

Audit Jurisdiction

1. AMG-I (Audit Management Group): Preparation of annual audit plans, posting of field parties, preparation of tour programmes of audit parties and regularization of deviations, leave and TA Bill verification, examining and submitting the monthly movement reports of field parties, correspondence relating to audit management matters with DGA and CAG office, furnishing of returns, maintenance or Cycle Index Registers, correspondence regarding entrustment and re-entrustment of audit of units auditable under section 19 & 20 of the C&AG's DPC Act, 1971, identification of new units, correspondence regarding delay in submission/non submission of accounts by autonomous bodies (AB) etc. and related other miscellaneous works.

2. AMG-II (Central): Processing of Separate Audit Reports (SAR) and issue the same to the Govt. and concerned CABs of M.P. and Chhattisgarh (related to section 19 & 20 of CAG's DPC Act 1971) for laying before the Parliament and related correspondence, Processing and issuing of SAR material to Principal Audit Officer in respect of accounting units of multi-unit CABs located in M.P. and Chhattisgarh, Certification of accounts & Issue of audit certificate in respect of externally aided projects, Vetting of audit report on audit of Proforma Accounts, Maintenance of various registers such as Progress Registers, Check Registers, Control Registers, Audit Fee Registers etc as per MSO (Audit) & Manual of Instruction of Audit of Autonomous Bodies maintenance of guard files of important audit instructions etc, preparation of Auditee profile, issue of management letter and submission of SAR specific returns to the CAG/DGA office etc. and other relevant works.

3. AMG-III (Central): Vetting and issuing of Compliance/Transaction Audit Inspection Reports of auditable entities located in M.P. and Chhattisgarh (related to sections 13, 14, 19 and 20 of CAG's DPC Act). Maintenance of various registers such as Progress Registers, Check Registers, Control Registers, Audit Fee Registers etc. as per MSO (Audit) & Manual of Instruction of Audit of Autonomous Bodies, correspondence regarding disposal of old IR paras, holding of audit committee meetings, maintenance of guard files of important audit instructions, Furnishing of material to the Report section for inclusion in the union Audit Report etc. and work related to Auditee profile.

4. Report (Central): Preparation of factual statements and draft paras and related correspondence, Processing of the material for inclusion in the Union Audit Reports, Correspondence with PAC on ATRs etc. and related work.

5. ECPA (Central): Processing & sending of the draft material of Performance Audit, Reviews, long paras and thematic audits etc for inclusion in the Union Audit Reports and related correspondence, Identification of topics for PA Reviews, Conduction of Pilot Studies for PA Reviews and Preparation of guidelines, Correspondence with PAC on ATRs etc and related work with reference to PA.

6. CRA-I (Direct Taxes): The DT Wing of Gwalior branch office has been entrusted with the Income Tax Department in Madhya Pradesh & Chhattisgarh .The material contributed by the office are forwarded to Headquarters in the form of Draft Paragraph (DPs) and data/comments relating to performance Audit for incorporation in the C&AG's Reports on Revenue Receipts (Union Government).

7. CRA-II (In-Direct Taxes): CRA-II section deals with the Receipt Audit of Customs, Central Excise and Service Tax of all the department centric and assessee units in Madhya Pradesh and Chhattisgarh.

