

**TOUR PROGRAMME OF PARTY-V (23.03.2026) AND INSPECTING OFFICER OF  
AMG-I FOR THE 4th QUARTER OF 2025-26**

<p>Sri Gagan Chandra Nayak, SAO(C) Sri Kishan Chandra Chakraborty (C) (9450685074) Sri Bhaskar Kumar, AAO(P) (7595821092)</p>
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Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
08.01.2026 To 15.01.2026	05	MD Civil Supplies Corpn. Ltd. BBSR, (First Spell)	Jan- 10,11,14,18,23,24,25,26
<i>Desk review of OFDC on 16.01.2026 at Hqrs. Holiday on 17.01.2026 and 18.01.2026</i>			
19.01.2026 To 22.01.2026	04	Financial Audit of Odisha Forest Development Corp., Bbsr.#	Jan-17,18,23,24,25,26
27.01.2026	01	Unit Visit to Dhenkanal(C) Division	
28.01.2026	01	Unit visit to Angul CKL Division	
29.01.2026 To 31.01.2026	03	O/o the MD,OFDC	
<i>Transit to Jeypore on 01.02.2026 (Holiday)</i>			
02.02.2026 To 13.02.2026	11	DM and CSO, OSCSC Ltd. Jeypore	Feb-1,8,14,15
Transit to Headquarters on 14.02.2026 Holiday on 15.02.2026 Submission of report at Headquarters on 16.02.2023			
<i>Transit to Baripada on 17.02.2026</i>			
18.02.2026 To 06.03.2026	12	DM and CSO, OSCSC Ltd, Baripada	Feb-22,28 Mar-1,3,4,8
<i>Transit to Bhubaneswar on 07.03.2026</i>			
09.03.2026 To 30.03.2026	15	MD, OSCSC Ltd, Bhubaneswar (2 <sup>nd</sup> spell)	Mar- 14,15,21,22,27,28,29
<i>Submission of Report at Headquarters on 01.04.2026</i>			

# The Audit Team will avail Morning Transit to Dhenkanal (C) Division on 27.01.2026, Evening Transit from Dhenkanal to Angul on 27.01.2026 and Evening Transit back from Angul to Bhubaneswar on 28.01.2026.

**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. **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.
7. 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.
8. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit. .
9. 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.
10. **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.
11. **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/-

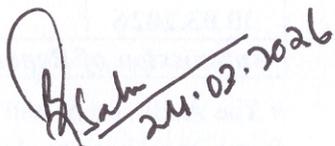
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 24.03.2026

Memo No. AMG-I (Hqrs.)-11/TP/AP-05/2025-26/ 1211

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 (PSU)
4. BO, EDP Cell
5. AMG - I(Hqrs.) – T.D. Seat/Spare Copy

  
24.03.2026  
Sr. Audit Officer/AMG-I (Hqrs.)

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