

## Revised (16.10.2024) Tour programme of AMG – I (AP-08) for the year 2024-25

Manned by: -

*S/Shri/Ms*

1. Sitanshu Mohanty, Sr. AO-Coml.
2. Sukesh Kumar, AAO-Coml
3. Tarun Pal, AAO-Coml

Sl. No	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays
1.	Industrial Promotion and Investment Corporation of Odisha Limited, Bhubaneswar-	Supplementary Audit of Accounts for the year 2023-24.	06.08.2024 to 17.08.2024	09	Aug- 10,11,15,18
<b>Report to Headquarters and submission of Accounts Report on 19.08.2024(FN)</b>					
2.	Odisha Hydro Power Corporation Limited (OHPC) Vani Vihar Chowk, Janpath, Bhubaneswar – 751022	1. Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc. 2. Scrutiny of complaint case: <b>Serious Scam in appointment of Company Secretary (DGM Level) submitted by Shri Sai Sidhartha Dakkihakabata dated 02.07.2024.</b> <i>Note: - The compliance of the complaint case may be submitted within 05 days from the commence of audit.</i>	20.08.2024 to 06.09.2024	14	Aug- 24,25,26 Sept- 01,07,08
<b>Desk review at Hqrs- 09.09.2024</b>					
3.	GEDCOL Sail Power Corporation Limited, Bhubaneswar-751022	Supplementary Audit of Accounts for the year 2023-24.	10.09.2024 to 17.09.2024	05	Sept-14,15,16
4.	Green Energy Development Corporation of Odisha (GEDCOL), Bhubaneswar-751022	Desk Review and Supplementary Audit of Accounts for the year 2023-24.	18.09.2024 to 26.09.2024	08	Sept- 22
5.	Odisha Hydro Power Corporation Limited (OHPC), Vani Vihar Chowk, Janpath, Bhubaneswar	Desk Review and Supplementary Audit of Accounts for the year 2023-24.	27.09.2024 to 09.10.2024	09	Sept- 28,29 Oct-02,06,11, 12,13
<b>Report to Headquarters and submission of Accounts Report on 10.10.2024(FN)</b>					

6.	Odisha Hydro Power Corporation Limited (OHPC) Vani Vihar Chowk, Janpath, Bhubaneswar – 751022	1. Remaining Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc. 2. Scrutiny of complaint case: <b>Incremental benefit in promotion/RACP/MACP of retired non-executive employees of OHPC</b>	14.10.2024 to 30.10.2024	13	Oct-16,20,26,27,31
<b>Transit to Mukhiguda on 01.11.2024</b>					
7.	SR. GM(EI)(I/C) Balimela Hydro Electrical Project, Balimela, Orkel, Malkangiri-764051	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year from 2018-19 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	02.11.2024 to 16.11.2024	11	Nov- 03,09,10,15,17
<b>Transit back to Bhubaneswar on 17.11.2024(Holiday)</b>					
8.	Orissa Small Industries Corporation Limited, (OSIC) Industrial estate, Madhupatna, Cuttack- 753010	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	18.11.2024 to 05.12.2024	15	Nov- 23,24 Dec- 01
<b>Further programme follows...</b>					

### **Mandatory Instructions to Field Parties**

- 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.
- 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-audit2amg1@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.)

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.)

Date. 16.10.2024

Memo No. AMG-I(Hqrs.)-15/AP-08/2024-25/534

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)
3. BO/AMG-I (Accounts Cell, PSU(Vetting))
4. BO/EDP Cell
5. T.D. Seat. -2 copies

  
16.10.2024

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