

पार्टी कार्मिक/Party Personnel:-

सर्वरी/S/Sri

1. Sanjay Kumar Panigrahi, Sr. AO (Comml.)
2. Jogesh Kumar Mishra, AAO (Comml.)(relieved on 27.09.2023)
3. Suresh Kumar, AAO (Comml.)

क्र.सं./SL No	ऑडिट का नाम/ Name of the auditee.	लेखापरीक्षा प्रकार/ Audit Type	Period of audit	दिनों की सं. No. of days.	अवकाश Holidays.
1.	Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar cmd@idco.in, mda@idco.in	<ul style="list-style-type: none"> Compliance Audit for the year 2022-23 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases 	28.07.2023 to 16.08.2023 & 19.08.2023 to 25.08.2023 IDCO, Cuttack(17.08.2023 to 18.08.2023)	22	July-29, 30 Aug-06,12,13, 15,20
2.	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar - 751023 Odisha.	<ul style="list-style-type: none"> Compliance Audit for the period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	28.08.2023 to 14.09.2023	13	Aug-30 Sep-03,06,09,10
3	Green Energy Development Corporation of Odisha Ltd., Bhubaneswar	<ul style="list-style-type: none"> Financial Audit of GEDCOL for the year 2022-23 	15.09.2023 to 27.09.2023	08	Sept-17,19,20,23,24,28
Submission of Accounts at headquarter on 29.09.2023					
4	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar - 751023 Odisha.	<ul style="list-style-type: none"> 2nd spell of Compliance Audit for the period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	30.09.2023 to 03.10.2023	2	Oct-1,2
Report to Hqrs for Group Meeting on 04.10.2023					
4	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar - 751023 Odisha.	<ul style="list-style-type: none"> 3rd spell of Compliance Audit for the period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any). 	05.10.2023	01	-
Transit to Manoharpur Mines on 06.10.2023					
		<ul style="list-style-type: none"> Compliance Audit for the 			


4.	Odisha Coal and Power Limited (OCPL) Unit office at Manoharpur Mines, Sundergarh.	period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any).	07.10.2023 to 13.10.2023	06	Oct-8,14,15
Transit to Bhubaneswar on 14.10.2023(Holiday)					
4.	Odisha Coal and Power Limited (OCPL) Zone-A, ground floor, Fortune Tower, Chandrasekharpur, Bhubaneswar – 751023 Odisha.	3 rd spell of Compliance Audit for the period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any).	16.10.2023 to 20.10.2023	05	
5	Addl. Chief Secretary. to Government of Odisha, Energy Department, 2 nd Floor, Kharavel Bhawan Gopabandhu Marg, Keshari Nagar, Bhubaneswar-751001 Odisha	Compliance Audit for the period from 2022-23 till date of audit and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any).	25.10.2023 to 03.11.2023	08	Oct-21,22,23,24,28,29

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(Hq.)ID- audit@amg1a@gmail.com 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.


13-10-2023


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

Memo No. AMG-I (Hqrs.)-11/TP/AP-04/2023-24/482

Date: 13.10.2023

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


13-10-2023

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