

Tour programme for the 2nd quarter of AAP 2023-24

Party No & Members S/Sri/Smt.	Name of the Office	Dates of Audit	Remarks/ Year of last Audit
GSS – 08 Krishna Behari Yadav, SAO KSRS Murthy, AAO Tanveer Malik, AAO	Secretary, Scheduled Castes Development Department, Hyderabad	26.06.2023 to 05.07.2023 (08 working days)	2016-17
	Director of Scheduled Castes Development Department, Hyderabad	06.07.2023 to 19.07.2023 (10 working days)	2020-21
		NTD: Nalgonda	
	Govt. ITI (Old), Nalgonda	20.07.2023 to 28.07.2023 (08 working days)	2018-19
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 31.07.2023 & 01.08.2023		
	Dist. Fire Officer, Nalgonda Division	02.08.2023 to 08.08.2023 (06 working days)	2019-20
	Scheduled Castes Development Officer, Nalgonda (including the records of 1 ASWO and 5 hostels)	09.08.2023 to 22.08.2023 (10 working days)	Since formation of State (06/2014)
		NTD: Suryapet	
	Scheduled Castes Development Officer, Suryapet (including the records of 1 ASWO and 5 hostels)	23.08.2023 to 02.09.2023 (10 working days)	Since formation of the district (10/2016)
		NTD: Bhuvanagiri	
Scheduled Castes Development Officer, Yadadri Bhuvanagiri (including the records of 1 ASWO and 5 hostels)	04.09.2023 to 16.09.2023 (10 working days)	2020-21	
	NTD: Hyderabad		
Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 18.09.2023			
	Assistant Director, Drugs Control Administration, Katedan, Ranga Reddy	19.09.2023 to 27.09.2023 (08 working days)	NA
GSS-05 M. Abhishek, SAO	Commissioner of Tribal Welfare, Hyderabad	26.06.2023 to 11.07.2023 (12 working days)	Resumption of audit suspended on

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Z A Dara, AAO Y. Raghavendra Reddy, AAO			29.04.2023
		NTD: Sangareddy	
	Govt. ITI, Sangareddy	12.07.2023 to 20.07.2023 (07 working days)	NA
	Dist. Tribal Development Officer, Sangareddy (including the records of 1 ATDO and 5 hostels)	21.07.2023 to 02.08.2023 (10 working days)	2018-19
		NTD: Hyderabad	
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 03.08.2023 & 04.08.2023		
	Collegiate Home, Ranga Reddy	07.08.2023 to 11.08.2023 (05 working days)	NA
		NTD: Nalgonda	
	Dist. Tribal Development Officer, Nalgonda (including the records of 1 ATDO and 5 hostels)	14.08.2023 to 26.08.2023 (11 working days)	2018-19
		NTD: Warangal	
	Dist. Fire Officer, Warangal Urban	28.08.2023 to 02.09.2023 (06 working days)	2019-20
		NTD: Hyderabad	
	Home for the Aged & Disabled Women, Snehapuri Colony, Rangareddy	04.09.2023 to 08.09.2023 (04 working days)	NA
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 11.09.2023 & 12.09.2023		
		Transit to Khammam on 13.09.2023	
Dist. Tribal Development Officer, Khammam (including the records of 1 ATDO and 5 hostels)	14.09.2023 to 27.09.2023 (11 working days)	2018-19	
	Transit to Hyderabad: 28.09.2023		
<u>GSS – 11</u> K.V. Krishnaji, SAO H. Rajeshwar, AAO Rahul Kumar Maurya, AAO	DIST. MEDICAL & HEALTH OFFICER, Sangareddy (including records of 05 PHCs and 10 Sub-centers)	26.06.2023 to 28.07.2023 (26 working days)	2018-19
Presentation of PPT to DAG/AMG-1 on audits conducted previously.			

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	Preparation of Desk Reviews and ADM for Offices scheduled next: 31.07.2023 & 01.08.2023		
	Govt. ITI, Medchal Malkajgiri	02.08.2023 to 09.08.2023 (07 working days)	2018-19
	No Transit to Suryapet		
	DIST. MEDICAL & HEALTH OFFICER, Suryapet (including records of 05 PHCs and 10 Sub-centres)	10.08.2023 to 08.09.2023 (23 working days)	Since formation of the district (10 / 2016)
	NTD: Hyderabad		
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next: 11.09.2023 & 12.09.2023		
	Telangana State Fire Services & Civil Defence Training Institute, Vattinagulapalli	13.09.2023 to 20.09.2023 (06 working days)	NA
	NTD: Mahabubnagar		
	NTR Govt. Degree College for Women, Mahabubnagar	21.09.2023 to 27.09.2023 (06 working days)	2018-19
	NTD: Karimnagar		
GSS-12 M. Ramachandra Reddy, SAO V. Sukumar Pillai, AAO M. Niranjan, Supervisor (DOR: 31.07.2023)	Dist. Fire Officer, Karimnagar	26.06.2023 to 05.07.2023 (08 working days)	2019-20
	NTD: Peddapalli		
	Govt. ITI, Peddapalli	06.07.2023 to 15.07.2023 (08 working days)	NA
	No transit to Adilabad		
	Dist. Fire Officer, Adilabad	18.07.2023 to 26.07.2023 (08 working days)	Since formation of the state (06/2014)
	Transit to Hyderabad: 27.07.2023		
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 28.07.2023 & 31.07.2023		
	Dist. Fire Officer, Hyderabad Division	01.08.2023 to 08.08.2023 (07 working days)	2019-20
	Dist. Fire Officer, Medak	09.08.2023 to 19.08.2023 (08 working days)	2019-20
	Dist. Fire Officer, Ranga Reddy	21.08.2023 to 29.08.2023 (08 working days)	2017-18

		Transit to Khammam: 30.08.2023	
	Govt. ITI, Khammam	31.08.2023 to 08.09.2023 (07 working days)	2018-19
	Government Degree College for women, Khammam	11.09.2023 to 16.09.2023 (06 working days)	NA
		Transit to Hyderabad: 17.09.2023	
		Stay @ H.Qrs office: 18.09.2023	
	Govt. Degree College, Patancheru.	19.09.2023 to 23.09.2023 (05 working days)	NA
		NTD: Mahabubnagar	
	Dist. Fire Officer, Mahabubnagar	25.09.2023 to 30.09.2023 (05 working days)	2017-18
GSS-10 Y. Mohan, SAO RSS Raghu Prasad, AAO G.Ramanjaneyulu, Supr		NTD: Warangal	
	District Welfare Officer, Women Children Disables & Senior Citizens Warangal (Rural)	26.06.2023 to 05.07.2023 (08 working days)	Since formation of the district (10 / 2016)
		NTD: Parkal	
	Child Development Project Officer, ICDS Project, PARKAL (including 5 AWCs)	06.07.2023 to 15.07.2023 (08 working days)	2017-18
		NTD: Wardhannapet	
	Child Development Project Officer, ICDS Project, Wardhannapet (including 5 AWCs)	18.07.2023 to 26.07.2023 (08 working days)	Since formation of State (06/2014)
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 27.07.2023 & 28.07.2023		
		Transit to Narsampet on 30.07.2023	
	Child Development Project Officer, ICDS Project, NARSAMPET (including 5 AWCs)	31.07.2023 to 08.08.2023 (08 working days)	Since formation of State (06/2014)
		Transit to Ibrahimpatnam on 09.08.2023	
Child Development Project Officer, ICDS Project, IBRAHIMPATANAM	10.08.2023 to 19.08.2023 (07 working days)	2020-21	

	(including 5 AWCs)	NTD: Amangal		
	Child Development Project Officer, ICDS Project, Amangal (including 5 AWCs)	21.08.2023 to 29.08.2023 (08 working days)	Since formation of State (06/2014)	
		NTD: Shadnagar		
	Child Development Project Officer, ICDS Project, SHADNAGAR (including 5 AWCs)	30.08.2023 to 08.09.2023 (08 working days)	Since formation of State (06/2014)	
	Govt.Degree College, Shadnagar	11.09.2023 to 16.09.2023 (06 working days)	2018-19	
		No transit to Hyderabad:		
	Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 18.09.2023			
	New Government Degree College, Khairatabad	19.09.2023 to 27.09.2023 (08 working days)	Since formation of State (06/2014)	
GSS-13 D. Srivalli,, SAO K. Mohan Rao, AAO Mohammad Javed, AAO		NTD: Mahabubnagar		
	Assistant Director, Drugs Control Administration, Mahabubnagar	26.06.2023 to 07.07.2023 (10 working days)	Since formation of State (06/2014)	
		Transit to Nalgonda: 08.07.2023		
	Assistant Director, Drugs Control Administration, Nalgonda	10.07.2023 to 20.07.2023 (09 working days)	Since formation of State (06/2014)	
		NTD: Khammam		
	Assistant Director, Drugs Control Administration, Khammam	21.07.2023 to 28.07.2023 (07 working days)	Since formation of State (06/2014)	
		Transit to Hyderabad: 29.07.2023		
		Presentation of PPT to DAG/AMG-1 on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 31.07.2023 & 01.08.2023		
	Pringle Govt. College for Women, Waddepally, Hanamkonda	02.08.2023 to 08.08.2023 (06 working days)	NA	
	Assistant Director, Drugs Control Administration, Warangal (Urban)	09.08.2023 to 22.08.2023 (10 working days)	Since formation of State (06/2014)	
	NTD: Karimnagar			
Assistant Director, Drugs Control Administration,	23.08.2023 to 02.09.2023	Since formation of State		

Karimnagar	(10 working days)	(06/2014)
Presentation of PPT to DAG/AMG-I on audits conducted previously. Preparation of Desk Reviews and ADM for Offices scheduled next. : 04.09.2023 & 05.09.2023		
Keesara Society for Training and Employment Promotion	06.09.2023 to 16.09.2023 (08 working days)	Audit of annual accounts for 2018-19 to 2020-21 u/s 14.
	NTD: Mahabubnagar	
Govt. DLTC/ITI, Mahabubnagar	19.09.2023 to 27.09.2023 (08 working days)	2018-19
	No transit to Hyderabad	

- NOTE: i) Where 'last audit' details are not available, the audit may be conducted from 02.06.2014.
ii) In respect of audit units formed after the bifurcation of districts in the state, the audit may be conducted from October 2016.

The following instructions may be issued to Field Parties for compliance:

- Instructions in the Office Order dated 27.03.2023 for OIOS implementation have to be followed strictly.
- Prepare and Submit Desk Review along with ADM for prior approval from the DAG/AMG-I before the commencement of the audit.
- Include the Original Code of Ethics Declaration from each audit party member with the LAR.
- Obtain prior approval from DAG/AMG-I for any deviations to the approved tour program through OIOS.
- Collect data for Audit Universe Updation.
- Data analysis and Sampling are to be conducted for test check.
- Submit LAR within 5 working days of audit completion.
- Record minutes of Entry and Exit meetings with the audit unit head and should be included in LAR.
- Submit the Title Sheet along with Draft Inspection Report.
- Draft paras should follow a standard pattern: Criterion, Departmental Action, Criterion Violation, Audit analysis, Department Reply, and Rebuttal.
- Draft paras should be free of typing and grammatical errors.
- AEs should be redrafted and not simply copy-pasted.
- Rebuttal should be brief and specific without reiterating audit observations.
- Interact with FAW sections (including RAO/Abids) for inputs related to concerned units for verification during the local audit.
- Study-related Audit Reports, previous Inspection Reports of the concerned and similar units, examine PMV Register and verify G.O. Register in the Editing section.

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16. Review of outstanding paras need to be done.
17. Notify Sr.AO Reports Section of any important observations during the audit for further action/guidance.
18. Include Complete Office Address with PIN code, Official/alternate email. ID, DDO code, and Auditee's Landline and Mobile Numbers in the Draft IR forwarding letter.
19. Examine IT Applications/Systems that are being used by the Auditee and the filled IT Application Proforma has to be submitted along with LAR.
20. Necessary information for updating the Guard Files needs to be submitted along with LAR.
21. Prior permission of DAG/AMG-1 has to be obtained before proceeding on any kind of leave/to leave the tour headquarters.
22. Every month, each field party official is instructed to submit a write-up on individual performance on the audits conducted during the previous month.

Yours faithfully
VISWANADHAM A
SENIOR AUDIT OFFICER