

**TOUR PROGRAMME OF PARTY-I AND INSPECTING OFFICER OF AMG-I FOR
THE 1ST QUARTER OF 2025-26**

Sri S S Prasad, SAO (9437303994)
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| Period of inspection | No. of working days | Name of the Audit unit | Sundays/Holidays |
|--|---------------------|---|-----------------------------|
| 05.05.2025 to 17.05.2025 | 10 | Principal Secretary to Government of Odisha, Commerce Department, Bhubaneswar | May- 10,11,12 |
| 19.05.2025 to 31.05.2025 | 10 | Principal Secretary to Government of Odisha, Energy Department, Bhubaneswar | May- 18,24,25,27 |
| 02.06.2025 to 13.06.2025 | 10 | Principal Secretary to Government of Odisha, Handloom, Textiles and Handicrafts Department, Bhubaneswar | June- 01,07,08, 14,15 |
| 16.06.2025 to 26.06.2025 | 10 | Principal Secretary to Government of Odisha, Industry Department, Bhubaneswar | June- 22,27,28,29 |
| <i>Further programme will follow...</i> | | | |

Mandatory Instructions to Field Parties

- 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.
- 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.
- 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).
- 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.
- 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.
- 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- audit2amgl@gmail.com within seven days of Completion of audit.
- 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.
- 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.
- Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
- 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.).
- Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
- 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.)

Date: 01.05.2025

Memo No. AMG-I(Hqrs.)-08/TP/AP-01/2025-26/51

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.)