

Tour programme of AMG – I (AP-6) for 1<sup>st</sup> Quarter of 2023-24

Manned by: - S/Shri

1. Subhasish Sahoo, Sr. AO(Coml)
2. Aditya Ranjan Samal, AAO (Coml)
3. Satish Kumar Sahoo, AAO
4. Suresh Kumar AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Director of Mines & Geology, Steel & Mines Department, Govt. of Odisha, Heads of Department building, Unit-V Bhubaneswar Pin- 751001 Dirmines_odisha@rediffmail.com	PA on 'Allotment of Iron Ore Mines in Odisha and its Performance' for the period 2015-16 to 2022-23.	02.05.2023 to 12.05.2023	9	May 5 <sup>th</sup> , 7 <sup>th</sup> , 13 <sup>th</sup> & 14 <sup>th</sup>

Report to Headquarters on 15.05.2023

1. RO may submit a list of cases under the 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)|D- 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. Audit Officer/ (AMG-I)

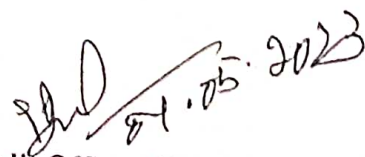
Date: 01.05.2023

Memo No. AMG-I(Hqrs.)-13/TP/AP\_06/2022-23/64

Copy forwarded to: -

1. Secretary to DGA (Mines), Kolkata
2. Secretary to A.G. (Audit - II)
3. PA to D.A.G. (AMG - I)
4. Sr. A.O, AMG -I (Vetting)
5. BO, EDP Cell
6. AMG - I(Hqrs.) - T.D. Seat/Spare Copy

mailed to all incl.  
party personnel on 1/5/23.

  
Sr. Audit Officer/(AMG-I)