

**Revised (17.03.2025) Tour Programme for 4<sup>th</sup> quarter of AMG-I(AP-01)**

**Manned by: S/Shri**

1. Siva Sankar Prasad, Sr. AO
2. Pintu Rajak, AAO
3. Mithilesh Kumar Rajak, AAO (till 18.02.25)

Sl. No	Name, address & Contact no. of the auditee.	Audit Type	Period of audit	No. of days	Holidays
<b>Transit to Athagarh on 04.01.2025(FN)</b>					
1.	<b>Asst. Director of Textiles, Athagarh</b> At/Po-Athagarh, Dist-Cuttack-754029	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2022-23 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>04.01.2025</b> to <b>10.01.2025</b>	6 days	Jan-05,11,12
<b>Transit to Bargarh on 11.01.2025(Holiday)</b>					
2.	<b>Deputy Director of Textiles, Baragarh</b> At/PO-Bargarh District-Bargarh, 768028	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>13.01.2025</b> To <b>18.01.2025</b>	5 days	Jan-14
<b>Transit to Bhubaneswar on 19.01.2025(Holiday).</b>					
3.	<b>Pr. Secretary to Govt. of Odisha, Micro, Small &amp; Medium Enterprise Department,</b> Bhubaneswar	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>20.01.2025</b> To <b>27.01.2025</b>	5 days	Jan-23,25,26
4.	<b>Director Of Export Promotion &amp; Marketing,</b> Bhubaneswar	<ul style="list-style-type: none"> <li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>28.01.2025</b> To <b>07.02.2025</b>	10 days	Feb-02,08,09
Deployed at O/o the Director General of Audit, Industry and Corporate Affairs, New Delhi for discussion and KD verification of PA on Cluster Based Schemes of Ministry of MSME (MSE-CDP component) from 10.02.2025 to 14.02.2025.					
5.	<b>Director Of Industries, Cuttack</b>	<ul style="list-style-type: none"> <li>• Compliance Audit from the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any)</li> </ul>	<b>17.02.2025</b> To <b>21.02.2025(FN)</b>	5 days	Feb-22,23,26

1) S.S Prasad was relieved on 21.02.2025(AN) as per OOC 472 dt:20.02.2025 to take part in All India Civil Services Music, Dance & Short Play competition 2024 to be held from 25.02.2025 to 03.03.2025 at Patna, Bihar .He will report back to Hqrs on 05.03.2025(FN).						
5.	Director Of Industries, Cuttack	<ul style="list-style-type: none"> <li>Continuation of Compliance Audit from the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	06.03.2025 To 12.03.2025	5 days	Mar-8,9	
6.	District Industries Centre, Khurdha. Industrial Estate, Rasulgarh, BBSR-751010	<ul style="list-style-type: none"> <li>Compliance Audit for the FY 2019-20 to 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	18.03.2025 To 24.03.2025	5 days	Mar-22,23	
7.	Pr. Secretary to Govt. of Odisha, Industries Dept., Bhubaneswar	<ul style="list-style-type: none"> <li>Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	25.03.2025 To 28.03.2025	4 days	Mar-30,31	
<i>Transit to Jagatsinghpur on 29.03.2025(FN)</i>						
8.	Special Land Acquisition Officer, Land Acquisition Cell Major Industrial Project, Jagatsinghpur	<ul style="list-style-type: none"> <li>Compliance Audit for the FY 2022-23 &amp; 2023-24 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any)</li> </ul>	29.03.2025	01 day	Mar-30,31	
			<i>Transit Back to Bhubaneswar on 29.03.25 (AN)</i>			
			<i>Transit to Jagatsinghpur on 2.04.2025(FN)</i>			
			02.04.2025 To 05.04.2025	04 days		
<i>Transit to Bhubaneswar on 05.04.25(AN) and report to Headquarter for submission of Report on 07.04.2025</i>						
<i>The party is called back to Hqrs for desk review on 19.02.25 for a discussion with DAG/AMG-I following which it will resume the scheduled program.</i>						

### **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.)

Date: 17. 03.2025

Memo No. AMG-I (Hqrs.)-16/TP/AP-01/2024-25/883

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

*Am*  
18.03.2025  
Sr. Audit Officer/AMG-I (Hqrs.)