

**Revised (04.03.2025) Tour programme of AMG – I (AP-08) for 4<sup>th</sup> quarter the year 2024-25**

**Manned by: -  
S/Shri/Ms**

1. Sitanshu Mohanty, Sr. AO-Coml.
2. Suresh Kumar, AAO-Coml
3. Vivek Kumar, AAO-Coml. (wef 10.02.25)
4. Hrithik Kumar Verma, AAO (wef 30.12.2024)

<i>Sl No</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays</i>
1.	<b>Industrial Promotion and Investment Corporation of Odisha Limited (IPICOL), Bhubaneswar</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2022-23 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	<b>12.12.2024 To 04.01.2025</b>	<b>18</b>	<b>Dec-14,15,22,25,28,29</b>
2.	<b>Inland Waterways Consortium of Odisha Limited, 3rd Floor, Annex Building Idco Towers, Janpath, Bhubaneswar-751022</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2016 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	<b>06.01.2025 to 10.01.2025</b>	<b>05</b>	<b>Jan-05</b>
3.	<b>Paradip Plastic Park Limited, Idco Tower Saheed Nagar Bhubaneswar 751007</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2022-23 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	<b>13.01.2025 To 18.01.2025</b>	<b>05</b>	<b>Jan-14,19</b>
4	<b>Angul Aluminium Park Private Limited (AAPPL) * Idco Towers Janpath Bhubaneswar, 751022.</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2018-19 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	<b>20.01.2025 To 27.01.2025</b>	<b>5</b>	<b>Jan-23,25,26</b>
5.	<b>Orissa Khadi &amp; Village Industries Board, Bhubaneswar</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2022-23 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of Complaint Cases, Press Clippings if any,</li> </ul>	<b>10.02.2025 To 15.02.2025</b>	<b>6</b>	<b>Feb-16</b>
6.	<b>Odisha Electronic Park Limited, Bhubaneswar</b>	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year from 2017-18 to 2023-24 and other</li> </ul>	<b>17.02.2025</b>	<b>3</b>	

		activities, schemes & policies etc. • Scrutiny of Complaint Cases, Press Clippings if any,	To <b>19.02.2025</b>		
6.	<b>Odisha Electronic Park Limited, Bhubaneswar</b>	• Continuation of Compliance Audit for the financial year from 2017-18 to 2023-24	<b>#05.03.25</b> to <b>10.03.25</b>	4	<b>March-8,9</b>
7.	<b>Start Up Odisha, 2nd 2nd floor, Tower-A, Odisha Startup Incubation Centre(O-Hub), Special Economic Zone, Chandaka, Bhubaneswar-751024,</b>	• Compliance Audit for the financial year from 2022-23 to 2023-24 and other activities, schemes & policies etc. • Scrutiny of Complaint Cases, Press Clippings if any,	<b>11.03.25</b> to <b>03.04.25</b>	16	<b>March-2,5,8,9,14,15,16,22,23</b> <b>Apr-01</b>

*Report to Headquarters for submission of Draft Inspection Report on 04.04.2025*

*\*The party was stationed at hqrs from 28.01.25 to 07.02.25 for submission of draft reports.*

*# The party was engaged in Financial Audit of OSIC for the period 20.02.25 to 04.03.25*

#### **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-barikhs.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 of 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.

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.**

*Sd/-*

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

Memo No. AMG-I (Hqrs.)-13/TP/AP-08/2024-25/ 864

Date: 05.03.2025

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG -I (Vetting)
3. BO, EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat/Spare Copy

*An*  
05.03.2025

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