

Office of the Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg, Bihar, Patna-800001

Tour Programme for compliance audit of 3rd quarter 2021-22
Party No: CA-07 (AMG-I)

Name of Party members:-

1. Shri Sanjay Kumar Sinha, AAO { He will attach with the team after availing morning transit on 01.12.2021 from the Audit party No. CA-01 (AMG-I) replacing Shri Vikash Kumar, AAO(C) and will continue with the below mentioned tour programme}
2. Shri Sanjay Kumar Tripathi, AAO
3. Shri Manoj Kumar No. 10, Adr.

Name of Supervising Officer – Shri Jitendra Narayan Choudhary, Sr. AO

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1	Executive Officer, Barahiya Nagar Panchayat (Lakhisarai)	L	2014-15	01.12.2021	11.12.2021	10	Sun- 05/12
	Transit to Jamalpur (Munger)- 10.12.2021 (Morning)						
2	Executive Officer, Jamalpur Nagar Parishad (Munger)	L	2015-16	10.12.2021	21.12.2021	10	Sun- 12/12, 19/12
	Transit to Sultanganj (Bhagalpur)- 22.12.2021 (Morning)						
3	Executive Officer, Sultanganj Nagar Parishad (Bhagalpur)	L	2016-17	22.12.21	03.01.22	10	Sun- 26/12 Holiday-25/12
	Transit to Patna- 04.01.2022						
	Attached to headquarter- 05.01.2022						

Instructions:

- Teams to strictly follow the social distancing, guidelines issued by MHA, CAG office and this office and maintain personal hygiene.
- In case of holiday in State Government offices, field party will be attached to Headquarter during local tour.
- As per order of A.G. sir, no extension will be granted except in case of exigency/seriousness of work.
- Field party is directed to come on Headquarter on every weekend from place of auditee units at a distance of less than 150 km from Hqr (not applicable where boarding/lodging of Audit Team is in circuit house/ guest house/inspection bungalows, messes etc.) {Authority vide Hqr. Letter No. 3368/BRS/2012 dated 27th June 2012}.
- The audit party is directed to intimate the details of hotel/accommodation i.e. Name of Hotel, Address, Room No and contact details etc to AMG-I (Hq) as soon as they will check in at hotel/accommodation.
- The audit party is directed to perform their field duty viz issuance of memo and other related works etc. on OIOS platform positively.
- The audit party will collect the information of all types of schemes with their allotment and expenditure pertaining to the last 3 years and submit the same to AMG-I(Hq).
- IRs must be submitted within 07 days from the date of completion of audit alongwith its soft copy.
- Party will have to submit at least one PDP from each High Category unit.
- Party will collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
- Party will submit 18 proforma as per Allahabad Model. The hard copy of 18 Proforma will be attached with DIR and soft copy will be submitted to headquarter Section (AMG-I).
- The audit party is directed to scrutiny the Cash Book with bank details of savings accounts/current accounts and PDA/PLA maintained by auditee unit. In this regard, the party will collect the certified bank statement from concerned banks.
- The joint physical verification will be done only after selection/review of schemes by the audit party and the same report along with photographs will be submitted with the concerned Draft Inspection reports.
- The Audit party will follow the checklist as approved by the Group Officer for further guidance.
- The Audit party is directed to submit compliance report of complaint cases/media reports (press clippings) received to the party, if any, to the headquarter section (AMG-I) separately.

Sd/-

Dy. Accountant General (AMG-I)

Date: 29.11.2021

No. AMG-I (Hqrs.)/TP 3rd qtr 2021-22/ T2 No 964

Copy to:-

1. Secretary to Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-I) Sectt.
4. Sr. Audit Officer, Claim.
5. Sr. A.O. AMS
6. Persons Concerned

Sr. Audit Officer/AMG-I (Hqr)