

**TOUR PROGRAMME OF PARTY-I AND INSPECTING OFFICER OF AMG-I FOR
THE 3rd QUARTER OF 2025-26**

Sri **S S Prasad**, SAO (9437303994)

Sri **S K Sethi**, AAO (8249370422)


Sri **B Muduli**, AAO (8895830603)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/Holidays
24.09.2025 To 18.10.2025	13	Deputy Director Of Mines, Jeypore (Minor)	Oct- 07,11,12
<i>Transit to Bhubaneswar on 19.10.2025 (holiday)</i>			
Submission of Report and Desk review on 20.10.2025			
Holiday on 21.10.2025			
<i>Transit to Rourkela on 22.10.2025</i>			
23.10.2025 To 07.11.2025	12	Deputy Director Of Mines, Rourkela (Minor)	Oct- 25,26 Nov- 02,05
All audit party members are relieved to attend examination on Public Procurement scheduled to be held on 10.11.2025 with availing usual transit vide letter No.AMG-I(Hqrs)/106/Dept. Exam/2025-26/629, dated: 06.11.2025.			
<i>Transit to Sambalpur on 11.11.2025</i>			
12.11.2025 To 26.11.2025	12	Deputy Director Of Mines, Sambalpur (Minor)	Nov- 16,22,23
<i>Transit to Talcher on 27.11.2025</i>			
28.11.2025 To 12.12.2025	13	Deputy Director Of Mines, Talcher (Minor)	Nov- 30 Dec- 07
<i>Transit to Bhawanipatna on 14.12.2025 (13 & 14 Dec.2025 holiday being Saturday & sunday)</i>			
15.12.2025 To 29.12.2025	11	Deputy Director Of Mines, Bhawanipatna (Minor)	Dec- 21,25,27,28
<i>Transit to Phulbani on 30.12.2025</i>			
31.12.2025 To 15.01.2026	12	Deputy Director Of Mines, Phulbani (Minor)	Jan-04,14
<i>Further programme follows...</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- santanukb.comm@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.

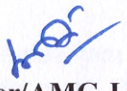

Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2025-26/ 646

Date: 10.11.2025

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.)