

TOUR PROGRAMME FOR THE 3rd QUARTER OF 2020-21
Party No. 15

Composition of Party Members

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|----------------------------|---|---|
| 1. Shri Kh. Ranjit Singh | : | Asstt. Audit Officer (Inspecting Officer) |
| 2. Shri Daniel A. Tungsang | : | Asstt. Audit Officer |
| 3. Shri Santosh Kumar | : | Asstt. Audit Officer (P) |

Sl. No	Station	Name of the Units	From	To	Working Days	Holidays
1	Hqrs.	Desk review and planning audit procedures at Hqrs	22.10.20	23.10.20	02	-
Transit to Changlang on 25.10.2020						
2	Changlang	Deputy Commissioner, Changlang	26.10.20	02.11.20	06	31, 01
3	Changlang	EE, RWD, Changlang	03.11.20	10.11.20	07	08
Transit to Longding on 11.11.2020						
4	Longding	EE, PWD, Longding	12.11.20	20.11.20	08	15
5	Kanubari	EE, PWD, Kanubari	21.11.20	01.12.20	08	22, 29, 30
Transit to Itanagar on 02.12.20						

Notes:

1. Shri Kh. Ranjit Singh, AAO (I.O.) may proceed tour only after completing the VLC data verification work.
2. All Parties should comply with the instructions given in 'Guidance Note' Compliance Audit Guidelines issued by Hqrs for conduct of audit, preparation of IRs, etc.
3. The party is designated as "Lead Audit Team" for this Department as per Compliance Audit Guidelines.
4. The parties are instructed to select months(s) other than March also for details checking, if substantial expenditure was incurred during that month.
5. **Fire theft & damage report regarding all cases of material loss or destruction of Government property due to fire, theft, fraud, etc., and loss of immovable property, such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake, etc.**
6. Compliance of office order /instruction issued from time to time.
7. The IR should be submitted along with the Title Sheet after diligently filling up as per the new format given in 'Guidance Note'.
8. Legislation/rules/policies/orders and any other relevant documents pertaining to the audited entity should be collected at the time of audit for incorporation in the guard File.
9. The respective Inspecting Officers should prepare a plan of audit procedures for the specific entity detailing the audit objectives, scope of audit, main focus areas for audit and assignment plan for the team members as per the prescribed format, which should be approved by the respective Group Officer before the audit is undertaken.
10. Where a specific subject matter has been selected, an audit design matrix should be prepared.
11. All audit parties should ensure that adequate and sufficient KDs should be enclosed with the DIR.
12. Sampling, if needed, should be done based on proper risk analysis, the basis of which should be properly documented as required under the 'Compliance Auditing Guidelines'.

