



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

Date:07-11-2024

Revised Tour Programme

The Field Audit Party LGAP-01 headed by Sri Ramana Markapuram, SAO(C) along with Sri Mukul Bansal, AAO(C), Sri Kapil Khatri, AAO(C)* and Sri Mortha Arish, AAO is entrusted with Financial Audit of the accounts of Damodaram Sanjivayya National Law University for the financial years 2018-19 to 2023-24 as given below :

Description/Office	Dates of visit	No. of Working Days	Remarks
Transit to Visakhapatnam on 03.11.2024			Previous Approved Tour Program dated.01.11.2024
Damodaram Sanjivayya National Law University, Sabbavaram.	04.11.2024 to 16.11.2024	12 days	
Transit to Vijayawada on 17.11.2024			

Closed Holidays in AP

In November => 10.

***As per Posting Order No.27 dated 05.11.2024, Sri Kapil Khatri, AAO(C) is attached to team LGAP-01 and instructed to report to SAO/LGAP-01 on 11.11.2024 FN by availing transit to Visakhapatnam on 10.11.2024.**

***The officials are permitted to stay at Visakhapatnam.**

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.