

**REVISED TOUR PROGRAMME ON 06.06.2025 OF PARTY-II AND INSPECTING  
OFFICER OF AMG-I FOR THE 1<sup>ST</sup> QUARTER OF 2025-26**

Sri P K Nayak, SAO (9437356349)  
Sri Rahul Mohapatra (C), AAO (7093627986)  
Sri Sanjeet Kumar, AAO(P) (9128498988)  
Sri Prasanta Kumar Mendali, Ar

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
<b><i>Transit to Joda, Barbil on 05.05.2025 (Holiday)</i></b>			
06.05.2025 to 17.05.2025	09	Joint Director of Mines, Joda	May- 10,11,12
<b><i>Transit back to Bhubaneswar on 18.05.2025 (Holiday) and report to headquarter on 19.05.2025(FN)</i></b>			
<b><i>Sri Rahul Mohapatra, AAO and Sri Prasant Kumar Mendali, Ar. are instructed to attend their departmental examination and whereas ,Sri P K Nayak, SAO is instructed to collect all the information as per requisition memo and analyse the same during stay at Headquarters</i></b>			
<b><i>Trasnsit to Joda,Barbil on 27.05.2025 (AN)</i></b>			
28.05.2025 to 11.06.2025	12	Remaining part of Compliance Audit of Joint Director of Mines Joda	June -01,07,08
12.06.2025 to 18.06.2025	05	Minor Mineral portion of Joint Director of Mines, Joda under the jurisdiction of DDM, Keonjhar <b>(Party will remain stationed at Joda)</b>	June-14,15
<b><i>Transit to Cuttack on 19.06.2025</i></b>			
20.06.2025 to 01.07.2025	08	Deputy Director of Mines, Cuttack Circle, Cuttack	June- 22 June-27,28,29
02.07.2025 to 11.07.2025	9	Deputy Director of Mines, Cuttack Circle, Cuttack (Minor)	July-06
<b><i>Further programme will follow</i></b>			

### 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.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.)-09/TP/AP-02/2025-26/ 163

Date: 10.06.2025

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

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