

Tour programme of AMG – I (AP-XIII) for the year 2025-26

1. Sanjay Kumar Panigrahi, Sr. AO-Coml. (w.e.f 07.08.2025)
2. Harihar Sahoo, AAO-Coml (w.e.f 11.08.2025)
3. Kishan Chandra Chakraborty, AAO-Coml. (w.e.f 07.08.2025)

Sl. No	Name of the auditee.	Audit Type	Period of audit	No. of days.	Holidays
1.	Odisha Power Transmission Corporation Limited (OPTCL)	Financial Audit of Accounts for the year 2024-25	07.08.2025 to 19.08.2025	09	Aug-09,10,15,17
Transit to O&M Circle and Construction Division of OPTCL at Bolangir, on 20.08.2025, Sri K. C .Chakrabarty, AAO will be at OPTCL headquarter, Bhubaneswar during the period 20.8.2025 to 22.08.2025					
2	Sri H. Sahoo, AAO	O&M Circle and Construction Division of OPTCL at Bolangir	21-08-2025 to 22-08-2025	02	Aug-23
Transit to Berhampur on 24 August 2025. Sri S. K. Panigrahi, SAO and Sri K. C. Chakraborty, AAO will take transit to Berhampur from Bhubaneswar on 24-08-2025					
3	Sri S. K. Panigrahi, SAO Sri H. Sahoo, AAO Sri K.C. Chakraborty, AAO	Construction Circle, Raygada at Berhampur and O&M Circle, Berhampur OPTCL	25-08-2025 to 26-08-2025	02	
Transit back to Bhubaneswar on 27-08-2025					
4	Sri S. K. Panigrahi, SAO Sri H. Sahoo, AAO Sri K.C. Chakraborty, AAO	OPTCL Headquarter, Bhubaneswar	29-08-2025 to 30-08-2025	02	Aug-27, 28.
Submission of draft provisional comments along with other key documents at Local Headquarter on 01-09-2025					

Note-S.K. Panigrahi, SAO is leaving the party from 17.08.2025 to 23-08-2025 to attend a training programme on Audit of Renewable at iCED, Jaipur.

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- **audit2amg1@gmail.com** 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.)

Memo No. AMG-I (Hqrs.)-210/Selection of Accounts/2025-26/356

Date. 19.08.2025

Copy forwarded to: -

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

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19/8/25

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