

**Tour programme of AMG-III-AP- 07 (Law Department) for the 2<sup>nd</sup> Quarter of 2022-23**

**Party Personnel:-**

**S/Sri**

**1.Rabinarayan Mohanty,SAO**

**2.Soumendra Mohanty,AAO**

**3.Jamish kumar,AAO**

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Telephone No.</i>	<i>Period of audit</i>	<i>Period to be covered in Audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
<b>At Hqrs. for attending Group meeting on 06.07.2022 and preparation of ADMs on 07.07.2022 and 08.07.2022.</b>						
1	The Registrar Civil Court, Cuttack		11.07.2022 To 22.07.2022	2021-22	11	July-17
<b>Transit tot Jajpur on 25.07.2022 FN</b>						
2	Registrar Civil Court, Jajpur		25.07.2022 To 06.08.2022	2015-16 To 2021-22	12	July- 31
<b>Transit to Jharsuguda on 07.08.2022 AN</b>						
3	Principal Secretary to Government, Law Department, Bhubaneswar		08.08.2022 To 03.09.2022	2021-22	16	Aug- 9,11,13,14, 15,18,21, 27, 28, 31 Sept- 1
<b>Transit to Nayagarh on 05.09.2022FN</b>						
4	Registrar Civil Courts, Nayagarh		05.09.2022 To 17.09.2022	2015-16 To 2021-22	11	Sept- (10,11)*
<b>Transit to Bhubaneswar 17.09.2022 AN and Transit to Puri on 19.09.2022 FN</b>						
5.	Registrar Civil Courts, Puri		19.09.2022 To 30.09.2022	2021-22	10	Sept-24, 25
<b>The Officer/officials has to perform daily to and fro journey in respect of units located at Cuttack.</b>						
<b>*Holidays to be spent at Bhubaneswar availing normal return transit (AN) and onward (FN) transit.</b>						

**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 2<sup>nd</sup> day and the selection made from above for audit and send to the Sr.AO/AMG-III(C)(I/c) govt. mail\* 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 Sr. Audit Officer/Vetting 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/phone for availing any kind of leave.
8. Adherence to the **guidance note** issued by CAG vide letter No.226/09-PPG/2017 dated 23.08.2017 for improving the quality of Inspection Report (mailed to all officers on 23.03.2021) and new **auditing standard** 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 works less in the year of audit. The parties may proceed to next item with intimation to AMG-III (Hqrs).
11. Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-III 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.
13. Any **interesting or new points/paras** noticed may be promptly intimated to AMG-III vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. Further clarification/documents sought for at the time of vetting may be complied immediately.
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. **Additional Information:** Desk review should be submitted to the Sr.AO/AMG-III(C)(I/c) govt. mail\* along with a copy to Group Officer's mail / Concerned Vetting Section's mail.
17. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.
18. Both audit party and auditee organisation should follow COVID 19 guidelines issued by the Central/State Governments.
19. **All parties are required to work invariably on OIOS.** Any constraint in working with OIOS should be intimated immediately to Mr. Rudra Prasanna Rath, SAO, Wing Administrator or Mr. Ritesh Kumar, AAO office Administrator of PAG-II. All records are to be provided through OIOS and should be part of DIR.
20. **Non production of records** should be included as a para in the DIR and also included in exit meeting with the head of the organization.

Sd/-

Dy Accountant General/AMG-III

Date: 30.06.2022

Memo No. AMG-III-(Hqrs.)-Prog./2022-23/213  
forwarded to:-

1. Secretary to Pr.A.G. (AU-II)
2. PA to D.A.G. (AMG-III)
3. Sr. A.O./AMG-III (Vetting)
4. RO/AAO-AMG-III-Audit Party
5. BO/EDP Cell
6. AMG-III-(Hqrs.) – T.D. Seat. – 2 copies
7. Spare

Sr. Audit Officer/AMG-III(C)

