

Revised Tour programme of AMG – I (AP-5) for 2nd Quarter of 2022-23

Manned by: - S/Shri

1. Patitapaban Biswal, Sr. AO(Coml) is on medical leave w.e.f. 12.08.2022
2. Sitansu Kumar Mohanty, Sr AO(Only for the audit of OSIC Ltd w.e.f. 19.08.2022)
3. Akshya Kumar Mohanty, AAO
4. Rupesh Kumar Choudhary, AAO (Coml)

Sl. No.	Name, address & contact no. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Asst. Director of Textiles, Dhenkanal adtdhenkanal@gmail.com	<ul style="list-style-type: none"> • Transit to Headquarter on 02.07.2022(AN) to attend Group Meeting on 4th July 2022 and continue at Headquarter till 17.07.2022. • Transit to Dhenkanal on 18.07.2022(FN) • Continuation of Compliance Audit for the financial year 2014-15 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	24.06.2022 to 02.07.2022 &	06	June-25,26 July-01,03,09,10
			18.07.2022 to 19.07.2022	02	
Transit to Bhubaneswar on 19.07.2022(AN)					
Report to Headquarter on 20.07.2022 to discuss with Sr. DAG on assigned focus area./Audit Plan of department.					
2.	Odisha Film Development Corporation Ltd, Chalachitra Bhawan, Buxi Bazar, Cuttack-753001	Financial Audit on accounts for the year 2018-19.	21.07.2022 to 28.07.2022	06	July-23,24
3.	Kalinga Studios Ltd Chalachitra Bhawan, Buxi bazar, Cuttack-753001	Preliminary Checking of accounts for the financial year 2019-20	29.07.2022 to 30.07.2022	02	July-31
4.	Asst. Director of Sericulture, Bhubaneswar At: - Chandaka, Po-KIIT, Dist.: - Khurda, Odisha, Pin-761024. Bhubaneswar, ads@yahoo.com	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2016-17 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	01.08.2022 to 08.08.2022	07	Aug-07,09
5	ODISHA SMALL INDUSTRIES CORPORATION, INDUSTRIAL ESTATE, MADHUPATNA, CUTTACK-753010	Financial Audit on accounts for the year 2018-19.	10.08.2022 to 30.08.2022	13	Aug-11,13,14,15,18,21,27,28, Sep-01
Submission of reports on 31.08.2022					
6	Asst. Director of Sericulture, Bhubaneswar At: - Chandaka, Po-KIIT, Dist.: - Khurda, Odisha, Pin-761024. Bhubaneswar, ads@yahoo.com	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2016-17 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	02.09.2022 to 03.09.2022	02	Sep-04
7.	State Institute for Development of Art and Crafts (SIDAC), Bhubaneswar Handicrafts Complex, Gandamunda, Po-Khandagiri,Bhubaneswar-751030 sidacorissa@gmail.com	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	05.09.2022 to 16.09.2022	10	Sep-10,11
Transit to Nayagarh on 17.09.2022(FN)					
8.	Asst. Director Of Textiles, Nayagarh At - Khandapara Road, Po/ Dist. - Nayagarh, PIN-752069 adtexngr@yahoo.com	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2018-19 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	17.09.2022 to 28.09.2022	09	Sep-18,24,25
Transit to Bhubaneswar on 28.09.2022(AN)					
Report to Headquarter on 29.09.2022(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/-
Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-12/TP/AP_05/2022-23/404

Date:24.08.2022

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)/BO, EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat/Spare Copy


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