1,75375

## Tour programme of AMG-III-AP- 12 for the 3rd, Quarter of 2024-25. Party Personnel:

S/Sri 1. Susant Rath-II, AAO 2. Md. Imran, AAO

2 (	Surai.	Chouhan,	AAO (I	2)
.3. :	Surai	Chounan	/ A A A A A	•

				then fine	Bruger, Edition .
SI. No क्रम सं.	Name of the auditee. ऑडिटि का नाम	Period of audit लेखापरीक्षा की अवधि	Period a/cs to be covered in Audit लेखापरीक्षा में शामिल होने वाली अवधि	No. of days. दिनों स्वी	Holidays.
Party	grounded from 28.09.2024 to 13	3.10.2024 (Holidays-	Sept. 28,29, Oct. 2,6,1	اد:': د	ulthe occasion of
	48 11.	Dussenr	a		किस्टाः म
1	Commissioner-cum- Secretary to Govt. of Odisha, OLL & Culture Department, Bhubaneswar	14.10.2024 to 02.11.2024	2023-24	15 ;	Nov-3
2	Odisha Sahitya Academy, Bhubaneswar	04.11.2024 to 16.11.2024	2022-23 to 2023-24	10	Nov-9,10,15
	Transit	to Parlakhemundi on	17.11.2024(Holiday)		
3	DIVISIONAL FOREST OFFICER, PARLAKHEMUNDI	18.11.2024 to 30.11.2024	2022-23 to 2023-24	11	Nov-23,24
	Transit	to Bhawanipatna or	01.12.2024(Holiday)		
4	CONSERVATOR OF FOREST, BHAWANIPATNA	02.12.2024 to 13.12.2024	2016-17 to 2023-24	11	Dec-8
	Transi	t to Bhubaneswar on	14.12.2024(Holiday)		
5	MEMBER SECRETARY, STATE POLLUTION CONTROL BOARD, BHUBANESWAR	16.12.2024 to 27.12.2024	2018-19 to 2023-24	10	Dec-15
	Repor	t to Hdqrs. Bhuban	eswar on 30.12.2024.		

<sup>\*</sup>Holidays to be spent at Ehrbaneswar availing normal return transit (AN) and onward (FIG Cansit. सामान्य वापसी पारगमन (अप.) और आगे (पूर्वा.) पारगमन का लाभ उठाते हुए भुवनेश्वर में छुट्टियां बिताई जाएंगी।

The Officer/officials has to perform daily to and fro journey in respect of units located at Cytical and Khurda कटक और खुर्दा में स्थित इकाइयों के संबंध में अधिकारी/कर्मचारियों को दैनिक यात्रा करनी होती है।

## फील्ड पार्टियों के लिए अनियार्थ निर्देश/Mandatory Instructions to Field Parties

1. RC may soft with 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 \$1/4.3/Al/IG-III(C)(I/c) govt. mail\* and man-days may be reviewed accordingly for surrender or extension.

2. Revision Carlos Programme: Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion for extension/surrender of working days in a Programme followed by written request with detailed

3. Faragoria of horizontal quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts is figures of paragraphs are to

be supportant and legible key documents (KDs).

A Typical wanting KD(s) shall be collected by the contributor of Paragraph at his two expense and own time by available was instruction of vetting / Report section.

5. A processing facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed former and only the conclusion drafted into paragraph as per style guide.

& manage is Soft copy of the DIR containing Annexure(s) are to be invariably submited along with hard copy and

ages and the second of Sr. Audit Officer/Vetting within seven days of Completion of audit.

7. Legge, the second of Sr. Audit Officer is mandatory before leaving the camp at audit location followed by email/fax/phone for available of leave.

8. Advertise to be guidance note issued by CAG vide letter No.226/09-PPG/2017 dated 23.08.2017 for improving the quality of

Inspection has a contained to all officers on 23.03.2021) and new auditing standard should be strictly followed.

5. Any metallic prescriptor report/exception report relevant should be collected from the Data Analytic Cell (if available) before proceeding to the Local and the collected from the Data Analytic Cell (if available) before proceeding to the Local and the collected from the Data Analytic Cell (if available) before proceeding to the Local and the collected from the Data Analytic Cell (if available) before proceeding to the Local and the collected from the Data Analytic Cell (if available) before proceeding to the Local and the collected from the Data Analytic Cell (if available) before proceeding to the collected from the Data Analytic Cell (if available) before proceeding to the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Data Analytic Cell (if available) the collected from the Cell (if available) the

13. Manuacian swrrendered, if assessment records/volume of works less in the year areas in the parties may proceed to next item. I had to AMG-III (Hqrs).

11. Tarrestill to the soft copies of previous IRs of respective subject from AMG-III Venting 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.

13. Any interesting or new points/paras noticed may be promptly intimated to AMG-III vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.

14. Further clarification/documents sought for at the time of vetting may be complied immediately.

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. Additional information: Desk review should be submitted to the Sr.AO/AMG-III(C)(I/c) govt. mail\* along with a copy to Group Officer's grail / Concerned Vetting Section's mail.

17. If the average organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

18. All parties are required to work invariably on OIOS.

19. (i) The ending acties are instructed to bring the cases of non-production of records to the notice of the Group Officer on the first day of audit to address the issue at the appropriate level.

(II) Non granding of records should be included as a para in the DIR and also included in exit meeting with the head of the organization,

20. All panish are required to send the minutes of entry meeting held at auditee unit on commencement day of the audit to BO-AMG-IMC) possitively, which is mandatory.

> ५८/-उप महालेखाक्त्र लप.प्र.स.-।।। Dy Accountant General/AMG-III বিলাফ/Date: 24.09.2024

सा. इं. ALAG-ELI(C)/TP of AP-12/2024-25/ 401

प्रतिनिपि असंबर्धता/Copy forwarded to:-

1. Secretary to A.G. (AU-II)

2. PA to D.A.G. (AMG-III)

3 .Sr. A.O./AMG-III (Vetting)

4 .RO/AAO-AMG-III-Audit Party

5. BO/EFF Cell

6. T.D. Seat.

7. Spare copy

वरि. लेखापरीक्षा अधिकारी /लेप्र.स-।।। (स.) Sr. Audit Officer/AMG-III(C)