

**Tour programme of AMG – I (AP-07) for 1<sup>st</sup> Quarter of 2022-23**

**Manned by: -S/Shri**

1. Nihar Ranjan Sahoo, Sr. AO-Coml
2. Ajay Kumar Sahoo, AAO, Coml
3. Satish Kumar, AAO

<i>Sl. No.</i>	<i>Name, address &amp; contact no. of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	<b>Principal Secretary to Govt. of Odisha, Steel &amp; Mines Department, Bhubaneswar</b> Ph- 0674-2392903, Email: dsmsec.or@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year <b>2021-22</b> and other activities, schemes &amp; policies etc</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	25.04.2022 to 06.05.2022	10	Apr-23,24 May-1,3,
2.	<b>Director of Mines, Bhubaneswar</b> Ph- 0674-2391537 Email: dirmines_odisha@rediffmail.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	07.05.2022 to 21.05.2022	11	May-8,14,15,16
Transit to Koraput on 22.05.2022(Holiday)					
3.	<b>Deputy Director of Mines, Koraput</b> At/Po/Dist-Koraput-764020 Ph-06852-251283 Email- ddm.koraput@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>• Compliance Audit from <b>2019-20 to 2021-22</b> and other activities, schemes &amp; policies.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	23.05.2022 to 04.06.2022	10	May-22,28,29,30
Transit to Bhubaneswar on 05.06.2022(Holiday)					
4	<b>Director of Geology, Bhubaneswar</b> Ph-0674-2392374 Email- directorgeology_odisha@yahoo.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year <b>2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	06.06.2022 to 17.06.2022	8	June-05,11,12,14,15
Transit to Talcher on 18.06.2022(FN)					
5.	<b>Deputy Director of Mines, Talcher</b> At-Hatatota, PO-Talcher, Dist-Angul, PIN-759100 ddm.talcher@orissaminerals.gov.in	<ul style="list-style-type: none"> <li>• Compliance Audit from <b>2019-22 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	18.06.2022 to 30.06.2022	10	June-19,25,26
Transit to Jajpur-Keonjhar Road, Jajpur 01.07.2022(Holiday)					
6.	<b>Deputy Director of Mines, Jajpur- Keonjhar Road, Jajpur</b> Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	<ul style="list-style-type: none"> <li>• Compliance Audit from <b>2019-22 to 2021-22</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	02.07.2022 to 14.07.2022	10	July-01,03,09,10

**Further programme follows**

**In addition to the above compliance audits, the party has to do supplementary audit of PSUs as and when the Accounts received from statutory auditors and selected for audit.**

**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 **SrAO/AMG-I (Hqrs) Govt. email** and man-days may be reviewed accordingly for surrender or extension 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 BO/AMG-I(Hqr)** 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** for improving the quality of Inspection Report 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 and 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 the Sr. AO, 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. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.

Sd/-

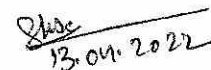
**Deputy Accountant General (AMG-I)**

Memo No. AMG-I (Hqrs.)-14/Tour- Prog./2022-23/33

Date: 13.04.2022

Copy forwarded to: -

1. Secretary to Pr. 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

  
13.04.2022

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