

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

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


Period of inspection	No. of working days	Name of the Audit unit	Sundays/ Holidays
24.09.2025 to 06.10.2025	06	Compliance Audit of GM, EHT (Cons.) Circle, Bhubaneswar	Sep-27,28 Oct- 01,02,05,07
<b>Report to Headquarters on 29.09.2025 and 30.09.2025.</b>			
<b>Transit to EHT (Construction) Division at Angul on 7.10.2025</b>			
08.10.2025 to 10.10.2025	03	EHT (Const.) Division, Angul	Oct- 11,12
<b>Transit back to Bhubaneswar on 11.10.2025 (Holiday)</b>			
13.10.2025 to 15.10.2025	03	EHT (Const.) Division, Bhubaneswar, And EHT (Const.) Circle, Bhubaneswar	
<b>Report to Hdqrs for submission of report and preparation of Desk review on 16.10.2025 to 20.10.2025</b>			
<b>Holiday on 21.10.2025</b>			
<b>Transit to Keonjhar on 22.10.2025(FN)</b>			
22.10.2025 to 04.11.2025	11	District Transport Manager, Odisha State Road Transport Corporation, Keonjhar	Oct- 21,25,26,02
<b>Transit to Bhanjanagar on 05.11.2025(Holiday)</b>			
06.11.2025 To 07.11.2025	02	District Transport Manager, Odisha State Road Transport Corporation, Bhanjanagar	Nov- 05,08,09,16
<b>All audit party members are relieved to attend examination on Public Procurement scheduled to be held on 10.11.2025 with availing usual transit vide letter No. AMG-I (Hqrs)/106/Dept. Exam/2025-26/629, dated: 06.11.2025.</b>			
<b>Transit to Bhanjanagar on 11.11.2025</b>			
12.11.2025 to 21.11.2025	09	Remaining part of District Transport Manager, Odisha State Road Transport Corporation, Bhanjanagar	Nov- 16,22
<b>Transit to Rourkela on 23.11.2025(Holiday)</b>			
24.11.2025 to 05.12.2025	11	District Transport Manager, Odisha State Road Transport Corporation, Rourkela	Nov- 30



<b>Transit to Bhubaneswar on 06.12.2025</b>			
<b>Report to Headquarters for Desk review of OPHWCL on 08.12.2025.</b>			
<b>Transit to Balasore on 09.12.2025(Holiday)</b>			
10.12.2025 to 20.12.2025	9	Joint Manager, Balasore division, OPHWCL Balasore	Dec- 13,14
<b>Further programme follows...</b>			

### **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- [santanukb.comm@cag.gov.in](mailto: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. 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.

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



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.)**