<ul style="list-style-type: none"> <li>• Transit to Headquarter on 02.07.2022(AN) to attend Group Meeting on 4<sup>th</sup> July 2022 and continue at Headquarter till 17.07.2022.</li> <li>• Transit to Dhenkanal on 18.07.2022(FN)</li> <li>• Continuation of Compliance Audit for the financial year 2014-15 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	24.06.2022 to 02.07.2022 &	06	June-25,26 July-01,03,09,10
			18.07.2022 to 19.07.2022	02	
<b>Transit to Bhubaneswar on 19.07.2022(AN)</b>					
<b>Report to Headquarter on 20.07.2022 to discuss with Sr. DAG on assigned focus area./Audit Plan of department.</b>					
2.	Odisha Film Development Corporation Ltd, Chalachitra bhawan, Buxi Bazar, Cuttack-753001	Financial Audit on accounts for the year 2018-19.	21.07.2022 to 28.07.2022	06	July-23,24
3.	Kalinga studios Ltd Chalachitra Bhawan, Buxi bazar, Cuttack-753001	Preliminary Checking of accounts for the financial year 2019-20	29.07.2022 to 30.07.2022	02	July-31
4.	Asst. Director Sericulture, Bhubaneswar At: - Chandaka, Po-KIIT, Dist.: - Khurda, Odisha, Pin-761024. Bhubaneswar, ads@yahoo.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2016-17 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	01.08.2022 to 12.08.2022	09	Aug-07,09,11,13,14,15
5.	State Institute for Development of Art and Crafts (SIDAC), Bhubaneswar Handicrafts Complex, Gandamunda, Po-Khandagiri, Bhubaneswar-751030 sidacorissa@gmail.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	16.08.2022 to 26.08.2022	09	Aug-18,21,27,28
<b>Transit to Berhampur on 28.08.2022(Holiday)</b>					
6.	Asst. Director of Textiles, Berhampur At-Industrial Estate, Ankuli, Po-Lanlipalli, Berhampur, Dist-Ganjam, Pin-760008 adt.bam@gmail.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	29.08.2022 to 09.09.2022	09	Aug-31 Sep-01,04,10,11
<b>Transit to Bhubaneswar on 10.09.2022(FN)</b>					
<b>Transit to Nayagarh on 12.09.2022(FN)</b>					
7.	Asst. Director Of Textiles, Nayagarh At - Khandapara Road, Po/ Dist. - Nayagarh, PIN-752069 adtexngr@yahoo.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2018-19 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	12.09.2022 to 21.09.2022	09	Sep-18
<b>Transit to Boudh on 21.09.2022(AN)</b>					
8.	Asst. Director of Textiles, Boudh, At/Po/Dist-Boudh, PIN-762014 adtboudh@gmail.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	22.09.2022 to 01.10.2022	08	Sep-24,25 Oct-02
<b>Transit to Bhubaneswar on 02.10.2022(Holiday)</b>					
<b>Report to Headquarter on 03.10.2022(FN)</b>					

**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-[audit2amgl@gmail.com](mailto:audit2amgl@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. Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-12/TP/AP\_05/2022-23/291

Date: 20.07.2022

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)/BO, EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat/Spare Copy



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