

**TOUR PROGRAMME OF PARTY-III AND INSPECTING OFFICER OF AMG-I FOR  
THE 1<sup>ST</sup> QUARTER OF 2025-26**

Sri Siba Narayan Sahoo, SAO (C) (9437252566)  
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               |
|--|---------------------|--|--------------------------------|
| <i>Transit to Rengali, Sambalpur on 12.05.2025 (Holiday)</i> |                     |  |                                |
| 13.05.2025<br>to<br>28.05.2025                               | 12                  | Senior General Manager, Hydro Electric Project, Chipilima, Rengali, Sambalpur  | May-<br>18,24,25,27            |
| <i>Transit to Bariniput on 29.05.2025</i>                    |                     |  |                                |
| 30.05.2025<br>to<br>13.06.2025                               | 12                  | Senior General Manager, Upper Kolab Hydro Electric Project, Bariniput, Koraput | June- 01,07,08                 |
| <i>Transit to To Mukhiguda on 14.06.2025(Holiday)</i>        |                     |  |                                |
| 16.06.2025<br>to<br>26.06.2025                               | 10                  | General Manager (EI), Upper Indravati Hydro Electric Project, Mukhiguda        | June-<br>14,15,22,27,<br>28,29 |
| <i>Further programme will follow...</i>                      |                     |  |                                |

**Mandatory Instructions to Field Parties**

- 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.
- 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.
- 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).
- 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.
- 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.

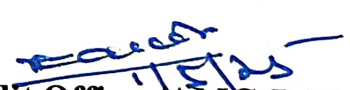
Sd/-

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

Dated: 01.05.2025

**Memo No. AMG-I (Hqrs.)-10/TP/AP-03/2025-26/ 52**  
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.)