

Revised Tour Programme of AMG – I (AP-4) for 2nd Quarter of 2022-23

Manned by: - S/Shri

1.Dinabandhu Behera-I, Sr. AO (On leave from 26.07.2022 to 30.07.2022)

2.Santosh Ku. Behera, AAO (Coml)

3.Pintu Rajak, AAO (On leave from 26.07.2022 to 30.07.2022)

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Executive Engineer Ports & Inland Water Transport (Mechanical) Division, Cuttack O/o. Executive Engineer (Mech), Ports & IWT, North Division, Bidanasi, Cuttack-14 portsniwtm@gmail.com		30.06.2022 to 02.07.2022	02	July-01
		Report to Headquarter on 04.07.2022(FN) to attend Group Meeting from 4th July 2022 and continue at HQ till 17/07/2022.			
		<ul style="list-style-type: none"> Continuation of Compliance Audit for the year from 2019-20 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	18.07.2022 to 25.07.2022	06	July-23,24
Report to Headquarter on 26.07.2022 to discuss with Sr. DAG on assigned focus area/Audit Plan of department					
2.	Director of Port & Inland Water Transport , Bhubaneswar	<ul style="list-style-type: none"> Collection of Information on Odisha Port Policy for Departmental Audit Report. 	27.07.2022 to 30.07.2022	04	July-31
3.	Principal Secretary to Govt. of Odisha, Commerce & Transport(Commerce) Department, Bhubaneswar	<ul style="list-style-type: none"> Compliance Audit for the year 2019-20 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). Details of Sample & plan for focused audit of "Port Policy" to be sent Coordination section. 	01.08.2022 to 17.08.2022	11	Aug-07,09,11,13,14,15,18
Transit to Berhampur on 18.08.2022(Holiday)=					
4.	Executive Engineer(Civil) Ports & Inland Water Transport (South) Division, Berhampur Ambapua, Berhampur Dist-Ganjam PIN-761119.	<ul style="list-style-type: none"> Compliance Audit for the year from 2018-19 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	19.08.2022 to 30.08.2022	09	Aug-21,27,28
Transit to Bhubaneswar on 30.08.2022(AN) Report to Hdqtr on 31.08.2022(FN)					
5.	Preparation of Departmental Audit Report for Commerce Department at Headquarter.		31.08.2022 to 09.09.2022	08	
Transit to Berhampur on 11.09.2022(Holiday)					
6.	Deputy Director of Mines, Ganjam Circle, Berhampur Ambapua Main Road, Vivek Vihar, Berhampur, PIN-760010 mo.berhampur@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year from 2017-18 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	12.09.2022 to 22.09.2022	10	Sep-10,11,18
Transit to Bhubaneswar on 22.09.2022(AN)					
7.	Deputy Director of Mines, Cuttack Circle, Cuttack CDA, Sector 11, Near B.N. Mitra Park, Cuttack, PIN-753015 mo.cuttack@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	23.09.2022 to 01.10.2022	07	Sep-24,25
Report to Headquarter on 03.10.2022(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-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. Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-11/TP/AP_04/2022-23/360

Date: 01 .08.2022

Copy forwarded to:-

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


01-08-2022

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