

Revised (27-09-2023) Tour Programme of AP-08 for

1. PA on the "Activities of Odisha Mining Corporation" for the period 2018-23
2. Financial Audit of OMC for FY 2022-23 (19-07-2023 to 03-08-2023)

Manned by-Shri

1. Siba Narayan Sahoo, Sr AO (Comml)**
2. Santosh Behera, AAO (Comml)
3. Nishamani Sahoo, AAO (Comml)
4. Prabal Kumar Das, Asst. Supervisor


Sl No.	Name of the Auditee	Period of Audit	No. of working days	Holidays
1.	CMD, OMC, Bhubaneswar	01.06.23 to 18.07.23	35	June -04,10,11,14,15,18,20,24, 25,30 & July-2,8,9,16,
2.	Financial Audit (2022-23) of Odisha Mining Corporation, Bhubaneswar	19-07-2023 to 03-08-2023	12	July-22,23,28
3.	GM, Khondalite , Narangarh, Khordha**	4.08.23 to 10.08.23	06	Aug-6
Transit to Puri on 10.08.23 (FN)				
4	Khondalite Stockyard, Samang, Puri**	11.08.23 to 16.08.23	3	Aug- 12,13,15
Transit to Daitari on 17.08.23(FN)				
5	Regional Manager Daitari, Keonjhar	17.08.23 to 25.08.23	8	Aug-20,
Shri D.K Jena will supervise the team at Daitari from 21.8.2023 to 25.8.2023 after availing transit on 20.08.2023 from Koira. After completion, he will returned back to Bhubaneswar on 26.08.2023 for joining the party AP-07 at camp office OMC, Bhubaneswar from 28.08.2023.				
The party consist of Shri Santosh Behera, AAO, Shri Nishamani Sahoo, AAO and Shri Prabal Kumar Das, Asst. Supr. will transit to J. K. Road on 26.08.2023.				
6	Regional Manager, OMC, J.K Road	28.08.23 to 16.09.23	15	Aug-26,27,30 Sept-3,6,9,10
Shri D.K Jena will supervise the team at RM, J.K. Road from 11.9.23 to 16.09.23 after availing transit from Regional Office, Gandhamardan on 10.09.2023.				
Transit to Bangur on 17.9.2023				
7	Regional Manager Bangur, Keonjhar	18.09.23 to 27.09.23	6	Sept-17,19,20,23,24
Transit to Bhubaneswar on 27.09.23 (AN)				
8	CMD, OMC, BBSR**	29.09.23 to 02.12.23	45	Sept-28, Oct-1,2,8,14,15,21,22,23,24, 28,29 Nov-5,11,12,19,25,26,27

*Mid Term Review would be conducted on 05.10.23.

**Sri S. N. Sahoo, SAO (Coml) will continue supervision at OMC Headquarters, Bhubaneswar, to assist in new issue coming up at field office/ mines level for detail analysis of the impact and report worthiness of the issue. Apart from supervision at OMC Headquarters, he will supervise at camp audit office Narangarh (Khordha) and Samang Stock yard (Puri).

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 SrAO/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.


22.09.2023
Sr. Audit Officer (AMG-I)



Statement of Financial Position as at 31st Dec 2023

Prepared by
CPA

- 1. **Shareholders' Equity**
- 2. **Reserves**
- 3. **Current Assets**
- 4. **Current Liabilities**
- 5. **Non-current Assets**

Name of the member	Auth. Type	Period of auth.	No. of days	Signature	Remarks
CPA (Chartered Professional Accountant)	Signature	1st Dec 2023	10	[Signature]	
CPA (Chartered Professional Accountant)	Signature	1st Dec 2023	10	[Signature]	

Report to: **Shareholders as at 31st Dec 2023 (CPA)**

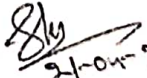
Mandatory Instructions to Field Parties

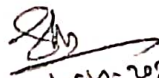
- 19
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 6. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
 7. Adherence to the **guidance note** issued by Headquarter vide No. 226-09-PPG/2017 dated 23/08/2017 and new **auditing standard** issued by C&AG should be strictly followed.
 8. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
 9. **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.)
 10. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
 11. 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.
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 14. **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.

Memo No. AMG-I(Hqrs.)-210/Selection of Accounts/2023-24/55

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to Sr. D.A.G. (AMG -I)
- 3 BO/AMG-I (Vetting)
- 4 .BO/EDP Cell / RO Audit Party
5. T.D. Seat. -2 copies


21-04-2023
Sr. Audit Officer/AMG-I (Hqrs.)
Date. .04.2023


21-04-2023
Sr. Audit Officer/AMG-I (Hqrs.)

Revised Tour programme of AMG – I (AP-09) for 2nd Quarter of 2023-24

Manned by: - S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.	Remarks
1.	Pr. Secretary to Govt. of Odisha & Director of Tourism, Department of Tourism Bhubaneswar secretary@odishatourism.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	12.06.2023 to 11.07.2023	20	June- 14, 15, 18, 20, 24, 25 & 30 July- 2,8,9	-
Party called back to Headquarter.						
2.	Shamuka Tourism Development Corporation Ltd. AT-OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, 751014	<ul style="list-style-type: none"> NRC for the Year 2022-23. As per Headquarters instruction, scanned copy of Accounts must be uploaded in OIOS platform. 	18.07.2023 to 19.07.2023	02	July-16	Programme Postponed and assign to vetting party
Desk Review at Headquarters on 18.07.2023						
3.	Odisha Mining Corporation (OMC) Bhubaneswar Head Office: Post Box No.34, Bhubaneswar-751 001 md@odishamining.in, info@odishamining.in	<ul style="list-style-type: none"> Supplementary Audit of Accounts for the year 2022-23. 	19.07.2023 to 03.08.2023	12	July- 22,23,28, 30	-
Transit to Dhenkanal on 04.08.2023(FN)						
4.	District Tourist Office, Dhenkanal, Near Head Post Office, PO/Dist. - Dhenkanal. PIN-759001 touristofficedhenkanal@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year from 2020-21 to 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	04.08.2023 to 10.08.2023	06	Aug-06	-

Further programme follows

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18.07.2023

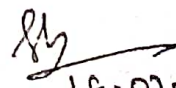
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-11/TP/AP-09/2023-24/ 245

Date: 18.07.2023

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


18.07.2023

Tour programme of AMG – I (AP-09) for 2nd Quarter of 2023-24

Manned by: - *S/Shri*

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.	Remarks
Submission of OMC Accounts at Hdqtr.04.08.2023(FN)						
Transit to Dhenkanal on 05.08.2023(FN)						
1.	District Tourist Office, Dhenkanal, Near Head Post Office, PO/Dist. - Dhenkanal. PIN-759001 touristofficedhenkanal@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2020-21 to 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	05.08.2023 to 11.08.2023	06	Aug-06	✓
Transit to Bhubaneswar on 11.08.2023(AN)						
2.	Additional Chief Secretary to Govt. of Odisha., OLL & Culture Department, Bhubaneswar culsecy@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	14.08.2023 to 23.08.2023	08	Aug-12,13,15 & 20	✓
3.	Director Of Culture, Bhubaneswar BJB Nagar, Bhubaneswar, Odisha 751014 directorofculture@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	24.08.2023 to 07.09.2023	10	Aug-26,27 & 30 Sep-03 & 06	✓
4.	Director Harekrushna Mahatab State Library Opp. Keshari Talkies, BBSR-751001 hkmsl@rediffmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	08.09.2023 to 22.09.2023	10	Sep-09,10,17, 19 & 20	✓
5.	Tourist Officer, Cuttack Adjacent to Panthanivas, Buxi BazarAt/Po/Dist: Cuttack - 753001 tocuttack@gmail.com, oritourcuttack@gmail.com	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	25.09.2023 to 03.10.2023	06	Sep-23,24 & 29 Oct-01 & 02	✓

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Sd/-

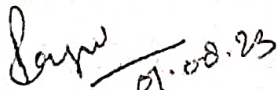
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 01.08.2023

Memo No. AMG-I (Hqrs.)-11/TP/AP-09/2023-24/305

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


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

Tour programme of AMG - I (AP-09) for 3rd Quarter of 2023-24

Manned by: - S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1	Brahmani Railways Limited IDCO TOWERS, JANPATH, BHUBANESWAR, ODISHA, INDIA, 751022	Financial Audit for the year 2022-23	07-09-2023 to 13-09-2023	05	Sept- 09,10
2.	Director Of Culture, Bhubaneswar BJB Nagar, Bhubaneswar, Odisha 751014 directorateofculture@gmail.com	2 nd Spell of Compliance Audit for the year 2022-23.	14-09-2023 to 16-09-2023	03	
Report to Headquarter to attend Group Meeting on 18.09.2023					
3.	Principal Secretary to Govt. of Odisha, Commerce Department, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping. State recorded highest 79 boat capsized deaths in country in 2021. (The times of India 30.08.2022) 	21.09.2023 to 30.09.2023	07	Sept- 19,20,23,24,29 Oct-01,02,
4.	Director of Port & Inland Water Transport, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	03.10.2023 to 13.10.2023	10	Oct- 08, 14,15
5.	Odisha Government Press, Cuttack Madhupatana, Cuttack- 753010	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	16.10.2023 to 27.10.2023	08	Oct-21,22, 23,24, 28,29
Transit to Bhadrak on 30.10.2023 (FN)					
6.	Asst. Conservator Ports, Fishing Harbour, Dhamara, Bhadrak	<ul style="list-style-type: none"> • Compliance Audit for the year from 2013-14 to 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	30.10.2023 to 09.11.2023	10	Nov-05

Transit to Bhubaneswar on 09.11.2023

Further programme follows

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

Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2023-24/411

Date: 07-09-2023

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


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


Manned by: - S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1	Brahmani Railways Limited IDCO TOWERS, JANPATH, BHUBANESWAR, ODISHA, INDIA.751022	Financial Audit for the year 2022-23	07-09-2023 to 13-09-2023	05	Sept-09,10
2.	Director Of Culture, Bhubaneswar BJB Nagar, Bhubaneswar, Odisha 751014 directorofculture@g mail.com	2 nd Spell of Compliance Audit for the year 2022-23.	14-09-2023 to 16-09-2023	03	Sept-17
3.	Principal Secretary to Govt. of Odisha, Commerce Department, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping. State recorded highest 79 boat capsized deaths in country in 2021. (The times of India 30.08.2022) 	18.09.2023 to 29.09.2023	07	Sept-19,20,23,24, 28
4.	Director of Port & Inland Water Transport, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of press clipping/complaint cases (if any). 	30.09.2023 to 03.10.2023	02	Oct-1,2
Report to Hdqtr on 04.10.2023 to attend Group Meeting					
	Director of Port & Inland Water Transport, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. 	05.10.2023 to 18.10.2023	11	Oct-08,14,15
5.	Odisha Government Press, Cuttack Madhupatana, Cuttack-753010	<ul style="list-style-type: none"> • Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. • Scrutiny of complaint cases of Ms. Swapna Das. 	19.10.2023 to 01.11.2023	08	Oct-21,22, 23,24,28,29
Transit to Berhampur on 02.11.2023 (FN)					
6.	Executive Engineer (civil), Ports Inland Water Transport, Civil Division, Berhampur	<ul style="list-style-type: none"> • Compliance Audit for the year from 2013-14 to 2022-23 and other activities, schemes & policies etc. 	02.11.2023 to 14.11.2023	10	Nov-05,11,12

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- 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.



13-10-2023
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2023-24/483

Date: 13-10-2023

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


13-10-2023
Sr. Audit Officer/AMG-I (Hqrs.)

Revised (18-10-2023) Tour programme of AMG – I (AP-09) for 3rd Quarter of 2023-24

Manned by: - S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1	Member Secretary, Institute for Development of Arts and Crafts (SIDAC), Handicrafts Complex, Gandamunda. PO:- Khandagiri, Bhubaneswar-751030 Mail Id :sidacorissa@gmail.com Phone No:- (i) 0674- 2350298, (ii) 2350310, (iii) 2350318, (iv)2351389	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	20.10.2023 to 04.11.2023	10	Oct.- 21, 22, 23, 24, 28 & 29
Transit to Baripada on 05.11.2023					
2	O/o the Asst Director Of Sericulture, Baripada. At/Po-Station Bazar, Dist.: Mayurbhanj, Odisha, PIN-757001. EmailId:baripadaads@ yahoo.com	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	06.11.2023 to 18.11.2023	11	Nov-11,12
Transit to BBSR on 19.11.2023					
3	O/o the Asst. Director of Sericulture, BBSR, At. Chandaka, PO. KIIT, (Near Sikharchandi Temple, BBSR). PIN Code. 751024 Phone No. 0674-2725462 Mob. No. 9437900941 Mail Id. bhubaneswarads@yahoo.com	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	20.11.2023 to 30.11.2023	08	Nov- 25,26,27
Joined AMG-I(Hqrs) on 01.12.2023 for discussion on two audited Sericulture units and sharing of data on Sericulture.					
4	Director of Textiles & Handloom, Odisha At:-Satyanagar, Po:-Saheed Nagar, (Opposite of Satyanagar Kali temple) Bhubaneswar - 751007 Mail Id: textiles.odisha@gov.in Phone No:- 0674- 2575783	DCA on 'Schemes for promotion of Handloom & Handicraft Industries in Odisha'	02.12.2023 to 15.12.2023	11	Dec-3,9,10

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- 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.

Sd/-


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

Date: 08-12-2023

Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2023-24/581

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


08.12.2023

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

Revised Tour programme (21.03.2024) of AMG - I (AP-09) for 4th Quarter of 2023-24

Manned by: - S/Shri

1. Sitansu Kumar Mohanty, Sr. AO-Coml.
2. Nishikanta Mishra, AAO (Coml.)
3. Vivek Kumar, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days	Holidays.
Transit to Balesore on 03.01.2024(AN)					
1	The Chief Engineer-Cum-Chief Electrical Inspector, (North Eastern Zone), Isan Nagar, Karanjia, At/Po - IG Road, Near ITI Chowk, Balasore, 756001	<ul style="list-style-type: none"> • Compliance Audit for the year from 2018-19 to 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	04-01-2024 to 10-01-2024	06	Jan-07
Transit to Bhubaneswar on 11.01.2024 Report to Hdqtr on 12.01.2024 and stayed at Hdqtr till 01.02.2024 for consolidation of report of DCA on H&T					
2	Inland Waterways Consortium of Odisha Limited IDCO TOWERS, JANPATH, BHUBANESWAR, ODISHA, INDIA.751022	<ul style="list-style-type: none"> • Financial Audit for the year 2021-22 	02-02-2024 to 07-02-2024	05	Feb-04
Submission of Accounts Report at Headquarters on 08.02.2024 and Preparation & complete the Draft report of DCA with KDs marking and submit to Party AP-02 & AP03 by 09.02.2024 positively with intimation to Coordination section					
Transit to Berhampur on 12.02.2024 F/N					
3	Executive Engineer(Civil) Ports & Inland Water Transport (South) Division, Berhampur (Audit of Asst. Conservator of Port, Dhamara, Bhadrak, Unit at Berhampur)	<ul style="list-style-type: none"> • Compliance audit for the year 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	12-02-2024 to 19-02-2024	06	Feb-10,11,14,18
4	The Chief Engineer-Cum-Chief Electrical Inspector, (South Zone), Berhampur, Odisha	<ul style="list-style-type: none"> • Compliance audit for the year from 2018-19 to 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	20-02-2024 to 27-02-2024	06	Feb-24,25
Transit to Bargarh on 28.02.2024					
5	Executive Engineer(-Cum-Deputy Electrical Inspector, Bargarh	<ul style="list-style-type: none"> • Compliance audit for the year from 2019-20 to 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	29-02-2024 to 07-03-2024	06	Mar-03,05,08,09, 10
Transit to Bhubaneswar on 08.03.2024(Holiday) Transit to Rourkela on 10.03.2024(Holiday)					
6	Superintending Engineer(-Cum-Deputy Electrical Inspector, Rourkela	<ul style="list-style-type: none"> • Compliance audit for the year from 2017-18 to 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	11-03-2024 to 12-03-2024	02	Mar-17
Transit to Bhubaneswar on 13.03.2024 Report to Headquarters on 14.03.2024(FN) for KD verification of DCA on "Effectiveness of implementation of schemes under promotion of Handloom and Handicraft Industries in Odisha" at Report (Civil) Section upto 22.03.2024					
Transit to Khatiguda on 26.03.2024(Holiday)					
7	Project Manager Upper Indravati hydro Electric Project, Khatiguda.	<ul style="list-style-type: none"> • Compliance audit for the year from 2017-18 to 2022-23 • Scrutiny of press clipping/complaint cases (if any). 	27-03-2024 to 03-04-2024	05	Mar-29,31 Apr-01

Transit to Rourkela on 04.04.2024		• 2 nd spell of remaining part of Compliance audit	05-04-2024	05	Apr-07
7	Superintending Engineer-Cum-Deputy Electrical Inspector, Rourkela		to		
Transit to Bhubaneswar on 11.04.2024(Holiday)					
Report to Headquarters on 12.04.2024(FN)					


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Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2023-24/ 831

Copy forwarded to: -

- Secretary to A.G. (Audit - II)
- PA to D.A.G. (AMG - I)
- Sr. A.O, AMG - I (Vetting)
- BO, EDP Cell
- AMG - I(Hqrs.) - T.D. Seat/Spare Copy


27.03.2024
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 27.03.2024


27.03.2024
Sr. Audit Officer/AMG-I (Hqrs.)