

Revised (22.04.2025) Tour programme of AMG – I (AP-04) for 4th quarter the year 2024-25

Manned by: -

S/Shri/Ms

1.Shri P.C Pattanayak, Sr.AO

2.Shri Harihar Sahoo,AAO

3.Shri Prabal Kr. Das, Asst. supr

Sl. No	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays
1.	OPTCL Headquarters, BBSR	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	30.12.24 To 10.01.25	11	Jan-5,11,12
Transit to Northern zone, Baleswar, OPTCL on 12.01.2025					
2.	Northern Zone, OPTCL, Baleswar	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	13.01.25 to 18.01.25	5	Jan-14
Transit to Bhubaneswar on 19.01.2025					
3.	OPTCL Headquarters at Bhubaneswar and mid-term appraisal on 24.01.2025	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	20.01.2025 to 01.02.2025	10	Jan-23,25,26
Transit to J.K Road on 02/02/2025					
4.	O&M Circle, Construction Circle, O&M Division-New Duburi, Switching station-BRPL, New Duburi GSS	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	03.02.2025 To 10.02.2025	6	Feb-8,9
Transit to Keonjhar on 11.02.2025(FN)					
5.	Construction Division, Keonjhar, O&M Division Keonjhar Road, Telkoi GSS, Bolani Switching Station, Rungta Switching Station	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	11.02.2025 to 18.02.2025	7	Feb-16
Transit to Baleswar on 18.02.2025					
6.	Chandipur GSS,O&M Divn, Northern Zone, Baleswar, O&M Divn, Bhadrakh, Dharma GSS, Baripada, Dhamra GSS, Baripada O&M Divn,Baripada GSS & Betanoti GSS	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	19.02.2025 To 07.03.2025	12	Feb-22,23,26 Mar-2,5
Transit to Bhubaneswar on 08.03.2025					

7.	Consolidation at OPTCL Hqrs, Bhubaneswar	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	10.03.2025 to 19.04.2025	28	Mar- 8,9,14,15,16, 22,23 Apr- 01,06,12,13, 14,18,20
Report to Headquarters on 21.04.2025(FN) for submission of Draft PA Report					
Transit to Berhampur on 22.04.2025					
8.	Southern Zone, OPTCL, Berhampur	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	23.04.2025 to 25.04.2025	03	Apr- 26,27
Transit to Burla on 27.04.2025					
9.	Western Zone, OPTCL, Burla	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	28.04.2025 to 29.04.2025	02	
Transit back to Bhubaneswar on 30.04.2025 and Report to Headquarters on 01.05.2025(FN)					

Mandatory Instructions to Field Parties

- 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.
- 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.
- 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).
- 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.
- 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.
- 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.
- 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.
- 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.
- Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
- 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.)
- Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
- 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/-

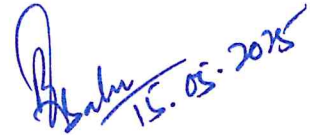
Sr. Audit Officer/AMG-I (Hqrs.)

Date. 15.05.2025

Memo No. AMG-I (Hqrs.)-13/TP/AP-04/2024-25/99

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

 15.05.2025

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

1. The first part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

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