



SUPREME AUDIT INSTITUTION OF INDIA
सर्वोच्च न्यायिक संस्थान
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर, इंफाल - ७९५००१
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
MANIPUR, IMPHAL - 795 001

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Tour Programme of AP (I, II) under AMG-I for the 2nd Qtr. of 2024-25

Audit party Number	Name of the party personnel	Name of the auditee units	Office Address	Risk Category	Audited upto	Duration of audit (days)
AP-I	1. N. Rakesh Singh, Sr. AO 2. K. Baninath Singh, AAO 3. Ibsen Potsangbam, AAO The Party should collect information from MAHUD, RD&PR, etc. for preparation of District Centric Inspection Report and Annual Technical Inspection Report.	Kakching Municipal Council	Kakching	L	31.03.2019	8 (01.07 to 11.07.2024) 06,07 – Sat, Sun 08- Rathayatra
		Mayeng Lamjao GP	Kakching	L	31.03.2014	5 (12.07 to 18.07.2024) 13,14 – Sat, Sun
		Sekmaijin GP	Kakching	L	31.03.2019	5 (19.07 to 25.07.2024) 20,21 – Sat, Sun
		Arong Nongmaikhong GP	Kakching	L	31.03.2016	5 (26.07 to 01.08.2024) 27,28- Sat, Sun
		Langmeidong GP	kakching	L	31.03.2019	5 (02.08 to 08.08.2024) 03,04 – Sat, Sun
		Waikhong GP	Kakching	L	31.03.2016	5 (09.08 to 19.08.2024) 10,11,17,18 – Sat, Sun 13 – Patriots day 15 – Independence Day
		Manipur Social Audit Agency	Imphal	L	First Audit	8 (20.08 to 30.08.2024) 24,25- Sat, Sun 26 – Janma Ashtami
		Kakching ZP	Kakching		31.03.2016	8 (02.09 to 11.09.2024) 07,08 – Sat, Sun
		Kakching Khunou Municipal Council	Kakching Khounou		31.03.2020	8 (12.09 to 24.09.2024) 14,15,21,22 – Sat, Sun 16 – Milad-un-Nabi
AP-II	1.N. Somdutta Singh, Sr. AO 2. H. Ratankumar Singh, AAO 3. N. Shashikanta Singh, Asst. Supervisor The audit party is to conduct issue based compliance audit on the topic "Infrastructure development	Education Engineering Wing	Imphal	H	31.03.2023	10 (15.07 to 26.07.2024) 20,21 – Sat, Sun.
		DM College of Science	Imphal	H	31.03.2018	8 (29.07 to 07.08.2024) 03,04 – Sat, Sun
		DM College of Arts	Imphal	H	31.03.2018	8 (08.08 to 21.08.2024) 10,11,17,18 – Sat, Sun 13- Patriots Day 15- Independence Day
		DM college of Commerce	Imphal	L	31.03.2018	8 (22.08 to 03.09.2024) 24,25,31,01 – Sat, Sun 26 – Janma Astami
		GP Women College	Imphal	M	31.03.2021	8 (04.09 to 13.09.2024) 07,08 – Sat, Sun
		Kha Manipur College	Kakching	M	31.03.2021	8 (17.09 to 26.09.2024) 21,22- Sat, Sun

and utilization” (colleges) Further, the field party should submit Audit Design Matrix for prior approval, along with relevant data/information on the topic.						
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(Authority: - PAG's approval dated 29-06-2024 at of file no. PAG (Au)/AMG-I/13/Tour Prog./2024-25)

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. Apex Auditable Unit may only be visited for the purpose of data/information collection exercise as well as Desk Review
3. The Field Audit Teams should compulsorily submit the report of Desk Review including identification of themes/schemes to be focussed upon in AAP 2024-25, Compliance Audit Design Matrix (CADM) and Annexure-I of the Guidance Note in respect of the Department assigned for the year. This exercise should be completed during the audit at the Directorate office.
4. The Department Profile should be updated by all parties during the course of audit.
5. 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.
6. Instructions provided in New Compliance Audit Guidelines for field audit and reporting must be complied accordingly without fail.
7. 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.
8. The target of DPs for each Compliance Audit Party shall be communicated separately.
9. Observation on deposits into MH-8449 should be incorporated, if any, with necessary analysis.
10. Observation on fraud/misappropriation, if any, should be incorporated with necessary analysis. Also, cases of outstanding AC bills maybe analysed wherever appropriate.
11. Detail information on High Value Contracts (above Rs. 10.00 crore) should be obtained from the auditee units and furnished to Headquarters.
12. 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.
13. 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.

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

15. The Audit Party may obtain inputs of VLC data from the concerned section.

A. Tawm Shanne
Sr. Audit Officer (AMG-I)

Memo No. PAG (Au)/AMG-I/13/Tour Prog./2024-25/145-150

Dated: 11/07/2024

Copy for information to:

1. PS to PAG (Audit), Imphal
2. PA to Sr. DAG (Audit)
3. Sr. AO (Bills)
4. Sr. AO (Admn)
5. Party concerned.
6. File concerned.

A. Tawm Shanne
Sr. Audit Officer (AMG-I)