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
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			
13.10.2025 to 22.10.2025	07	Financial Audit of Odisha Rail Infrastructure Develpoment Corp. Ltd. FY 2024-25	Oct- 11,12,19,20,21
Report to Hqrs. for Desk Review on 23.10.2025			
24.10.2025 to 28.10.2025	04	MD, Odisha Forest Development Corporation, BBSR.	Oct- 26
Report to Hqrs.for Desk Review for the Financial Audit of Odisha Construction Corporation Ltd. For the FY 2023-24 on 29.10.2025			
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
Transit to Baripada on 3.12.2025			
04.12.2025 to 12.12.2025	08	Divisional Manager, OFDC, Baripada	Dec-07
Transit to Bhubaneswar on 13.12.2025 (Holiday). Holiday on 14.12.2025			
Report to Headquarters for Desk review on 15.12.2025			
16.12.2025 to 26.12.2025	09	Odisha State Warehousing Corporation	Dec-21,25
Further programme follows…			

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.)