

Revised (13-10-2022) Tour programme of AMG – I (AP-08) for 3rd Quarter of 2022-23

Manned by: -S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml
2. Vijay Swarnakar, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	Tourist officer, Cuttack Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	10.10.2022 to 15.10.2022	06	Oct-16
Party grounded at Hdqtr 17.10.2022 to 18.10.2022 as the Reviewing Officer was on leave.					
2.	Shamuka Tourism Development Corporation Limited OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014 otdc.finance@gmail.com	<ul style="list-style-type: none"> Financial Audit for the year 2021-22. 	19.10.2022 to 20.10.2022	02	
		<ul style="list-style-type: none"> Remaining part of Financial Audit. 	25.10.2022 to 29.10.2022	05	Oct-22,23,24,30
Report to Headquarters office on 21.10.2022 (FN) to attend Group meeting					
3.	Tourist officer, Cuttack Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> Remaining part of Compliance Audit for the year 2021-22. 	31.10.2022 to 02.11.2022	03	
Transit to Balasore on 03.11.2022					
4.	Tourist Officer, Balasore Panthanivas Complex, In front of IG Office, Balasore, Near Police Ground,PO/Dist: Balasore - 756001 oritourbalasore@gmail.com	<ul style="list-style-type: none"> Continuation of Compliance Audit for 2019-20 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	04.11.2022 to 15.11.2022	08	Nov-06,08,12,13
Transit to Baripada on 16.11.2022(FN)					
5.	Tourist Officer, Mayurbhanj Near Satya Sai Vidya Vihar, Bagra Road, At/PO: Baripada, Dist: Mayurbhanj-757001 touristofficebaripada@gmail.com, oritourbaripada@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2013-14 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	16.11.2022 to 25.11.2022	09	Nov-20
Transit to Bhubaneswar on 26.11.2022(Holiday)					
6.	Superintendent, Odisha State Archives, Bhubaneswar Sachivalaya Marg, Unit-IV, Bhouma Nagar, Bhubaneswar-751001	<ul style="list-style-type: none"> Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	28.11.2022 to 06.12.2022	08	Nov-26,27 Dec-04
Transit to Keonjhar on 07.12.2022					
7.	Tourist Officer,Keonjhar Collectorate campus, Po-Dist-Keonjhar-758001	<ul style="list-style-type: none"> Continuation of Compliance Audit for 2017-18 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	08.12.2022 to 17.12.2022	08	Dec-10,11,18
8.	District Culture Officer, Keonjhar Inside Court Campus, Keonjhar, Odisha 758001 dcokeonjhar@gmail.com	<ul style="list-style-type: none"> Continuation of Compliance Audit for 2018-19 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	19.12.2022 to 28.12.2022	08	Dec-24,25

Further programme follows:

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 *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.

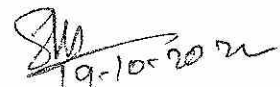
Sd/-

Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2022-23/617
Copy forwarded to:-

Date:19.10.2022

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



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