

**Revised Tour programme of AMG – I (AP-08) for 3<sup>rd</sup> Quarter of 2021-22**

**Manned by: -S/Shri**

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Bidyadhar patra, AAO.(Coml.)
3. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	IDCOL Ferro Chrome & Alloys Limited, Jajpur Road Phone-06726-220212/220319/220494 Email- ifcal@nic.in	Preliminary Checking of Accounts for the year 2020-21	26-10-2021 to 28-10-2021	03	-
<b>Transit to BBSR on 28.10.2021(AN)</b> <b>Report to Headquarter on 29.10.2021(FN) for submission of report.</b> <b>Shri Sitansu Kumar Mohanty, Sr. Ao, Shri Bidyadhar Patra, AAO &amp; Shri Vijay Swarnakar, AAO were on leave from 01-11-2021 and will join on 15.11.2021.</b>					
2.	Odisha State Financial Corporation(OSFC) Ltd. Cuttack Odisha State Financial Corporation, OMP Square, Cuttack-753003 osfcho@osfcindia.com 0671-2443659	Compliance Audit for the year 2020-21 and other activities, schemes & policies etc.	15.11.2021 to 24.11.2021	08	Nov-19, 21
<b>Transit to Puri on 25.11.2021(FN)</b>					
3.	<b>General Manager, DIC, Puri</b> Chakratirtha Road, Puri – 752002 dicpur@nic.in 06752-223394	Compliance Audit for the year 2020-21 and other activities, schemes & policies etc.	25.11.2021 to 04.12.2021	08	Nov-27, 28
<b>Transit to Bhubaneswar on 04.12.2021(AN)</b>					
4.	<b>Superintendent, Odisha State Archaeology, Bhubaneswar</b> Paryatan Bhawan, 2nd Floor, Bhubaneswar-14, Lewis Road. suptosabbsr@gmail.com 0674-2432147	Compliance Audit for the year 2019-20 & 2020-21 and other activities, schemes & policies etc.	06.12.2021 to 15.12.2021	08	Dec-05,11,12
<b>Transit to Khalikote, Ganjam 16.12.2021(FN)</b>					
5.	<b>Principal, Govt. College of Arts &amp; Crafts, Khalikote, Ganjam</b> Art & Crafts, Khallikote (Ganjam) Odisha... Pin Code-761030 govtcollegeofartandcrafts@gmail.com 06810-256352	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2020-21 &amp; and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint received</li> </ul>	16.12.2021 to 28.12.2022	10	Dec-19,25, 26
<b>Transit to Bhubaneswar on 28.12.2021(AN)</b>					
6.	<b>Superintendent, Odisha Museum, Bhubaneswar</b> Near, Lewis Rd, Kalpana Square, BJB Naga, BBSR-751014 Odishamuseum.nic.in 0674-243 1597	Compliance Audit from 2017-18 to 2020-21 and other activities, schemes & policies etc.	29.12.2021 to 07.01.2022	09	Jan-02,08, 09

**Report to Headquarter on 10.01.2022 (FN)**

**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 **Sr. AO/AMG-I (Hqrs) Govt. email** and man-days may be reviewed accordingly for surrender or extension 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 BO/AMG-I(Hqr)** 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** for improving the quality of Inspection Report 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 and 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 the Sr. AO, 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. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.
17. Both Audit Party and auditee organisation should follow all the **COVID-19 guidelines** issued from time to time by Govt. of Odisha/Govt. of India.

Sd/-

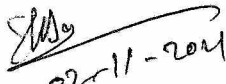
Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-15/TP/AP-08/2021-22/386

Date: 02.11.2021

Copy forwarded to: -

1. Secretary to Pr. 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

  
02-11-2021  
Sr. Audit Officer/AMG-I(Hqrs.)