

Revised Tour programme (07.01.2025) of AMG – I/AP-03 for the year 2024-25

Manned by: -

S/Shri

1. Sanjay Kumar Panigrahi, Sr. AO
2. Debashish Das, AAO
3. Nishamani Sahoo, AAO
4. Ghanshyam, AAO(P) (w.e.f 01.01.2025)

Sl. No.	Name of the unit	Audit type	Period of visit	No. of days	Holidays Remarks
Transit to Berhampur on 24.11.2024					
1.	ED, Southern Zone & EHT (C) Division, Berhampur	Performance Audit of Accounts for the year 2019- 20 to 2023-24	25.11.2024 to 07.12.2024	13	24 th , 30 th Nov & 8 th Dec 2024
Transit to Jeypore on 08.12.2024					
2.	EHT (O&M) Circle, Division & GRID Sub-stations, Jeypore	Performance Audit of Accounts for the year 2019- 20 to 2023-24	09.12.2024 to 13.12.2024	05	08 th Dec 2024
Transit to Rayagada on 14.12.2024					
3.	EHT (C) Circle, Division, Rayagada	Performance Audit of Accounts for the year 2019- 20 to 2023-24	16.12.2024 To 19.12.2024	04	14 th & 15 th Dec 2024
Transit to Berhampur on 19.12.2024 (AN)					
4.	ED, Southern Zone & EHT (C) Division, Berhampur	Performance Audit of Accounts for the year 2019- 20 to 2023-24	20.12.2024 To 27.12.2024	08	Dec 2024-22,25
Transit to Bhubaneswar on 27.12.2024 (AN)					
5.	OPTCL Headquarters, Bhubaneswar	Performance Audit of Accounts for the year 2019- 20 to 2023-24	30.12.2024 To 07.1.2025	08	Dec 2024-28,29 Jan-05
Transit to Angul on 08 Jan 2025(FN)					

6.	Central zone, three construction divisions, O&M Circles & divisions, selected substations & switching stations	Performance Audit of Accounts for the year 2019-20 to 2023-24	08-01-25 To 29-01-25	15	Jan-11,12, 14, 19, 23,25 & 26
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Transit to Cuttack on 30th January 2025(FN)

7.	Central zone, three construction divisions, O&M Circles & divisions, selected substations & switching stations	Performance Audit of Accounts for the year 2019-20 to 2023-24	30-01-25 To 11-02-25	10	Feb- 2,8, 9
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Transit to Bhubaneswar on 12th February 2025(FN)

8.	Central zone and sub-stations at Headquarters, Khurda and Puri	Performance Audit of Accounts for the year 2019-20 to 2023-24	12-02-25 To 24-02-25	10	Feb-16, 22 & 23
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Transit to Paradeep on 25 February 2025

9.	Construction, O&M Divisions, sub-station and switching stations	Performance Audit of Accounts for the year 2019-20 to 2023-24	25-02-25 To 11-03-25	10	Feb-26 Mar- 2 & 8
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Transit to Bhubaneswar 12th March 2025

Note: In Central zone nine projects, eleven sub-stations and four switching stations are to be covered. This involves visits to the Zone office, three construction divisions (Angul, Cuttack and Paradeep), O&M Circle (Bhubaneswar, Cuttack and Chainpal), eight O&M divisions (Bhubaneswar, Khurda, Puri, Choudwar, Paradeep, Chainpal, Dhenkanal and Meramundali) grid-substations (11) and switching stations (4). Further, SLDC, OHPC and GRIDCO is also to be visited. Since it is practically not possible to allocate time initially, the party would submit revised / detailed programme after completion of zone audit.

Note-1: Sri S.K. Panigrahi, SAO came to Headquarters to attend queries of Headquarters on 02-12-2024 by availing transit to Bhubaneswar on 01-12-2024 (Sunday) and transit to Berhampur on 03-12-2024 (FN).

Note-2: Sri S.K. Panigrahi, SAO availed CL on 21-12-2024 and camp leaving permission from 21-12-2024 to 22-12-2024. Sri SK Panigrahi, SAO attended corporate office from 23-12-2024 to 25-12-2024.

Note-3: Sri N. Sahu, AAO came to Headquarters by availing transit from Jeypore to BBSR on 14.12.2024 and stayed at Headquarter on 15.12.2024 (Sunday) to attend RAE and CPD-1 exams on 17-12-2024, 20-12-2024 & 21-12-2024 and at OPTCL Hqrs, BBSR on 16-12-2024, 18-12-2024 and 19-12-2024. He went to Berhampur from BBSR by availing transit on 22-12-2024.

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-sahoosk.odi.sca@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. Adherences 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.



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

Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2024-25/728

Date: 09.01.2025.

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)
3. BO/AMG-I/Vetting (PSU)/Accounts Cell
4. BO/EDP Cell / RO Audit Party
5. T.D. Seat. -2 copies



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