

Manned by: - S/Shri

1. Gagan Chandra Nayak, Sr. AO (Coml.)
2. Ashish Kumar, AAO (Coml) (From 17.08.2023)
3. Ashish Biswas, AAO (Coml.)

Sl. No.	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holiday s.
1.	Director Of Industries, Cuttack Kila Maidan, Buxi Bazar, Cuttack, 753001 diorissa@nic.in	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> spell of Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	25.07.2023 to 07.08.2023	11	July-28,30 Aug-06
Desk review of Financial Audit of OSIC at Headquarters on 08-08-2023.					
2.	Odisha Small Industries Corporation Ltd., Cuttack	<ul style="list-style-type: none"> <li>• Financial Audit for the year 2019-20</li> </ul>	09.08.2023 to 24.08.2023	12	Aug-12,13,15,20,26,27
Submission of Accounts of OSIC at Headquarters on 25.08.2023					
3.	Director Of Industries, Cuttack Kila Maidan, Buxi Bazar, Cuttack, 753001 diorissa@nic.in	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Spell of Compliance Audit for the year 2022-23.</li> </ul>	28.08.2023 to 02.09.2023	5	Aug-26,27,30, Sept-03
4.	Director Of Export Promotion & Marketing, Bhubaneswar Raptani Bhawan, BDA Commercial Complex, Near ID Market Road, IRC Village, Nayapalli, Bhubaneswar, 751015,depm@nic.in	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Spell of Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	04.09.2023 to 05.09.2023	02	Sept-06
5.	Odisha Rail Infrastructure Development Ltd 6th Floor, IDCO Towers, Janpath, Bhubaneswar - 751022, Odisha	<ul style="list-style-type: none"> <li>• Financial Audit for the year 2022-23</li> </ul>	07.09.2023 to 14.09.2023	06	Sept-09,10
Shri Gagan Nayak, SAO,deputed to GM,OPTCL, Jeypore for Collection of relevant KD relating to DN on "Avoidable expenditure towards Penal NPV of Rs. 0.69 Cr.", rest party members to follow the tour program as mentioned below.					
6.	Director Of Export Promotion & Marketing, Bhubaneswar	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> spell of Compliance Audit</li> </ul>	15.09.2023 to 26.09.2023	07	Sept-17,23,24
Transit to Jajpur on 27.09.2023(FN)					
7.	District Industries Centre, Kalinga Nagar, Jajpur Road, Kalinga Nagar, At:Chandama, Near Adarsha Police Station, Jajpur Road-755019, Jajpur	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> spell-Compliance Audit for the year from 2021-22 to 2022-23 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	27.09.2023 to 03.10.2023	04	Sept-28 Oct-01,02,08
Transit to Bhubaneswar on 03-10-2023(AN), Report to Headquarter for Group meeting on 04-10-2023.					
8.	Odisha Hydro Power Corporation Limited. OSPHWC Building Vani vihar Chowk, Janpath,Bhubaneswar-751022	<ul style="list-style-type: none"> <li>• Financial Audit for the year from 2022-23</li> </ul>	05.10.2023 to 07.10.2023	03	Oct-8,14,15,21
	Transit To Jeypore on 08.10.2023				
	Upper Kolab Hydro Electric Project (UKHEP) , Jeypore	Unit of OHPC for Financial Audit for the year from 2022-23	09.10.2023 to 10.10.2023	02	
Transit to Balimela on 11.10.2023 (FN)					
	Balimela Hydro Electric Project, Balimela	Unit of OHPC for Financial Audit for the year from 2022-23	11.10.2023 to 12.10.2023	02	

Transit To Bhubaneswar on 13.10.2023

	<b>OHPC Corporate Office, Bhubaneswar, OSPHWC Building Vanivihar Chowk, Janpath Bhubaneswar-751022</b>	Unit of OHPC for Financial Audit for the year from <b>2022-23</b>	16.10.2023 to 19.10.2023	04	
Submission of accounts of OHPC at Hqrs on 20.10.2023(FN)				11	Oct- 21,22,2 3,24
Transit To Kalinga Nagar, Jajpur on 25.10.2023 (FN)					
9	<b>District Industries Centre, Kalinga Nagar, Jajpur Road, Kalinga Nagar, At:Chandama, Near Adarsha Police Station, Jajpur Road-755019, Jajpur</b>	2 <sup>nd</sup> spell- Compliance Audit for the year from <b>2021-22 to 2022-23</b> and other activities, schemes & policies etc.	25.10.2023 to 31.10.2023	05	28,29
Transit to Bhubaneswar on 31.10.2023 (AN)					
10	<b>Odisha Power Generation Corporation Limited (OPGC) Zone-A, 7th Floor, Fortune Tower, Chandrasekhar Pur, Bhubaneswar-751023</b> <i>Energy</i>	<ul style="list-style-type: none"> <li>Compliance Audit for the year from <b>2022-23 till date of audit</b> and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/ complaint cases (if any).</li> </ul>	01.11.2023 to 23.11.2023	19	Nov- 05,11,12 ,19
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 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- audit2amg1@gmail.com](mailto: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.

  
6.10.2023

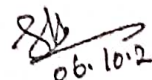
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 06.10.2023

**Memo No. AMG-I(Hqrs.)-12/TP/AP-05/2023-24/471**

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

  
06.10.2023

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