

Revised (14-10-2024) Tour programme of AMG – I (AP-6) for 2nd and 3rd Quarter of 2024-25

Manned by: - S/Shri

1. DILLIP KUMAR JENA, Sr.AO (Coml)
2. SANTOSH KUMAR BEHERA, AAO (Coml)
3. VIVEK KUMAR, AAO (Coml.)

| Sl. No. | Name of the auditee. | Audit Type | Period of audit | No. of days. | Holidays. |
|--|---|--|--------------------------------|--------------|---------------------------|
| 1. | Odisha Mining Corporation Ltd, Bhubaneswar | <ul style="list-style-type: none"> Supplementary Audit of Accounts for the year 2023-24. | 02.07.2024 to 22.07.2024 | 15 | July- 07,08,13,14,17,21 |
| Report to Headquarters on 23.07.2024 (FN) for submission of report. | | | | | |
| Desk Review of Odisha Coal and Power Limited, on 24.07.2024 at Hdqtr | | | | | |
| 2. | Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 Odisha. | <ul style="list-style-type: none"> 1st spell Compliance Audit for the financial year for 2023-24 and other activities, schemes & policies etc Scrutiny of press clipping/complaint cases (if any). | 25.07.2024 to 06.08.2024 | 10 | July- 27,28 Aug - 04 |
| Report to Hqrs. on 07.08.2024(FN) for translation of PA report on “Activities of OMC” in Odia. They are required to submit the translation work on 16.08.2024 to Rep (PSU) Section. | | | | | |
| Transit to Manoharpur Mines Jharsuguda on 19.08.2024(Holiday) | | | | | |
| 3. | Manoharpur Mines, Jharsuguda | <ul style="list-style-type: none"> Verification of records related to Compliance Audit of OCPL | 20.08.2024 to 06.09.2024 | 14 | Aug –24,25,26 Sep-01 |
| Transit to Bhubaneswar on 07.09.2024(Holiday) | | | | | |
| 4. | Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 | <ul style="list-style-type: none"> 2nd Spell of Compliance Audit | 09.09.2024 to 21.09.2024 | 10 | Sept- 08,14,15,16,22 |
| Report to Headquarters on 23.09.2024 and 24.09.2024 for submission of report. | | | | | |
| Transit to Burla on 25.09.2024 | | | | | |
| 5. | Sr. GM (EI) Hydro Power System, Burla | <ul style="list-style-type: none"> 1st Spell of Compliance Audit for the financial year from 2017-18 to 2023-24 and other activities, schemes & policies etc Scrutiny of press clipping/complaint cases (if any). | 26.09.2024 to 09.10.2024 | 10 | Sept- 28,29 Oct- 02,06 |
| Transit back to Bhubaneswar on 09.10.2024(AN) Holiday (Oct-10,11,12,13) | | | | | |
| Report to Headquarter on 14.10.2024 (FN) Desk review of Odisha Coal and Power Ltd. (OCPL) for financial audit of 2023-24 | | | | | |

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|---|---|--|--------------------------------|----|--------------|
| 6. | Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 Odisha. | <ul style="list-style-type: none"> Financial Audit of Accounts for the year 2023-24. | 15.10.2024 to 25.10.2024 | 09 | Oct-16,20,26 |
| <i>Report to Headquarters on 28.10.2024 for submission of report.</i> | | | | | |
| <i>Transit to Burla on 29.10.2024</i> | | | | | |
| 7. | Sr. GM (EI) Hydro Power System, Burla | <ul style="list-style-type: none"> 2nd Spell of Compliance Audit | 30.10.2024 to 01.11.2024 | 02 | Oct-31 |
| <i>Transit to Burla on 02.11.2024</i> | | | | | |
| 8. | Sr. GM(EI), Upper Indravati Hydro Electric Project, Mukhiguda. AT/PO: Mukhiguda, PS- Jaypatna, Dist: Kalahandi, Pin: 766026 | <ul style="list-style-type: none"> Compliance Audit for the financial year from 2017-18 to 2023-24 and other activities, schemes & policies etc Scrutiny of press clipping/complaint cases (if any). | 04.11.2024 to 16.11.2024 | 10 | Nov-9,10,15 |
| <i>Further programme follows...</i> | | | | | |

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-sahaosk.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.)-13/TP/AP-06/2024-25/533

Date: 16-10-2024

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


16.10.2024

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