

Tour programme of AP-09 for 4th quarter of 2024-25

पार्टीकार्मिक/Party Personnel:-

सर्वश्री/S/Sri

1. PRAFULLA KUMAR NAYAK, SR.AO
2. CHANDRA SHEKHAR BEHERA, AAO

Sl. No.	Name, address & contact no.of the Auditee.	Audit Type	Period of audit	No. of days	Holiday(s)
1.	Executive Engineer (Civil) Ports & Inland Water Transport (South) Division, Near STPI, Ambapua, Berhampur Dist. Ganjam -761119	<ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	18.12.2024 to 31.12.2024	10	Dec-22,25,28,29
2.	Additional Chief Engineer-Cum-Electrical Inspector, Berhampur	<ul style="list-style-type: none"> • Desk review and Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	01.01.2025 to 06.01.2025	5 days	Jan-05
Transit to Keonjhar on 07.01.2025					
3.	Additional Chief Engineer-Cum-Electrical Inspector, Keonjhar	<ul style="list-style-type: none"> • Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	08.01.2025 To 15.01.2025	5 days	Jan-11,12,14
Transit to Rourkela on 16.01.2025					
4.	Additional Chief Engineer-Cum-Electrical Inspector, Rourkela	<ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	17.01.2025 to 22.01.2025	5 days	Jan-19,23
Transit to Sambalpur on 23.01.2025(Holiday)					
5.	Additional Chief Engineer-Cum-Electrical Inspector, Sambalpur.	<ul style="list-style-type: none"> • Compliance Audit for the FY 2017-18 to 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	24.01.2025 to 30.01.2025	5 days	Jan-25,26
6.	Chief Engineer-Cum-Chief Electrical Inspector, (Western Zone), Sambalpur	<ul style="list-style-type: none"> • Compliance Audit for the FY 2018-19 to 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	31.02.2025 to 05.02.2025	5 days	Feb-02
Transit to Bargarh on 06.02.2025(FN)					
7.	Superintending Engineer-Cum-Deputy Electrical Inspector, Bargarh	<ul style="list-style-type: none"> • Compliance Audit for the FY 2023-24 and other activities, schemes & policies etc • Scrutiny of press clipping/complaint cases (if any). 	06.02.2025 to 12.02.2025	5 days	Feb-8,9

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) (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.**

Memo No. AMG-I (Hqrs.)-16/TP/AP-09/2024-25/650

Copy forwarded to: -

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

Sr. Audit Officer/AMG-I (Hqrs.)
Date: 18-12-2024

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