

Tour Programme of AMG-I(AP-1)

Managed by: S/Shri
1. Siva Shankar Prasad, Sr. AO
2. P. Rajak, AAO

Sl. No	Name, address & Contact no. of the auditee.	Audit Type	Period of audit	No. of days	Holidays
Transit to Puri on 10.08.2023(FN)					
1.	O/o the Dy. Director (Handicrafts), Puri. D.I.C premises, Chakratirtha Road, At/PO/ Dist:- Puri PIN-752002. Phone No:- 9438457678	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	10.08.2023 to 29.08.2023	14	Aug-12,13,15, 20, 26, 27,30
Transit to Bargarh on 30.08.2023(Holiday)					
2.	O/o the Dy. Director (Handicrafts), Bargarh. D.I.C. Premises, Railway Station Road, Near Sarina Motors, Dist:- Bargarh, PIN-768028. Phone No:- 8280204022	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	31.08.2023 to 16.09.2023	13	Sep-03,06,09, 10
Transit to BBSR on 17.09.2023(Holiday). Joined AMG-I(Hqrs) on 18.09.2023(FN)					
3	Mid-term Appraisal		18.09.2023 to 19.09.2023	2 days	Sep-17,19,20
Transit to Balasore on 21.09.2023 (FN)					
4	O/o the Dy. Director (Handicraft), Balasore. Plot No:- 389,1 st floor, O.T. Road, Police line Square, Dist:- Balasore PIN-756001. Phone No:- i)7609967088	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	21.09.2023 to 05.10.2023	10	Sep-23,24,29 Oct-01,02
Transit to BBSR on 05.10.2023(AN)					
5	Managing Director, Odisha State Co-operative Handicrafts Corporation Limited (Utkalika), Bhubaneswar. At:- Rasulgarh Industrial Estate, Bhubaneswar. Mail Id: oschold@gmail.com Phone No:- 0674-2586090	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	06.10.2023 to 10.10.2023	12	Oct-08,14,15

Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2nd day and the selection made from above for audit and send to the Group 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 AMG-I(Hqr)ID- audit2amg1@gmail.com 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** 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/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 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.

sd/-

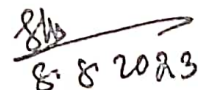
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2023-24/331

Date:08.08.2023

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to Sr. 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


8.8.2023

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