

Revised Tour programme of AMG – I (AP-6) for 4th Quarter of 2021-22

Manned by:-

S/Shri

1. Subhasis Sahu, Sr.AO (Coml.)
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3. Satam Kumar Sahoo, AAO

Sl. No.	Name, address & contact No. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	ODISHA MINING CORPORATION (HO), Bhubaneswar & its Camp Offices. Head Office: Post Box No-34, Bhubaneswar-751001 md@odishamining.in 0674-2377400 & 2377401	Compliance audit for the year 2020-21 and other activities, schemes & policies etc.	28.12.2021 to 15.01.2022	15	Jan 2022-02,08,09,14,16
	The compliance Audit has been postponed from 17th to 31st January 2022 due to spread of Covid-19(Omicron)				
	ODISHA MINING CORPORATION (HO), Bhubaneswar & its Camp Offices. Head Office: Post Box No-34, Bhubaneswar-751001 md@odishamining.in 0674-2377400 & 2377401	Remaining part of compliance audit for the year 2020-21 and other activities, schemes & policies etc.	01.02.2022 to 11.02.2022	09	Feb-05,06,12,13
Transit to Sambalpur on 13.02.2022(Holiday)					
2	Deputy Director of Mines, Sambalpur Kacheri Road, Near Jama Masjid complex, Sambalpur, PIN-768001 Ph-0663-2410470 Email-ddm.sambalpur@orissaminerals.gov.in	Compliance Audit for the year 2020-21 and other activities, schemes & policies etc.	14.02.2022 to 22.02.2022	08	Feb-20
Transit to Rourkela on 23.02.2022 (FN)					
3	Deputy Director of Mines, Rourkela At/PO- Udit Nagar, Rourkela, PIN-769016 Dist- Sundargarh Ph-0661-2500166 Email-ddm.rourkela@orissaminerals.gov.in	<ul style="list-style-type: none"> • Compliance Audit for the year 2019-20 to 2020-21 and other activities, schemes & policies etc. • Scrutiny of complain cases 	23.02.2022 to 09.03.2022	10	Feb-26,27 Mar-01,05,06
Transit to Baripada on 10.03.2022					
4	Mining Officer, Baripada Baripada Circle, Dist-Mayurbhanja, PIN-757001 Ph-06792 -252698 Email-mo.baripada@orissaminerals.gov.in	Compliance audit for the year 2020-21 and other activities, schemes & policies etc.	11.03.2022 to 23.03.2022	08	Mar-12,13,18,19,20
Transit to Cuttack on 23.03.2022 (AN)					
5.	Mining Officer, Cuttack CDA, Sector 11, Near B.N. Mitra Park, Cuttack, PIN-753015 Ph-0671-2309357 Email- mocuttack@orissaminerals.gov.in	Compliance Audit from 2019-20 to 2020-21 and other activities, schemes & policies etc.	24.03.2022 to 31.03.2022	06	Mar-26,27

Report to Hqrs On 01-04-2022(FN)

In addition to the above compliance audit, the party is instructed to do supplementary audit of PSU as and when the Accounts received from statutory auditors and selected for audit

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.
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)

Memo No. AMG-I(Hqrs.)-13/TP/AP_06/2021-22/94

Date:02.02.2022

Copy forwarded to: -

1. Secretary to Pr. 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


Sr. Audit Officer/AMG-I(HQ)