

**Revised Tour programme of AMG – I (AP-4) for 4<sup>th</sup> Quarter of 2021-22**

**Manned by: - S/Shri**

1. Dinabandhu Behera-I, Sr. AO
2. Santosh Ku. Behera, AAO (Coml)
3. Pintu Rajak, AAO

Sl. No.	Name, address & contact no. of the auditee.	Audit_Type	Period of audit	No. of days.	Holidays.
1.	<b>Principal Secretary to Govt. of Odisha, Steel &amp; Mines Department. Bhubaneswar</b> Ph- 0674-2392903, Email: dsmsec.or@nic.in	Compliance Audit for the financial year 2019-20 to 2020-21 and other activities, schemes & policies etc	01.01.2022 to 15.01.2022	11	Jan-02,08,09,14
<b>The compliance Audit has been postponed from 17<sup>th</sup> to 31<sup>st</sup> January 2022 due to spread of Covid-19(Omicron)</b>					
2.	<b>Principal Secretary to Govt. of Odisha, Steel &amp; Mines Department. Bhubaneswar</b> Ph- 0674-2392903, Email: dsmsec.or@nic.in	Remaining part of the compliance Audit for the financial year 2019-20 to 2020-21 and other activities, schemes & policies etc.	01.02.2022 to 03.02.2022	03	
3.	<b>Director of Mines, Bhubaneswar</b> Ph- 0674-2391537 Email: dirmines_odisha@rediffmail.com	Compliance Audit for the financial year 2019-20 to 2020-21 and other activities, schemes & policies etc.	04.02.2022 to 11.02.2022	06	Feb-05,06,12,13
	<b>Preparation of ADM for upcoming audit units at Headquarter and exploring the possibility of converting any para contributed by the party in the past into DN.</b>		14.02.2022 to 17.02.2022	04	
	<b>Director of Mines, Bhubaneswar</b> Ph- 0674-2391537 Email: dirmines_odisha@rediffmail.com	Rest of the compliance Audit for the financial year 2019-20 to 2020-21 and other activities, schemes & policies etc.	18.02.2021 to 22.02.2022	04	Feb-20
<b>Transit to Keonjhar on 23.02.2022</b>					
4.	<b>Mining Officer, Keonjhar</b> Collectorate Campus, Keonjhar-758001 Ph-06766-255223 Email- mo.keonjhar@orissaminerals.gov.in	Compliance Audit for the year 2019-20 to 2020-21 and other activities, schemes & policies etc.	24.02.2022 to 09.03.2022	09	Feb-26,27 Mar-01,05,06
<b>Transit to Bhubaneswar on 10.03.2022</b>					
5.	<b>Director of Geology, Bhubaneswar</b> Ph-0674-2392374 Email-directorgeology_odisha@yahoo.in	Compliance Audit for the year 2019-20 to 2020-21 and other activities, schemes & policies etc.	11.03.2022 to 23.03.2022	08	Mar-12,13,18,19,20,24
<b>Transit to Bhawanipatna on 24.03.2022(Holiday)</b>					
6.	<b>Mining Officer, Bhawanipatna</b> Mandarbagicha Pada, Po- Bhawanipatna Dist.-Kalahandi-766001 Ph-06670-230407 Email- mo.bhawanipatna@orissaminerals.gov.in	Compliance Audit from 2019-20 to 2020-21 and other activities, schemes & policies etc. and NRA cell information.	25.03.2022 to 02.04.2022	06	Mar-26,27 April-1, 3
<b>Transit to Bhubaneswar on 03-04-2022(Holiday)</b>					

Report to Hdqtr. on 04-04-2022(FN)

**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 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. RO/Party members should ensure that the auditee organisation follows all the **COVID-19 guidelines** issued from time to time by Govt. of Odisha/Govt. of India.

Sd/-

Deputy Accountant General (AMG-I)

Date: 22.03.2022

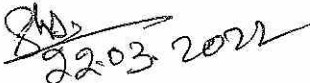
Memo No. AMG-I(Hqrs.)-11/TP/AP\_04/2021-22/212

Copy forwarded to:-

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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.)

  
22.03.2022