

Tour programme of AP-10 for 4<sup>th</sup> quarter of 2024-25

पार्टी कार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. Brajendra Nahak, SR.AO -Coml
2. Rupesh Kumar Choudhary , AAO -Coml
3. Tarun Pal, AAO- Coml

Sl. No.	Name, address & contact no.of the Auditee.	Audit Type	Period of audit	No. of days	Holiday(s)
<b>Transit to Ib Thermal Power Plant, Banharpalli, OPGC, Jharasuguda on 23.02.2025</b>					
1.	Ib Thermal Power Plant, Banharpalli, OPGC, Jharasuguda <i>preparation for</i>	<ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc</li><li>• Scrutiny of press clipping/complaint cases (if any).</li><li>• Pilot study of Performance</li><li>• Audit on "Activities of Odisha Power Generation Corporation (OPGC) and its subsidiaries".</li></ul>	24.02.2025 to 13.03.2025	13	Feb:26 Mar: 02,05,08,09, 14,15,16
<b>Shri Brajendra Nahak, SAO(Coml.) to avail transit to Bhubaneswar on 08.03.2025, he will verify the records of OPGC, Bhubaneswar thereafter</b>					
<b>Transit to Bhubaneswar for other party members (i.e Sri Rupesh Kr. Choudhary &amp; Tarun Pal) on 14.03.2025.</b>					
<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-sahoosk.odi.sca@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/purposes should 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.**

*Am*  
21.02.2025  
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-17/TP/AP-10/2024-25/

Date: 21.02.25

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

*Am*  
21.02.2025  
Sr. Audit Officer/AMG-I (Hqrs.)

*Rajeev*  
21.02.25