

**Revised (04.03.2025) Tour programme of AP-02 (Team-03) for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2024-25**

पार्टी कार्मिक/Party Personnel:- पार्टी कार्मिक/Party  
Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. S. VENUGOPALAM, AAO
3. SANDEEP MOHANTY, AAO
4. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
<b>Up to 10.01.2025, the approved programme remained unchanged.</b>					
<b>Transit to Joda on 11.01.2025(Holiday)</b>					
1	<b>Deputy Director of Mines, Joda Circle, Joda, Dist: Keonjhar(1<sup>st</sup> Phase)</b>	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	13.01.2025 to 21.01.2025	07	Jan-14,19,23,25,26 Feb-02
<b>As per instruction of DAG/AMG-I, AP-02 joined AMG-I(H) on 22.02.25 after availing transit from Joda on 21.01.25(AN) to attend mid term appraisal meeting of AIPA on "Assessment, Levy &amp; collection of GST on minerals. The party stayed at AMG-I (H) for preparation of materials and to attend Mid-term appraisal meeting of PA on PMKKKY including DMF with the AG on 28.01.25. As such the party remained at Hqrs office from 22.01.2025 to 29.01.2025 for the above assignments. The resumption of programme for AP-02 is proposed as follows:</b>					
<b>Transit to Joda on 30.01.2025</b>					
2	<b>Deputy Director of Mines, Joda Circle, Joda, Dist: Keonjhar(2<sup>nd</sup> Phase)</b>	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	31.01.2025 to 18.02.2025	15	Feb- 09,16
<b>Transit to Keonjhar on 19.02.2025(FN)</b>					
3	<b>Deputy Director of Mines, Keonjhar Circle,Keonjhar. Dist Keonjhar ( Both major &amp; minor minerals)</b>	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	19.02.2025 to 12.03.2025	15	Feb-22,23,26 March-2,5
<b>Transit to baripada on 13.03.2025 (FN)</b>					
4	<b>Deputy Director of Mines, (Major Minerals) Baripada, Dist. Mayurbhanj and Mining Officer, (Minor Minerals), Baripada under Dy. Director of Mines (Minor Mineral), Bhadrak.</b>	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	13.03.2025 To 27.03.2025	10	Mar-14,15,16,22,23
<b>Transit to Dhenkanal on 28.03.25</b>					

5	<b>Mining Officer, Dhenkanal &amp; Deputy Dir. Of Mines, Talcher Dist: Dhenkanal (both major &amp; minor minerals)</b>	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	29.03.25 to 11.04.25	10	Mar-30,31 Apr-1,6
Transit to Bhubaneswar on 12.04.25 (holiday) & stayed at Hqrs being 13.04.25 is holiday. Transit to Nabrangpur on 14.04.25 (holiday)					
6	<b>Mining Officer (Minor Minerals), Dist. Nabarangpur, under Deputy Director of Mines, (Minor Minerals) Circle, Jeypore, (Minor Minerals)</b>	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	15.04.2025 To 25.04.2025	09	Apr-18,26,27
Transit to Bhubaneswar on 26.04.2025 to join Headquarters on 28.04.2025 for submission of Report.					

### 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.odj.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.

**N.B:** This Tour Programme is approved subject to the condition that the Audit Party will complete all the assigned work within the stipulated time and all compliances will be submitted directly to the Nodal party as and when demanded. No further extension will be allowed for collection of information/Key Documents. The KD marked copy of the POMs may be forwarded to Nodal Officer within that time.

*sd/-*

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

Date:04.03.2025

**Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2024-25/**

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

*Am*  
*04.03.2025*

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