

Revise Tour programme of AMG – I (AP-6) for 2nd Quarter of 2024-25

Manned by: - S/Shri

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Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Odisha Mining Corporation Ltd, Bhubaneswar	<ul style="list-style-type: none">Supplementary Audit of Accounts for the year 2023-24.	02.07.2024 to 22.07.2024	15	July-07,08,13,14,17,21
Report to Headquarters on 23.07.2024 (FN) for submission of report.					
Desk Review of Odisha Coal and Power Limited, on 24.07.2024 at Hdqtr					
2.	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 Odisha.	<ul style="list-style-type: none">1st spell Compliance Audit for the financial year for 2023-24 and other activities, schemes & policies etcScrutiny of press clipping/complaint cases (if any).	25.07.2024 to 06.08.2024	10	July- 27,28 Aug - 04
Report to Hqrs. on 07.08.2024(FN) for translation of PA report on “Activities of OMC” in Odia. They are required to submit the translation work on 16.08.2024 to Rep (PSU) Section.					
Transit to Manoharpur Mines Jharsuguda on 19.08.2024(Holiday)					
3.	Manoharpur Mines, Jharsuguda	<ul style="list-style-type: none">Verification of records related to Compliance Audit of OCPL	20.08.2024 to 06.09.2024	14	Aug – 24,25,26 Sep-01
Transit to Bhubaneswar on 07.09.2024(Holiday)					
3.	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 Odisha.	<ul style="list-style-type: none">2nd Spell of Compliance Audit	09.09.2024 to 13.09.2024	05	Sept- 08
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- 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.
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.)-13/TP/AP-06/2024-25/360

Date:12.08.2024

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 (PSU)
4. BO, EDP Cell
5. AMG - I (Hqrs.) – T.D. Seat/Spare Copy



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