

**Revised (07.01.2025) Tour programme of AP-02 (Team-03) for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2024-25**

पार्टी कार्मिक/Party Personnel:- पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. DINABANDHU BEHERA-I, Sr.AO
2. S. VENUGOPALAM, AAO
3. SANDEEP MOHANTY, AAO
4. ARJUN SWAIN, AAO

Sl. No.	Name, address & contact no. of the Auditee	Audit Type	Duration of audit	No. of days	Holiday(s)
1.	Deputy Director Of Mines, Jajpur Dhabalgiri, Jajpur Road, Dist-Jajpur, PIN-755019	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24 & NRA Works	07.11.2024 to 13.11.2024	05	Nov- 09,10
Transit to Jajpur Town on 14.11.2024 (FN)					
2	Director of Mines (Minor Minerals), Jajpur at Jajpur Town	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	14.11.2024 to 27.11.2024	10	Nov- 15,17,23,24
Up to 27.11.2024, the approved programme remained unchanged.					
Sri S. Venugopalam, AAO & Sri Arjun Swain, AAO of AP-03, may avail transit to Koira as per the approved programme of AP-03.					
Sri D. Behera-I, Sr. AO & Sri Sandeep Mohanty, AAO of AP-03, may avail transit to Bhubaneswar on 28.11.2024 to attend Hqrs. Query of SSCA on HT&H Department.					
Sri D. Behera-I, Sr. AO & Sri Sandeep Mohanty, AAO may avail transit to Koira on 29.11.2024 to join in Camp at DDM, Koira					
3	Deputy Director Of Mines, Koira, Sundergarh	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	29.11.2024 to 21.12.2024	19	Dec- 01,08,14,15
Transit to Rourkela on 22.12.2024 (holiday)					
4	Deputy Director Of Mines, Rourkela, Sundergarh (Both Minor and Major Minerals)	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	23.12.2024 to 10.01.2025	15	Dec- 22,25,28,29 Jan- 05,11,12
Transit to Joda on 11.01.2025( Holiday)					
5	Deputy Director of Mines, Joda Circle, Joda, Dist: Keonjhar	• Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	13.01.2025 to 07.02.2025	20	Jan- 14,19,23,25, 26 Feb-02
Transit to Dhenkanal on 08.02.2025(Holiday)					

6	Mining Officer, Dhenkanal & Deputy Dir. Of Mines, Talcher Dist: Dhenkanal ( both major & minor minerals)	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	10.02.2025 to 18.02.2025	8	Feb- 09,16
Transit to Keonjhar on 19.02.2025(FN)					
7	Deputy Director of Mines, Keonjhar Circle,Keonjhar. Dist Keonjhar ( Both major & minor minerals)	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	19.02.2025 to 06.03.2025	11	Feb- 22,23,26 March-2,5
Transit to baripada on 07.03.2025 (FN)					
8	Deputy Director of Mines, (Major Minerals) Baripada, Dist. Mayurbhanj and Mining Officer, (Minor Minerals), Baripada under Dy. Director of Mines (Minor Mineral), Bhadrak.	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	07.03.2025 To 19.03.2025	08	Mar- 8,9,14,15,16
Transit to Nabarangpur on 20.03.2025 (FN)					
9	Mining Officer (Minor Minerals), Dist. Nabarangpur, under Deputy Director of Mines, (Minor Minerals) Circle, Jeypore, (Minor Minerals)	Performance Audit on Implementation of PMKKKY along with DMFT for the year 2015-16 to 2023-24	21.03.2025 To 29.03.2025	07	Mar-22,23
Transit to Bhubaneswar on 30.03.2025 and Report to Headquarters on 31.03.2025(FN) for submission of Report.					

### 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.

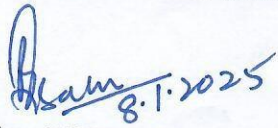
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. Adherence to the **guidance note** issued by Headquarter vide No. 226-09-PPG/2017 dated 23/08/2017 and new **auditing standard** issued by C&AG 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.

**N.B:** This Tour Programme is approved subject to the condition that the Audit Party will complete all the assigned work within the stipulated time and all compliances will be submitted directly to the Nodal party as and when demanded. No further extension will be allowed for collection of information/Key Documents. The KD marked copy of the POMs may be forwarded to Nodal Officer within that time.

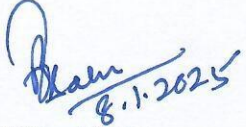
Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2024-25/737

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

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

Date: 10.10.2025

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