

**Tour programme of AMG-III-AP-06&07 for the 3<sup>rd</sup> & 4<sup>th</sup> Quarter of 2020-21**

Headed by:-

1. Sri Gagan Chandra Nayak, SAO.
2. Sri Siba Narayan Sahoo, SAO
3. Sri Sanjay Kumar Pradhan, AAO
4. Sri R N Tarei, AAO
5. Sri Mithilesh Kr. Rajak, Sr.Ar.

Sl. No.	Name of the auditee	Telephone No.	Period of audit	Period to be covered in Audit	No. of days.	Holidays.
<b>Preparation of Desk Review at HQ on 02.03.2021</b>						
1.	O/o The Chairman-cum-Managing Director of Grid Corporation of Odisha Limited (GRIDCO)		03.03.2021 To 30.03.2021	2019-20 (Transaction)	17	March- 05,06,07,11,13,14, 20,21,27,28,29
<b>Report to HQ on 31.03.2021(F/N)</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 Sr. Audit Officer/Vetting 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/phone for availing any kind of leave.
8. **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.
9. Adherence to the **guidance note** issued by PPG (mailed to all officers on 12-09-2017) and new auditing standard issued by C&AG should be strictly followed.

10. Any material/extraction report/exception report relevant should be collected from the Data Analytic Cell (if available) before proceeding to the field unit.
11. Man days may be surrendered, if assessment records/volume of works less in the year of audit. The parties may proceed to next item with intimation to AMG-III Hd Qrs.
12. Parties should collect the soft copies of previous IRs of respective subject from AMG-III Hqrs or Vetting cell before proceeding to Field unit.
13. 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.
14. Any interesting or new points/paras noticed may be promptly intimated to all parties/RSA vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
15. Further clarification/documents sought for at the time of vetting may be complied immediately.
16. Any deviation from the above instruction would be viewed seriously.
17. Additional Information: Desk review should be submitted to AMG-III (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
18. Both audit party and auditee organisation should follow COVID 19 guidelines issued by the Central/State Governments.
19. If the auditee organisation refuses to conduct audit, the audit party should ensure that such refusal should be routed through the concerned administrative department.


sd/-  
Deputy AG / AMG-III

Memo No. AMG-III-(Hqrs.)-Prog./2020-21/620

Date: 23.02.2021

Copy forwarded to:-

1. Secretary to A.G. (AU-II)
2. PA to D.A.G. (AMG-III)
3. Sr. A.O./AMG-III(Vetting)
4. RO/AAO-AMG-III-AP-06
5. BO/EDP Cell
6. AMG-III-(Hqrs.) – T.D. Seat. – 2 copies
7. Spare

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