

Revised (20.01.2025) Tour programme of AMG – I (AP-7) for 3rd & 4th Quarter of 2024-25

Manned by: - S/Shri

1. Siba Narayan Sahoo, Sr.AO
2. Aditya Ranjan Samal, AAO
3. Ashish Kumar, AAO(till 07.01.2025)
4. Ankit Vishwakarma(wef 08.01.2025)

<i>Sl. No.</i>	<i>Name of the auditee.</i>	<i>Audit Type</i>	<i>Period of audit</i>	<i>No. of days.</i>	<i>Holidays.</i>
Desk Review at Hqrs on 03.07.2024 and 04.07.2024					
1.	Managing Director, Orissa Industrial Infrastructure Development Corporation (IDCO), Bhubaneswar	Scrutiny of complaint cases: i. Full 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	July- 07,08,13,14,17,21,27,28 Aug- 04,10,11,15,18,19
2	Managing Director, IDCO, Bhubaneswar	Compliance Audit for the financial year 2023-24 and other activities, schemes & policies etc	22.08.2024 to 26.09.2024	26	Aug- 24,25,26 Sept- 01,07,08,09,14,15,16,22
3	Managing Director, Odisha HydroPower Corporation, Bhubaneswar	Financial Audit for the financial year 2023-24.	27.09.2024 to 09.10.2024	09	Sept- 28,29 Oct- 02,06,10,11,12,13
4	Managing Director, IDCO, Bhubaneswar	Continuation of Compliance Audit for the financial year 2023-24.	14.10.2024 to 01.11.2024	14	Oct- 16,20,26,27,31
Transit to Angul on 02.11.2024 (FN)					
5	Divisional Head, Angul IE, Angul	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	02.11.2024 to 16.11.2024	11	Nov- 03,9,10,15
Transit to Berhampur on 17.11.2024 (Holiday)					
6	Divisional Head, Berhampur IE, Berhampur	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	18.11.2024 to 30.11.2024	11	Nov- 23,24
Transit to Balasore on 01.12.2024 (Holiday)					
7	Divisional Head, Balasore IE, Balasore	Compliance Audit since inception till the financial year 2023-24 and other activities, schemes & policies etc.	02.12.2024 to 13.12.2024	11	Dec- 08
Transit to Bhubaneswar on 14.12.2024 (Holiday)					

8	Pr. Secy. To Government Of Odisha, Department, Bhubaneswar	Energy	<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) 	16.12.2024 to 21.12.2024	6	Dec-22
9.	Additional Chief Engineer-Cum-Electrical Inspector, Bhubaneswar		<ul style="list-style-type: none"> Compliance Audit from the FY 2017-18 to 2023-24 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	23.12.2024 To 26.12.2024	3	Dec-25
10.	Chief Engineer-Cum-Chief Electrical Inspector, (Central Zone), Bhubaneswar		<ul style="list-style-type: none"> Compliance Audit from the FY 2018-19 to 2023-24 and other activities, schemes & policies etc. Scrutiny of press clipping/complaint cases (if any) 	27.12.2024 To 31.12.2024	3	Dec-28,29
11.	Engineer-In-Chief Electricity-Cum-Principal Chief Electrical Inspector, Bhubaneswar		<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) 	01.01.2025 To 07.01.2025	6	Jan-05
12.	Pr. Secretary, Public Enterprises Department, Bhubaneswar		<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) 	08.01.2025 To 10.01.2025	3	Jan-11,12,14
13	Orissa Electricity Regulatory Commission, Bhubaneswar		<ul style="list-style-type: none"> Financial Audit for the FY 2023-24 	15.01.2025 to 24.01.2025	8	Jan-19,23,25,26
<i>Report to Headquarters for submission of Draft Supplementary Audit report on 27.01.2025(FN)</i>						
14	Managing Director, IDCO, Bhubaneswar		<ul style="list-style-type: none"> Continuation of compliance audit for FY 2023-24. 	27.01.2025 to 06.02.2025	10	Feb-2,8,9
<i>Further program follows.....</i>						

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 CI /EI 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/-

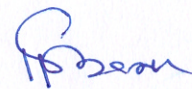
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-13/TP/AP-07/2024-25/758

Date: 21.01.2025

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



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