

Revised Tour programme of AMG – I (AP-5) for 1st & 2nd Quarter of 2023-24

Manned by: - S/Shri

1. Gagan Chandra Nayak, Sr. AO (Coml.)
2. Bidyadhar Patra, AAO (Coml)
3. Ashish Biswas, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	Pr. Secretary to Govt. of Odisha, Micro, Small & Medium Enterprise Department, Kharavel Bhavan, Bhubaneswar: 751001. secy-msme.od@nic.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 (if any). 	21.06.2023 to 05.07.2023	11	June- 24, 25 & 30 July -2 -
2.	Managing Director, Odisha Power Generation Corporation Ltd (OPGC) Zone-A, 7 th Floor, Fortune Tower, Chandrasekhar Pur, Bhubaneswar-751023	<ul style="list-style-type: none"> • Financial Audit for the FY 2022-23 	06.07.2023 to 07.07.2023	02	July- 08,09
<i>Transit to Banharpalli on 10.07.2023</i>					
3	IB Thermal Power Station, Banharpalli ,OPGC	Information and document collection regarding transaction details of OPGC.	11.07.2023 to 18.07.2023	7	July-16
<i>Transit from Banharpalli to Bhubaneswar on 18.07.2023(AN)</i>					
4	Managing Director, Odisha Power Generation Corporation Ltd (OPGC) Zone-A, 7 th Floor, Fortune Tower, Chandrasekhar Pur, Bhubaneswar-751023	Continuation of Financial Audit for the FY 2022-23	19.07.2023 to 21.07.2023	3	July-22 & 23
Report to Hdqtr on 24.07.2023 for submission of draft report					
5.	Director Of Industries, Cuttack Kila Maidan, Buxi Bazar, Cuttack, 753001 diorissa@nic.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 (if any). 	25.07.2023 to 08.08.2023	12	July- 28,30 Aug-08

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(Hqr)ID- audit2amg1@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.

Sd/-

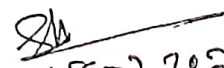
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I(Hqrs.)-12/TP/AP-05/2023-24/238

Date: 18.07.2023

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to Sr. 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


18.07.2023

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