



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

Date:26.09.2024

### Revised Tour Programme

The following field audit parties are entrusted with Compliance Audit for the Offices given below:

S.No	Audit Party No	Name of the party members (Sri/Ms)	Description/Office	Dates of Visit & No of Working days	Remarks
1	FAP-22	1.V Nagaraju, SAO 2.D. Satish Kumar, AAO* 3.Abhishek Anand, AAO(c) 4.Abhinay Kumar, AAO(C) 5. B. Lakshma Reddy, Supr**	Transit to Kakinada on 20.08.2024 O/o Registrar, JNTU Kakinada & O/o Principal, UCEK, Kakinada Transit to Vizianagaram on 22.09.2024 O/o The Principal, University College of Engineering, Vizianagaram (UCEV) Transit to Vijayawada on 29.09.2024 Monthly Review Meeting with Sr.DAG/AMG-I NTD to Narasaraopet on 03.10.2024 O/o The Principal, University College of Engineering, Narasaraopet (UCEN) NTD to Vijayawada on 10.10.2024 Transit to Kakinada on	<b>Spell-I</b> 21.08.2024 to 21.09.2024 (24 working days) 23.09.2024 to 28.09.2024 (06 working days) 30.09.2024 to 01.10.2024 (02 working days)	Previous Approved Tour Programme No.14 dated.16.08.2024 (O/o Registrar, JNTU Kakinada from 21.08.2024 to 27.09.2024 (30 Working Days)

			13.10.2024		
			O/o Registrar, JNTU Kakinada & O/o Principal, UCEK, Kakinada	<b>Spell-II</b> 14.10.2024 to 25.10.2024 (11 working days)	
			Transit to Vijayawada on 26.10.2024		
2	FAP-01	1. M. Ramana Murthy, SAO(C) 2. Arpit Jain, AAO	NTD to Guntur on 17.09.2024	Previous Approved Tour Programme dated.13.09.2024 O/o Registrar, Acharya Nagarjuna University, Guntur from 17.09.2024 to 20.09.2024 (5 Working days)	
			Acharya Nagarjuna University, Guntur		17.09.2024 to 25.09.2024 (8 Working Days)
3	FAP-15	1. K. Sridhar, SAO 2. Lalitya Parashar, AAO	NTD to Vijayawada on 25.09.2024		

### **Closed Holidays in AP**

In August=>25,26

In September =>1, 7, 8, 14, 15, 16, 22, 29.

In October => 2,6,11, 12, 13, 20

**\*Sri D. Satish Kumar, AAO of FAP-22 proceeded on medical leave from 23.08.2024 onwards and reported at HQrs on 20.09.2024.**

**\*\*Sri B. Lakshma Reddy, Supervisor was instructed to report at Kakinada on 02.09.2024FN. The official availed Casual Leave on 02.09.2024 and reported to SAO/FAP-22 at Kakinada on 03.09.2024FN.**

### **Instructions:**

1. Audit Party is directed to comply with the instructions communicated vide Circular dated.23.08.2018.
2. Parties should collect PMVs, Press Clippings, Latest GOs and any other related information from the concerned Editing Sections.
3. Parties should collect and review the replies of old outstanding paras to avoid accumulation of arrears.
4. Any holiday in addition to mentioned tour programme is to be adjusted within allotted period. No extension will be granted in tourprogramme on ground of leave availed by the party members.
5. The Inspection report shall be finalized on the last day of the Audit and to be submitted to the Headquarters for vetting within three days for offices situated at Headquarters and five days for other offices.
6. Audit team may use only official email for communication with the auditee unit. Use of OIOS is compulsory.

7. 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.