

**TOUR PROGRAMME OF PARTY-VIII AND INSPECTING OFFICER OF AMG-I
FOR THE 4th QUARTER OF 2025-26**

Sri Hrushikesh Barik, SAO(C) Sri Bidhydhar Patra , AAO(C) Sri Ankit Narwani, AAO (P)*

<i>Transit to Bhubaneswar on 09.01.2026 (AN)</i>			
<i>Submission of Report and Desk Review of Start Up Odisha on 12.01.2026</i>			
13.01.2026 To 22.01.2026	8	Financial Audit of Start Up Odisha	Jan-14,18,22 23,24,25,26
Submission of Report at Headquarters and Desk Review for IDCO unit on 27.01.2026.			
28.01.2026 To 07.02.2026	10	Maintenance Division, IDCO Fortune Tower, BBSR	Feb-01,08
09.02.2026 To 13.02.2026	5	Special Audit of IPICOL and verification of complaint of Statutory Auditor	Feb-14,15
<i>Further programme follows...</i>			

*Shri Ankit Narwani, AAO will remain on Study leave from 08.01.2026 to 22.01.2026 and join the party after completion of SAS exam on 02.02.2026

Mandatory Instructions to Field Parties

- 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.
- 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.
- 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).
- 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.
- 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.
- 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.
- 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.
- Adherences 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.)-10/TP/AP-08/2025-26/ 1043

Dated: 05.02.2026

Copy forwarded to: -

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG -I)/AMG-II
3. BO/AMG-I/Vetting (PSU)/Accounts Cell/AMG-II.
4. BO/EDP Cell / RO Audit Party
5. T.D. Seat. -2 copies


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