

**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><br>Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001<br>tocuttack@gmail.com,<br>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<br>to<br>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><br>OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014<br>otdc.finance@gmail.com                          | <ul style="list-style-type: none"> <li>Financial Audit for the year 2021-22.</li> </ul>   | 19.10.2022<br>to<br>20.10.2022 | 02           |                    |
|   |   | <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><br>Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001<br>tocuttack@gmail.com,<br>oritourcuttack@gmail.com                                  | <ul style="list-style-type: none"> <li>Remaining part of Financial Audit.</li> </ul>  | 26.10.2022<br>to<br>31.10.2022 | 05           | Oct-22,23,24,25,30 |
|   |   | <ul style="list-style-type: none"> <li>Remaining part of Compliance Audit for the year 2021-22.</li> </ul>  | 01.11.2022<br>to<br>02.11.2022 | 02           |                    |
| <b>Party call back to Hdqtr. and assigned for coordination work to Puri and Konark from 03.11.2022 to 04.11.2022.</b> |   |   |                                |              |                    |
| 4.  | <b>Tourist Officer, Balasore</b><br>Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001<br>oritourbalasore@gmail.com                    | <ul style="list-style-type: none"> <li>Remaining part of Compliance Audit for the year 2021-22.</li> </ul>  | 05.11.2022<br>to<br>07.11.2022 | 02           | Nov-06,08          |
|   |   | <b>Transit to Balasore on 08.11.2022 (Holiday)</b>  |                                |              |                    |
| 4.  | <b>Tourist Officer, Balasore</b><br>Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001<br>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> | 09.11.2022<br>to<br>18.11.2022 | 08           | Nov-12,13          |
| <b>Transit to Baripada on 19.11.2022(FN)</b>  |   |   |                                |              |                    |
| 5.  | <b>Tourist Officer, Mayurbhanj</b><br>Near Satya Sai Vidya Vihar, Bagra Road, At/PO: Baripada, Dist: Mayurbhanj-757001<br>touristofficebaripada@gmail.com,<br>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>        | On<br>19.11.2022               | 01           | Nov-20,26,27       |
|   | <b>Transit to Bhubaneswar on 20.11.2022(Holiday) and to remain upto 25.11.2022 to celebrate Audit Week from 21.11.2022</b>  |   |                                |              |                    |
|   | <b>Tourist Officer, Mayurbhanj</b><br>Near Satya Sai Vidya Vihar, Bagra Road, At/PO: Baripada, Dist: Mayurbhanj-757001<br>touristofficebaripada@gmail.com,<br>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>        | 28.11.2022<br>to<br>07.12.2022 | 09           | Dec-04             |
| <b>Transit to Bhubaneswar on 08.12.2022</b>   |   |   |                                |              |                    |
| 6.  | <b>Superintendent, Odisha State Archives, Bhubaneswar</b><br>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> | 09.12.2022<br>to<br>17.12.2022 | 07           | Dec-10,11,18       |
| <b>Transit to Keonjhar on 18.12.2022(Holiday)</b>   |   |   |                                |              |                    |
| 7.  | <b>Tourist Officer,Keonjhar</b><br>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> | 19.12.2022<br>to<br>28.12.2022 | 08           | Dec-24,25          |

|    |   |   |                                |    |             |
|----|---|---|--------------------------------|----|-------------|
| 8. | <b>District Culture Officer, Keonjhar</b><br>Inside Court Campus, Keonjhar, Odisha<br>758001<br>dcckeonjhar@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> | 29.12.2022<br>to<br>06.01.2023 | 08 | Jan-2023-01 |
|----|---|---|--------------------------------|----|-------------|

Further programme follows

**Mandatory Instructions to Field Parties**

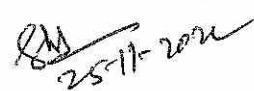
- RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the *Sr AO/AMG-I (Hqrs) Govt. email* and man-days may be reviewed accordingly for surrender or extension.
- Revision of Tour Programme:** Prior Telephonic 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.
- 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).
- 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.
- 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.
- 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.
- 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.
- 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.
- Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
- 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.)
- Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-I Vetting** cell before proceeding to Field unit.
- 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.
- 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.
- 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.
- 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.
- 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: 25.11.2022

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/671  
Copy forwarded to:-

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

  
25-11-2022  
Sr. Audit Officer/AMG-I(Hqrs.)