Revised TOUR PROGRAMME (22.09.2025) OF PARTY-I AND INSPECTING OFFICER OF AMG-I FOR THE 2nd QUARTER OF 2025-26

Sri **S S Prasad**, SAO (9437303994)
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Sri **B Muduli**, AAO (8895830603)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
30.06.2025 to 11.07.2025	11	Principal Secretary to Government of Odisha, MSME Department, Bhubaneswar	July- 06,12,13
Report to Headquarters on 14.07.2025 (FN) to prepare the Desk Review for the assigned units of 2nd quarter of 2025-26 and submit to AG(Au-II) on 15.07.2025			
16.07.2025 to 02.08.2025	15	Deputy Director of Mines, Khordha	July- 20,26,27 Aug- 03
Transit to Berhampur on 03.08.2025 (Holiday)			
04.08.2025 to 30.08.2025	19	Deputy Director of Mines, Ganjam Circle, Berhampur (Minor)	Aug- 09,10,15,17, 23,24,27,28,31
Transit to Bhadrak on 31.08.2025 (Holiday)			
01.09.2025 to 20.09.2025	16	Deputy Director of Mines, Bhadrak (Minor)	Sept- 05,07,13,14,21`
Transit back to Bhubaneswar on 21.09.2025(Holiday) and Report to Headquarters for submission of report on 22.09.2025(FN).			
Transit to Jeypore on 23.09.2025			
24.09.2025 to 26.09.2025	03	Deputy Director Of Mines, Jeypore (Minor)	
Transit back to Bhubaneswar on 27.09.2025 (Holiday) and Report to Headquarters from 29.09.2025 to 03.10.2025.			
Transit to Jeypore on 05.10.2025(Holiday)			
06.10.2025 To 18.10.2025	10	Deputy Director Of Mines, Jeypore (Minor)	***Oct- 07,11,12***
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- santanukb.comm@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.)-08/TP/AP-01/2025-26/ 512 **Date: 25.09.2025**

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

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