

Revised (12.12.2024) Tour Programme for 3<sup>rd</sup> and 4<sup>th</sup> quarter of AMG-I(AP-01)

**Manned by: S/Shri**

1. Siva Sankar Prasad, Sr. AO
2. Pintu Rajak, AAO
3. Mithilesh Kumar Rajak, AAO

Sl. No	Name, address & Contact no. of the auditee.	Audit Type	Period of audit	No. of days	Holidays
1.	Principal Secretary to Govt. of Odisha, Handloom, Textiles & Handicraft Deptt., Bhubaneswar Lokaseva Bhawan, Bhubaneswar-751001	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY <b>2023-24</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>09.12.2024</b> to <b>13.12.2024</b>	05 days	Dec-14,15
2.	Director of Handicraft & Cottage Industries, Bhubaneswar 1st Floor, Heads of Deptt. Building, Unit-5, Bhubaneswar-751001	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY <b>2023-24</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>16.12.2024</b> to <b>20.12.2024</b>	5 days	-
3.	Director of Textiles, Bhubaneswar AT-SatyaNagar, PO- Saheed Nagar, (Opposite Satyanagar Kali Mandir), Bhubaneswar-751007	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY <b>2023-24</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>21.12.2024</b> to <b>27.12.2024</b>	5 days	Dec-22,25,28,29
4.	Deputy Director of Textiles, Cuttack Canal Road, Jobra, PO.- College Square, Cuttack-753003, Dist.-Cuttack	<ul style="list-style-type: none"> <li>• Compliance Audit from the FY <b>2020-21 to 2023-24</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>30.12.2024</b> To <b>03.01.2025</b>	5 days	-
<b>Transit to Athagarh on 04.01.2025(FN)</b>					
5.	Asst. Director of Textiles, Athagarh At/Po-Athagarh, Dist-Cuttack-754029	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY <b>2022-23 to 2023-24</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>04.01.2025</b> to <b>10.01.2025</b>	6 days	Jan-05,11,12

<i>Transit to Bargarh on 11.01.2025(Holiday)</i>				
6.	Deputy Director of Textiles, Baragarh At/PO-Bargarh District-Bargarh,768028	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	13.01.2025 To 18.01.2025	5 days Jan-14
<i>Further Programme follows:</i>				

**Mandatory Instructions to Field Parties**

1. 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 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- [sahoosk.odi.sca@cag.gov.in](mailto:sahoosk.odi.sca@cag.gov.in) 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. Non-Production of records: - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.**



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

Date: 16/12/2024.

Memo No. AMG-I (Hqrs.)-16/TP/AP-01/2024-25/642

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG -I(Vetting)
3. BO/EDP Cell
4. T.D. Seat/Spare Copy/Person Concerned



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