

**OFFICE OF THE  
ACCOUNTANT GENERAL (AUDIT), ANDHRA PRADESH,  
AMARAVATI, VIJAYAWADA - 520 002**

No. AG (Audit)/AP/AMG-I/Coordn./Programming/2021-22/

Date: 26-08-2021

**Tour Programme**

The field audit party SSAP-13 headed by Sri **K.V.Krishna Rao, SAO**, is entrusted with the following audit assignment of **Municipal Administration & Urban Development Department**: -

Party No. and Members (S/Sri)	Name of Auditee Unit	Dates of Audit	Last Audit
<b>SSAP-13</b> 1. KV Krishna Rao, SAO 2. Gopal Sharma, AAO 3. G Prem Kumar, AAO 4. K Ravi Kiran, AAO	Transit to Vijayawada (NTD) on 01.09.2021		
	O/o the Metropolitan Commissioner, Amaravati Metropolitan Region Development Authority (erstwhile APCRDA), Vijayawada	01.09.21 to 24.09.21 (20 working days)	
	Transit to Vijayawada (NTD) on 24.09.2021		
	<i>The audit party shall submit the detailed tour programme for audit after assessing the quantum of work within 3 days of commencement of audit</i>		


**Closed holidays in AP**

In September => 5, 10, 11, 12, 19, 26

**Instructions:**

1. 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.
2. Audit Party is directed to comply with the instructions communicated vide Circular dated 23.08.2018.
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 mentioned in Tour Programme is to be adjusted within allotted period. No extension will be granted in tour programme on ground of leave availed by the party members.
6. The inspection report shall be finalised 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.
7. Audit team may use only official email for communication with the auditee unit. **Use of OIOS is compulsory.**

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

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

To  
The individuals