



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

Date:04-12-2024

### Tour Programme

The field audit party FAP-01 headed by Sri M Ramanamurthy, SAO(C) along with Sri Murari Lal Swami, Sr.Auditor\* is entrusted with collection of information from Andhra University, Visakhapatnam regarding PDP related to 'Non-transfer of NPS contributions of employees to NSDL record keeping agency' as shown below:

Description/Office	Dates of Visit	No. of Working Days
Transit to Visakhapatnam on 04.12.2024		
O/o Registrar, Andhra University, Visakhapatnam	05.12.2024 to 13.12.2024	08 working days
Transit to Vijayawada on 14.12.2024		

### Closed Holidays in AP

In December => 8.

\* Sri Murari Lal Swami, Sr.Auditor who is presently attached with team LGAP-04 (O/o Commissioner, Kadapa Municipal Corporation) is instructed to report to SAO/FAP-01 on 07.12.2024 FN, after attending the Exam for promotion as Assistant Supervisors, by availing transit to Visakhapatnam on 06.12.2024. The official is further instructed to report back to SAO/LGAP-04 after completion of the NPS data collection on 16.12.2024 FN by availing transit to Kadapa from Visakhapatnam on 14.12.2024.(15.12.2024 being Sunday) and continue the remaining tour programme.

### 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.