



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in  
Public Interest

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
MANIPUR, IMPHAL - 795 001  
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**Approved Tour Programme (compliance audit) for 4<sup>th</sup> Quarter (February 2022) in respect of AP-II under AMG-II**

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No.	Compliance Audit	
				Name of Auditee Unit	Duration of Audit (days)
AP-II	1. H. Baite, Sr. AO 2. Apu Albert, AAO (Com)	Partha Chakraborty, Sr. AO	1	Deputy General Manager, Imphal Electrical Division – IV, Manipur State Power Distribution Company Ltd., Khuman Lampak	12 (10-25.02.2022)

(Authority vide PAG's order dated 08.02.2022 at P/30<sup>N</sup> of File No.PAG(Au)/AMG-II/Tour Prog./2021-22)

1. The Draft IRs should be submitted to Headquarter within 7 days from the date of completion of audit without fail.
2. The DIR must contain the following:

a) Allocation of Duties	g) <b>Contact details of the auditee unit such as full postal address, Telephone Nos., E-mail id and FAX No., if any, should invariably be mentioned in the Title Sheet.</b>
a) Audit Requisition	
b) Code of Ethics declaration	1. List of Audit Memorandum (POS) in the prescribed format circulated earlier
c) Cash Verification Certificate	2. Every audit observation must be fully supported by the relevant & sufficient audit evidence.
d) Copy of Minutes of Discussion (Entry and Exit)	3. KD marking with proper page numbering must be done.
e) Tour Diaries	4. Performance of Auditors/Sr. Auditors
f) Properly filled and signed Title Sheet	

3. Field parties are to review the outstanding IRs/Paras during local audit and the result of such review is to be submitted in the following format:

Sl. No.	Part & Para No.	Audit observation in brief	Review Remarks

4. *Audit Finding Matrix for each of the audited unit linked with Compliance Audit Design Matrix of the concerned department should be submitted by the field party along with the draft IR.*
5. *Hyperlinking of comments in IR with KDs (soft copies) as directed in Officer Order No. 03/Sr DAG (Admin) Cell, dt. 16.09.2020 to be done.*

Memo No. PAG(Au)/AMG-II/Tour Prog./2021-22/ 504

1. P.S. to Pr. A.G. (Audit), Manipur
2. P.A. to Sr. D.A.G. (Audit), Manipur.
3. Concerned Sr. A.O/A.A.O/Sr.Ar/Ar
4. Sr.AO/Admn
5. AAO/EDP
6. File concerned

Sr. Audit Officer/AMG-II  
Dated: 09-02-2022

Sr. Audit Officer/AMG-II