

Revised (22-06-2022) Tour programme of AMG – I (AP-08) for 1st Quarter of 2022-23

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Bidyadhar patra, AAO (Coml.)
3. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Pr. Secretary to Govt. of Odisha, OLL & Culture Department, Bhubaneswar. Odia Language Literature & Culture Department, BBSR culsecy@gmail.com 0674- 2539031	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc.) • Scrutiny of press clipping/complaint cases (if any). 	25.04.2022 to 04.05.2022	08	May-01,03
2.	Director of Culture, Bhubaneswar BJB Nagar, Bhubaneswar, Odisha- 751014 directorofculture@gmail.com 0674-2536748	<ul style="list-style-type: none"> • Compliance Audit for 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	05.05.2022 to 13.05.2022	08	May-08
3.	Netaji Birthplace Museum Trust, Cuttack. Odia Bazar, Cuttack, Odisha 753002	<ul style="list-style-type: none"> • Compliance Audit from Inception to till date. • Scrutiny of press clipping/complaint cases (if any). 	17.05.2022 to 27.05.2022	10	May-14,15,16, 22,28,29, 30
Transit to Chhatrapur, Ganjam on 30.05.2022(Holiday)					
4.	District Culture Officer, Ganjam At/PO- Chhatrapur, Ganjam	<ul style="list-style-type: none"> • Compliance Audit for 2018-19 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	31.05.2022 to 07.06.2022	07	June-05
Transit to Jeypore, Koraput on 08.06.2022					
5.	Vikram Dev Govt. School of Art and Craft, Jeypore, Koraput <ul style="list-style-type: none"> • Transit to Bhubaneswar on 11.06.2022(H) & report to Hdqtr on 13.06.2022 for submission of IR and preparation of Desk review of the units to be cover. • Transit to Jeypore, Koraput on 15.06.2022(H) 	<ul style="list-style-type: none"> • From inception of unit to date • Scrutiny of press clipping/complaint cases (if any). 	09.06.2022 to 10.06.2022 & 16.06.2022 to 24.06.2022	2+8=10	June-11,12,14, 15,19
Transit to Bhubaneswar on 25.06.2022					
6.	Principal, Bk College Of Art & Crafts, Bhubaneswar Tapoban High School Rd, Khandagiri, Bhubaneswar, Odisha 751030	<ul style="list-style-type: none"> • Compliance Audit for 2020-21 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	27.06.2022 to 02.07.2022	05	July-01,03
		Report to Headquarter on 04.07.2022(FN) to attend Group Meeting			
		Continuation of Audit	05.07.2022 to 06.07.2022	02	
Transit to Keonjhar on 07.07.2022					
7.	District Culture Officer, Keonjhar Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for 2018-19 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	08.07.2022 to 16.07.2022	07	July-09,10

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/-

Deputy Accountant General (AMG-I)

Memo No. **AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/230**
Copy forwarded to:-

Date: 24.06.2022

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


24.06.2022
Sr. Audit Officer/AMG-I(Hqrs.)