

**Revised Tour programme of AMG – I (AP-08) for 3<sup>rd</sup> 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.	<b>Tourist officer, Cuttack</b> Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	10.10.2022 to 15.10.2022	06	Oct-16
Party grounded at Hdqtr 17.10.2022 to 18.10.2022 as the Reviewing Officer was on leave.					
2.	<b>Shamuka Tourism Development Corporation Limited</b> OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014 otdc.finance@gmail.com	<ul style="list-style-type: none"> <li>• Financial Audit for the year 2021-22.</li> </ul>	19.10.2022 to 20.10.2022	02	
		<ul style="list-style-type: none"> <li>• Remaining part of Financial Audit.</li> </ul>	26.10.2022 to 31.10.2022	05	Oct-22,23,24,25,30
<b>Report to Headquarters office on 21.10.2022 (FN) to attend Group meeting and attend office on 25.10.2022 due to State Govt. holiday.</b>					
3.	<b>Tourist officer, Cuttack</b> Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> <li>• Remaining part of Compliance Audit for the year 2021-22.</li> </ul>	01.11.2022 to 03.11.2022	03	
<b>Transit to Balasore on 04.11.2022</b>					
4.	<b>Tourist Officer, Balasore</b> Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001 oritourbalasore@gmail.com	<ul style="list-style-type: none"> <li>• Continuation of Compliance Audit for 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	05.11.2022 to 16.11.2022	08	Nov-06,08,12,13
<b>Transit to Baripada on 17.11.2022(FN)</b>					
5.	<b>Tourist Officer, Mayurbhanj</b> 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"> <li>• Compliance Audit for the year 2013-14 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	17.11.2022 to 29.11.2022	10	Nov-20,26 & 27
<b>Transit to Bhubaneswar on 30.11.2022</b>					
6.	<b>Superintendent, Odisha State Archives, Bhubaneswar</b> Sachivalaya Marg, Unit-IV, Bhouma Nagar, Bhubaneswar-751001	<ul style="list-style-type: none"> <li>• Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	01.12.2022 to 09.12.2022	08	Dec-04
<b>Transit to Keonjhar on 11.12.2022(Holiday)</b>					
7.	<b>Tourist Officer,Keonjhar</b> Collectorate campus, Po-Dist-Keonjhar-758001	<ul style="list-style-type: none"> <li>• Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	12.12.2022 to 20.12.2022	08	Dec-10,11,18
8.	<b>District Culture Officer, Keonjhar</b> Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> <li>• Continuation of Compliance Audit for 2018-19 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	21.12.2022 to 30.12.2022	08	Dec-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 2<sup>nd</sup> day and the selection made from above for audit and send to the **Sr AO/AMG-I (Hqrs) Govt. 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 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)

Date: 26.10.2022

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/627  
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

  
26.10.2022  
Sr. Audit Officer/AMG-I(Hqrs.)