

Tour programme of AMG – I (AP COMI-8) for the year 2021-22

Manned by: -

S/Shri

- 1 Sitansu Mohanty, Sr AO(C)
- 2 Bidyadhar Patra, AAO (C)
- 3 Vijay Swarnakar, AAO

<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>	<i>Remarks</i>
1	Odisha Mineral Exploration Corporation Limited, OMC House, Bhubaneswar-751001	Preliminary Checking of Accounts for the year 2019-20	16-04-2021 to 19-04-2021	02	April-17,18	
2	Repon to Headquarter on 20-04-2021(F/N)					

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 preambic 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 C.I./E.L. 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-audit.amg1@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
16. RO/Party members should ensure that the auditee organisation follows all the **COVID-19 guidelines** issued from time to time by Govt of Odisha/Govt of India

Sd/-

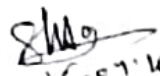
Deputy Accountant General (AMG-I)

Date: 15.04.2021

Memo No. AMG-I(Hqrs.)-210/Selection of Accounts/2021-22/30

Copy forwarded to -

- 1 Secretary to Pr AG (Audit - II)
- 2 PA to D A G (AMG - I)
- 3 Sr AO/AAO/AMG - I (Vett)
- 4 BO/EDP Cell
- 5 AMG - I(Hqrs) - T D Seat - 5 copies
- 6 Spare


15-04-2021

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