

**Revised Tour programme of AMG-I (AP-4) for 1<sup>st</sup> Quarter of 2023-24**

**पार्टी कार्मिक/Party Personnel:-  
सर्वश्री/S/Sri**

1. Sanjay Kumar Panigrahi, Sr. AO (Comml.)
2. Jogesh Kumar Mishra, AAO (Comml.)
3. Sukesh Kumar, AAO (Comml.)

क्रम सं./S L. No	ऑडिट का नाम/ Name of the auditee.	लेखापरीक्षा प्रकार/ Audit Type	Period of audit	दिनों की सं. No. of days.	अवकाश Holidays.	टिप्पणियां/ Remarks
1.	Pr. Secretary to Govt of Odisha, Industries Department., Bhubaneswar indsec.or@nic.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year <b>2022-23</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	12.06.2023 to 16.06.2023	03	June- 14, 15, 18, 20, 24 & 25	-
2.	Odisha Coal & Power Limited, Chandrasekharapur, Bhubaneswar	<ul style="list-style-type: none"> <li>• Supplementary Audit of Accounts for the year 2022-23.</li> </ul>	17.06.2023 to 06.07.2023	13	18,20,24,25,30 July-2	
3	Industrial Promotion And Investment Corporation Of Odisha Limited (IPICOL), Bhubaneswar	<ul style="list-style-type: none"> <li>• Supplementary Audit of Accounts for the year <b>2022-23</b>.</li> </ul>	07.07.2023 to 17.07.2023	07	July-08,09,16	
<b>Report to Headquarters for submission of Draft Supplementary Audit report on 18.07.2023(FN)</b>						
4	Pr. Secretary to Govt of Odisha, Industries Department., Bhubaneswar indsec.or@nic.in	<ul style="list-style-type: none"> <li>•Compliance Audit for the year 2022-23 and other activities, schemes &amp; policies etc.</li> <li>•Scrutiny of press clipping/complaint cases (if any).</li> </ul>	19.07.2023 to 25.07.2023	05	July-22,23	
5	Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar cmd@idco.in, md@idco.in	<ul style="list-style-type: none"> <li>• Compliance Audit for the year <b>2022-23</b> and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	26.07.2023 to 14.08.2023	15	July-28, 30 Aug-06,12,13	
<b>Further programme 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- [audit2amg1@gmail.com](mailto: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.

Sd/-

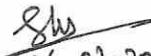
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-11/TP/AP-05/2023-24/203

Date: 06.07.2023

Copy forwarded to: -

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

  
06.07.2023

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