

Tour programme of AP-02 for 2nd 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 (will join on 16.07.2024 after completion of training to AAOs)
4. MAHESH DAS, AAO

<i>Sl. No.</i>	<i>Name, address & contact no.of the Auditee</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days</i>	<i>Holiday(s)</i>
1.	Indian Bureau of Mines, Plot No. 149, In front of CPWD Office, Pokhariput, Bhubaneswar - 751020	<ul style="list-style-type: none"> • Collection of information on AIPA on Assessment, levy and collection of GST on Minerals 	08.07.2024 to 09.07.2024	02	-
2.	Pr. Secretary to Govt. of Odisha, Steel & Mines Department, Lokseva Bhawan, Bhubaneswar-751001	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc. • Collection of information on AIPA on Assessment, levy and collection of GST on Minerals & NRA/GASAB • Scrutiny of press clipping/complaint cases (if any). 	10.07.2024 to 23.07.2024	10	July- 13,14,17,21
3.	Director of Geology & Mines, Heads of Department Building, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc • Collection of information on AIPA on Assessment, levy and collection of GST on Minerals & NRA/GASAB • Scrutiny of press clipping/complaint cases (if any). 	24.07.2024 to 07.08.2024	12	July- 27,28 Aug- 04
4.	Director of Minor Minerals, Heads of Department Building, Bhubaneswar	<ul style="list-style-type: none"> • Compliance Audit since inception till FY 2023-24 and other activities, schemes & policies etc • Collection of information on PA on Assessment, levy and collection of GST on Minerals & NRA/GASAB • Scrutiny of press clipping/complaint cases (if any). 	08.08.2024 to 22.08.2024	10	Aug- 10,11,15, 18,19
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 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.

Sd/-

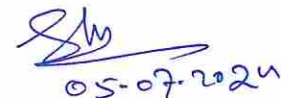
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2024-25/277

Date: 05.07.2024

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



05-07-2024

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