



PAG (Au)/AP/AMG-I/Co-ordn./Programming/2024-25/

Date:19-02-2025

### Tour Programme

The field audit party FAP-11, headed by Smt Srinanda, SAO(C), along with Sri Siyaram Meena, AAO(C) & Sri Amit Sharma, AAO(C)\* is entrusted with the Financial Audit on the Accounts of Integrated Tribal Development Agency (ITDA) (PTG-Chenchu), Srisailam District for the Financial years 2020-21 & 2021-22 as shown below:

Description/Office	Dates of visit	No. of Working Days
O/o Integrated Tribal Development Agency (ITDA) (PTG-Chenchu), Srisailam District	Transit to Srisailam on 23.02.2025	
	24.02.2025 to 07.03.2025	10 Working Days
	Transit to Vijayawada on 08.03.2025	

### Closed Holidays in AP

In February 2025 =&gt; 26.

In March 2025 =&gt; 02.

**\* Sri Amit Sharma, AAO(C) is instructed to join the team FAP-11 on 25.02.2025 by availing transit to Srisailam on 24.02.2025 and report to SAO/FAP-11 at the duty point on 25.02.2025 FN.**

### **Instructions:**

1. Audit Party is directed to comply with the instructions communicated vide Circular dated.23.08.2018.
2. Audit Parties are requested to collect Audit Universe & DDO Codes of the offices/units under each department and submit them to coordination section after completion of audit of each office.
3. Parties should collect PMVs, Press Clippings, Latest GOs and any other related information from the concerned Editing Sections.
4. Parties should collect and review the replies of old outstanding paras to avoid accumulation of arrears.
5. Any holiday in addition to the mentioned tour programme is to be adjusted within the allotted period. No extension will be granted in tourprogramme on ground of leave availed by the party members.
6. The Inspection report shall be finalized on the last day of the Audit

and to be submitted to Headquarters for vetting within three days for offices situated at Headquarters and five days for other offices.

7. Audit team may use only official email for communication with the auditee unit. Use of OIOS is compulsory.

8. As per the Guidance Note No.225-09-PPG/2017, dt 23.08.17, the Party is directed to prepare Audit Design Matrix and Desk Review and submit the same to Group Officer well in time before embarking on Audit for a discussion for all Auditee units.

**This is issued with the approval of Sr. DAG/AMG-I.**

**MOHAMMED FAKRUDDIN  
Senior Audit Officer  
AMG-I/Coordination**

To

1. The Individuals  
SAO/Bills

2. SAO/IS Wing

3.