

**Revised Tour programme of AMG – I (AP-08) for 3<sup>rd</sup> 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.	<b>Tourist officer, Cuttack</b> Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	10.10.2022 to 15.10.2022	06	Oct-16	
Party grounded at Hdqtr 17.10.2022 to 18.10.2022 as the Reviewing Officer was on leave.						
2.	<b>Shamuka Tourism Development Corporation Limited</b> OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014 otdc.finance@gmail.com	<ul style="list-style-type: none"> <li><b>Financial Audit for the year 2021-22.</b></li> </ul>	19.10.2022 to 20.10.2022	02		
		<ul style="list-style-type: none"> <li><b>Report to Headquarters office on 21.10.2022 (FN) to attend Group meeting and attend office on 25.10.2022 due to State Govt. holiday.</b></li> <li><b>Remaining part of Financial Audit.</b></li> </ul>	26.10.2022 to 31.10.2022	05	Oct-22,23,24,25,30	
3.	<b>Tourist officer, Cuttack</b> Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> <li>Remaining part of Compliance Audit for the year <b>2021-22.</b></li> </ul>	01.11.2022 to 02.11.2022	02		
		<b>Party call back to Hdqtr. and assigned for coordination work to Puri and Konark from 03.11.2022 to 04.11.2022.</b>				
		<ul style="list-style-type: none"> <li>Remaining part of Compliance Audit for the year <b>2021-22.</b></li> </ul>	05.11.2022 to 07.11.2022	02	Nov- 06,08	
<b>Transit to Balasore on 08.11.2022 (Holiday)</b>						
4.	<b>Tourist Officer, Balasore</b> Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001 oritourbalasore@gmail.com	<ul style="list-style-type: none"> <li>Continuation of Compliance Audit for <b>2019-20 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	09.11.2022 to 18.11.2022	08	Nov- 12, 13	
<b>Transit to Baripada on 19.11.2022(FN)</b>						
5.	<b>Tourist Officer, Mayurbhanj</b> 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"> <li>Compliance Audit for the year <b>2013-14 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	On 19.11.2022	01	Nov-20, 26, 27	
	<b>Transit to Bhubaneswar on 20.11.2022(Holiday) and to remain upto 25.11.2022 to celebrate Audit Week from 21.11.2022 Transit to Baripada on 27.11.2022(Holiday)</b>					
6.	<b>Superintendent, Odisha State Archives, Bhubaneswar</b> Sachivalaya Marg, Unit-IV, Bhouma Nagar, Bhubaneswar-751001	<ul style="list-style-type: none"> <li>Continuation of Compliance Audit for <b>2017-18 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	12.12.2022 to 19.12.2022	07	Dec-10,11,18	
	<b>Tourist Officer, Mayurbhanj</b> 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"> <li>Compliance Audit for the year <b>2013-14 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	<b>28.11.2022</b> to <b>09.12.2022</b>	<b>11</b>	<b>Dec-04,</b>	
<b>Transit to Bhubaneswar on 10.12.2022</b>						
7.	<b>Tourist Officer,Keonjhar</b> Collectorate campus, Po-Dist-Keonjhar-758001	<ul style="list-style-type: none"> <li>Continuation of Compliance Audit for <b>2017-18 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	21.12.2022 to 29.12.2022	07	Dec-24,25	

8.	<b>District Culture Officer, Keonjhar</b> Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> <li>Continuation of Compliance Audit for 2018-19 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	30.12.2022 to 07.01.2023	08	Jan-2023-01
----	---	---	--------------------------------	----	-------------

**Further programme follows**

**Mandatory Instructions to Field Parties**

- RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the *Sr AO/AMG-I (Hqrs) Govt. email* and man-days may be reviewed accordingly for surrender or extension.
- 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.
- 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).
- 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.
- 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.
- 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.
- 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.
- 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.
- Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
- 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.)
- Parties should collect the **soft copies of previous IRs** of respective subject from **AMG-I Vetting** cell before proceeding to Field unit.
- 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.
- 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.
- 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.
- 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.
- 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/-

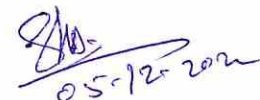
**Sr. Deputy Accountant General (AMG-I)**

**Date:05.12.2022**

**Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/691**

Copy forwarded to:-

- Secretary A.G. (Audit - II)
- PA to Sr. D.A.G. (AMG - I)
- Sr. A.O, AMG -I (Vetting)
- BO, EDP Cell
- AMG -I(Hqrs.) – T.D. Seat/Spare Copy

  
05-12-2022

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