

Tour Programme of AMG – I (AP-4) for 3rd Quarter of 2022-23

Manned by: - S/Shri
1.Dinabandhu Behera-I, Sr. AO
2.Santosh Ku. Behera, AAO (Coml)
3.Bidyadhar Patra, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
Transit to Phulbani on 09.10.2022(Holiday)					
1.	Mining Officer, Phulbani Near Industrial Estate, Phulbani, Dist-Kandhamal PIN-762001 mo.phulbani@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year from 2017-18 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	10.10.2022 to 18.10.2022	08	Oct-16
Transit to Bhubaneswar on 19.10.2022 to attend Group Meeting on 20.10.2022 and prepare desk review on 21.10.2022 for the upcoming units at Hdqtr.					
Transit to Bhawanipatna on 24.10.2022(Holiday)					
2.	Deputy Director of Mines, Kalahandi at Bhawanipatna Mandarbagicha Pada, Po-Bhawanipatna Dist.-Kalahandi PIN-766001 mo.bhawanipatna@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year from 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	25.10.2022 to 02.11.2022	08	Oct-30
Transit to Bolangir on 03.11.2022					
3.	Mining Officer, Bolangir At/Po-Rajendra College Road, Bolangir Dist-Bolangir PIN-767002 mo.bolangir@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year from 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	04.11.2022 to 15.11.2022	08	Nov-06,08,12,13
Transit to Joda on 16.11.2022					
4.	Deputy Director of Chemical Analysis, Joda At Baneikala, P.O: Joda, District: Keonjhar PIN-758031 ddcagovt_joda@yahoo.com	<ul style="list-style-type: none"> Compliance Audit for the year from Inception to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	17.11.2022 to 25.11.2022	08	Nov-20
5.	Joint Director of Mines, Joda At Baneikala, P.O: Joda, District: Keonjhar PIN-758031 ddm.joda@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year from 2019-20 to 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	28.11.2022 to 09.12.2022	11	Nov-26,27 Dec-04
Transit to Bhubaneswar on 10.12.2022(Holiday)					
Transit to Baripada on 11.12.2022					
6.	Deputy Director of Mines, Baripada Baripada Circle, Dist-Mayurbhanja, PIN-757001 mo.baripada@orissaminerals.gov.in	<ul style="list-style-type: none"> Compliance Audit for the year 2021-22 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	12.12.2022 to 22.12.2022	10	Dec-11,18
Further programme follows.					

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. Deputy Accountant General (AMG-I)

Memo No. AMG-I(Hqrs.)-11/TP/AP_04/2022-23/513

Date:10.10.2022

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.)