

**Revised TOUR PROGRAMME (23.2.26) OF PARTY-VII AND INSPECTING
OFFICER OF AMG-I FOR THE 4th QUARTER OF 2025-26**

Sri Dilip Kumar Jena SAO(C) Sri Ashish Kumar, AAO (C) Sri Tarun Pal, AAO(C)

Transit to Koira on 11.02.2026			
12.02.2026 To 26.02.2026	12	Regional manager, Odisha Mining Corporation, Koira	Feb- 14,15,22,28 Mar- 1,3,4
Submission of Report at Headquarters on 27.02.2026			
Transit to Jajpur-Keonjhar on 01.03.2026(Holiday)			
02.03.2026 To 16.03.2026	10	Regional Manager, Odisha Mining Corporation, J.K. Road	Mar-3,4,8,14,15
Transit to Rayagada on 17.03.2026 and 18.03.2026			
19.03.2026 To 04.04.2026	10	Regional Manager, Odisha Mining Corporation, Rayagada	Mar-21,22,27,28,29 Apr-1,3
Transit to Bhubaneswar on 05.04.2026(Holiday)			
06.04.2026 To 21.04.2026	12	Odisha Mining Corporation (OMC) Bhubaneswar (2 nd spell)	Mar-11,12,14,19
Further programme follows...			

Mandatory Instructions to Field Parties

- 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.
- 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.
- 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).
- 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.
- 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.
- 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) santanukb.comm@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-07/2025-26/ 1129

Date: 25.02.2026

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.)