

**TOUR PROGRAMME FOR THE 2<sup>nd</sup> QUARTER OF 2021-22**  
**Party No. 06**

**Composition of Party Members**

1. Shri Barun Kr. Singh : Sr. Audit Officer (Inspecting officer)  
2. Shri Rakesh Kumar I : Assistant Audit Officer  
3. Shri Sandeep Kumar : Assistant Audit Officer

Sl. No	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Principal, Kendriya Vidyalaya-II, Chimpu, Itanagar*	19.07.2021	26.07.2021	05	21,24,25

\* Besides the Transaction Audit, audit team will also conduct Financial Audit of the unit.

**Notes:**

1. All Parties should comply with the instructions given in 'Guidance Note' Compliance Audit Guidelines issued by Hqrs for conduct of audit, preparation of IRs, etc.
2. The parties are instructed to select months(s) other than March also for details checking, if substantial expenditure was incurred during that month.
3. Fire theft & damage report regarding all cases of material loss or destruction of Government property due to fire, theft, fraud, etc., and loss of immovable property, such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake, etc.
4. Compliance of office order /instruction issued from time to time.
5. The IR should be submitted along with the Title Sheet after diligently filling up as per the new format given in 'Guidance Note'.
6. Legislation/rules/policies/orders and any other relevant documents pertaining to the audited entity should be collected at the time of audit for incorporation in the guard File.
7. The respective Inspecting Officers should prepare a plan of audit procedures for the specific entity detailing the audit objectives, scope of audit, main focus areas for audit and assignment plan for the team members as per the prescribed format, which should be approved by the respective Group Officer before the audit is undertaken.
8. Where a specific subject matter has been selected, an audit design matrix should be prepared.
9. All audit parties should ensure that adequate and sufficient KDs should be enclosed with the DIR.
10. Sampling, if needed, should be done based on proper risk analysis, the basis of which should be properly documented as required under the 'Compliance Auditing Guidelines'.
11. The IRs pertaining to Works Department should have copy of Monthly Accounts or Progress Reports (PMGSY works etc. which are not reflected in Monthly Accounts) for the month of March for the period covered by audit, based on which schemes/works were selected.
12. For conduct of Civil Department implementing some specific schemes, every party must collect data on the number of schemes implemented along with the expenditure involved for the period of audit.
13. Field parties should contact the allotted auditee units on receiving of their tour programs for confirmation of audit in order to avoid cancellation or deferment of audit.

14. Field parties should intimate Hqrs on reaching the station of audit, and commencement of audit should be intimated from landline number of the auditee office. 'Audit Commencement Report' should also be sent by email or fax.
15. The team should inform Hqrs in advance regarding any change/deviation from the programme and the revised programme is to be submitted within 2 days of reporting to Hqrs.
16. Field parties have to submit the Inspection Report within the prescribed period as mentioned in the programme above, or if not mentioned above, within 07 days after reporting to HQ with para wise KD marking and with the code of ethics duly signed and attested.
17. All outstanding paras should be reviewed in the field audit and their recommendation should be with proper KD.
18. The Party should meet with DAG (Audit) before proceeding for audit.
19. The Party should collect IT implementation status of the units in the latest revised proforma.
20. The Party should also collect details viz: date of inception, address, contact numbers, e-mail etc. of the audited entities.
21. Remittance Verification Statement should be enclosed in the IR file.
22. Newspaper articles to be looked into by field parties before going into field audit.
23. The Party is expected to contribute at least 0 potential paras.

  
Sr. Dy. Accountant General (Audit)

**Copy to:**

1. PS to PAG
2. PA to Sr. DAG (Audit) & Sr. DAG (Admn.)
3. Sr. A.O. (Admn)
4. Sr. A.O. (Report)
5. EDP Section for uploading in the official Website of this office.
6. Officer/official concerned
7. Office Copy

  
Sr. Audit Officer/OAD (Hqrs)