

**Revised Tour programme of AMG – I/AP-03 for the year 2024-25**

**Manned by: -**

**S/Shri**

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<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>
1.	<b>OPTCL Headquarters, Bhubaneswar</b>	Performance Audit of Accounts for the year 2019-20 to 2023-24	<b>30.09.2024 to 22.11.2024</b>	<b>38</b>	<b>Oct-2,6,10-13,16,20,26,27,31</b>
<b>Transit to Berhampur on 24.11.2024</b>					
2.	<b>Odisha Power Transmission Corporation Ltd. (southern zone), Berhampur</b>	Performance Audit of Accounts for the year 2019-20 to 2023-24	<b>25.11.2024 to 27.12.2024</b>	<b>27</b>	<b>Dec-1,8,14-15,22,25</b>
<b>Transit back to Bhubaneswar on 28.12.2024</b>					
3.	<b>OPTCL Headquarters, Bhubaneswar</b>	Scrutiny of records at OPTCL hqrs related to northern zone	<b>30.12.2024 to 04.01.2025</b>	<b>6</b>	<b>Dec-29</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](mailto: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.)

Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2024-25/593

Date 22.11.2024

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.)