

Revised Tour Programme of AMG-I(AP-03)

Manned by: S/Shri

1. Dinabandhu Behera-I, Sr. AO

2. Sandeep Mohanty, AAO

3. Rupesh Kumar Choudhary, AAO (Coml)


| Sl. No | Name, address & Contact no. of the auditee. | Audit_Type | Period of audit | No. of days | Holidays |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------|-------------|---------------------------|
| 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 |
| Remained at Hqrs till 24.09.2023 | | | | | |
| Transit to Balasore on 25.09.2023 (FN) | | | | | |
| 4 | O/o the Assistant Director of Textiles, Balasore. At:- Gudipada, PO:- Sovarampur Dist:- Balasore PIN-756001 Mail Id: adtbalasore@gmail.com Phone No:- 06782-262907 | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 25.09.2023 to 07.10.2023 | 10 | Sep-28 Oct-01,02 |
| Transit to BBSR on 07.10.2023(AN) | | | | | |
| 5 | Managing Director, Odisha State Handloom Weaver's Cooperative Societies Limited (Boyanika), Boyan Bhawan, Pandit Jawaharlal Nehru Marg, Kharvel Nagar, Unit-III, Bhubaneswar- 751001. Mail Id: boyanikabbsr@yahoo.in Phone No:- 0674-2395387 | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 09.10.2023 to 20.10.2023 | 10 | Oct-08 14,15 |
| 6 | O/o the Chief Executive Officer, (SADHAC), Directorate of Textile. PO:- Satyanagar, Bhubaneswar. PIN Code-751007 Mail Id: sadhacorissa@gmail.com Phone No. 0674-2572256 | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 25.10.2023 to 04.11.2023 | 09 | Oct-21,22,23, 24,28,29 |
| Transit to Subarnapur on 05.11.2023 (holiday) | | | | | |
| 7 | O/o the Dy. Director of Textile, Subarnapur. At:- Thanapatipada, PO/Dist:- Subarnapur, PIN- 767017, MailId: ddtsnp@gmail.com Phone No:- 06654-220232 | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 06.11.2023 to 18.11.2023 | 11 | Nov-11,12 |
| Transit to Baripada on 19.11.2023(holiday) | | | | | |

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| 8 | O/o the Asst Director of Sericulture, Baripada. At/Po-Station Bazar, Dist.: Mayurbhanj, Odisha, PIN-757001. Emailld:baripadaads@yahoo.com | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 20.11.2023 to 06.12.2023 | 13 | Nov- 25,26,27 Dec-03 |
| Transit to Bhubaneswar on 06.12.2023(AN) | | | | | |
| 9 | O/o.Asst. Director of Sericulture, Bhubaneswar, At: - Chandaka, Po-KIIT, Dist.: - Khurda, Odisha, Pin-761024. Email:bhubaneswarads@yahoo.com | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 07.12.2023 to 19.12.2023 | 10 | Dec- 09,10,17 |
| 10 | Director of Textiles & Handloom, Odisha At:-Satyanagar, Po:-Saheed Nagar, (Opposite of Satyanagar Kali temple) Bhubaneswar - 751007 Mail_Id: textiles.odisha@gov.in Phone No:- 0674-2575783 | DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha' | 20.12.2023 to 02.01.24 | 10 | Dec- 23,24,25, 31 |
| Joined AMG-I(Hqrs) Office, BBSR on 03.01.2024(FN) | | | | | |

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: boifc@ncl.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.


26.9.2023


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

Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2023-24/449

Date: 26.9.2023

Copy forwarded to: -

1. PA to Sr. D.A.G. (AMG - I)
2. Sr. A.O, AMG -I (Vetting)
3. BO, EDP Cell
4. AMG - I (Hqrs.) – T.D. Seat/Spare Copy


26.9.2023

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