

Tour programme of AMG – I (Vetting) for the year 2023-24

Manned by: -  
S/Shri

1. Subhasis Sahoo, Sr. AO,(Coml.)
2. Aditya Ranjan Samal,AAO, (Coml.)

Sl. No	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holi days.	Re marks
1.	Nuagaon Coal Company Ltd(NCCL) OMC house, the Orissa Mining Corporation ,Bhubaneswar ,Khordha OR-751001 Email: <a href="mailto:md@odishamining.in">md@odishamining.in</a> , <a href="mailto:info@odishamining.in">info@odishamining.in</a>	Preliminary Checking of Accounts for the year 2018-19	22.08.2023 to 23.08.2023	02	-	-
Report to Headquarters on 24.08.2023(FN)						

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1. Pravat Kumar Pradhan, Sr. AO (Coml.)

2. Aditya Ranjan Samal, AAO, (Coml.)

3. Satan Kumar Sahoo, AAO

No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Engineer-In-Chief Electricity-Cum- Principal Chief Electrical Inspector, Unit-5, PowerHouse Square, Vidyut Marg, Bhubaneswar, 751001	<ul style="list-style-type: none"><li>• Compliance Audit for the year since inception to 2022-23 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping (if any).</li></ul>	05.12.2023 to 22.12.2023	15	Dec- 09,10,17,23
2.	Orissa Small Industries Corporation Limited, Cuttack (OSIC) Industrial estate, Madhupatna, Cuttack 753010	<ul style="list-style-type: none"><li>• Compliance Audit for the year since inception to 2022-23 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping.</li><li>• (OSIC loses SCS College work order (The New Indian Express 22.10.2022)</li><li>• DHE raps OSIC over poor works, scraps orders. (The New Indian Express 19.09.2022)</li></ul>	26.12.2023 to 11.01.2024	15	Dec-31, Jan,2024- 07,13,14

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.

*SH*  
23-11-2023

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

Memo No. AMG-I(Hqrs.)-13/TP/AP-06/2023-24/

Date: 23.11.2023

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

*SH*  
23-11-2023

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