

## Tour programme of AMG – I (AP-6) for 2<sup>nd</sup> Quarter of 2024-25

**Manned by: - S/Shri**

1. DILLIP KUMAR JENA, Sr.AO (Coml)
2. SANTOSH KUMAR BEHERA, AAO (Coml)
3. VIVEK KUMAR, AAO (Coml.)

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	<b>Odisha Mining Corporation Ltd, Bhubaneswar</b>	<ul style="list-style-type: none"><li>Supplementary Audit of Accounts for the year 2023-24.</li></ul>	02.07.2024 to 22.07.2024	15	July-07,08,13,14,17,21
<b>Report to Headquarters on 23.07.2024 (FN) for submission of report.</b>					
<b>Desk Review of Odisha Coal and Power Limited, on 24.07.2024 at Hdqtr</b>					
2.	<b>Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharapur, Bhubaneswar – 751023 Odisha.</b>	<ul style="list-style-type: none"><li>1<sup>st</sup> spell Compliance Audit for the financial year for 2023-24 and other activities, schemes &amp; policies etc</li><li>Scrutiny of press clipping/complaint cases (if any).</li></ul>	25.07.2024 to 06.08.2024	10	July- 27,28 Aug - 04
<b>Report to Hqrs. on 07.08.2024(FN) for translation of PA report on “Activities of OMC” in Odia. They are required to submit the translation work on 16.08.2024 to Rep (PSU) Section.</b>					
3.	<b>Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharapur, Bhubaneswar – 751023 Odisha.</b>	<ul style="list-style-type: none"><li>2<sup>nd</sup> Spell of Compliance Audit</li></ul>	17.08.2024 to 13.09.2024	20	Aug – 18,19,24,25,26 Sep-01,07,08
<b>Further programme follow...</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 BO/AMG-I( Vetting) and AMG-I(Hqr)ID- sahoosk.odi.sca@cag.gov.in 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 for availing any kind of leave.
8. 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.
9. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
10. **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.)
11. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
12. 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.
13. 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.
14. **Desk review** should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
15. **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.

Sd/-

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

Memo No. AMG-I(Hqrs.)-13/TP/AP-06/2024-25/312

Date: 19.07.2024

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

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