



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public  
Interest

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT)  
MANIPUR, IMPHAL - 795 001

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Tour Programme of AP (I-IV) under AMG-I for the 1<sup>st</sup> Qtr 2021-22

Audit party Number	Name of the party personnel	Name of the auditee units	Duration of audit (days)
AP-I	1. N. Rakesh Singh, Sr. AO 2. Letminlal Haokip, AAO 3. Rebecca Paite, Supervisor 4. H. Ratankumar Singh, Sr. Ar	Commissioner, MAHUD	3 (12.04 -16.04.21)*
		Joint Director, MAHUD	9 (17.04 – 28.04.21)
		Associate Planner (Architect), TPD	7 (29.04 – 07.05.21)
		Imphal Municipal Corporation	13 (08.05- 25.05.21)
		Bishnupur MC	7 (26.05- 02.06.21)
		Moirang MC	7 (03.06 – 10.06.21)
		Nambol MC	7 (11.06 – 19.06.21)
		Andro, MC	7 (21.06 – 28.06.21)
AP-II	1. L.T. Haokip, Sr.AO 2. O. Paikhomba, AAO. 3. Md Sahajan Ar.	Secretary, MOBC	2 (12.04 – 15.04.21)
		Director, Minority Affairs, Manipur	7 (16.04 – 24.04.21)
		Director, OBC	7 (26.04 – 04.05.21)
		MOBED, Manipur	7 (05.05 – 13.05.21)
		WAQF BOARD	5 (15.05 – 20.05.21)
		Secretary, Information & Public Relation	3 (21.05 – 24.05.21)
		Director, DIPR, Manipur	5 (25.05 – 29.05.21)
		District Information Office (DIO), Bishnupur	5 (31.05 – 04.06.21)
		DIO, Thoubal	5 (05.06 -10.06.21)
		<i>Transit to Ukhrul</i>	<i>13.06.2021</i>
DIO, Ukhrul	5 (14.06 – 18.06.21)		
	<i>Transit to Imphal</i>	<i>19.06.2021</i>	
AP-III	1. L Mawia, Sr. AO (IO is due to retire in June, 2021) 2. N. Kipgen, AAO (Com) 3. T. Biswajit Singh, Asstt. Supervisor 4. Agui Gangmei, Sr. Ar.  *** The party would be assigned for audit of CABs as and when Accounts are received at this end.	Commissioner, Art & Culture	3 (12.04 -16.04.21)
		Directorate, Art & Culture, IW	9 (17.04 – 28.04.21)
		Curator, State Museum, IW	7 (29.04 – 07.05.21)
		Chief Librarian, State Central Library, IW	7 (10.05 – 18.05.21)
		Dy. Director, Manipur State Archive, IW	7 (19.05 – 26.05.21)
AP-IV	1. Kh. Tomba Meitei, Sr. AO 2. Y. Rameshwar Singh, AAO 3. M. Maheshwar Singh, AAO  *** The party would be withdrawn as and when Guidelines for Performance Audit is received at	ADC, Chandel	8 (12.04 – 22.04.21)
		<i>Transit to Moreh</i>	<i>23.04.2021</i>
		Commandant, 43 Assam Rifles, Moreh	5 (24.04 – 29.04.21)
		<i>Transit to Imphal</i>	<i>30.04.2021</i>
		<i>Transit to Ukhrul</i>	<i>02.05.2021</i>
		DRDA, Ukhrul	8 (03.05 -12.05.21)

	this end.	Transit to Imphal	13.05.2021
		E.E , CPWD, Imphal	8 (14.05 -24.05.21)

**(Authority: - PAG's approval dated 08.04.2021 at P/1<sup>N</sup> of file no. PAG (Au)/AMG-1/16/Tour Prog./2021-22)**

1. Risk assessment should be conducted before the commencement of audit as per the instructions given in Section 3.11 of Compliance Auditing Guidelines.
2. Apex Auditable Unit may only be visited for the purpose of data/information collection exercise as well as Desk Review
3. The Field Audit Teams should compulsorily submit the report of Desk Review including identification of themes/schemes to be focussed upon in AAP 2021-22, Compliance Audit Design Matrix (CADM) and Annexure-I of the Guidance Note in respect of the Department assigned for the year. This exercise should be completed during the audit at the Directorate office.
4. The Department Profile should be updated by all parties during the course of audit.
5. The Draft IRs should be submitted to Headquarter, complete in all respect, within 7 days from the date of completion of audit without fail.
6. Instructions provided in New Compliance Audit Guidelines for field audit and reporting must be complied accordingly without fail.
7. Audit findings should clearly bring out the applied criteria, the results of evaluation of the subject matter against the criteria highlighting the cause and effect relationship. The paras should be supported by relevant & sufficient KDs, and KDs should be duly marked. KDs in soft copies duly hyperlinked should also be submitted.
8. The target of DPs for each Compliance Audit Party shall be communicated separately.
9. Observation on deposits into MH-8449 should be incorporated, if any, with necessary analysis.
10. Observation on fraud/misappropriation, if any, should be incorporated with necessary analysis.
11. Detail information on High Value Contracts (above Rs. 10.00 crore) should be obtained from the auditee units and furnish to Headquarters.
12. While conducting audit, each audit team may check at least 25 per cent of the Service Books, cash book, leave account, etc. and other such documents to be verified for establishment portion of the auditee as contained in Chapter 3 of MSO Audit.
13. While submission of IRs, the Title Sheet enclosed is to be as per prescribed format of Hqtr's enclosed in PPG's circular No. 226-09-PPG/2017 dated 23 August 2017. The format may be obtained from the Section if required.
14. Further, while submission of IRs, list of schemes/programmes implemented by an auditee unit is to be enclosed.

Sd/-

Sr. Deputy Accountant General (AMG-I)

Memo No. PAG (Au)/AMG-I/16/Tour Prog./2021-22/451-457

Dated: 09.04.2021

Copy for information to:

1. PS to PAG (Audit), Imphal
2. PA to Sr. DAG (Audit)
3. Sr. AO (Bills)
4. Sr. AO (EDP) for updation/uploading in website.
5. Sr. AO (AMG-I)
6. Party concerned.
7. File concerned.

P. Jeyaraj  
29/4/21  
Sr. Audit Officer (AMG-I)