

**Tour programme of AMG-III-AP-06 for the 3<sup>rd</sup> & 4<sup>th</sup> Quarter of 2020-21**

Headed by:-

1. Sri Gagan Chandra Nayak, SAO.
2. Sri Sanjay Kumar Pradhan, AAO
3. Sri Mithilesh Kr. Rajak, Sr.Ar. – w.e.f. 12.02.2021

Sl. No.	Name of the auditee	Telephone No.	Period of audit	Period to be covered in Audit	No. of days.	Holidays.
1.	O/o the Managing Director, Odisha Forest Development Corporation Limited, A/84 Kharvela Nagar, Unit-III, Bhubaneswar-751001		29.01.2021 To 11.02.2021	2019-20 (Fin)	10	Jan-30,31, Feb-06,07
<b>Finalisation of Accounts on 12.02.2021 at HQ and Preparation of Desk Review.</b>						
2	O/o Dgm, Eht (Const) Division, Cuttack		15.02.2021 to 01.03.2021	2019-20 (C)	10	Feb- 16,20,21,27,28
<b>Further Program follows.</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 Sr. Audit Officer/Vetting 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/phone for availing any kind of leave.
8. **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.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new **auditing standard** issued by C&AG should be strictly followed.
10. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
11. **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-III Hd Qrs.
12. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-III Hqs or Vetting cell before proceeding to Field unit.
13. 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.

14. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/RSA vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.

15. Further clarification/documents sought for at the time of vetting may be complied immediately.

16. Any deviation from the above instruction would be viewed seriously.

17. **Additional Information:** Desk review should be submitted to AMG-III (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.

18. Both audit party and auditee organisation should follow COVID 19 guidelines issued by the Central/State Governments.

19. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

20. Complaint received against OCPL is also attached herewith for necessary action during Audit.

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**Deputy AG / AMG-III**

Memo No. AMG-III-(Hqrs.)-Prog./2020-21/522

Date: 29.01.2021

Copy forwarded to:-

1. Secretary to A.G. (AU-II)
2. PA to D.A.G. (AMG-III)
3. Sr. A.O./AMG-III(Vetting)
4. RO/AAO-AMG-III-AP-06
5. BO/EDP Cell
6. AMG-III-(Hqrs.) – T.D. Seat. – 2 copies
7. Spare

*[Handwritten Signature]*  
**Sr. Audit Officer/AMG-III-(Hqrs.)**