

**TOUR PROGRAMME (04.02.2026) OF PARTY-XIII AND INSPECTING OFFICER  
OF AMG-I FOR THE 4th QUARTER OF 2025-26**

1. Sanjay Kumar Panigrahi, Sr. AO-Coml
2. Harihar Sahoo, AAO-Coml
3. Pratosh Kumar, AAO (P) (up to 07-01-2026 and from 03-02-2026 onwards)
4. K. Ganguly, AAO (from 08-01-26 to 19-01-26 and from 30-01-26 to 05-02-26)

<b>Period of inspection</b>	<b>No. of working days</b>	<b>Name of the Audit unit</b>	<b>Sundays/ Holidays</b>
24.12.2025 to 22.01.2026	22	GRIDCO	Dec- 25,27,28 Jan- 04,10,11,14,18,23,24,25,26
27.01.2026 To 29.01.2026	03	Verification of Complaint case i.r.o GRIDCO/OPGC ltd. at the Office of the Principal Secretary to Government of Odisha, Public Enterprises Department, Bhubaneswar	
30.01.2026 To 02.02.2026	03	Verification of records at PE Department	Feb-01
03.02.2026 To 05.02.2026	03	Compliance Audit of GRIDCO Ltd.	
<b>Transit to Sambalpur on 06.02.2026 ( except Shri K. Ganguly, AAO)</b>			
07.02.2026 To 21.02.2026	12	Compliance Audit of EHT (Projects) Circle, Sambalpur	Feb- 08,14,15,22
23.02.2026 To 06.03.2026	08	Compliance Audit of Western (O&M) Zone, Burla	Feb- 28 March- 01,03,04
<b>Transit back to Bhubaneswar on 07.03.2026</b>			
09.03.2026 To 07.04.2026	20	OPTCL corporate office BBSR	March- 08,14,15,21,22,27,28,29 Apr- 01,03,05
<b>Further program follows...</b>			

**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-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.
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.)-20/TP/AP-13/2025-26/1028**

**Date: 04.02.2026**

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG -I (Vetting)
3. BO, EDP Cell
4. T.D. Seat/Spare Copy/Person Concerned/Complaint Case Seat

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