

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),  
MADHYA PRADESH, AUDIT BHAWAN, GWALIOR**

**Office order**

No. SMU/F-48/O.O. No.-61

Date

**Sub- Pilot Study and Guideline Preparation (Engagement Plan for Performance Audits and SSCAs)**

As per the instructions of Hqrs mentioned in Guidance Note No. 89/CR/Gen Corr/2025 dated 18.07.2025, the following instructions are to be followed as per Action Plan mentioned below:-

Sl. No.	Aspect	Instructions of Hqrs.	Action Plan
1	Pilot Study and Guideline Preparation	Apprise the stakeholders about the pilot study being undertaken to identify risk areas/ascertain feasibility. Pilot study to be undertaken in advance before preparation of the Annual Audit Plan (Separate Guidance Note on staging of pilot study will follow).	AMGs to carry out pilot study in advance before preparation of the Annual Audit Plan 2026-27 and to inform the stakeholders about the pilot study being undertaken to identify risk areas/ascertain feasibility. (Separate instructions have been received for staging of pilot study through CR wings letter no.-95/CR/Coord/KPI/66-2025 dated-31-7-25 (Annexure-I) Group Officers to monitor the task completion in their AMGs.
		Engage domain experts from the departments for technical inputs (e.g., Power Purchase Agreements, IT audits, Irrigation Projects, Works, Specialised schemes requiring domain knowledge).	AMGs to make list of domain experts from departments and encourage them for required technical inputs according to the Audit areas to be covered in AAP 2026-27.

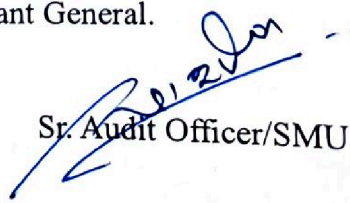
			Group Officers to monitor the task completion in their AMGs.
2	Pre-Audit Intimation	Issue audit intimation letters to the Apex, outlining audit objectives, scope, timeline, and document requirements and request an Entry Conference to better illustrate the audit processes and expected outcomes for the management to make decisions. This can help the management bring out their areas of concern during the Entry Conference.	<ul style="list-style-type: none"> <li>▪ A comprehensive guidance note has already been issued vide No. SMU/F-01/2025-26/00-09 dated 05-05-2025 in respect of Entry conference with ACS/PS of concerned departments. All AMGs to adhere to the instructions given in the note for AAP 2026-27.</li> <li>▪ Group Officers to monitor the adherence to the said instructions.</li> </ul>
3	Entry Conference	<ul style="list-style-type: none"> <li>▪ Hold Entry Conference with Apex to discuss audit objectives, methodology, and expectations. Clear timelines can help the management understand the period of engagement. Extended audit schedules bring in fatigue and the uncertainty of audit timelines can result in non-cooperation and/or indifference, which is to be avoided.</li> <li>▪ Request nodal officer appointment for seamless coordination.</li> <li>▪ Discuss areas of concern as per the management and incorporate them into the design matrix to the extent possible/feasible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further, all AMGs are to go through the guidance note and to suggest if any changes required in view of the instructions of Central Region wing reflected in this office order.</li> </ul>



4	Workshop(s)	<ul style="list-style-type: none"> <li>Organize workshop(s) with audit heads and implementing agencies to clarify audit processes and understand the specialized areas for clarity of purpose during field audits and improve ADM/guideline preparation.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs are to hold workshops, probably workshops, preferably prior to Entry Conference with Apex unit Heads as per instructions of Hqrs.</li> <li>Group Officers to monitor the adherence to the said instructions.</li> <li>Workshops where assessed to be required through Training Cell may be proposed by the Wing to PAG.</li> </ul>
5	Field Audit Interactions	<ul style="list-style-type: none"> <li>Conduct entry meetings with auditee office heads on the first day to discuss scope and methodology.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to instruct the officials to follow the instructions of Hqrs. and existing information of this office</li> </ul>
		<ul style="list-style-type: none"> <li>Provide regular updates on progress and observations to auditee heads.</li> </ul>	<ul style="list-style-type: none"> <li>Audit officials are to document regular updates on progress and observations to auditee heads.</li> </ul>
		<ul style="list-style-type: none"> <li>Engage field-level officials through interviews and questionnaires.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to instruct Audit officials to include interviews and questionnaires with the officials of Audited entity as a part of their guidelines/engagement/ADM to be taken up during audit in field and document them.</li> </ul>
		<ul style="list-style-type: none"> <li>Plan mid-term assessments to address issues and ensure mutual understanding.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to hold mid term workshop similar to that mentioned at Sl.No-04</li> </ul>

		<ul style="list-style-type: none"> <li>Conduct joint physical verifications and site inspections to validate records.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to instruct Audit officials to follow these while preparing guidelines /engagements/ADM so that these can be implemented during Audit in form of JPV/Site inspections for validation of records.</li> </ul>
6	Mid-term review	<ul style="list-style-type: none"> <li>Schedule mid-term meetings in Q2 and Q3 (July to December 2025) to review progress, address challenges, and recalibrate plans.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to make the schedule of mid-term meetings with department level officers at Directorate level. as well as schedule them internally with PAG through SMU.</li> </ul>
7	Exit conference	<ul style="list-style-type: none"> <li>Present key findings, seek clarifications, and obtain responses from auditee entities.</li> <li>Discuss recommendations with Secretary-level officials and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>AMGs to follow instructions contained in office order issued vide no. SMU /F-1/25-26/08 dated 24-4-25. Additionally an Exit Conference is to be held with Stakeholders apart from secretary level officials.</li> <li>Group officers are to monitor the task completion in respect of their AMGs.</li> </ul>

This issues with the approval of the Principal Accountant General.

  
Sr. Audit Officer/SMU

No. SMU/F-48/O.O. No.- 61

Date 03/08/2025

Copy for information and necessary action: - STR-1197401207

1. Secy to PAG (Audit)-I, M.P., Gwalior
2. DAG/AMG-I, AMG-II, AMG-III, AMG-IV and Admin & AMG-V
3. SrAO/APDAC to issue format of the half-yearly statement
4. SrAO/IS wing for updating on Official Website
5. Assistant Director/Brajhasha for Hindi Translation
6. Shri Naresh Ahuja, AAO for intranet/internet related work
7. Guard File
8. Notice Board



Sr. Audit Officer/SMU