

**TOUR PROGRAMME OF PARTY-XI AND INSPECTING OFFICER OF AMG-I FOR  
THE 4<sup>th</sup> QUARTER OF 2025-26**

Sri Prakash Ch. Pattanayak, Sr.AO  
Sri Debasis Das, AAO  
Sri Ghanshyam, AAO

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
<b>Transit to Bhubaneswar on 18.01.2026 (holiday)</b>			
19.01.2026 to 26.01.2026	04	Electrical Division-II, IDCO, BBSR	Jan- 18,23,24,25 &26
27.01.2026 To 28.01.2026	02	At Hdqrs for finalization of PA Report on OPTCL with DG (Consultant)	
29-01-2026 to 30-01-2026	02	Electrical Division-II, IDCO, BBSR	
31-1-2026 To 11-02-2026	10	MSME-II, IDCO, BBSR	Feb-1 & 8
<b>Transit to Bolangir on 12.02.2026</b>			
13.02.2026 to 24.02.2026	09	Bolangir Division, IDCO IE, Bolangir	Feb- 14 &15, 22
<b>Transit back to BBSR on 25.02.2026</b>			
26-02-2026 to 13-3-2026	11	MSME-I, IDCO, BBSR	Feb-28 March- 1,3,4,8 ,14
<b>Transit to Koraput on 15.03.2026 (Holiday)</b>			
16-3-2026 to 26-3-2026	9	Koraput Division, IDCO IE Koraput	March- 21& 22
<b>Transit back to BBSR on 27.03.2026 (Holiday)</b>			
30.03.2026 to 17.04.2026	13	MD, IDCO, Bhubaneswar	March-28,29 and April 1,3,5,11,12,14
<b>Further program follows...</b>			

**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- [santanukb.comm@cag.gov.in](mailto:santanukb.comm@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. 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.)

Date: 02.02.2026

Memo No. AMG-I (Hqrs.)-17/TP/AP-11/2025-26/1018

Copy forwarded to: -

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

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