

**Revised TOUR PROGRAMME (25.08.2025) OF PARTY-XI AND INSPECTING  
OFFICER OF AMG-I FOR THE 2<sup>ND</sup> QUARTER OF 2025-26**

*Chandra*  
Sri Prakash Pattanayak, Sr.AO\*  
Sri Debasis Das, AAO  
Sri Ghanshyam, AAO (w.e.f. 11.08.2025)

Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
21.07.2025 to 25.07.2025	05	Financial Audit of <b>Odisha Mining Corporation for the Financial Year 2024-25</b>	July- 26,27
<b><i>Transit to J K Road on 28.07.2025(FN)</i></b>			
28.07.2025 to 30.07.2025	03	Collection of information from O/o Regional Manager, OMC, J K Road related to Financial Audit of OMC	
<b><i>Transit back to J K Bhubaneswar on 30.07.2025(AN)</i></b>			
31.07.2025 to 04.08.2025	04	Remaining part of Financial Audit of <b>Odisha Mining Corporation for the Financial Year 2024-25</b>	Aug- 03
<b><i>Report to headquarters for submission of report on 05.07.2025(FN).</i></b> Shri Pattanayak, SAO will complete verification of complaint cases at OPTCL and Shri Das, AAO will assist in verification of information related to OMC along with AP-03 from 06.08.2025 to 08.08.2025.			
<b><i>Holiday on 09.08.2025 and 10.08.2025</i></b>			
11.08.2025 to 10.09.2025	22	Compliance Audit of BCOD-I, IDCO Bhubaneswar	Aug- 15,17,23,24,27,28,31 Sep-05,07
11.09.2025 to 25.09.2025	12	Compliance Audit of BCOD-II, IDCO Bhubaneswar	Sept-13,14,21
26.09.2025 to 17.10.2025	12	Compliance Audit of Electrical Division-I, IDCO Bhubaneswar	Sep-27,28,29,30 Oct-1,2,5,7,11,12
18.10.2025 To 03.11.2025	12	Compliance Audit of Electrical Division-II, IDCO Bhubaneswar	Oct-19,21,25,26 Nov-02
<b>Submission of report to Headquarters on 04.11.2025</b>			

- Shri Prakash Pattanayak, SAO is instructed to join the Audit Party on 22.07.2025(FN).



### 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-barikhs.odi.sca@cag.gov.in](mailto:ID-barikhs.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/-

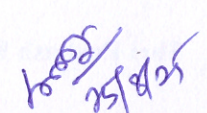
Sr. Audit Officer/AMG-I (Hqrs.)

Memo No. AMG-I (Hqrs.)-17/TP/AP-11/2025-26/ 388

Date: 25.08.2025

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.)