

**Tour programme of AMG – I (AP-6) for 1<sup>st</sup> Quarter of 2024-25**

**Manned by: - S/Shri**

1. DILLIP KUMAR JENA, Sr.AO (Coml)
2. SANTOSH KUMAR BEHERA, AAO (Coml)
3. VIVEK KUMAR, AAO(Coml.)

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
1.	Pr. Secretary to Govt. of Odisha, Steel & Mines Department, Lokseva Bhawan, Bhubaneswar-751001	<ul style="list-style-type: none"><li>• Compliance Audit for the financial year 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	12.06.2024 to 27.06.2024	10	June-14,15,16,17,22,23
2.	Director of Geology & Mines, Heads of Department Building, Bhubaneswar	<ul style="list-style-type: none"><li>• Compliance Audit for the financial year 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li></ul>	28.06.2024 to 11.07.2024	12	June-30 July-07

*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. **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-audit2amg1@gmail.com](mailto:audit2amg1@gmail.com) 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.

Sd/-

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

Memo No. AMG-I(Hqrs.)-13/TP/AP-06/2024-25/205

Date: 07.06.2024

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

  
07-06-2024

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