TOUR PROGRAMME OF PARTY-II AND INSPECTING OFFICER OF AMG-I FOR THE 3rd QUARTER OF 2025-26

Sri P K Nayak, SAO (9437356349)
Sri Sanjeet Kumar, AAO (P) (9128498988)
Sri Mahesh Das, AAO (8484060691)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
Transit to Keonjhar on 11.11.2025			
12.11.2025 to 26.11.2025	12	Deputy Director of Mines, Keonjhar	Nov- 16,22,23
Transit to Jajpur on 26.11.2025(AN)			
27.11.2025 to 10.12.2025	12	DDM, Jajpur-Keonjhar Road, Jajpur	Nov-30 Dec- 07
Transit to Berhampur on 11.12.2025			
12.12.2025 to 24.12.2025	10	DDM, Berhampur	Dec.- 13,14,21,25
Transit back to Bhubaneswar on 25.12.2025 (Holiday) and Report to headquarter on 26.12.2025			
Transit to Rourkela on 28.12.2025 (Holiday)			
29.12.2025 to 12.01.2026	12	DDM, Rourkela	Jan-04,10,11
Further Programme follows…			

As per **OOC No. - 408** dated-18.11.2025, **Sri Sanjeet Kumar, AAO** has been permitted for appearing in **Odia examination** on 19.11.2025. Accordingly, he will be eligible for transit on 18.11.2025 to Bhubaneswar and Transit on 19.11.2025 (evening) for returning to Keonjhar.

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.**

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

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2025-26/ 710 **Date: 25.11.2025**

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.)