

**Revised (03.03.25) Tour programme of AP-09 for 4<sup>th</sup> quarter of 2024-25**

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. PRAFULLA KUMAR NAYAK, SR.AO
2. SANJEET KUMAR, AAO (wef 20.02.2025)
3. BHASKAR KUMAR, AAO(P)(w.e.f. 08.01.25)

Sl. No.	Name, address & contact no.of the Auditee.	Audit Type	Period of audit	No. of days	Holiday(s)
1.	Executive Engineer (Civil) Ports & Inland Water Transport (South) Division, Near STPI, Ambapua, Berhampur Dist. Ganjam -761119	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	18.12.2024 to 31.12.2024	10	Dec-22,25,28,29
2.	Additional Chief Engineer-Cum-Electrical Inspector, Berhampur	<ul style="list-style-type: none"><li>• Desk review and Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	01.01.2025 to 06.01.2025	5 days	Jan-05
<b>Transit to Keonjhar on 07.01.2025</b>					
3.	Additional Chief Engineer-Cum-Electrical Inspector, Keonjhar	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	08.01.2025 To 15.01.2025	5 days	Jan-11,12,14
<b>Transit to Bargarh on 16.01.2025</b>					
4.	Superintending Engineer-Cum-Deputy Electrical Inspector, Bargarh	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	17.01.2025 to 22.01.2025	5 days	Jan-19,23
<b>Transit to Sambalpur on 23.01.2025(Holiday)</b>					
5.	Additional Chief Engineer-Cum-Electrical Inspector, Sambalpur.	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	24.01.2025 to 30.01.2025	5 days	Jan-25,26
6.	Chief Engineer-Cum-Chief Electrical Inspector, (Western Zone), Sambalpur	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2018-19 to 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	31.01.2025 to 10.02.2025	8 days	Feb-02,08,09
<b>Transit to Rourkela on 11.02.2025</b>					
7.	Additional Chief Engineer-Cum-Electrical Inspector, Rourkela	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	12.02.2025 to 17.02.2025	5 days	Feb-16
<b>Transit to Jajpur on 18.02.2025</b>					

8.	<b>Deputy Director Of Mines, Jajpur-Keonjhar Road, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019</b>	<ul style="list-style-type: none"> <li>• Desk review and Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	19.02.2025 to 04.03.2025	10 days	Feb-22,23,26 Mar-02,05
<i>Transit to Koraput on 05.03.2025(Holiday)</i>					
9	<b>Deputy Director Of Mines, Koraput At/Po/Dist-Koraput PIN-764020</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2022-23 &amp; 2023-24 and other activities, schemes &amp; policies etc</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	06.03.2025 To 21.03.2025	11 days	Mar-08,09,14,15,16 ,22,23
<i>Transit to Keonjhar on 23.03.2025(holiday)</i>					
10.	<b>Deputy Director Of Mines, Keonjhar Collectorate Campus, Keonjhar</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	24.03.2025 To 05.04.2025	10 days	Mar- 30,31 Apr-01
<i>Transit to Bhubaneswar on 06.04.2025(Holiday) and Report to Headquarters for submission of Report on 07.04.2025(FN)...</i>					

**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-sahoosk.odi.sca@cag.gov.in](mailto:ID-sahoosk.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.

**16. Non-Production of records:** - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.

Sd/-

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

**Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2024-25/852**

**Date: 03.03.2025**

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG - I (Vetting)
3. BO, EDP Cell
4. T.D. Seat/Spare Copy/Person Concerned

*As*  
03-03-2025

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