

Revised (13-10-2022) Tour programme of AMG – I (AP-08) for 3rd Quarter of 2022-23

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Tourist officer, Cuttack Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<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). 	10.10.2022 to 15.10.2022	06	Oct-16
2.	Shamuka Tourism Development Corporation Limited OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014 otdc.finance@gmail.com	<ul style="list-style-type: none"> • Financial Audit for the year 2021-22. 	17.10.2022 to 19.10.2022	03	
		<p align="center">Report to Headquarters office on 20.10.2022 (FN) to attend Group meeting</p> <ul style="list-style-type: none"> • Remaining part of Financial Audit 	21.10.2022 to 27.10.2022	04	Oct-22,23,24
3.	Tourist officer, Cuttack Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> • Remaining part of Compliance Audit for the year 2021-22. 	28.10.2022 to 31.10.2022	03	Oct-30
Transit to Balasore on 01.11.2022					
4.	Tourist Officer, Balasore Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001 oritourbalasore@gmail.com	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	02.11.2022 to 11.11.2022	08	Nov-06,08,12,13
Transit to Baripada on 12.11.2022(Holiday)					
5.	Tourist Officer, Mayurbhanj Near Satya Sai Vidya Vihar, Bagra Road, At/PO: Baripada, Dist: Mayurbhanj-757001 touristofficebaripada@gmail.com, oritourbaripada@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for the year 2013-14 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	14.11.2022 to 22.11.2022	08	Nov- 20
Transit to Bhubaneswar on 23.11.2022					
6.	Superintendent, Odisha State Archives, Bhubaneswar Sachivalaya Marg, Unit-IV, Bhouma Nagar, Bhubaneswar-751001	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	24.11.2022 to 03.12.2022	08	Nov-26,27 Dec-04
Transit to Keonjhar on 04.12.2022(Holiday)					
7.	Tourist Officer,Keonjhar Collectorate campus, Po-Dist-Keonjhar-758001	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	05.12.2022 to 14.12.2022	08	Dec- 10,11
8.	District Culture Officer, Keonjhar Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2018-19 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	15.12.2022 to 23.12.2022	08	Dec-18,24,25

Further programme follows:

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 **SrAO/AMG-I (Hqrs) Govt. email** and man-days may be reviewed accordingly for surrender or extension 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 BO/AMG-I(Hqr)** 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** for improving the quality of Inspection Report 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 and 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 the Sr. AO, 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.
16. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

Sd/-

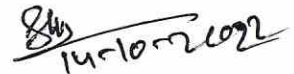
Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/579

Date: 14.10.2022

Copy forwarded to:-

1. Secretary to Pr. 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



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