

(Revised)Tour programme of AMG – I (AP-4) for 2nd Quarter of 2021-22

Manned by: -

S/Shri

1. Dinabandhu Behera-I, Sr. AO
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3. Pintu Rajak, AAO

Sl. No.	Name of the auditee.	Telephone No.	Period of audit	No. of days.	Holidays.
1.	Principal Secretary to Govt. of Odisha, Tourism Department, Bhubaneswar Compliance Audit from March-2019 to March-2021		02.08.2021 to 13.08.2021	11	Aug-08,14,15
2.	Tourist Officer, Bhubaneswar Compliance Audit from May-2013 to March-2021		16.08.2021 to 26.08.2021	09	Aug-20,22
3.	Tourist Officer, Cuttack Compliance Audit from May-2013 to March-2021		27.08.2021 to 09.09.2021	10	Aug-28,29,30 Sep-05,10,11,12
Transit to Ganjam on 12.09.2021					
4	Tourist Officer, Ganjam, Berhampur Compliance Audit from Dec-2018 to March-2021		13.09.2021 to 21.09.2021	08	Sep-19
Transit to Bolangir on 22.09.2021					
5	Tourist Officer, Bolangir Compliance Audit from Oct-2019 to March-2021		23.09.2021 to 30.09.2021	06	Sep-25,26

Transit to Headquarter on 01.10.2021

Report to Headquarter on 04.10.2021(FN) (being 02-10-2021 & 03-10-2021 Sat & Sun)

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.
16. RO/Party members should ensure that the auditee organisation follows all the **COVID-19 guidelines** issued from time to time by Govt. of Odisha/Govt. of India.

Sd/-

Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-11/TP/AP_04/2021-22/197

Date:05.08.2021

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

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