

**TOUR PROGRAMME OF PARTY-IV AND INSPECTING OFFICER OF AMG-I FOR  
THE 1<sup>ST</sup> QUARTER OF 2025-26**

Sri Sitansu Kumar Mohanty, SAO (C) (9437419484)  
Sri Vivek Kumar , AAO (C) (7205561535)  
Sri Dev Neekhara, AAO(P) (7804033728 )

Period of inspection	No. of working days	Name of the Audit unit	Sundays/Holidays
<b><i>Transit to Daitari, Keonjhar on 20.05.2025</i></b>			
21.05.2025 to 10.06.2025	15	Regional Manager, Odisha Mining Corporation, Daitari	May-18, 24,25,27 June-01,07,08
<b><i>Transit to Gandhmardan, Koraput on 11.06.2025</i></b>			
12.06.2025 to 26.06.2025	12	Regional Manager, Odisha Mining Corporation, Gandhmardan, Koraput	June- 14,15,22,27,28,29
<b><i>Transit back to Bhubaneswar on 27.06.2025 (Holiday)</i></b>			
<b><i>Transit to Rayagada on 29.06.2025 (Holiday)</i></b>			
30.06.2025 to 15.07.2025	13	Regional manager, Odisha, Mining Corporation, Rayagada	July- 06,12,13
<b><i>Further programme will follow...</i></b>			

\*Shri Dev Neekhara, AAO(P) is instructed to join the party after the completion of SAS Examination.

**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.odi.sca@cag.gov.in](mailto: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. Adherences 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.

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

No: AMG-I (HQ)/11/TP/AP-04/2025-26/ 98

Date: 15.05.2025

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)
3. BO/AMG-I/Vetting (PSU)/Accounts Cell
4. BO/EDP Cell / RO Audit Party
5. T.D. Seat. -2 copies

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