

**Revised Tour programme of AMG – I (AP-05) for 4<sup>th</sup> Quarter of 2024-25**

**Manned by: - S/Shri**

1. Santanu Kumar Behera, Sr.AO
2. Nishikant Mishra, AAO
3. Rupesh Kumar Choudhary, AAO (till 05.02.2025)
4. Kajal Gupta, AAO(P)

<b>Sl. No</b>	<b>Name, address &amp; contact no. of the Auditee.</b>	<b>Audit Type</b>	<b>Period of audit</b>	<b>No. of days</b>	<b>Holiday(s)</b>
1.	<b>CMD, GRIDCO Ltd, Janpath Rd, Gridco Colony, Bhoi Nagar, Bhubaneswar, Odisha 751022</b>	Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc.	13.12.2024 to 05.02.2025	40	<b>Dec-14,15,22,25,28,29 Jan-5,11,12,19,23,25,26 Feb-02</b>
2.	<b>OPTCL Headquarters, Bhubaneswar</b>	Performance Audit on "Transmission and SLDC activities of OPTCL" (SCRIP Scheme)	06.02.2025 to 20.03.2025	30	<b>Feb-08,09,16,22,23,26 Mar-02,05,08,09,14,15,16</b>
<b>Report to Headquarters for submission of Report on 21.03.2025(FN)</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-barikhs.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: 05.02.2025

Memo No. AMG-I(Hqrs.)-13/TP/AP-05/2024-25/797

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.)