

**Revised Tour programme of AMG – I (AP-07) for 3<sup>rd</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1. Dilip Kumar Jena, Sr. AO-Coml
2. Amit Kumar Singh, AAO

<i>Sl. No.</i>	<i>Name, address &amp; contact no. of the auditee.</i>	<i>Audit_Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
<b>Transit to Sambalpur on 09.10.2022(Holiday)</b>					
1.	<b>Joint Director of Geology, Sambalpur</b> At-Jail Chowk, Post- Sambalpur, Dt. Sambalpur, PIN-768001 jdgsbp@yahoo.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the year from 2004-05 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 20.10.2022	10	October-16,22,23,24
<b>Transit to Bhubaneswar on 20.10.2022(AN) and Report to Headquarter on 21.10.2022(FN) to attend Group Meeting on 21.10.2022. Transit to Koira on 25.10.2022(Holiday)</b>					
2.	<b>Deputy Director of Mines, Koira</b> At/Po-Barbil Road, Koira, Dist- Sundargarh, PIN-770048 ddm.koira@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2019-20 to 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 05.11.2022	10	Oct-25,30 Nov-06
<b>Transit to Bhubaneswar on 06.11.2022 and Party Grounded at Headquarter from 07<sup>th</sup> to 09<sup>th</sup> November 2022 Transit to Rourkela on 10.11.2022</b>					
3.	<b>Deputy Director of Mines, Rourkela</b> At/PO- Udit Nagar, Rourkela, PIN-769016 Dist- Sundargarh ddm.rourkela@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>	11.11.2022	01	Nov-12,13,20
<b>Reviewing Officer of the party nominated for CAG award on Audit Diwas and the party remained at Headquarter upto 25.11.2022 to observe Audit Week as per Memo No-AMG-I(Hqrs)/02Audit Cycle/2022-23/657 dt 15.11.2022. Transit to Rourkela on 27.11.2022</b>					
3.	<b>Deputy Director of Mines, Rourkela</b> At/PO- Udit Nagar, Rourkela, PIN-769016 Dist- Sundargarh ddm.rourkela@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>	28.11.2022 to 07.12.2022	09	Nov-26,27 Dec-04
<b>Transit to Sambalpur on 08.12.2022</b>					
4.	<b>Deputy Director of Mines, Sambalpur</b> Kacheri Road, Near Jama Masjid complex, Sambalpur, PIN-768001 ddm.sambalpur@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>	09.12.2022 to 21.12.2022	10	Dec-10,11,18
<b>Transit to Bhubaneswar on 22.12.2022</b>					
5.	<b>Managing Director, Industrial Development Corporation of Odisha Limited.</b> IDCOL House, Unit-II, Bhubaneswar-751009 idc.odisha@gov.in, headpa@idcodisha.Com	<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>	23.12.2022 to 04.01.2023	10	Dec-24,25 Jan-01

**Further programme follows**

In addition to the above compliance audits, the party have to do supplementary audit of PSUs as and when the Accounts received from statutory auditors and selected for audit.

**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 **Sr.AO/AMG-I (Hqrs) Govt. email** and man-days may be reviewed accordingly for surrender or extension 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 BO/AMG-I(Hqr)** 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** for improving the quality of Inspection Report 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 and 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 the Sr. AO, 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.
16. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

Sd/-

Sr. Deputy Accountant General (AMG-I)

Memo No. AMG-I (Hqrs.)-14/Tour- Prog./2022-23/672  
Copy forwarded to: -

Date: 25.11.2022

1. Secretary to Pr. 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.)