

**Revised Tour Programme of AMG – I (AP-4) for 3<sup>rd</sup> Quarter of 2022-23**

Manned by: - *S/Shri*

1. Dinabandhu Behera-I, Sr. AO

2. Santosh Ku. Behera, AAO (Coml)

3. Bidyadhar Patra, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
<b>Transit to Phulbani on 09.10.2022(Holiday)</b>					
1.	<b>Mining Officer, Phulbani</b> Near Industrial Estate, Phulbani, Dist- Kandhamal PIN-762001 mo.phulbani@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2017-18 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	10.10.2022 to 18.10.2022	08	Oct-16,22,23, 24
<b>Transit to Bhubaneswar on 19.10.2022 to attend Group Meeting on 21.10.2022 and prepare desk review for the upcoming units at Hdqtr on 20.10.2022.</b>					
<b>Transit to Bhawanipatna on 25.10.2022(Holiday)</b>					
2.	<b>Deputy Director of Mines, Kalahandi at Bhawanipatna</b> Mandarbagicha Pada, Po- Bhawanipatna Dist.-Kalahandi PIN-766001 mo.bhawanipatna@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	26.10.2022 to 03.11.2022	08	Oct-30
<b>Transit to Bolangir on 04.11.2022</b>					
3.	<b>Mining Officer, Bolangir</b> At/Po-Rajendra College Road, Bolangir Dist-Bolangir PIN-767002 mo.bolangir@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	05.11.2022 to 16.11.2022	08	Nov-06,08,12, 13
<b>Transit to Joda on 17.11.2022</b>					
4.	<b>Deputy Director of Chemical Analysis, Joda</b> At Baneikala, P.O: Joda, District: Keonjhar PIN-758031 ddcagovt_joda@yahoo.com	<ul style="list-style-type: none"> <li>Compliance Audit for the year from Inception to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	18.11.2022 to 19.11.2022	02	Nov-20,26,27
	<b>Transit to Headquarter on 20.11.2022(Holiday) and remain upto 25.11.2022 to observe Audit Week.</b> <b>Transit to Joda on 27.11.2022(Holiday)</b>				
5.	<b>Deputy Director of Chemical Analysis, Joda</b> At Baneikala, P.O: Joda, District: Keonjhar PIN-758031 ddcagovt_joda@yahoo.com	<ul style="list-style-type: none"> <li>Compliance Audit from Inception to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	28.11.2022 to 03.12.2022	06	Dec-04
	<b>Joint Director of Mines, Joda</b> At Baneikala, P.O: Joda, District: Keonjhar PIN-758031 ddm.joda@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the year from 2019-20 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	05.12.2022 to 17.12.2022	11	Dec-10,11,18
<b>Transit to Baripada on 18.12.2022(Holiday)</b>					
6.	<b>Deputy Director of Mines, Baripada</b> Baripada Circle, Dist-Mayurbhanja, PIN-757001 mo.baripada@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	19.12.2022 to 31.12.2022	11	Dec-24,25
<b>Further programme 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 BO/AMG-I( Vetting) and AMG-I(Hqr)ID-audit2amg1@gmail.com 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/-

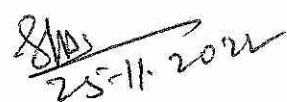
Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-11/TP/AP\_04/2022-23/673

Date: 25.11.2022

Copy forwarded to:-

1. Secretary to A.G. (Audit - II)
2. PA to Sr. 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

  
25-11-2022  
Sr. Audit Officer/AMG-I(Hqrs.)