Revised TOUR PROGRAMME (11.09.2025) OF PARTY-III AND INSPECTING OFFICER OF AMG-I FOR THE 2ND QUARTER OF 2025-26

Sri **Siba Narayan Sahoo, SAO (C) (9437252566)**
Sri Nishamani Sahoo, AAO (C)*
Sri Prabin Kumar Nayak, AAO (C) (9650655381)
Sri Ankit Vishwakarma, AAO (P) (8250494185)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
09.07.2025 to 22.07.2025	11	Financial Audit of OMC, Bhubaneswar for the FY 2024-25	July- 06,12,13,20
Transit to Barbil on 23.07.2025			
24.07.2025 to 25.07.2025	02	O/o the Regional Manager, Barbil, OMC	July- 26
Transit back to Bhubaneswar on 26.07.2025(Holiday)			
28.07.2025 to 02.08.2025	06	Remaining part of Financial Audit of OMC, Bhubaneswar for the FY 2024-25	July- 27 Aug- 03
Report to Headquarters for submission of Report on 04.08.2025(FN)			
05.08.2025 To 08.08.2025	04	Compliance to instructions of DAG/AMG-I i.r.o financial audit of OMC, Bhubaneswar	Aug-09,10
Prepare the desk review of assigned units of 2nd qtr. of 2025-26 and submit to AG(Au-II) on 11.08.2025			
12.08.2025 to 19.08.2025	06	Green Energy Development Corporation of Odisha Limited (GEDCOL)	Aug- 15,17,
20.08.2025 to 01.09.2025	08	Financial Audit of OTPCL, Bhubaneswar for the FY 2024-25	Aug-23,24, 27,28,31
Submission of report at Headquarters and Desk review for financial audit of GEDCOL for the year 2024-25 on 02.09.2025.			
03.09.2025 to 13.09.2025	09	Financial audit of GEDCOL for the year 2024-25	Sep-05,07,14
15.09.2025 to 19.09.2025	05	Verification of Complaint case at OSRTC, Bhubaneswar	-
Further programme will follow…			

***Shri Nishamani Sahoo, AAO (Coml.) is instructed to join the party after the completion of PA on OPTCL.**

***Sri Ankit Vishwakarma, AAO, nominated to attend training at RTI, Ranchi from 21.07.2025 to 25.07.2025 is instructed to join the audit party at OMC Headquarters on 28.07.2025(FN).**
***Shri Nishamani Sahoo, AAO (Coml.), nominated to attend training at iCED, Jaipur from 18.08.2025 to 22.08.2025 is instructed to join the audit party at OTPCL Headquarters on 25.08.2025(FN).**

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-santanukb.comm@cag.gov.in within seven days of Completion of audit.
7. **Leave:** Prior intimation santanukb.comm@cag.gov.into 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.

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

Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2025-26/484 **Dated: 15.09.2025**

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.)