

CIRCULAR No. 06

Sub: OIOS – Instructions for Field Parties and Hqrs Wing

All IRS are to be issued mandatorily through OIOS from 1<sup>st</sup> April 2022. Hence the process may be started with immediate effect. The following points are to be strictly followed.

1. Audit Enquires are to be issued to the Auditee for collecting information/records etc.
2. Observations which are to be included in the Draft Inspection Report are to be issued to the Auditee as “**Audit Observations**” itself as the Draft Inspection Report is generated based on the Audit Observations.
3. All KDs are to be attached and linked with the corresponding observations
4. Introduction, Officers in charge, Financial position and internal audit of the Auditee unit are to be entered by the filed parties in the introduction tab of OIOS for inclusion in the DIR generated through OIOS.
5. All field parties should ensure that Headings of all paras may be incorporated in the present format, so as to include Part II A (Significant Audit Findings), Part II B (Other Incidental Findings), Part III (Outstanding paras in the previous Inspection Reports), Part IV (Best Practices) and Part V (Acknowledgement).
6. All Annexures mentioned in the paras may be attached.
7. The Draft IR is to be furnished to Hqrs along with all attachments
8. ‘OIOS Mobile’ app may be downloaded and installed from play store for scanning and uploading documents easily.
9. Hard copy of DIR along with all Key Documents and attachments should invariably be forwarded to Hqrs as is presently being done, so as to reach within seven days of completion of Audit.
10. The DIR along with all documents are to **be forwarded only to AAO I/AMG II (HQ I)**, for forwarding it to the concerned unit dealing with the vetting of the DIR.
11. Hqrs shall undertake vetting of DIRs and obtain approval of the Group Officer for issue of the IR through OIOS.
12. Hqrs may see that SoFs are issued through OIOS to facilitate forwarding of the DPs to Hqrs by Reports Section.

13. Ms Hemalatha Ravishankar, Sr AO at RTI, Chennai may be contacted in case of any doubts/queries arising in the process of submission of DIRs.

14. Legacy data of all institutions for all years are to be entered in the OIOS within two months.

(Vide orders of Sr. DAG/AMG II dated 08.04.2022)

  
Sr. Audit Officer/ AMG II (HQ) I

Copy to,

1. Sr. AO/AMG II (HQ) II, III & IV
2. RAO/KWA
3. AMG II Field Parties
4. AAOs/AMG II HQ Wing