

Revised (04.03.2025) Tour programme of AMG – I (AP-6) for 4th Quarter of 2024-25

Manned by: - S/Shri

1. DILLIP KUMAR JENA, Sr.AO (Coml)
2. SANTOSH KUMAR BEHERA, AAO(Coml)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
<i>Transit to Bhubaneswar on 11.01.2025(Holiday)</i>					
1.	CMD, OMC, Bhubaneswar	<ul style="list-style-type: none">• Compliance Audit for the financial year from 2022-23 to 2023-24 and other activities, schemes & policies etc• Scrutiny of press clipping/complaint cases (if any).and other activities	13.01.2025 to 07.03.2025	40	Jan- 12,14,23,25, 26 Feb- 02,8,9,16,22 ,23 Mar-02,05
<i>Transit to bolangir on 09.03.2025(holiday)</i>					
2.	Mining Officer, Bolangir, At/Po-Rajendra College Road, BolangirDist-BolangirPIN- 767002	<ul style="list-style-type: none">• Compliance Audit for the financial year 2022-23 & 2023-24 and other activities, schemes & policies etc• Scrutiny of press clipping/complaint cases (if any).and other activities	10.03.2025 To 26.03.2025	12	Mar- 8,9,14,15,16 ,22,23
<i>Transit bhubaneswar on 27.03.2025(FN)(Thursday)</i>					
<i>Report to Hqrs for submission of DIR on 28.03.2025</i>					

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-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.

Memo No. AMG-I (Hqrs.)-13/TP/AP-06/2024-25/
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 (PSU)/Accounts Cell
4. BO, EDP Cell
5. AMG - I (Hqrs.) – T.D. Seat/Spare Copy

Sd/—
Sr. Audit Officer/AMG-I (Hqrs.)
Date: 04.03.2025

Amg
04.03.2025
Sr. Audit Officer/AMG-I (Hqrs.)