

कार्यालय प्रधान महालेखाकार
(लेखापरीक्षा), मणिपुर,
इम्फाल-७९५००१



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(AUDIT) MANIPUR,
IMPHAL - 795 001

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यमिच्छा
Dedicated to Truth in Public Interest

Approved Tour Programme for 3rd Qtr for AP-IV & AP-VII, 3rd to 4th Qtr (partial) for AP-III, and 4th Quarter in respect of AP-I & AP-II under AMG-II

एपी-IV और एपी-VII के लिए तीसरी तिमाही, एपी-III के लिए तीसरी से चौथी तिमाही (आंशिक) और एएमजी-II के तहत एपी-I और एपी-II के संबंध में चौथी तिमाही के लिए अनुमोदित दौरा कार्यक्रम

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No.	Compliance Audit			
				Name of Auditee Units	Risk	Audited Upto	No. of working days/(Duration of Audit)
AP-I	1. N. Sunibala, AAO 2. H. Ratankumar Singh, AAO 3. N. Lokendro Singh, Asst. Supvr.	M. Nivash, Sr. AO	1	Thoubal Project Division-IV, WRD	A	March 2023	9 (2.01.2026 to 15.01.2026)
			2	EE, Ukhrol, PWD	A ⁺	March 2021	10 (16.01.2026 to 30.01.2026)
			3	EE, Tengnoupal, PWD	A	March 2019	9 (02.02.2026 to 12.02.2026)
			4	EE, Tamenglong, PWD	A ⁺	March 2022	9 (13.02.2026 to 25.02.2026)
			5	SDO, Waikhong	C-	-	7 (26.02.2026 to 10.03.2026)
			6	SDO Moirang	C-	March 2023	7 (11.03.2026 to 20.03.2026)
			7	SDO, Kakching	C-	-	7 (23.03.2025 to 31.03.2026)
AP-II	1. N. Gitkumar, AAO 2. O. Bidyananda, AAO	B. Sushil Sharma, Sr. AO (Com.)	8	DGM, Imphal Electrical Division- IV		March 2021	9 (02.01.2026 to 15.01.2026)
			9	DGM, Bishnupur Electrical Division		March 2021	9 (16.01.2026 to 29.01.2026)
			10	DGM, Thoubal Electrical Division		March 2021	9 (30.01.2026 to 11.02.2026)
			11	DGM, Kakching Electrical Division		Jan 2020	9 (12.02.2026 to 24.02.2026)

	3. H. Brojen, Sr. Ar.		12	Deputy Commissioner, Bishnupur	A	Jan 2013	13 (25.02.2026 to 17.03.2026)
			13	Dist. Agri. Officer, Bishnupur	C-	March 2022	9 (18.03.2026 to 31.03.2026)
AP-III	1. T. Rojikumar, AAO 2. Kh. Jibanmala, AAO 3. Naorem Amarjit Singh, Ar	Ng. Neelachandra, Sr. AO	14	Pilot Study on- Pan- India Horizontal Audit on ' <i>Ease on doing business in MSMEs</i> '			14 (24.12.2025 to 16.01.2026)
AP-IV	1. S. Ningthoujao Singh, AAO 2. Namram Chanu Purnishila, AAO 3. Ksh. Gouridas, Supvr	Saikhom Mangal, Sr. AO	15	Sub-Registrar, Bishnupur	C-	March 2022	7 (09.12.2025 to 18.12.2025)
			16	Sub-Registrar, Thoubal	C-	March 2022	7 (19.12.2025 to 30.12.2025)
AP-VII	1. Th. Ramesh, AAO 2. Y. Mukundo Singh, Ar	H. Phentom Singh, AAO	17	Commissioner of Taxes	A+	March 2020	15 (09.12.2025 to 30.12.2025)

(Authority vide: AG's order dated:08-12-2025 at Note#157 of e-File No. PAG(AU)/AMG-II/TOUR PROG./2025-26)

Instructions:

*1. (i) HQ's office has directed for complete switchover of all audit process to OIOS from 01.04.2023. All Compliance Audit & Financial Audit are to be executed in OIOS by following the timelines for each stage of processing.

(ii) The field parties should prepare Compliance Audit Design Matrix of the selected departments.

(iii) Report of Desk Review should, inter alia, include identification of themes/schemes to be focussed upon in AAP-2025-26.

(iv) Desk Review Report, Compliance Audit Design Matrix (CADM) and Annexure I of Guidance Note No. 226-09-PPG/2017 dated 23.08.17 issued by the PPG of Headquarters should be prepared during audit of Directorate level office and submitted before commencement of subsequent units.

(v) Verification/confirmation of the existing offices/DDOs under the Department is to be done during Apex/Directorate level audit. As such, Audit team is directed to collect list of DDOs in the following format:

Sl. No.	Name of office	Name of DDO	DDO code	Office Postal address	Office e-mail address

(vi) *Fraud and corruption paragraphs should be highlighted.*

(vii) *Public procurements should be examined and commented upon.*

2. The QA/QC should be submitted to Headquarter within 7 days from the date of completion of audit without fail. A physical file shall also be maintained for each Field Visit and submitted to RS Section/AMG-II at the time of QA/QC submission.

3. The Draft IR in OIOS should necessary include the following:

- (i) Allocation of work
- (ii) Draft IR info
- (iii) Record requisition
- (iv) Audit Enquiry
- (v) Audit Observation
- (vi) Communication
- (vii) Checklist Details
- (viii) Attachment info

The Attachment info must contain the following:

a) Allocation of Duties	h) Contact details of the auditee unit such as full postal address, working Telephone No., working E-mail id and Whatsapp No. of the Unit/Department/HOD, should compulsorily be mentioned in the Title Sheet.
b) Code of Ethics declaration	
c) Cash Verification Certificate	
d) Copy of Minutes of Discussion (Entry and Exit)	i) KDs for each phrase/word/sentence to be linked separately, ie, the KDs for different phrases/words/sentences in the Para/IR should not be combined in one whole.
e) Performance of Auditors/Sr. Auditors/Astt. Supvr./ Supvr.	j) The following details in PDF file to be mandatorily attached: i) The next higher officer
f) Tour Diaries	ii) The HOD
g) Properly filled and signed Title Sheet	iii) The name/designation of the Administrative Head.

Note: In case submission of the draft IR without any data related to the above, the draft IR would be returned to the Audit Party and the submission date would be counted from the date of receipt of the complete draft IR in Headquarters

4. (i) **Audit Compliance Audit Parties are required to review all the outstanding observations/paras of previous IRs of the entity being currently audited and mandatorily submit in the following format as annexure along with Draft Inspection Report.**

Annexure

Review of the outstanding Paras with appropriate supporting documents in respect of previous IRs of the audited entity is as follows:

Sl. No.	IR reference	Para No.	Para Title	Present Status	Review Remarks

5. *As instructed by Hqrs Office, the following focus areas are to be looked into during the current year's Audit Plan.*

A. Projects sanctioned by DoNER/NEC to the State Government

All the schemes/projects of NEC/DoNER implemented by the Departments are to be listed along with the details such as, (i) the status/ physical progress (whether ongoing, completed, abandoned, etc.) and (ii) Financial progress (amount sanctioned, amount released and expenditure etc.) to keep track on the schemes and make relevant observations. Certificate for cases of non-execution/non-existence of DoNER schemes may be obtained from the auditee unit.

B. Grants-in-Aid

All the field parties are instructed to focus on these aspects during their compliance audits and report on the findings, if any.

6. *As directed, all the relevant department related GOs, OMs, report etc. obtained respect of the Department/auditee units should be filed and both the soft and hard copies handed over to Branch Officer/AMG-II at the end of every quarter. Department-wise guard file is to be maintained in the office for reference when future audit is being conducted for the same department.*

7. *All the field parties are to prepare and submit Departmental Appreciation Note to the local Hqtr' Section which is to be issued to the Apex Audit Units of the concerned Departments after completion of audit as per Para 6.7 of CA Guidelines.*

8. *Field parties are to prepare a High Value Contract detail (contracts whose value is Rs.10 crore or above) of the auditee units if any, during local audit and is to be submitted along with the draft IR in the following format:*

Sl. No.	Name of Dept. & Auditee Unit	Period of Account/Audit	Details/Description of Contract	Amount of Contract	Whether audit observation is made. If yes, details of para.	Date of award of contract & stipulated date of completion	Remarks

Sd/-
Sr. Audit Officer/AMG-II

Memo No. PAG(Au)/AMG-II/TOUR PROG./2025-26/

1. P.S. to 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/EDP
5. File concerned

Dated: 08.12.2025

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9/12/25

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9/11/25
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9/12/25

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8/12/25
Sr. Audit Officer/AMG-II