

Revised (02-12-2024) Tour programme of AMG – I (AP-05) for 3rd & 4th Quarter of 2024-25

Manned by: - S/Shri


1. Santanu Kumar Behera, Sr.AO (w.e.f. 07.08.2024)
2. Nishikant Mishra, AAO (w.e.f. 01.08.2024)
3. Rupesh Kumar Choudhary, AAO*

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
Transit to Jajpur on 02.11.2024(FN)					
1	Divisional Head, Jajpur Road Division, IDCO, Pankapal IB	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	02.11.2024 to 05.11.2024	3	Nov-03
Transit to Bhubaneswar on 5.11.2024(AN)					
Collection of information relating to 16th Finance Commission from 06.11.2024 to 16.11.2024					
Transit to Jajpur on 17.11.2024(Holiday)					
2	Divisional Head, Jajpur Road Division, IDCO, Pankapal IB	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	18.11.2024 to 27.11.2024	8	Nov-23,24
Transit to Sambalpur on 28.11.2024					
3	Divisional Head, Sambalpur Division, IDCO, Barepalli	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	29.11.2024 to 11.12.2024	11	Dec-1,8
Transit to Bhubaneswar on 12.12.2024					
4.	CMD, GRIDCO Ltd, Janpath Rd, Gridco Colony, Bhoi Nagar, Bhubaneswar, Odisha 751022	Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc.	13.12.2024 to 22.01.2025	30	Dec-14,15,22,25,28,29 Jan-5,11,12,19
5.	MD, Odisha Power Generation Corporation Limited (OPGC) 7th. Floor, Module – A, Fortune Towers, Chandrasekharpur, Bhubaneswar-751023	Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc.	24.01.2025 to 21.02.2025	23	Jan-23,25,26 Feb-02,08,09,16
Further programme follows....					

***Shri Rupesh Kumar Choudhary, AAO will remain on leave from 04.12.2024 to 27.12.2024. He will join the party on 30.12.2024**

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. **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/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: 04.12.2024

Memo No. AMG-I(Hqrs.)-13/TP/AP-05/2024-25/613

Copy forwarded to: -

1. Secy
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.)