

**Revised Tour programme of AMG – I (AP-7) for 2<sup>nd</sup> and 3<sup>rd</sup> Quarter of 2024-25**

**Manned by: - S/Shri**

1. Siba Narayan Sahoo, Sr.AO
2. Aditya Ranjan Samal, AAO
3. Ashish Kumar, AAO
4. Ankit Vishwakarma, AAO

<b>Sl. No.</b>	<b>Name of the auditee.</b>	<b>Audit Type</b>	<b>Period of audit</b>	<b>No. of days.</b>	<b>Holidays.</b>
<b>Desk Review at Hqrs on 03.07.2024 and 04.07.2024</b>					
1.	<b>Managing Director, Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar</b>	<b>Scrutiny of complaint cases:</b> i. Fool supporting documents of Para No. 13, IR 22/2023-24, submitted by Shri Kabi surjiya sing, MIG-A, IDCO Colony, dated 08/05/2024. ii. Complaint letter submitted by Sr.AO/ECPA, Tr.No.49/16.05.2024 reg: continuation of service after retirement of Sri Sukanta Kumar Das, ex-CGM (Fin), IDCO.	05.07.2024 to 21.08.2024	34	<b>July-</b> 07,08,13,14,17, 21,27,28 <b>Aug-</b> 04,10,11,15,18, 19
1.	<b>Managing Director, Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar</b>	Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc	22.08.2024 to 09.10.2024	35	<b>Aug-</b> 24,25,26 <b>Sept-</b> 01,07,08,09,14, 15,16,22,28,29 <b>Oct-</b> 02,06,10,11,12, 13
<b>Transit to Angul on 14.10.2024(FN)</b>					
2.	<b>Divisional Head, Angul Division, IDCO, IE, Angul</b>	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	14.10.2024 to 23.10.2024	08	<b>Oct-</b> 16,20
<b>Transit to Berhampur on 24.10.2024</b>					
3.	<b>Divisional Head, Berhampur Division, IDCO, IE, Berhampur</b>	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	25.10.2024 to 05.11.2024	08	<b>Oct-</b> 26,27,31 <b>Nov-</b> 03
<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 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.

Sd/-

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

Memo No. AMG-I (Hqrs.)-13/TP/AP-07/2024-25/433

Date: 19.09.2024

Copy forwarded to: -

1. PA to D.A.G. (AMG - I)
2. Sr. A.O, AMG -I (Vetting)
3. BO, EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat/Spare Copy

  
19.9.2024  
Sr. Audit Officer/AMG-I (Hqrs.)