

**TOUR PROGRAMME OF PARTY-II AND INSPECTING OFFICER OF AMG-I FOR  
THE 1<sup>ST</sup> QUARTER OF 2025-26**

<p>Sri P K Nayak, SAO (9437356349)  Sri Rahul Mohapatra (C), AAO (7093627986)  Sri Sanjeet Kumar, AAO(P) (9128498988)  Sri Prasanta Kumar Mendali, Ar</p>
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Period of inspection	No. of working days	Name of the Audit unit	Sundays/Holidays
<i>Transit to Joda, Barbil on 04.05.2025 (Holiday)</i>			
06.05.2025 to 17.05.2025	09	Joint Director of Mines, Joda	May- 10,11,12,18
<i>Transit back to Bhubaneswar on 18.05.2025 (Holiday) and report to headquarters on 19.05.2025 (FN)</i>  <i>Sri Rahul Mohapatra, AAO and Sri Prasanta Kumar Mendali, Ar are instructed to attend their departmental examination and whereas, Sri P K Nayak, SAO is instructed to collect all the informations per requisition memo and analyze the same during stay at Headquarters.</i>  <i>Transit to Joda, Barbil on 25.05.2025 (Holiday)</i>			
26.05.2025 to 29.05.2025	03	Remaining part of Compliance Audit of Joint Director of Mines, Joda	May-27
30.05.2025 to 09.06.2025	08	Joint Director of Mines, Joda (Minor)	June- 07,08
<i>Transit to Cuttack on 03.06.2025</i>			
10.06.2025 to 19.06.2025	08	Deputy Director of Mines, Cuttack Circle, Cuttack	June-14,15
20.06.2025 to 05.07.2025	12	Deputy Director of Mines, Cuttack Circle, Cuttack (Minor)	June- 22,27,28.29  July-06
<i>Further programme will follow...</i>			

### **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.

Sd/-

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

Memo No. AMG-I (Hqrs.)-09/TP/AP-02/2025-26/ 104

Date:16.05.2025

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

*[Handwritten signature]*  
16/5/25

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