

**Tour programme(26.11.2024) of AP of AMG – I for the 3<sup>rd</sup> quarter of the year 2024-25**

**Manned by: -  
S/Shri**

1. Shri P. C. Pattanayak, Sr. Audit Officer
2. Shri H. Sahoo, AAO
3. Shri K. Suman, AAO\*

Sl. No	Name of the Unit to be visited	Audit Type	Period of Audit	Working Days	Holidays
1	OPTCL Headquarters Bhubaneswar	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	30.09.2024 to 17.11.2024	32	Oct-2,6,10-13,16,20,26,27,31 Nov-3,9,10,15
<b><i>Transit to Burla on 18 November 2024</i></b>					
2	WesternZone,OPTCL, Burla	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	19.11.2024 to 27.12.2024	31	Nov-23, 24, Dec-1,8,13-14, 22, 25
<b><i>Transit back to Bhubaneswar on 28<sup>th</sup> December 2024,</i></b>					
3	Scrutiny of records at OPTCL Headquarter related to Northern Zone	Performance Audit of Transmission and SLDC activities of OPTCL for the year 2019-20 to 2023-24	30.12.2024 to 04.01.2025	6	Dec-29

**Note: In the Western zone seven projects and nine sub-stations are to be covered. This involves visit of construction divisions, O&M divisions and grid-substations. Since it is not practically possible to allocate time initially, the party would submit revised/detailed programme after covering zone.**

**The party may be allowed to stay at Sambalpur due to non-availability of Hotel at Burla.**

**\*Shri Kadi Suman, AAO (on leave from 21-11-2024 to 1-12-2024 and he will join in the party on 2-12-2024). From 18-11-2024 to 20-11-2024 he will remain at OPTCL hdqrs with Party-3)**

**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. Adherences 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.



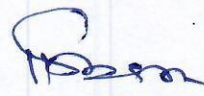
Sr. Audit Officer/AMG-I (Hqrs.)

Date: 27.11.2024

No: AMG-I (HQ)/235/PA-OPTCL/2024-25/601

Copy forwarded to: -

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



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