

16-03-2024) 4th QR (2023-24) Tour Program of AMG-I (AP- 01)

Party Personnel: S/Shri.

1. Niranjan Panda, Sr. Audit Officer (Till 20.01.2024)
2. S.Venugopalam, Asst. Audit Officer
3. Mahesh Das, Asstt. Audit Officer
4. Surajit Roy Choudhary, Asst. Supr (From 25-01-2024 to 23-02-2024 temporarily posted at AG. Sectt.)

Sl. No.	Name, address & contact no. of the Auditee	Audit Type	Period of audit	No. of days	Holiday(s)
Transit from Talcher 10-01-2024 (AN)					
1	Deputy Director Of Mines, Jajpur- Keonjhar Road, Jajpur Dhabalgiri, Jajpur Road, Dist- Jajpur, PIN-755019	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Assessment and collection of DMFT receipts from 2015-16. • Compliance to NRA • Scrutiny of complaint cases as received from Headquarters office 	11-01-2024 to 12-01-2024	2	Jan- 13,14,15
Transit to Bhubaneswar on 12-01-2024 (AN)					
Transit to J.K. Road, Jajpur on 16-01-2024 (FN)					
		• Continuation of Audit.	16-01-2024 To 25-01-2024	8	Jan- 21,23,26,27,28
Transit to Bhubaneswar on 25-01-2024 (AN)					
• Report to Hdqr on 29.01.2024(FN) for consolidation of report on DMFT Assessment & Collection and Query compliance of PA on Mineral Receipt at Headquarter/Report (Civil) Section till 23/02/2024.					
Transit to Keonjhar on 25-02-2024 (Holiday)					
2	Joint Director of Geology, Keonjhar At/Post- Keonjhar, Dt. Keonjhar, PIN-758001	<ul style="list-style-type: none"> • Compliance Audit since inception and other activities, schemes & policies etc. • Scrutiny of complaint cases as received from Headquarters office 	26-02-2024 to 04-03-2024	07	Mar-03
Transit to Bargarh on 05-03-2024(Holiday)					
3.	Deputy Director of Textiles, Baragarh At/PO- Bargarh District- Bargarh,768028	<ul style="list-style-type: none"> • Compliance Audit for 2022-23 and other activities, schemes & policies etc. • Scrutiny of complaint cases (if any) 	06-03-2024 to 07-03-2024	02	Mar-08,09,10
Transit to Bhubaneswar on 08-03-2024(Holiday)					
Transit back to Bargarh on 10-03-2024(Holiday)					
		• Remaining part of compliance audit.	11-03-2024 to 13-03-2024	03	
Transit to Phulbani on 14-03-2024					
4.	Asst. Director of Sericulture, Phulbani O/o The Asst. Director of Sericulture, Phulbani, At/ Po- Kendupadar near BSNL colony, Phulbani, Dist.: Kandhamal, , Pin- 762001.	<ul style="list-style-type: none"> • Compliance Audit for 2022-23 and other activities, schemes & policies etc. • Scrutiny of complaint cases (if any) 	15-03-2024 to 20-03-2024	05	Mar-17
Transit to Bhubaneswar on 21-03-2024					
Report to Headquarter on 22-03-2024(FN) for submission of DIR					
Transit to Rourkela on 26.03.2024					
5.	Deputy Director of Mines, Rourkela	• Scrutiny of complaint case received from Heaquarters (against M/s Bisra Stone Lime co Ltd, complainant-B. Panigrahi)	27-03-2024 to 30-03-2024	03	Mar-29
Transit to Bhubaneswar on 31-03-2024					
Report to Headquarter on 01-04-2024(FN) for submission of compliance.					

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 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-sahcosk.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.

SM
08.03.2024

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

Date 08-03-2024

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2023-24/804

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

SM
08.03.2024

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