

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

Manned by: - *S/Shri*

1. Rahul Mohapatra, AAO
2. Mahesh Das, AAO\*
3. Sanjeet Kumar, AAO\*\*

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
<i>Transit to DDM, Rourkela on 26.08.2024</i>					
1.	Deputy Director of Mines Udit Nagar, Rourkela. Sundargarh - 769016	<ul style="list-style-type: none"> <li>• Compliance Audit for the year 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> <li>• Assessment and collection of DMFT receipts from 2015-16.</li> <li>• Collection of information on AIPA on Assessment, levy and collection of GST on Minerals &amp; NRA/GASAB</li> </ul>	27.08.2024 to 20.09.2024	18	Sep- 01, 07,08,09, 14,15,16, 22
<i>Transit to BBSR on 21.09.2024</i>					
<i>Report to Headquarter 23.09.2024(FN)</i>					

\* Sr. AO/AP-02 instructed to relieve Shri Mahesh Das, AAO on 23/08/2024 (AN).

\*\* Sr. AO/AP-07 instructed to relieve Shri Sanjeet Kumar, AAO on 23/08/2024 (AN).

**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.odj.au@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.
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/-

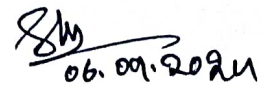
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-12/TP/AP/2024-25/393

Date: 06.09.2024

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(Civil, PSU) & Accounts Cell
4. Sr.AO/AP-02
5. BO, EDP Cell
6. AMG - I(Hqrs.) - T.D. Seat/Spare Copy

  
06.09.2024

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