

Revised (27-09-2023) Tour Programme of AP-08 for

1. PA on the "Activities of Odisha Mining Corporation" for the period 2018-23
2. Financial Audit of OMC for FY 2022-23 (19-07-2023 to 03-08-2023)

Manned by-Shri

1. Siba Narayan Sahoo, Sr AO (Comml)**
2. Santosh Behera, AAO (Comml)
3. Nishamani Sahoo, AAO (Comml)
4. Prabal Kumar Das, Asst. Supervisor

Sl No.	Name of the Auditee	Period of Audit	No. of working days	Holidays
1.	CMD, OMC, Bhubaneswar	01.06.23 to 18.07.23	35	June -04,10,11,14,15,18,20,24, 25,30 & July-2,8,9,16,
2.	Financial Audit (2022-23) of Odisha Mining Corporation, Bhubaneswar	19-07-2023 to 03-08-2023	12	July-22,23,28
3.	GM, Khondalite, Narangarh, Khordha**	4.08.23 to 10.08.23	06	Aug-6
Transit to Puri on 10.08.23 (FN)				
4	Khondalite Stockyard, Samang, Puri**	11.08.23 to 16.08.23	3	Aug- 12,13,15
Transit to Daitari on 17.08.23(FN)				
5	Regional Manager Daitari, Keonjhar	17.08.23 to 25.08.23	8	Aug-20,
Shri D.K Jena will supervise the team at Daitari from 21.8.2023 to 25.8.2023 after availing transit on 20.08.2023 from Koira. After completion, he will returned back to Bhubaneswar on 26.08.2023 for joining the party AP-07 at camp office OMC, Bhubaneswar from 28.08.2023.				
The party consist of Shri Santosh Behera, AAO, Shri Nishamani Sahoo, AAO and Shri Prabal Kumar Das, Asst. Supr. will transit to J. K. Road on 26.08.2023.				
6	Regional Manager, OMC, J.K Road	28.08.23 to 16.09.23	15	Aug-26,27,30 Sept-3,6,9,10
Shri D.K Jena will supervise the team at RM, J.K. Road from 11.9.23 to 16.09.23 after availing transit from Regional Office, Gandhamardan on 10.09.2023.				
Transit to Bangur on 17.9.2023				
7	Regional Manager Bangur, Keonjhar	18.09.23 to 27.09.23	6	Sept-17,19,20,23,24
Transit to Bhubaneswar on 27.09.23 (AN)				
8	CMD, OMC, BBSR**	29.09.23 to 02.12.23	45	Sept-28, Oct-1,2,8,14,15,21,22,23,24, 28,29 Nov-5,11,12,19,25,26,27

*Mid Term Review would be conducted on 05.10.23.

**Sri S. N. Sahoo, SAO (Coml) will continue supervision at OMC Headquarters, Bhubaneswar, to assist in new issue coming up at field office/ mines level for detail analysis of the impact and report worthiness of the issue. Apart from supervision at OMC Headquarters, he will supervise at camp audit office Narangarh (Khordha) and Samang Stock yard (Puri).

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 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 23/03/2017 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 completed 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.


Sr. Audit Officer (AMG-I)

Memo No. AMG-I (Hqrs.)-15/Tour- Prog./AP-08/2023-24/455
Copy forwarded to:-

Date: 27-09-2023

1. Secretary to Pt. A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O, AMG - I (Vetting)
4. BO, FDP Cell
5. AMG - I(Hqrs.) - T.D. Sent/Spare Copy


27-09-2023