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DIRECTORATE OF COOPERATIVE AUDIT, ODISHA, BHUBANESWAR

Letter No.: 6212/9 / LX(1)-3/2006-Audit 5

Date: 30.11.12

To,

All Assistant AGCS of Circles

Sub: *Review of tour performance of Assistant AGCS of Circles – regarding.*

Ref: *This Office Letter No. 5269/ 18.10.2012*

Sir/ Madam,

Your attention is invited to this Office Letter No. 5269/ 18.10.2012 wherein it has been instructed to submit your Tour Diaries of every month by the 10th of succeeding month for assessment of your tour performance. Now, as per direction of the Government in Cooperation Department, Odisha, Bhubaneswar you are instructed to submit a copy your tour diary alongwith Tour Abstract in the enclosed proforma to Government in Cooperation Department for assessment at Government level, besides submitting your Tour Diaries to this office as usual alongwith the copy of the Tour Abstract and Performance Report.

This is most urgent.

Yours faithfully,

Enclosures: As above.

Prasanna
Joint AGCS 30.11.12
Odisha

*Enclosure
not available*

TOUR ABSTRACT FOR DRCS / ARCS / AAGCS

1. Number of days on tour
2. Number of Night halt made
3. Number of Offices / Banks/ Societies visited
4. Number of Offices / Banks / Societies inspected
5. Number of meetings attended (Divisional / Circle / Management level)
6. Number of Dispute / EP / SP cases disposed off and amount recovered
7. Number of T.C. meetings conducted and I/R and AIR paras settled.
8. Supervision of paddy procurement / Distribution of fertilizer made
9. Review of investment and collection (ST / MT / LT loan)
10. Collection of Audit Fees
11. Closure of liquidation proceeding.
12. Registration of SHCS made / checked
13. Collection of Government loan
14. Number of Enquiry conducted
15. Others if any

MONTHLY REVIEW REPORT ON THE TOUR AND PERFORMANCE OF DRCS / ARCS / AGCS UNDER CO-OPERATION DEPARTMENT

Sl. No.	Name of the Officer	Destination with Place	Number of days on tour	Number of Night halt made	Number of Office/ Society/ Bank visited	Number of Offices / Banks / Societies inspected	Number of cases disposal of (Disputed/ EP/SP)	Number of T.C. meetings conducted	Review of investment and collection	Collection of Audit Fees	Number of meetings attended	Number of enquiry conducted	Others	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

16/11/22

