

**Revised (27.11.2024) Tour programme of AP-02 (Team-03) for 3<sup>rd</sup> quarter of 2024-25**

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. S. VENUGOPALAM, AAO
3. SANDEEP MOHANTY, AAO
4. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
1.	Pr. Secretary to Govt. of Odisha, Steel & Mines Department, Lokseva Bhawan, Bhubaneswar-751001	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	07.10.2024 to 09.10.2024	03	Oct-10 to 13
2.	Director of Minor Minerals, Heads of Department Building, Bhubaneswar	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	14.10.2024 to 15.10.2024	02	Oct-16
3.	Director of Geology & Mines, Heads of Department Building, Bhubaneswar	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24.	17.10.2024 to 19.10.2024	03	--
<b>Transit to Jajpur Road on 21.10.2024 (FN)</b>					
4.	Deputy Director Of Mines, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 NRA Works	21.10.2024 to 25.10.2024	05	Oct- 26,27
<b>Transit Back to Bhubaneswar on 25.10.2024 (AN)</b>					

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Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
<b>Transit to Baripada on 27.10.2024 (Holiday)</b>					
5.	Deputy Director of Mines, Mayurbhanj at Baripada Dist. Mayurbhanj	• Collection of Information/Data for NRA Compendium	28.10.2024 to 30.10.2024	03	Nov-31
<b>Transit to Keonjhar on 31.10.2024 (Holiday)</b>					
6.	Deputy Director of Mines, Keonjhar	• Collection of Information/Data for NRA Compendium	01.11.2024 to 02.11.2024	02	Nov-03
<b>Transit to Berhampur on 03.11.2024 (Holiday)</b>					
7.	Deputy Director of Mines, Berhampur, Ganjam	• Collection of Information/Data for NRA Compendium	04.11.2024 to 05.11.2024	02	



Transit to Jajpur Road on 06.11.2024

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2. SANDEEP MOHANTY, AAO

Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
<b>Transit to Koraput on 27.10.2024 (Holiday)</b>					
5.	O/o of the DDM, Koraput Circle, Koraput	• Collection of Information/Data for NRA Compendium	28.10.2024 to 30.10.2024	03	Nov-31
<b>Transit to Bhawanipatna on 31.10.2024 (Holiday)</b>					
6.	O/o of the DDM, Kalahandi Circle at Bhawanipatna, Kalahandi	• Collection of Information/Data for NRA Compendium	01.11.2024 to 02.11.2024	02	Nov-03
<b>Transit to Bolangir on 03.11.2024 (Holiday)</b>					
7.	Deputy Director of Mines, Bolangir Circle, Bolangir	• Collection of Information/Data for N • RA Compendium	04.11.2024 to 05.11.2024	02	
<b>Transit to Jajpur Road on 06.11.2024</b>					

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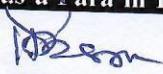
Sl. No.	Name, address & contact no.of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
8.	Deputy Director Of Mines, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	07.11.2024 to 13.11.2024	05	Nov- 09,10
<b>Transit to Jajpur Town on 14.11.2024 (FN)</b>					
9.	Director of Mines (Minor Minerals), Jajpur at Jajpur Town	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	14.11.2024 to 27.11.2024	10	Nov- 15,17,23,24
<b>Shri Dinabandhu Behera-I, Sr.AO And Shri Sandeep Mohanty, AAO will transit to Bhubaneswar on 27.11.2024(AN) and Report to Headquarters on 28.11.2024 to attend Headquarters Query on Subject specific Compliance Audit on Effectiveness of implementation of Schemes under Promotion of Handloom and Handicrafts Industry in Odisha.</b>					
<b>Transit to Koira on 29.11.2024 on completion of above assignment</b>					
<b>Shri S.Venugopalam, AAO and Shri Arjun Swain, AAO may transit to Koira on 28.11.2024 as per programme.</b>					
10.	Deputy Director Of Mines, Koira, Sundergarh	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	29.11.2024 to 18.12.2024	16	Dec- 01,08,14,15



Transit to Rourkela on 19.12.2024 (FN)					
11.	Deputy Director Of Mines, Rourkela, Sundergarh (Both Minor and Major Minerals)	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 NRA Works	19.12.2024 to 08.01.2025	16	Dec-22,25,28,29 Jan-05
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 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. **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.
7. 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.
8. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
9. **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.)
10. 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.
11. 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.
12. **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.
13. **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.**

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

Date: 04.12.2024

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2024-25/ 612

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.)