

**Revised (14.11.2024) Tour programme of AP-09 for 3<sup>rd</sup> quarter of 2024-25**

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. PRAFULLA KUMAR NAYAK, SR.AO
2. DHEERAJ KUMAR, AAO (till 8/11/2024)
3. CHANDRA SHEKHAR BEHERA, AAO (w.e.f 5/11/2024)

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Period of audit	No. of days	Holiday(s)
1.	<b>Principal Secretary to Govt. of Odisha, Commerce Department,</b> Kharavela Bhawan, Bhubaneswar-751001	<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>	14.10.2024 to 23.10.2024	08	Oct-16,20
2.	<b>Director of Port &amp; Inland Water Transport, Bhubaneswar,</b> Paribahan Bhawan (2nd floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751009	<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>	24.10.2024 to 08.11.2024	11	Oct-26,27,31 Nov-03,09,10
3.	<b>Directorate of Printing, Stationery and Publication, Odisha Govt. Press,</b> Madhupatana, Cuttack-753010	<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>	11.11.2024 to 27.11.2024	12	Nov-15,16,17,23,24
4.	<b>Executive Engineer Ports &amp; Inland Water Transport (Mechanical), North Division,</b> Plot-1566 (P), CDA, Sector-06, Cuttack-14	<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>	28.11.2024 to 09.12.2024	10	Dec-01,08
<b>Transit to Berhampur on 10.12.2024 (FN)</b>					
5.	<b>Executive Engineer (Civil) Ports &amp; Inland Water Transport (South) Division,</b> Near STPI, Ambapua, Berhampur Dist. Ganjam -761119	<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>	10.12.2024 to 21.12.2024	10	Dec-14,15
<b>Transit to Bhubaneswar on 22.12.2024 (Holiday) and Report to Headquarters on 23.12.2024(FN) for submission of Report.</b>					



### 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 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.

Sd/-

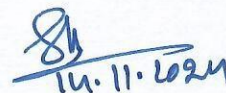
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 14-11-2024

Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2024-25/585

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

  
14.11.2024

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