

Tour programme of AMG – I (AP-08) for 3rd Quarter of 2022-23

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Tourist officer, Cuttack Adjacent to Panthanivas, Buxi Bazar At/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for the year 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	10.10.2022 to 19.10.2022	09	Oct-16
Transit to Bhubaneswar on 19.10.2022(AN) to attend Group Meeting on 20.10.2022(FN) and prepare desk review at Hdqtr on 21.10.2022 for upcoming units					
Transit to Balasore on 24.10.2022(Holiday)					
2.	Tourist Officer, Balasore Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground, PO/Dist: Balasore - 756001 oritourbalasore@gmail.com	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	25.10.2022 to 02.11.2022	08	Oct-30
Transit to Baripada on 03.11.2022(FN)					
3.	Tourist Officer, Mayurbhanj Near Satya Sai Vidya Vihar, Bagra Road, At/PO: Baripada, Dist: Mayurbhanj-757001 touristofficebaripada@gmail.com, oritourbaripada@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for the year 2013-14 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	03.11.2022 to 16.11.2022	10	Nov-06,08,12,13
Transit to Bhubaneswar on 17.11.2022					
4.	Superintendent, Odisha State Archives, Bhubaneswar Sachivalaya Marg, Unit-IV, Bhouma Nagar, Bhubaneswar-751001	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	18.11.2022 to 30.12.2022	10	Nov-20,26,27
Transit to Keonjhar on 01.12.2022					
5.	Tourist Officer, Keonjhar Collectorate campus, Po-Dist-Keonjhar-758001	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	02.12.2022 to 13.12.2022	09	Dec-04,10,11
6.	District Culture Officer, Keonjhar Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2018-19 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	14.12.2022 to 23.12.2022	09	Dec-18,24,25

Further programme follows:

Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2nd day and the selection made from above for audit and send to the *SrAO/AMG-I (Hqrs) Govt. email* and man-days may be reviewed accordingly for surrender or extension 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 and again sent to official E-mail of **BO/AMG-I(Vetting) and BO/AMG-I(Hqr)** 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. Adherence to the **guidance note** issued by Headquarter vide No. **226-09-PPG/2017 dated 23/08/2017** for improving the quality of Inspection Report and new **auditing standard** issued by C&AG should be strictly followed.
9. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
10. **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.)
11. Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-I Vetting** cell before proceeding to Field unit.
12. 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. Further clarification/documents sought for at the time of vetting may be complied immediately.
13. Any **interesting or new points/paras** noticed may be promptly intimated to **all parties and AMG-I vetting** cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. **Desk review** should be submitted to the Sr. AO, AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
15. **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.
16. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

Sd/-

Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/516

Date:10.10.2022

Copy forwarded to:-

1. Secretary to Pr. A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O, AMG -I (Vetting)
4. BO, EDP Cell
5. AMG -I(Hqrs.) – T.D. Seat/Spare Copy



Sr. Audit Officer/AMG-I(Hqrs.)