

**TOUR PROGRAMME OF PARTY-V AND INSPECTING OFFICER OF AMG-I FOR
THE 3rd QUARTER OF 2025-26**

Sri Gagan Chandra Nayak, SAO(C)
Sri Kishan Chandra Chakraborty (C) (9450685074)
Sri Bhaskar Kumar, AAO(P) (7595821092)
Sri Santosh Kumar Behera, AAO (9437584031)(w.e.f
29.10.2025)(Temp.)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
18.09.2025 to 08.10.2025	12	Odisha Tourism Development Corporation Limited (OTDC), Bhubaneswar (FY 2023-24 to 2024-25)	Sept-21,27,28 Oct-01,02,05
<i>Report to Hqrs. On 09.10.2025 and 10.10.2025 for submission of report and preparation of desk review for the Financial Audit of Odisha Rail Infrastructure Development Corp. Ltd. FY 2024-25</i>			
13.10.2025 to 22.10.2025	07	Financial Audit of Odisha Rail Infrastructure Development Corp. Ltd. FY 2024-25	Oct- 11,12,19,20,21
<i>Report to Hqrs. for Desk Review on 23.10.2025</i>			
24.10.2025 to 28.10.2025	04	MD, Odisha Forest Development Corporation, BBSR.	Oct- 26
<i>Report to Hqrs. for Desk Review for the Financial Audit of Odisha Construction Corporation Ltd. For the FY 2023-24 on 29.10.2025</i>			
30.10.2025 to 12.11.2025	10	Financial Audit of Odisha Construction Corporation Ltd. For the FY 2023-24	Nov-02,05,08,09
13.11.2025 to 02.12.2025	16	Remaining part of Compliance audit of MD, Odisha Forest Development Corporation, BBSR.	Nov-16,22,23,30
<i>Transit to Baripada on 3.12.2025</i>			
04.12.2025 to 12.12.2025	08	Divisional Manager, OFDC, Baripada	Dec-07
<i>Transit to Bhubaneswar on 13.12.2025 (Holiday). Holiday on 14.12.2025</i>			
<i>Report to Headquarters for Desk review on 15.12.2025</i>			
16.12.2025 to 26.12.2025	09	Odisha State Warehousing Corporation	Dec-21,25
<i>Further programme follows...</i>			

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. **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.
7. 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.
8. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit. .
9. 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.
10. **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.
11. **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/-

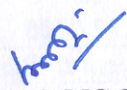
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-11/TP/AP-05/2025-26/ 619

Date: 29.10.2025

Copy forwarded to: -

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


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