

कार्यालय प्रधान महालेखाकार  
(लेखापरीक्षा), मणिपुर,  
इम्फाल-७९५००१



SUPREME AUDIT INSTITUTION OF INDIA  
सर्वोच्च लेखापरीक्षा  
Dedicated to Truth in Public Interest

OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT) MANIPUR,  
IMPHAL - 795 001

**Tour Programme for 4<sup>th</sup> Quarter (January-March) 2024-25 in respect of Audit Parties under AMG-II**

एमजी-II के तहत ऑडिट पार्टियों के संबंध में चौथी तिमाही (जनवरी-मार्च) 2024-25 के लिए दौरा कार्यक्रम

Audit Party No.	Name of the Party Personnel	Name of the Supervising Officer	Sl. No.	Compliance Audit			
				Name of Auditee Units	Risk	Audited Upto	No. of working days/(Duration of Audit)
AP-I	1. N. Sunibala, AAO 2. N. Mukendro, AAO 3. N. Lokendro Singh, Asst. Supvr.	M. Nivash, Sr. AO	1	EE, Flood Control-I, Thoubal Water Resources Department	L	March 2023	9 (02-15.01.2025)
			2	EE, Flood Control-IV, Water Resources Department	L	March 2022	9 (16-28.01.2025)
			3	Secretary, Revenue			2 (29-30.01.2025)
			4	Directorate of Settlement & Land Records, Manipur	M	March 2022	12 (31.01-17.02.2025)
			5	Sub-Registrar (HQ), Imphal	L	March 2022	8 (18-27.02.2025)
			6	Sub-Register, Imphal East	L	March 2022	8 (28.02-11.03.2025)
AP-II	1. Apu Albert Kayina, AAO 2. B. Bidyananda, AAO 3. H. Brojen, Ar.	B. Sushil Sharma Sr. AO (Com.)	7	Manipur Food Industries Corporation Limited		March 2020	10 (02-16.01.2025)
			8	Manipur Food & Distribution Corporation Limited		Since inception (14.11.2022)	8 (17-28.01.2025)
			9	Manipur Handloom and Handicrafts Development Corporation Limited		March 2022	10 (29.01-11.02.2025)
			10	Director, Science & Technology	L	March 2022	10 (12-25.02.2025)
			11	EE, Mechanical & Electrical Divn. PHED	L	March 2016	9 (26.02-10.03.2025)

(Authority vide: PAG's order at Note#150 of File No PAG(Au)/AMG-II/Tour Prog./2024-25)

(प्राधिकरण द्वारा: फाइल संख्या PAG(Au)/AMG-II/दूर प्रोग./2024-25 के नोट#150 पर PAG का आदेश)

**Instructions/ निर्देश :**

- \*1. (i) HQ's office has directed for complete switchover of all audit process to OIOS from 01.04.2023. All Compliance Audit & Financial Audit are to be executed in OIOS by following the timelines for each stage of processing.
- (ii) The field parties should prepare Compliance Audit Design Matrix of the selected departments.
- (iii) Report of Desk Review should, inter alia, include identification of themes/schemes to be focussed upon in AAP-2025-26.
- (iv) Desk Review Report, Compliance Audit Design Matrix (CADM) and Annexure I of Guidance Note No. 226-09-PPG/2017 dated 23.08.17 issued by the PPG of Headquarters should be prepared during audit of Directorate level office and submitted before commencement of subsequent units.
- (v) Verification/confirmation of the existing offices/DDOs under the Department is to be done during Apex/Directorate level audit.

2. The QA/QC should be submitted to Headquarter within 7 days from the date of completion of audit without fail. A physical file shall also be maintained for each Field Visit and submitted to RS Section/AMG-II at the time of QA/QC submission.

3. The Draft IR in OIOS should necessarily include the following:

- i. Allocation of work
- ii. Draft IR info
- iii. Record requisition
- iv. Audit Enquiry
- v. Audit Observation
- vi. Communication
- vii. Checklist Details
- viii. Attachment info

The Attachment info must contain the following:

a. Allocation of Duties	h. <b>Contact details of the auditee unit such as full postal address, working Telephone No., working E-mail Id and Whatapp No. of the Unit/Department/HOD, should compulsorily be mentioned in the Title Sheet.</b>
b) Code of Ethics declaration	
c) Cash Verification Certificate	
d) Copy of Minutes of Discussion (Entry and Exit)	i) KDs for each phrase/word/sentence to be linked separately, ie, the KDs for different phrases/words/sentences in the Para/IR should not be combined in one whole.
e) Performance of Auditors/Sr. Auditors/Astt. Supvr./Supvr.	j) The following details in PDF file to be mandatorily attached: i) The next higher officer ii) The HOD iii) The name/designation of the Administrative Head.
f) Tour Diaries	
g) Properly filled and signed Title Sheet	

*Note: In case submission of the draft IR without any data related to the above, the draft IR would be returned to the Audit Party and the submission date would be counted from the date of receipt of the complete draft IR in Headquarters*

4. (i) **Audit Parties are to address the issue of outstanding IRs/Paras in the Entry/Exit conference and the same may be included in the meeting minutes.**

(ii) The review of the outstanding IRs/Paras during the audit is to be submitted in the following format:

Sl. No.	Part & Para No.	Audit observation in brief	Review Remarks

5. As instructed by Hqrs Office, the following focus areas are to be looked into during the current year's Audit Plan.

**A. Projects sanctioned by DoNER/NEC to the State Government**

**All the schemes/projects of NEC/DoNER implemented by the Departments are to be listed along with the details such as, (i) the status/ physical progress (whether ongoing, completed, abandoned, etc.) and (ii) Financial progress (amount sanctioned, amount released and expenditure etc.) to keep track on the schemes and make relevant observations. Certificate for cases of non-execution/non-existence of DoNER schemes may be obtained from the auditee unit.**

**B. Grants-in-Aid**

**All the field parties are instructed to focus on these aspects during their compliance**

audits and report on the findings, if any.

6. As directed, all the relevant department related GOs, OMs, report etc. obtained respect of the Department/auditee units should be filed and both the soft and hard copies handed over to Branch Officer/AMG-II at the end of every quarter. Department-wise guard file is to be maintained in the office for reference when future audit is being conducted for the same department.

7. All the field parties are to prepare and submit Departmental Appreciation Note to the local Hqtr' Section which is to be issued to the Apex Audit Units of the concerned Departments after completion of audit as per Para 6.7 of CA Guidelines.

8. Field parties are to prepare a High Value Contract detail (contracts whose value is Rs.10 crore or above) of the auditee units if any, during local audit and is to be submitted along with the draft IR in the following format:

Sl. No.	Name of Dept. & Auditee Unit	Period of Account/Audit	Details/Description of Contract	Amount of Contract	Whether audit observation is made. If yes, details of para.	Date of award of contract & stipulated date of completion	Remarks

sdh

Sr. Audit Officer/AMG-II

वरिष्ठ लेखापरीक्षा अधिकारी/एएमजी-II

Dated: 27.12.2024

दिनांक: 27.12.2024

Memo No. PAG(Au)/AMG-II/Tour Prog./2024-25/267-271

मेमो नंबर PAG(Au)/AMG-II/टूर प्रोग./2024-25/267-271

1. P.S. to Pr. A.G. (Audit), Manipur
2. P.A. to Sr. D.A.G. (Audit), Manipur.
- ✓ 3. Concerned Sr. A.O/A.A.O/Sr.Ar/Ar
4. Sr.AO/Admn
5. AAO/EDP
6. File concerned

A. Tawm Sharma

Sr. Audit Officer/AMG-II

वरिष्ठ लेखापरीक्षा अधिकारी/एएमजी-II

दूरभाष Phone: 0385-2458523

ई-मेल E-mail: [agaumanipur@cag.gov.in](mailto:agaumanipur@cag.gov.in)