

**Revised TOUR PROGRAMME (25.08.2025) OF PARTY-I AND INSPECTING
OFFICER OF AMG-I FOR THE 2nd QUARTER OF 2025-26**

Sri S S Prasad, SAO (9437303994)
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Period of inspection	No. of working days	Name of the Audit unit	Sundays/Holidays
30.06.2025 to 11.07.2025	11	Principal Secretary to Government of Odisha, MSME Department, Bhubaneswar	July- 06,12,13
<i>Report to Headquarters on 14.07.2025 (FN) to prepare the Desk Review for the assigned units of 2nd quarter of 2025-26 and submit to AG(Au-II) on 15.07.2025</i>			
16.07.2025 to 02.08.2025	15	Deputy Director of Mines, Khordha	July- 20,26,27 Aug- 03
<i>Transit to Berhampur on 03.08.2025 (Holiday)</i>			
04.08.2025 to 30.08.2025	19	Deputy Director of Mines, Ganjam Circle, Berhampur (Minor)	Aug- 09,10,15,17, 23,24,27,28,31
<i>Transit to Bhadrak on 31.08.2025 (Holiday)</i>			
01.09.2025 to 20.09.2025	16	Deputy Director of Mines, Bhadrak (Minor)	Sept- 05,07,13,14,21
<i>Transit back to Bhubaneswar on 21.09.2025(Holiday) and Report to Headquarters for submission of report on 22.09.2025(FN).</i>			
<i>Transit to Jeypore on 23.09.2025</i>			
24.09.2025 to 15.10.2025	12	Deputy Director Of Mines, Jeypore (Minor)	Sept-27,28,29,30 Oct- 01,02,05,07,11,12
<i>Transit back to Bhubaneswar on 16.10.2025 and Report to Headquarters for submission of report on 17.10.2025(FN).</i>			

Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 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/-

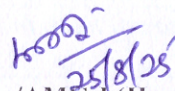
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2025-26/387

Date: 25.08.2025

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


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