

Tour programme of AMG – I (AP-7) for 1st Quarter of 2024-25

Manned by: - S/Shri

1. Siba Narayan Sahoo, Sr AO (Comml)
2. Ashish Kumar, AAO (Coml.)

| <i>Sl. No.</i> | <i>Name of the auditee.</i> | <i>Audit Type</i> | <i>Period of audit</i> | <i>No. of days.</i> | <i>Holidays.</i> |
|----------------------------------|---|---|--------------------------------|---------------------|---|
| 1. | Managing Director Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar | <ol style="list-style-type: none"> 1. Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc. 2. Scrutiny of complaint cases: <ol style="list-style-type: none"> i. Fool supporting documents of Para No. 13, IR 22/2023-24, submitted by Shri Kabi surjiya sing, MIG-A, IDCO Colony, dated 08/05/2024. ii. Complaint letter submitted by Sr.AO/ECPA, Tr.No.49/16.05. 2024 reg: continuation of service after retirement of Sri Sukanta Kumar Das, ex-CGM (Fin), IDCO. | 12.06.2024 to 20.08.2024 | 50 | June- 14,15,16,17,22, 23,30 July- 07,13,14,17,21, 27,28 Aug- 04,10,11,15,18, 19 |
| <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 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.

Sd/-

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

Memo No. AMG-I(Hqrs.)-13/TP/AP-07/2024-25/24

Date: 07.06.2024

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to Sr. 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.)