

**Tour programme of AMG-III-AP- 08 for the 3<sup>rd</sup> Quarter of 2021-22**

**Party Personnel:-**

**S/Sri**

**1. Sudam Charan Panda, Sr. AO**

**2. Sitaram Hansda, AAO**

**3. Dilip Kumar Hazary, AAO**

<b>Sl. No.</b>	<b>Name of the auditee</b>	<b>Telephone No.</b>	<b>Period of audit</b>	<b>Period to be covered in Audit</b>	<b>No. of days</b>	<b>Holidays.</b>
1	PRINCIPAL CHIEF CONSERVATOR OF FOREST, ODISHA & HEAD OF FOREST FORCE, BHUBANESWAR		25.10.2021 To 06.11.2021	2019-20 To 2020-21	11	Oct-31 Nov-4,7
<b>Transit to Baripada on 07.11.2021</b>						
2	DIVISIONAL FOREST OFFICER, BARI PADA		08.11.2021 To 18.11.2021	2018-19 To 2020-21	9	Nov-13,14
<b>Transit to Rairangpur on 19.11.2021</b>						
3	DIVISIONAL FOREST OFFICER, RAI RANGPUR		20.11.2021 To 30.11.2021	2018-19 To 2020-21	8	Nov-27,28
<b>Transit to Keonjhar on 01.12.2021(F/N)</b>						
4	DIVISIONAL FOREST OFFICER, KEONJHAR		01.12.2021 to 10.12.2021	2019-20 To 2020-21	9	Dec-5,11,12
<b>Transit to Jharsuguda on 11.12.2021</b>						
5	DIVISIONAL FOREST OFFICER, JHARSUGUDA		13.12.2021 To 21.12.2021	2018-19 To 2020-21	8	Dec-19
<b>Transit to Bonai on 22.12.2021(F/N)</b>						
6	DIVISIONAL FOREST OFFICER, BONAI		22.12.2021 To 31.12.2021	2018-19 To 2020-21	8	Dec-25,26
<b>Party is instructed to complete Desk Review of all units before commencement of 3<sup>rd</sup> quarter audit</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/e) 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-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/e) 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.

*Rupa*  
Dy Accountant General/AMG-III

Date: 06.10.2021

Memo No. AMG-III-(Hqrs.)-Prog./2021-22/ 282

Copy 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

*Mark*  
4-10-21  
Sr. Audit Officer/AMG-III(C)