

Tentative Tour programme of AP-02 (Team-03) for 3rd quarter of 2024-25

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. S. VENUGOPALAM, AAO
3. SANDEEP MOHANTY, AAO
4. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
1.	Pr. Secretary to Govt. of Odisha, Steel & Mines Department, Lokseva Bhawan, Bhubaneswar-751001	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	07.10.2024 to 09.10.2024	03	Oct-10 to 13
2.	Director of Minor Minerals, Heads of Department Building, Bhubaneswar	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	14.10.2024 to 15.10.2024	02	Oct-16
3.	Director of Geology & Mines, Heads of Department Building, Bhubaneswar	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	17.10.2024 to 19.10.2024	03	--
Transit to Jajpur Road on 21.10.2024 (FN)					
4.	Deputy Director Of Mines, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 NRA Works	21.10.2024 to 25.10.2024	05	Oct- 26,27
Transit Back to Bhubaneswar on 25.10.2024 (AN)					

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
Transit to Baripada on 27.10.2024 (Holiday)					
5.	Deputy Director of Mines, Mayurbhanj at Baripada Dist. Mayurbhanj	• Collection of Information/Data for NRA Compendium	28.10.2024 to 30.10.2024	03	Nov-31
Transit to Keonjhar on 31.10.2024 (Holiday)					
6.	Deputy Director of Mines, Keonjhar	• Collection of Information/Data for NRA Compendium	01.11.2024 to 02.11.2024	02	Nov-03
Transit to Berhampur on 03.11.2024 (Holiday)					
7.	Deputy Director of Mines, Berhampur, Ganjam	• Collection of Information/Data for NRA Compendium	04.11.2024 to 05.11.2024	02	
Transit to Jajpur Road on 06.11.2024					

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. S. VENUGOPALAM, AAO
2. SANDEEP MOHANTY, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
Transit to Koraput on 27.10.2024 (Holiday)					
5.	O/o of the DDM, Koraput Circle, Koraput	• Collection of Information/Data for NRA Compendium	28.10.2024 to 30.10.2024	03	Nov-31
Transit to Bhawanipatna on 31.10.2024 (Holiday)					
6.	O/o of the DDM, Kalahandi Circle at Bhawanipatna, Kalahandi	• Collection of Information/Data for NRA Compendium	01.11.2024 to 02.11.2024	02	Nov-03
Transit to Bolangir on 03.11.2024 (Holiday)					
7.	Deputy Director of Mines, Bolangir Circle, Bolangir	• Collection of Information/Data for NRA Compendium	04.11.2024 to 05.11.2024	02	
Transit to Jajpur Road on 06.11.2024					

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. S. VENUGOPALAM, AAO
3. SANDEEP MOHANTY, AAO
4. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
8.	Deputy Director Of Mines, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	07.11.2024 to 13.11.2024	05	Nov- 09,10
Transit to Jajpur Town on 14.11.2024 (FN)					
9.	Director of Mines (Minor Minerals), Jajpur at Jajpur Town	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	14.11.2024 to 27.11.2024	10	Nov- 15,17,23,24
Transit to Koira on 28.11.2024					
10.	Deputy Director Of Mines, Koira, Sundergarh	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	29.11.2024 to 18.12.2024	16	Dec- 01,08,14,15
Transit to Rourkela on 19.12.2024 (FN)					
11.	Deputy Director Of Mines, Rourkela, Sundergarh (Both Minor and Major Minerals)	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 NRA Works	19.12.2024 to 08.01.2025	16	Dec- 22,25,28,29 Jan- 05

Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2nd 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. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
7. Adherence to the **guidance note** issued by Headquarter vide No. **226-09-PPG/2017 dated 23/08/2017** and new **auditing standard** issued by C&AG should be strictly followed.
8. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
9. **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-I(Hq.)
10. 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. Further clarification/documents sought for at the time of vetting may be complied immediately.
11. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
12. **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.
13. **Non-Production of records: - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.**

Sd/-


Sr. Audit Officer/AMG-I (Hqrs.)

Date: 23.10.2024

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2024-25/544

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O, AMG -I (Vetting)
4. BO, EDP Cell
5. AMG - I (Hqrs.) – T.D. Seat/Spare Copy


23.10.2024

Sr. Audit Officer/AMG-I (Hqrs.)