

**TOUR PROGRAMME OF PARTY-XIII AND INSPECTING OFFICER OF AMG-I
FOR THE 3rd QUARTER OF 2025-26**

1. Sanjay Kumar Panigrahi, Sr. AO-Coml
2. Harihar Sahoo, AAO-Coml
3. Pratosh Kumar, AAO (P)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
23.09.2025 to 06.10.2025	07	Central (O&M) Zone, OPTCL, Bhubaneswar	Sep- 27,28, Oct-01, 02,05,07,11 & 12.
Report to Hqrs, on 29.09.2025 to 30.09.2025.			
Transit to Angul on 07.10.2025			
08.10.2025 to 10.10.2025	03	EHT (O&M) Circle, Chainpal at Angul	
Transit back to Bhubaneswar on 11-10-2025(holiday)			
13.10.2025 to 15.10.2025	03	Central (O&M) Zone, Bhubaneswar Finalisation of POMs, DIRs, Issue of POMs and Exit Conference	Oct- 11,12
Submission of Draft report on 16.11.2025 and preparation of materials for exit conference at Headquarters from 17-10-2025 to 10.11.2025			
Transit to Berhampur on 11.11.2025(FN)			
11.11.2025 to 19.11.2025	08	Southern Zone (O&M), Berhampur	Nov-16
20.11.2025 to 02.12.2025	10	GM, EHT (construction) Circle, Rayagada at Berhampur	Nov-22,23,30
Transit to Bhubaneswar on 03.12.2025			
Submission of Draft Inspection Report of above two units at local Headquarters on 4/12/2025. Afternoon Transit to Balasore on 4/12/2025			
04.11.2025 to 10.12.2025	06	Northern Zone (O&M), Balasore	Dec-7
Transit to Sambalpur on 11.12.2025			
12.12.2025 to 20.12.2025	07	GM, EHT (construction) Circle, Sambalpur	Dec-7
Transit back to Bhubaneswar on 21.12.2025(Holiday)			
Desk Review of GRIDCO on 22.12.2025			
23.12.2025 to 18.01.2025	21	GRIDCO	Dec- 21,25,27,28 Jan-4,10,11,14

Further Programme follows...

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 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.)-20/TP/AP-13/2025-26/ 686

Date: 18.11.2025

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.)