

**TOUR PROGRAMME OF PARTY-XI AND INSPECTING OFFICER OF AMG-I  
FOR THE 3rd 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
11.09.2025 to 26.09.2025	14	<ul style="list-style-type: none"> <li>Compliance Audit of BCOD-II, IDCO Bhubaneswar</li> <li>Verification of land allotted to KIIT University</li> <li>Collection of replies to PDPs i.r.o. IDCO</li> <li>Collection of data requisitioned from IDCO</li> </ul>	Sept- 14,21,27,28
Report to Headquarter on 29.09.2025 and 30.09.2025			
Holiday on 01.01.2025 and 02.10.2025			
03.10.2025 to 06.10.2025	3	<ul style="list-style-type: none"> <li>Resumption of Compliance Audit of BCOD-II, IDCO Bhubaneswar</li> <li>Verification of land allotted to KIIT University</li> <li>Collection of replies to PDPs i.r.o IDCO</li> <li>Collection of data requisitioned fom IDCO</li> </ul>	Oct-7
08.10.2025 To 16.10.2025	7	Compliance Audit of Electrical Division-I, IDCO Bhubaneswar	Oct-11,12
Collection of Land bank information relating to IDCO on 17.10.2025 and 18.10.2025			
Preparation of materials for exit conference of OPTCL from 20.10.2025 to 10.11.2025			
11.11.2025 To 13.11.2025	3	Resumption of Compliance Audit of Electrical Division-I, IDCO Bhubaneswar	
14.11.2025 To 29.11.2025	13	Compliance Audit of Cuttack Civil Division, IDCO IE, Jagatpur	Nov-16,22,23
Transit to Rourkela on 30.11.2025(Holiday)			
01.12.2025 to 12.12.2025	11	Rourkela Division, IDCO IE, Kalulnga	Dec- 07
Transit to Headquarters on 13.12.2025(Holiday)			
15.12.2025 to 20.12.2024	06	Compliance Audit of Electrical Division-II,IDCO, BBSR	



Transit to Bolangir on 21.12.2025(Holiday)			
22.12.2025 to 03.01.2026	10	Bolangir Division, IDCO IE, Bolangir	Dec- 25,27,28 Jan-04
Transit back to Headquarters on 04.01.2026(Holiday)			

### **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 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.

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



**Memo No. AMG-I (Hqrs.)-17/TP/AP-11/2025-26/ 653**

**Date: 10.11.2025**

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

*Handwritten signature*

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