



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 for 3<sup>rd</sup> Quarter (Oct -- Dec) 2022-23 in respect of Audit Parties under AMG-II

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No.	Compliance Audit		
				Name of Auditee Units	Audited Upto	Duration of Audit (days)
AP-I	1. O. Bidyananda , AAO 2. H. Brojen, Ar.	Sushil Sharma, Sr. AO(Com)	1	Deputy Director, (Soil Chemist), Agri	April 2019 to January 2018	7 (17-26.10.2022)
			2	Agriculture Officer (MI), Imphal	April 2016 to December 2017	7(28.10-08.11.2022)
			3	District Agriculture Officer, Bishnupur	March 2016 to Dec. 2017	5 (09-15.11.2022)
			4	District Agriculture Officer, Senapati	Dec. 2015 to October 2017	6*(16-23.11.2022)
			5	District Agriculture Officer, Chandel	Oct. 2016 to March 2017	6*(24.11-01.12.2022)
			6	District Agriculture Officer, Thoubal	August 2017 to March 2020	5 (02-08.12.2022)
			7	Seed Analyst (Agri), Imphal	Sept. 2008 to March 2017	5 (09-16.12.2022)
			8	Assistant Engineer (Agri), MI-I, Imphal	August 2008 to Sept. 2017	5 (19-23.12.2022)
			9	Assistant Engineer (Agri), MI-II, Imphal	Dec. 2013 to Sept. 2017	5 (26-30.12.2022)
AP-II	1. Apu Albert, AAO(Com) 2. Kh. Munal, Asst. Spvr.	Th. Baite, AAO(Com)	10	Divisional Forest Officer, Bishnupur, Forest Dept.	July 2012 to March 2020	6 (04-11.10.2022)
			11	Divisional Forest Officer, Thoubal, Forest Dept.	Nov. 2013 to March 2020	6 (12-19.10.2022)
			12	Divisional Forest Officer, Kangpokpi, Forest Dept.	Feb. 2016 to July 2019	6 (20-31.10.2022)
			13	Divisional Forest Officer, Senapati, Forest Dept.	April 2012 to Sept. 2019	6*(02-09.11.2022)
			14	Project Director, Loktak Development Authority, Imphal	Nov. 2016 to May 2017	9 (10-22.11.2022)
			15	Chairman, Manipur Pollution Control Board, Lamphel	-	9(23.11-05.12.2022)
			16	DFO, Noney	-	9 (06-19.12.2022)*
			17	DFO, Central, Mantripukhri	August. 2008 to March 2020	9 (20-30.12.2022)

AP-IV	1. T. Singson, AAO 2. Haokam, AAO	A. Rita Devi, Sr. AO	18	EE, Khuga Spillway & Intake Div, WRD	August 2013 to Dec. 2018	8(27.09-10.10.2022)
			19	EE, Khuga Canal – II, WRD	March 2011 to March 2020	8 (11-20.10.2022)
			20	SE, Khuga Project Circle, WRD	Nov. 2018 to August 2020	4 (21-28.10.2022)
			21	SE, Irrigation Circle – II, WRD	Oct. 2002 to Jan. 2019	4(31.10-04.11.2022)
			22	EE, Dolaithabi Barrage Project Div-I, WRD , <i>Lauphel</i>	March 2014 to Oct. 2018	8 (07-16.11.2022)
			23	EE, Dolaithabi Barrage Project Div-II, WRD	March 2014 to Nov. 2018	8 (17-28.11.2022)
AP-V	1. L. Romen, AAO 2. S. Scientist, AAO 3. Ksh. Gouridas, Asst. Spvr.	MS. Haokip, Sr. AO	24	EE, Flood Control & Drainage Div.-II, WRD	Feb. 2014 to Nov. 2018	8 (04-13.10.2022)
			25	EE, Flood Control Div-IV, Bishnupur, WRD	Jan 2017 to Jan 2019	8 (14-26.10.2022)
			26	EE, Flood Control & Drainage Div. III, Thoubal WRD	April 2020 to March 2021	8(28.10-09.11.2022)
			27	EE Khuga Head Work, WRD	April 2020 to March 2021	8 (10-21.11.2022)
			28	EE, Khuga Canal – I, WRD	Nov. 2016 to March 2020	8(22.11-01.12.2022)

\*Including Transit days

(Authority vide: Sr. DAG's order on P/ 32<sup>N</sup> of File No. PAG(Au)/AMG-II/Tour Prog./2022-23 )

Instructions:

- \* 1. (i) The field parties should prepare Compliance Audit Design Matrix of the selected departments.  
(ii) Report of Desk Review should, inter alia, include identification of themes/schemes to be focussed upon in AAP-2022-23.  
(iii) 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.  
(iv) Contribution of audit party members and Head of Department as well as next higher authority, as in old title sheet to be inserted in the new title sheet.  
(v) Verification/confirmation of the existing offices/DDOs under the Department is to be done during Apex/Directorate level audit, in the format as below:

2. The Draft IRs should be submitted to Headquarter within 7 days from the date of completion of audit without fail.

3. The DIR must contain the following:

a) Allocation of Duties	g) 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.
a) Audit Requisition	
b) Code of Ethics declaration	
c) Cash Verification Certificate	
d) Copy of Minutes of Discussion (Entry	1. List of Audit Memorandum (POS) in the prescribed format circulated earlier
	2. Every audit observation must be fully supported by the

and Exit)	relevant & sufficient audit evidence.
e) Tour Diaries	3. KD marking with proper page numbering must be done.
f) Properly filled and signed Title Sheet	4. Performance of Auditors/Sr. Auditors

4. 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

5. 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.
6. 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. Also in OIOS.

7. **IMPORTANT:-**

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.

8. 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.

Sd/-

Sr. Audit Officer/AMG-II

Memo No. PAG(Au)/AMG-II/Tour Prog./2022-23/ 326

Dated: 22.09.2022

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/ES- I & II
6. AAO/EDP
7. File concerned

*Shephda Zuvachan*

Sr. Audit Officer/AMG-II