

Party Personnel: S/Shri.  
 1. Niranjan Panda, Sr. Audit Officer  
 2. S. Venugopalam, Asst. Audit Officer  
 3. Mahesh Das, Asstt. Audit Officer  
 4. Surajit Roy Choudhury, Asst. Supervisor

Sl. No.	Name, address & contact no. of the Auditee	Audit Type	Period of audit	No. of days	Holiday(s)
1.	Addl. Chief Secretary to Govt. of Odisha, Steel & Mines Department, Bhubaneswar Lokseva Bhawan, Bhubaneswar-751001	<ul style="list-style-type: none"> <li>Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>Assessment and collection of DMFT receipts from 2015-16.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	21.08.2023 to 31.08.2023	08	Aug-26,27,30
2.	Director Of Mines, Bhubaneswar Heads of Department Building, Bhubaneswar	<ul style="list-style-type: none"> <li>Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>Assessment and collection of DMFT receipts from 2015-16.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	01.09.2023 to 16.09.2023	10	Sept-03,06,09,10,17
<b>Transit to Keonjhar on 17.09.2023 (Holiday)</b>					
3.	Deputy Director of Mines, Keonjhar Collectorate Campus, Keonjhar, PIN-758001	<ul style="list-style-type: none"> <li>Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>Assessment and collection of DMFT receipts from 2015-16.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	18.09.2023 to 03.10.2023	09	Sept-19,20,23,24,29 Oct:1,2
<ul style="list-style-type: none"> <li>Transit to Bhubaneswar on 03.10.2023(AN)</li> <li>Report to Hdqtr on 04.10.2023(FN) to attend Group Meeting on 04.10.2023</li> <li>Preparation of CAG's query compliance on PA on Mineral receipt upto 17-10-2023</li> </ul>					
<b>Transit to Keonjhar on 17.10.2023 (AN)</b>					
3.	Deputy Director of Mines, Keonjhar Collectorate Campus, Keonjhar, PIN-758001	<ul style="list-style-type: none"> <li>2<sup>nd</sup> spell Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>Assessment and collection of DMFT receipts from 2015-16.</li> <li>Compliance to NRA</li> <li>Scrutiny of complaint cases as received from Headquarters office</li> </ul>	18.10.2023 to 20.10.2023	03	Oct-21,22,23,24
<b>Transit to Bhubaneswar on 21.10.2023</b>					
<b>Transit to Rourkela on 24.10.2023</b>					
4.	Deputy Director of Mines, Rourkela At/PO- Udit Nagar,	<ul style="list-style-type: none"> <li>Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> </ul>	25.10.2023 to 08.11.2023	12	Oct-28,29 Nov-5

	Rourkela, PIN-769016 Dist- Sundargarh	<ul style="list-style-type: none"> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Compliance to NRA</li> <li>• Scrutiny of complaint cases as received from Headquarters office</li> </ul>			
--	--	---	--	--	--

Transit to Joda, Keonjhar on 09-11-2023 (FN)

5.	Joint Director of Mines, Joda At Baneikala, P.O: Joda, District: Keonjhar PIN-758031	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> spell Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Compliance to NRA</li> <li>• Scrutiny of complaint cases as received from Headquarters office</li> </ul>	09-11-2023 to 24-11-2023	13	Nov-11,12,19,25,26
----	--	---	-----------------------------	----	--------------------

Transit to Koida on 25.11.2023 (FN)

6.	Deputy Director of Mines, Koira, Sundergarh At/Po-Barbil Road, Koira, Dist- Sundargarh, PIN-770048	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Compliance to NRA</li> <li>• Scrutiny of complaint cases as received from Headquarters office</li> </ul>	28-11-2023 to 12-12-2023	12	Dec-3,9,10
----	--	--	--------------------------------	----	------------

Transit to Sambalpur on 13-12-2023

7.	Deputy Director Of Mines, Sambalpur Kacheri Road, Near Jama Masjid complex, Sambalpur, PIN-768001	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Compliance to NRA</li> <li>• Scrutiny of complaint cases as received from Headquarters office</li> </ul>	14-12-2023 to 27-12-2023	10	Dec-17,23,24,25
----	--	--	-----------------------------	----	-----------------

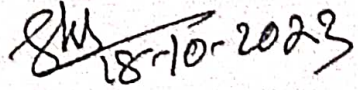
Transit to Talcher on 28-12-2023 (FN)

8.	Deputy Director Of Mines, Talcher At-Hatatota, PO-Talcher, Dist-Angul, PIN-759100	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Compliance to NRA</li> <li>• Scrutiny of complaint cases as received from Headquarters office</li> </ul>	28-12-2023 to 10-01-2024	12	Dec-31 Jan24- 07
----	---	--	-----------------------------	----	---------------------

Further programme follows

## 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](mailto: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.

  
18-10-2023

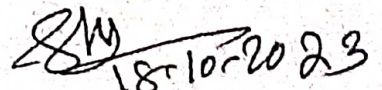
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 18-10-2023

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2023-24/507

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

  
18-10-2023

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