

Tour programme of AMG – I (AP COML-7) for the year 2020-21

Manned by:-

S/Shri

1. Nihar Ranjan Sahoo, Sr. AO

2. Aditya Ranajn Samal, AAO

3. Ashis Biswas, Sr Auditor

Sl. No.	Name of the Auditee & Telephone No./Email	Audit_Type	Period of audit	No. of days	Holidays
1.	Desk Review: 11.03.2021 & 12.03.2021			02	
2.	Paradeep Plastic Park Limited, 3 <sup>rd</sup> Floor, Annex Building, IDCO Tower , Janpath Bhubaneswar-751022	Preliminary checking on accounts for the year 2019-20	15.03.2021 to 16.03.2021	02	Mar-13,14,
3.	Report to Headquarter on 17.03.2021 (FN)				

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### **Mandatory Instructions to Field Parties**

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy in a Compact Disc (CD) and again sent to official E-mail ID- audit2amg1@gmail.com within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **Man days may be surrendered**, if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Hqrs or Vetting cell before proceeding to Field unit.
13. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly.
14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.

### **Additional Information**

- 17.: Desk review should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. RO/Party members should ensure that the auditee organisation follows all the COVID-19 guidelines issued from time to time by Govt. of Odisha/Govt. of India.
19. **In view of the current COVID-19 situation it may kindly be clarified whether audit can be conducted in full compliance with the Guidelines issued by the Govt. of Odisha/Govt. of India. If, in any case it is not possible to conduct the audit as per the specified period, suitable date may kindly be intimated to this office at the earliest for further necessary action at this end.**

Sd/-

Deputy Accountant General (AMG-I)

Date :12.03.2021

Memo No. AMG-I(Hqrs.)-210/Selection of Accounts/2020-21/511

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)
3. BO/AMG-I (Vetting)
4. BO/EDP Cell / RO Audit Party *hrg*
5. T.D. Seat. -2 copies
6. Spare

*hrg*  
12-03-2021  
Sr. Audit Officer/AMG-I(Hqrs.)