

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 according to 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.

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Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/ 408
Copy forwarded to: -

Date: 26.08.2022

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

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

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Revised (24-08-2022) Tour programme of AMG – I (AP-08) for 2nd Quarter of 2022-23

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Bidyadhar Patra, AAO (Coml.)
3. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Report to Headquarter on 04.07.2022(FN) to attend Group Meeting and continue at Headquarter till 15.07.2022.				
2.	Odisha Mineral Exploration Corporation Limited, OMC House, Bhubaneswar-751001	Financial Audit for the year 2021-22	16-07-2022 to 22-07-2022	06	July-17
Submission of Report at Headquarter on 25.07.2022 and discussion with Sr. DAG on assigned focus area/Audit Plan of Department.					
3.	Principal, Bk College Of Art & Crafts, Bhubaneswar Tapoban High School Rd, Khandagiri, Bhubaneswar, Odisha 751030	<ul style="list-style-type: none"> • Continuation of Compliance Audit for 2020-21 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	26.07.2022 to 30.07.2022	05	July-31
4.	Pr. Secretary to Government of Odisha, Tourism Deptt, Kharavela Bhawan, Odisha, Bhubaneswar secretary@odishatourism.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). 	01.08.2022 to 03..08.2022	03	--
5.	Odisha State Financial Corporation(OSFC), OMP Square, Cuttack	• Financial Audit for the year 2020-21.	04.08.2022 to 17.08.2022	08	Aug-07,09,11,13,14,15,
Report to Hdqtr on 18.08.2022(FN) for submission of report. Shri Sitansu Kumar Mohanty, Sr AO to join the audit party No-05 instead of Shri Patitapaban Biswal, Sr AO for audit of OSIC Ltd. upto 30/08/2022.					
6.	Pr. Secretary to Government of Odisha, Tourism Deptt, Kharavela Bhawan, Odisha, Bhubaneswar secretary@odishatourism.gov.in	<ul style="list-style-type: none"> • Remaining part of Compliance Audit for the year 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	19.08.2022 to 08.09.2022	15	Aug-18,21,27,28,31 Sept-01,04
7.	Odisha Tourism Development Corporation Limited (OTDC), OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, Odisha 751014 otdc@panthanivas.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). 	09.09.2022 to 20.09.2022	09	Sep-10,11,18
Transit to Balasore on 21.09.2022					
8.	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"> • Compliance Audit from 2019-20 to 2021-22 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	22.09.2022 to 01.10.2022	08	Sep-24,25
Transit to Bhubaneswar on 02.10.2022					
Report to Headquarter on 03.10.2022(FN)					