

**Tour programme of AMG – I (AP-08) for 2<sup>nd</sup> Quarter of 2024-25**

**Manned by: - S/Shri**

1. SITANSHU MOHANTY, SR.AO  
(Comml.)
2. NISHIKANT MISHRA, AAO (Comml.)  
(Till 24.07.2024)
3. SUKESH KUMAR, AAO(Comml)
4. TARUN PAL, AAO(Comml)  
(From 24.07.2024)

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	<b>Odisha Mining Corporation Ltd, Bhubaneswar</b>	<ul style="list-style-type: none"><li>• Supplementary Audit of Accounts for the year 2023-24.</li></ul>	02.07.2024 to 22.07.2024	15	July- 07,08,13,14,17, 21
<b>Report to Headquarters on 23.07.2024 (FN) for submission of report.</b>					
<b>As the Review Officer of the party will be on training at RCB&amp;KI Ranchi from 22.07.2024 to 26.07.2024 therefore Other Party Personnel are instructed to Prepare the Desk Review of Orissa Small Industries Corporation Limited, Cuttack (OSIC), from 24.07.2024 to 26.07.2024 at Hqrs. and submit the desk review to DAG on 29.07.2024</b>					
2.	<b>Orissa Small Industries Corporation Limited, Cuttack (OSIC) Industrial estate, Madhupatna, Cuttack 753010</b>	<ul style="list-style-type: none"><li>• Compliance Audit for the financial year for 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	30.07.2024 to 23.08.2024	19	Aug – 04,10,11,15,18, 19,
<b>Further programme follows...</b>					

**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 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.)-13/TP/AP-06/2024-25/315**

**Date: 23.07.2024**

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

  
23.07.2024  
Sr. Audit Officer/AMG-I (Hqrs.)