

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

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Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No-209

Date: 02.05.24

Revised Tour Programme

Sector : AMG-III

Quarter: 1

Party No.- 1

Team Members:-

Sl No.	Name of party member(Shri)	Designation	Remarks
1	Sanjeev Kumar No-4	Sr AO	
2	Sanjay Kumar No-4	AAO	
3	Ajit Kumar	AAO	
4	Mritunjay Thakur	Sr. Adr	
5	Deepak Kumar Srivastava	Asst. Supervisor	Upto 07.05.24

Supervising Officer: Sanjeev Kumar-4, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(1)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	Bihar Public Service Commission, BPSC Patna	M	Mar-21	15.04.24	15.04.24	1	Defer red
2	The Chairman, Kendriya Chayan Parshad (Sipahi Bharti), Patna	L	Apr-19	22.04.24	07.05.24	10	Revised
Transit to Bhagalpur on 08.05.24							
3	Sub Division Office Bhagalpur	Low	Nov-13	09.05.24	18.05.24	8	
Transit to Katihar on 19.05.24							
4	Commandant BMP-07 Katihar	High	Oct-21	20.05.24	31.05.24	10	
Transit to Patna on 01.06.24 & attached to hqr on 02.06.24							
5	Bihar Public Service Commission, BPSC Patna	M	Mar-21	03.06.24	14.06.24	10	
Morning transit to Nalanda on 15.06.24							
6	SP Office, Nalanda	High	Mar-22	15.06.24	29.06.24	11	
Evening transit to Patna on 29.06.24							

Note:- 1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where boarding/lodging of audit team is in Circuit Houses, Guest House and Inspection Bungalows Messes etc.)

{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

1-2
2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. The audit team shall also examine the instructions issued via **Branch Order No-AMG-III(HQRS)/Instr. issued to field audit party/62/22-23/Tr. 1300 dated 19.01.2023** in respect of theme related to "temporary advance" and audit entities of Revenue and Land Reforms Department.
3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
5. Desk review should be submitted before proceeding for compliance audit/FABA and duly discussed with Group Officer (AMG-III).
6. **The audit team will prepare Audit Design Matrix(ADM) pertaining to District Commandant Offices and the same will be attached in the OIOS portal as an attachment.**
7. The audit team members will perform audit work on OIOS Portal.
8. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
9. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
10. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
11. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No. 195

Date: 30.04.24

Revised Tour Programme

Sector : AMG-III

Quarter: 1

Party No.- 2

Team Members:-

Sl No.	Name of party member	Designation	Remarks
1	Ramendra Kishore	Sr.AO	
2	Alok Kamal Karna	AAO	Wef 30.04.24
3	Arbind Kumar No-2	AAO	Upto 29.04.24
4	Bikesh Sharma	AAO	Upto 29.04.24
5	Rakesh Nandan	AAO	
6	Anuj Kumar Singh	Sr. Adr	

Supervising Officer: - Shri Ramendra Kishore, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	Bihar Technical Service Commission (BTSC), Patna	L	Jun-2019	15.04.24	29.04.24	8	
	Attached to Hqr on 30.04.24 & 01.05.24 for preparation of Desk review and allied works. Morning Transit to Gaya on 02.05.24						
2	SSP Office, Gaya	High	Oct-22	02.05.24	14.05.24	11	Revised
	Morning Transit to Sheikhpura on 15.05.24						
3	District Public Relation Officer Sheikhpura	Low	Last Audit	15.05.24	25.05.24	8	
	Transit to Madhepura on 26.05.24						
4	District & Session Judge, Madhepura	Low	Mar-16	27.05.24	04.06.24	8	
5	District Public Relation Officer Madhepura	Low	Last Audit	05.06.24	13.06.24	8	
6	SP Office Madhepura	Medium	Mar-16	14.06.24	27.06.24	10	
	Transit to Patna on 28.06.24						

Note:- 1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where boarding/lodging of audit team is in Circuit Houses, Guest House and Inspection Bungalows Messes etc.)

{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. The audit team shall also examine the instructions issued via **Branch Order No-AMG-III(HQRS)/Instr. issued to field audit party/62/22-23/Tr. 1300 dated 19.01.2023** in respect of theme related to "temporary advance" and audit entities of Revenue and Land Reforms Department.
3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
5. Desk review should be submitted before proceeding for compliance audit/FABA and duly discussed with Group Officer (AMG-III).
6. The audit team members will perform audit work on OIOS Portal.
7. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
8. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
9. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
10. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
4. Concerned party

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

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Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No.-211

Date: 02.05.24

Revised Tour Programme

Sector : AMG-III

Quarter: 1

Party No.- 3

Team Members:-

Sl No.	Name of party member (Shri/Madam)	Designation	Remarks
1	Uday Nath Thakur	Sr. AO	
2	Santosh Kumar Choudhary	AAO	
3	Abhishek Ranjan	AAO	Upto 29.04.24
4	Sarfraz Azam	AAO	Training of RAE from 01.05.24 to 16.05.24
5	Sanket Bihari Prasad	AAO	Wef 02.05.24
6	Shafaq Nawab Khan	Sr.Ar	

Supervising Officer: Uday Nath Thakur, Sr. AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	Bihar Police Subordinate Service Commission, Patna	L	Apr-22	15.04.24	29.04.24	8	
	Attached to Hqr on 30.04.24 and 01.05.24 for preparation of Desk review and allied works. Morning transit to Tekari, Gaya on 02.05.24						
2	Sub Division Office, Tekari, Gaya	Low	NA	02.05.24	10.05.24	8	Revised
	Evening Transit to Patna on 10.05.24, attached to Hqr on 11.05.24 and Transit to Saharsa on 12.05.24						
3	District & Session Judge Saharsa	Low	Aug-17	13.05.24	21.05.24	8	
	Morning Transit to Madhubani 22.05.24						
4	Sub Division Office Madhubani	Low	Dec-15	22.05.24	31.05.24	8	
5	SP Office Madhubani	High	May-22	01.06.24	12.06.24	10	
	Morning Transit to Sheohar on 13.06.24						
6	District Public Relation Officer Sheohar	Low	Last Audit	13.06.24	24.06.24	8	
	Evening transit to Patna on 24.06.24						

Note:- 1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where

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boarding/lodging of audit team is in Circuit Houses, Guest House and Inspection Dungalows Messes etc.)

{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June 2012}.

2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

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3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
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7. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
8. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
9. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-II B para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
10. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No.

Date: 10.05.24

Revised Tour Programme

Sector: AMG-III

Quarter: I

Party No- 4

Team Members:-

Sl No.	Name of Party member	Designation	Remarks
1	Sujeet Kumar No-3	Sr AO	
2	Pravin Kumar-I	AAO	Wef 30.04.24 (on leave from 30.04.24 to 17.05.24)
3	*Bikesh Sharma	AAO	Wef 30.04.24
4	Md. Naushad	AAO	Upto 29.04.24
5	Vijay Kumar Shrivastava	AAO	Upto 29.04.24
6	Nitesh Kumar	AAO	
7	Nripendra Kumar	Sr.Ar	

Supervising Officer: - Shri Sujeet Kumar-3, Sr. AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	Special Vigilance Unit, Daroga Rai Path, Patna	L	Sep-16	15.04.24	29.04.24	8	
	Transit to Khagaria on 30.04.24						
2	District & Session Judge Khagaria	Low	Oct-16	01.05.24	14.05.24	10	Revised
3	District Nazarat Khagaria	Low	Feb-21	15.05.24	25.05.24	8	
	Transit to Dalsingsarai Samastipur on 26.05.24						
4	Sub Division Office Dalsingsarai, Samastipur	Low	Feb-16	27.05.24	04.06.24	8	
	Morning Transit to Samastipur on 05.06.24						
5	District Nazarat Samastipur	Medium	Mar-22	05.06.24	15.06.24	10	
	Evening transit to Patna on 15.06.24, attached to hqr on 16.06.24 and 17.06.24 & Morning transit to Muzaffarpur on 18.06.24						
6	Commandant BMP-06 Muzaffarpur	High	Sep-21	18.06.24	29.06.24	10	
	Evening transit to Patna on 29.06.24						

Note:- 1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where

boarding/lodging of audit team is in Circuit Houses, Cuckoo Messes etc.)

{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.
2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

* **Shri Bikesh Sharma, AAO, has been temporarily assigned to this party effective from April 30, 2024, until the return of Shri Pravin Kumar-1, AAO, from leave.**

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper-clippings from headquarter section.
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8. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & in-active) in respect of all DDOs and Department.
9. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
10. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.

Sd/-

Sr. Audit Officer (HQ)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
4. Concerned party

Sd/-

Sr.Dy.Accountant General
(AMG-III)

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No. 167

Date: 26.04.24

Revised Tour Programme

Sector: AMG-III

Quarter: 1

Party No- 5

Team Members:-

Sl No.	Name of Party member	Designation	Remarks
1	Md.Osaid Anwar	Sr.AO	
2	Abdul Rashid Ansari	AAO	
3	Sanjay Kumar Kushwaha	AAO	
4	Sanket Bihari Prasad	AAO	Upto 29.04.24
5	Maninder Kumar Singh	Ar.	Upto 29.04.24
6	Arbind Kumar	Sr. Adr	Wef 30.04.24

Supervising Officer: - Md.Osaid Anwar, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
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	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	Directorate of Civil Defence, Patna	L	Nov-20	15.04.24	29.04.24	8	
Transit to Kishanganj on 30.04.24							
2	District & Session Court Kishanganj	Low	Oct-16	01.05.24	09.05.24	8	
3	District Nazarat Kishanganj	Low	Jun-17	10.05.24	20.05.24	8	
4	Sub Division Office Kishanganj	Low	Nov-17	21.05.24	30.05.24	8	
Transit to Sitamarhi on 31.05.24							
5	District Public Relation Officer Sitamarhi	Low	Last Audit	01.06.24	10.06.24	8	
Morning transit to Eastern Muzaffarpur on 11.06.24							
6	Sub Division Office Eastern Muzaffarpur Muzaffarpur	Low	Mar-22	11.06.24	20.06.24	8	
Evening transit to Patna on 20.06.24							

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{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

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2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

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Sr. Audit Officer (HQ)

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2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
4. Concerned party

Sd/-
Sr.Dy.Accountant General
(AMG-III)

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**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No. 156

Date: 26.04.24

Tour Programme

Sector: AMG-III

Quarter: 1

Party No- 6

Team Members:-

Sl No.	Name of party member	Designation	Remarks
1	Sujeet Kumar-I	Sr.AO	
2	Avinash Kumar Sinha	AAO	
3	Vijay Kumar Shrivastava	AAO	Wef 30.04.24
4	Pravin Kumar-I	AAO	Upto 29.04.24
5	Birendra Goswami	Sr. Adr	Wef 18.04.24
6	Munnu Kumar	AAO	Upto 29.04.24
7	Prince Alok	Sr. Adr	Upto 17.04.24

Supervising Officer: - Sujeet Kumar-I, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
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	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
	Morning Transit to Arwal on 12.01.24						
1	Bihar SSC, Patna	L	Jul-21	15.04.24	29.04.24	8	
	Transit to Jamui on 30.04.24						
2	District & Session Judge, Jamui	Low	Mar-16	01.05.24	09.05.24	8	
3	SP Office, Jamui	High	Oct-21	10.05.24	22.05.24	10	
	Transit to Supaul on 23.05.24						
4	District Public Relation Officer, Supaul	Low	Last Audit	24.05.24	01.06.24	8	
5	District Nazarat, Supaul	Low	Mar-17	03.06.24	11.06.24	8	
	Morning transit to Birpur, Supaul on 12.06.24						
6	Sub Division Office Birpur Supaul	Low	Sep-14	12.06.24	21.06.24	8	
	Transit to Patna on 22.06.24						

Note:- 1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where boarding/lodging of audit team is in Circuit Houses, Guest House and Inspection Bungalows Messes etc.)

{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. The audit team shall also examine the instructions issued via **Branch Order No-AMG-III(HQRS)/Instr. issued to field audit party/62/22-23/Tr. 1300 dated 19.01.2023** in respect of theme related to "temporary advance" and audit entities of Revenue and Land Reforms Department.
3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
5. Desk review should be submitted before proceeding for compliance audit/FABA and duly discussed with Group Officer (AMG-III).
6. The audit team members will perform audit work on OIOS Portal.
7. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
8. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
9. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
10. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
4. Concerned party

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No.-227

Date: 07.05.24

Revised Tour Programme

Sector: AMG-III

Quarter: I

Party No-7

Team Members:-

Sl No.	Name of party member(Shri)	Designation	Remarks
1	Amar Nath Kumar	Sr.AO	
2	Md. Naushad	AAO	Wef 30.04.24
3	Santosh Kumar Singh	AAO	Upto 09.05.24
4	Ashish Kumar Sinha	AAO	Upto 09.05.24
5	Shrawan Kumar	Sr Adr	
6	Ritesh Ranjan	Sr. Adr	

Supervising Officer: - Shri Amar Nath Kumar, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			10.04.24	12.04.24	2	
1	IG Prison & Correctional Services Patna	M	May-21	15.04.24	09.05.24	15	Revised
Transit to Banmankhi, Purnea on 10.05.24							
2	Sub Division Office Banmankhi Purnea	Low	Last Audit	11.05.24	21.05.24	8	
Morning transit to Purnea 22.05.24							
3	District Nazarat Purnea	Low	Nov-17	22.05.24	31.05.24	8	
Transit to Patna on 01.06.24 & attached to hqr on 02.06.24 Morning transit to Saran Chhapra on 03.06.24							
4	SP Office Saran Chhapra	High	Sep-22	03.06.24	13.06.24	10	
5	District Nazarat Saran Chhapra	Medium	Mar-22	14.06.24	27.06.24	10	
Evening transit to Patna on 27.06.24							

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{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. The audit team shall also examine the instructions issued via **Branch Order No-AMG-III(HQRS)/Instr. issued to field audit party/62/22-23/Tr. 1300 dated 19.01.2023** in respect of theme related to "temporary advance" and audit entities of Revenue and Land Reforms Department.
3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
5. Desk review should be submitted before proceeding for compliance audit/FABA and duly discussed with Group Officer (AMG-III).
6. The audit team members will perform audit work on OIOS Portal.
7. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
8. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
9. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
10. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

Copy to: -

1. Secretary to PAG (Audit), Patna
2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
- ✓ Concerned party

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No. 242

Date: 09.05.24

Revised Tour Programme

Sector: AMG-III

Quarter: 1

Party No-8

Team Members:-

Sl No.	Name of party member(Shri)	Designation	Remarks
1	Amitabh Kumar	Sr. AO	
2	Naveen Bharti	AAO	
3	Lalit Shankar Mishra	Supervisor	
4	Vikas Kumar	Ar.	

Supervising Officer: - Shri Amitabh Kumar, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			19.04.24	19.04.24	1	
1	Cabinet Secretariat (HQ) Old Sectt. Patna	L	Dec, 22	22.04.24	08.05.24	11	
2	Bihar Legislative Council, Patna	L	Nov-22	09.05.24	21.05.24	08	

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{Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012}.

2. In case of two or more consecutive holidays (including Sunday), the field party, within 150 Km from Head Quarter, shall take evening transit on the day preceding the holiday to report to Head Quarter and shall further, avail morning transit on the day succeeding the holiday to join their respective auditee units.

Instruction:-

The audit team shall follow the following instructions:-

1. The audit team shall examine the issue raised in paper clipping, DC & AC Bill received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
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3. The audit team will ensure updation/uploading of the information about IT systems of Audited Entities on the OIOS toolkit as per this office **Branch Order No-AMG-III(Hqrs.)/Instr. Issued to parties/Reminder/2023-24 dated 01.05.2023**.
4. The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly in the DIR.
5. **The audit team will prepare Audit Design Matrix(ADM) pertaining to Cabinet Secretariat Department.**
6. Desk review should be submitted before proceeding for compliance audit/FABA and duly discussed with Group Officer (AMG-III).
7. The audit team members will perform audit work on OIOS Portal.
8. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
9. Audit Team shall also submit information in 18 proforma including name of each DDO under the respective Department, Budget details, Bank/PLA/PD details (Active & inactive) in respect of all DDOs and Department.
10. All the SAOs of their respective field parties are hereby instructed to ensure submission of one proposed draft para by each party and at least three Part-II (A) paras (at least one para by each SAO and AAO) in each quarter. Besides, AAO (Ad-hoc)/ Auditor/Sr. Auditor/Assistant Supervisor shall also contribute at least one Part-IIB para. Failure to do so must be suitably justified separately and submitted to Headquarter Section, which would be reviewed by the Group officer at the close of quarterly programme.
11. Lastly, the team shall strictly comply with the directions issued in the 3rd Quarterly meeting, the copy of which may be had from Head quarter Section.


Sr. Audit Officer (HQ)

Sd/-
Sr.Dy.Accountant General
(AMG-III)

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2. Secretary to SR. DAG, AMG-III
3. Sr. AO, Claim-II
4. Concerned party

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**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan,
R-Block, Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/Tour Programme/2024-25/Tr. No. 158

Date: 26.04.24

Tour Programme

Sector: AMG-III

Quarter: 1

Party No-9

Team Members:-

Sl No.	Name of party member(Shri)	Designation	Remarks
1	Sujeet Kumar No-2	Sr. AO	
2	Rakesh Kumar	AAO	
3	Md Masroor Alam	AAO	
4	Abhishek Kumar	AAO	Upto 09.05.24
5	Upendra Kumar-3	Asstt. Sup	

Supervising Officer: - Shri Sujeet Kumar No-2, Sr.AO

Sl. No	Name of the audit entity	Risk Cat.	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Attached to AMG-III Hqr for preparation of Desk Review and allied works			18.04.24	19.04.24	2	
1	Additional Chief Secretary, (Special Branch), Home Department, Patna	H	Dec-22	22.04.24	09.05.24	12	
Transit to Purnea on 10.05.24							
3	Sub Division Office Purnea	Low	Mar-13	11.05.24	21.05.24	8	
2	District & Session Judge Purnea	Low	Jun-17	22.05.24	31.05.24	8	
Transit to Patna on 01.06.24 & attached to Hqr on 02.06.24 Morning transit to Darbhanga on 03.06.24							
4	District Public Relation Officer Darbhanga	Low	Last Audit	03.06.24	11.06.24	8	
Morning Transit to Muzaffarpur on 12.06.24							
5	District Nazarat Muzaffarpur	Medium	Feb-22	12.06.24	25.06.24	10	
Evening transit to Patna on 25.06.24							


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58
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