

... by the respective Group

(109)

# TOUR PROGRAMME FOR THE 3<sup>rd</sup> & 4<sup>TH</sup> QUARTER OF 2020-21

## PARTY No. 3

### Composition of Party Members

1. Shri Z. Angkang : Sr. Audit Officer (Inspecting Officer)
2. Shri Kh. Ranjit Singh : Assistant Audit Officer
3. Shri Rakesh Kumar -II : Supervisor

Sl. No.	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Desk Review & Planning Audit Procedure at Headquarters	08.12.20	11.12.20	04	
<b>Transit to Ziro on 13.12.20</b>						
2	Ziro	Dy. Director of Agriculture, Ziro	14.12.20	21.12.20	06	19, 20
3	Ziro	DPO, Ziro	22.12.20	30.12.20	06	25, 26, 27
4	Ziro	Principal KV, Ziro	31.12.20	05.01.21	04	2, 3
<b>Transit to Daporijo on 06.01.2021</b>						
5	Daporijo	DDSE, Daporijo	07.01.21	14.01.21	06	9, 10
6	Daporijo	SP, Daporijo	15.01.21	21.01.21	05	16, 17
7	Daporijo	EE UD & Housing, Daporijo	22.01.21	01.02.21	08	24, 31
8	Daporijo	DFO, Daporijo	02.02.21	09.02.21	06	6, 7
<b>Transit to Kodukha on 10.02.2021</b>						
9	Kodukha	EE, PHE & WS, Kodukha	11.02.21	19.02.21	08	14
<b>Transit to Laaying Yangte on 20.02.2021 &amp; 21.02.2021</b>						
10	Laaying Yangte	EE, RWD, Laaying Yangte	22.02.21	02.03.21	08	28
<b>Transit to Koloriang on 03.03.2021</b>						
11	Koloriang	DPO, Koloriang	04.03.21	11.03.21	06	6, 7
<b>Transit to Itanagar on 12.03.2021</b>						

#### 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 parties are instructed to select months(s) other than March also for details checking, if substantial expenditure was incurred during that month.
3. **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.**
4. Compliance of office order /instruction issued from time to time.
5. The IR should be submitted along with the Title Sheet after diligently filling up as per the new format given in 'Guidance Note'.
6. 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.
7. 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.

8. Where a specific subject matter has been selected, an audit design matrix should be prepared.
9. All audit parties should ensure that adequate and sufficient KDs should be enclosed with the DIR.
10. 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'.
11. The IRs pertaining to Works Department should have copy of Monthly Accounts or Progress Reports (PMGSY works etc. which are not reflected in Monthly Accounts) for the month of March for the period covered by audit, based on which schemes/works were selected.
12. For conduct of Civil Department implementing some specific schemes, every party must collect data on the number of schemes implemented along with the expenditure involved for the period of audit.
13. Field parties should contact the allotted auditee units on receiving of their tour programs for confirmation of audit in order to avoid cancellation or deferment of audit.
14. Field parties should intimate Hqrs on reaching the station of audit, and commencement of audit should be intimated from landline number of the auditee office. 'Audit Commencement Report' should also be sent by email or fax.
15. The team should inform Hqrs in advance regarding any change/deviation from the programme and the revised programme is to be submitted within 2 days of reporting to Hqrs.
16. Field parties have to submit the Inspection Report within the prescribed period as mentioned in the programme above, or if not mentioned above, within 07 days after reporting to HQ with para wise KD marking and with the code of ethics duly signed and attested.
17. All outstanding paras should be reviewed in the field audit and their recommendation should be with proper KD.
18. The Party should meet with DAG (Audit) before proceeding for audit.
19. The Party should collect IT implementation status of the units in the latest revised proforma.
20. The Party should also collect details viz: date of inception, address, contact numbers, e-mail etc. of the audited entities.
21. Remittance Verification Statement should be enclosed in the IR file.
22. Newspaper articles to be looked into by field parties before going into field audit.
23. The Party is expected to contribute at least 03 potential paras.

*[Signature]*  
Sr. Dy. Accountant General (Audit)

Copy to:

1. PS to PAG - *[Signature]* 20/11/20
2. PA to Sr. DAG (Audit) & Sr. DAG (Admn.) *[Signature]* 20/11/20
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4. Sr. A.O. (Report) *[Signature]*
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*[Signature]* 18/11/2020  
Sr. Audit Officer/OAD (Hqrs)



# TOUR PROGRAMME FOR THE 3<sup>rd</sup> & 4<sup>th</sup> QUARTER OF 2020-21

PARTY No. 4

107

## Composition of Party Members

1. Shri Narendra Singh : Sr. Audit Officer (Inspecting Officer)
2. Shri Om Prakash Kumar : Assistant Audit Officer
3. Shri Santosh Kumar : Assistant Audit Officer (P)


Sl. No.	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Desk Review & Planning Audit Procedure at Headquarters	08.12.20	11.12.20	04	
<b>Transit to Namsai on 13.12.2020</b>						
2	Namsai	CDPO, ICDS, Namsai	14.12.20	21.12.20	06	19, 20
3	Namsai	DPO, Namsai	22.12.20	29.12.20	06	25, 26, 27
4	Namsai	DFO Conservator of Forest, Eastern Working Plan, Namsai	30.12.20	06.01.21	06	2, 3
5	Namsai	AMDO, Namsai	07.01.21	13.01.21	05	9, 10
<b>Transit to Roing on 14.01.2021</b>						
6	Roing	DFO, Roing	15.01.21	22.01.21	06	16, 17
7	Roing	EE, UD & Housing, Roing	23.01.21	02.02.21	08	24, 26, 31
<b>Transit to Anini on 03.02.2021</b>						
8	Anini	DMO, Anini	04.02.21	11.02.21	06	6, 7
9	Anini	EE, UD & Housing, Anini	12.02.21	20.02.21	08	14
10	Anini	EE, PWD, Anini	21.02.21	02.03.21	08	21, 28
<b>Transit to Chaglang on 03.03.2021</b>						
11	Changlang	DMO, Changlang	04.03.21	11.03.21	06	6, 7
<b>Transit to Itanagar on 12.03.2021</b>						

### Notes:




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4. Compliance of office order /instruction issued from time to time.
5. The IR should be submitted along with the Title Sheet after diligently filling up as per the new format given in 'Guidance Note'.
6. 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.
7. 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.



8. Where a specific subject matter has been selected, an audit design matrix should be prepared.
9. All audit parties should ensure that adequate and sufficient KDs should be enclosed with the DIR.
10. 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'.
11. The IRs pertaining to Works Department should have copy of Monthly Accounts or Progress Reports (PMGSY works etc. which are not reflected in Monthly Accounts) for the month of March for the period covered by audit, based on which schemes/works were selected.
12. For conduct of Civil Department implementing some specific schemes, every party must collect data on the number of schemes implemented along with the expenditure involved for the period of audit.
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18. The Party should meet with DAG (Audit) before proceeding for audit.
19. The Party should collect IT implementation status of the units in the latest revised proforma.
20. The Party should also collect details viz: date of inception, address, contact numbers, e-mail etc. of the audited entities.
21. Remittance Verification Statement should be enclosed in the IR file.
22. Newspaper articles to be looked into by field parties before going into field audit.
23. The Party is expected to contribute at least 03 potential paras.

  
Sr. Dy. Accountant General (Audit)

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 18/11/2020  
Sr. Audit Officer/OAD (Hqrs)



# TOUR PROGRAMME FOR THE 3<sup>rd</sup> & 4<sup>TH</sup> QUARTER OF 2020-21

## PARTY No. 5

### Composition of Party Members

1. Shri Kenish Ningthoujam : Sr. Audit Officer (Inspecting Officer)
2. Shri Tana Murtem : Assistant Audit Officer
3. Shri Deniel A. Tungsang : Assistant Audit Officer

Sl. No.	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Desk Review & Planning Audit Procedure at Headquarters	07.12.20	10.12.20	04	
2	Itanagar	Secretary, WRD, Itanagar	11.12.20	11.12.20	01	
<b>Transit to Siejosa on 13.12.20</b>						
3	Siejosa	AE, WRD, Siejosa	14.12.20	19.12.20	06	
<b>Transit to Rupa on 20.12.2020</b>						
4	Rupa	SE, RWD, Rupa	21.12.20	24.12.20	04	
<b>Transit to Singchung on 25.12.2020</b>						
5	Singchung	EE, RWD, Singchung	26.12.20	04.01.21	08	27, 3
<b>Transit to Seppa on 05.01.2021</b>						
6	Seppa	EE, WRD, Seppa	06.01.21	14.01.21	08	10
7	Seppa	DC, Seppa	15.01.21	22.01.21	06	16, 17
8	Seppa	DPO, Seppa	23.01.21	02.02.21	06	23, 24, 26, 30, 31
9	Seppa	DTO, Seppa	03.02.21	10.02.21	06	6, 7
10	Seppa	EE, UD & Housing, Seppa	11.02.21	19.02.21	08	14
<b>Transit to Itanagar on 20.02.2021</b>						
11	Yupia	31 <sup>st</sup> Bn ITBP, Yupia	22.02.21	26.02.21	05	21
12	Itanagar	SE, WRD, Itanagar	27.02.21	04.03.21	04	27, 28
13	Itanagar	CE, RWD (D & P), Itanagar	05.03.21	10.03.21	04	6, 7


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the team members as per the prescribed format, which should be approved by the respective Group Officer before the audit is undertaken. (104)

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Sr. Dy. Accountant General (Audit)

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 18/11/2020  
Sr. Audit Officer/OAD (Hqrs)



# TOUR PROGRAMME FOR THE 3<sup>rd</sup> QUARTER OF 2020-21

## PARTY No. 6

### Composition of Party Members


1. Shri Barun Kr Singh : Sr. Audit Officer (Inspecting Officer)
2. Shri Saurav Das : Assistant Audit Officer
3. Shri Rakesh Kumar (I) : Assistant Audit Officer

Sl. No.	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Desk Review & Planning Audit Procedure at Headquarters	11.12.20	11.12.20	01	
2	Itanagar	Under Secretary, General Administration/Secretariat Administration, Itanagar	14.12.20	21.12.20	06	19, 20

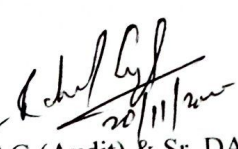


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21. Remittance Verification Statement should be enclosed in the IR file.
22. Newspaper articles to be looked into by field parties before going into field audit.
23. The Party is expected to contribute at least 01 potential paras.

  
Sr. Dy. Accountant General (Audit)

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2. PA to Sr. DAG (Audit) & Sr. DAG (Admn.)  20/11/2020
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### Composition of Party Members

- |                            |  |
|----------------------------|--|
| 1. Shri Subhash kumar      | : Sr. Audit Officer (Inspecting Officer) |
| 2. Shri Santosh kr. Bharti | : Assistant Audit Officer                |
| 3. Shri Subodh kr. Gupta   | : Sr. Auditor                            |

Sl. No.	Station	Name of the Units	From	To	Working Days	Holidays
1	Itanagar	Desk Review & Planning Audit Procedure at Headquarters	07.12.20	10.12.20	04	
2	Itanagar	Secretary, UD & H, Itanagar	11.12.20	11.12.20	01	
<b>Transit to Pasighat on 13.12.20</b>						
3	Pasighat	CE (E/Z), PWD, Pasighat	14.12.20	17.12.20	04	
4	Pasighat	DPO, Pasighat	18.12.20	28.12.20	06	19, 20, 25, 26, 27
<b>Transit to Aalo on 29.12.2020</b>						
5	Aalo	EE, UD & Housing, Aalo	30.12.20	06.01.21	07	3
6	Aalo	DPO, Aalo	07.01.21	14.01.21	06	9, 10
7	Aalo	DDSE, Aalo	15.01.21	22.01.21	06	16, 17
8	Aalo	DTO, Aalo	23.01.21	01.02.21	05	23, 24, 26, 30, 31
<b>Transit to Mechukha on 02.02.2021</b>						
9	Mechukha	EE, PWD, Mechukha	03.02.21	11.02.21	08	7
10	Mechukha	EE, PHE & WS, Mechukha	12.02.21	20.02.21	08	14
<b>Transit to Basar on 21.02.2021</b>						
11	Basar	ADC, Basar	22.02.21	26.02.21	05	
12	Basar	49 <sup>th</sup> Bn ITBP, Basar	27.02.21	04.03.21	05	28
<b>Transit to Likabali on 05.03.21</b>						
13	Likabali	Suptd. Of Tax, Likabali	06.03.21	15.03.21	06	6, 7, 13, 14
<b>Transit to Itanagar on 16.03.21</b>						
14	Chimpu	Principal, KV, Chimpu	17.03.21	22.03.21	04	20, 21

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- 100
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 Sr. Dy. Accountant General (Audit)

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