

TOUR PROGRAMME FOR THE 3rd QUARTER OF 2020-21
Party No. 28

Composition of Party Members

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| 1. Shri Om Prakash Kumar | : Assistant Audit Officer |
| 2. Shri Amit Kr. Chanchal | : Supervisor |
| 3. Shri Rakesh Kumar II | : Supervisor |

Sl. No.	Station	Name of unit	From	To	Working days	Holidays
1.	Itanagar	Desk Review	14.10.2020	16.10.2020	3 days	17,18
2	Jully (Itanagar)	Superintendent of Jail, Jully	19/10/2020	26/10/2020	5 days	23, 24 & 25
Transit from Itanagar to Anini on 27.10.2020 & 28.10.2020						
3	Anini	EE, PHE & WS, Anini	29/10/2020	07/11.2020	8 days	30 & 01
Transit from Anini to Jairampur 08.11.2020 to 09.11.2020						
4	Jairampur	EE, PWD, Jairampur,	10/11/2020	19/11/2020	8 days	14 & 15
Transit from Jairampur to Boleng 20.11.2020 to 21.11.2020						
5	Boleng	EE, WRD, Boleng/Pangin	23.11.2020	28.11.2020	6 days	22
Transit from Boleng to Itanagar 29.11.2020						
Transit from Itanagar to Ziro 30.11.2020						
6	Ziro	DMO, Ziro	01.12.2020	08.12.2020	6 days	29,30,5,6
Transit from Ziro to Itanagar on 09.12.2020						

Notes:

1. 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.
2. The party in designated as "Lead Audit Team" for this Department as per Compliance Audit Guidelines.
3. The parties are instructed to select months(s) other than March also for details checking, if substantial expenditure was incurred during that month.
4. **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.**
5. Compliance of office order /instruction issued from time to time.
6. The IR should be submitted along with the Title Sheet after diligently filling up as per the new format given in 'Guidance Note'.
7. 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.
8. 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.
9. Where a specific subject matter has been selected, an audit design matrix should be prepared.

