

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

**Patna-800001**

**Tour Programme for compliance audit for preparation of District Inspection Report (ULBs)**

**DCA-02 (AMG-I)**

Name of Party members:-

- i. **Shri Avinash Kumar Sinha AAO**
- ii. **Md. Mozammil, AAO- He will attach with the team w.e.f 29.11.2021 availing morning transit on 29.11.2021.**
- iii. **Shri Rajesh Kumar No. 01, Asst. Supervisor**
- iv. **Shri Ambedkar Kumar Rajak, Sr. Ar.**

Name of Supervising Officer - **Shri Kumar Rajeev Ranjan Sr. AO**

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
	Transit to Mokama (Patna)			23.11.2021 (Morning)			
1.	Nagar Parishad Mokama (Patna)	L	2017-18	23.11.2021	06.12.2021	12	Sunday-28.11.21, 05.12.21
	Transit to Bakhtiarpur (Patna)			07.12.2021 (Morning)			
2.	Nagar Panchayat Bakhtiarpur (Patna)	L	2014-15	07.12.2021	18.12.2021	11	Sunday- 12.12.21
	Transit to Kahalgaon (Bhagalpur)			19.12.2021			
3.	Nagar Panchayat, Kahalgaon (Bhagalpur)	L	2014-15	20.12.2021	01.01.2022	11	Sunday- 26.12.21 Holiday- 25.12.21
	Transit to Patna- 02.01.2022						

Attached to headquarter- 03.01.2022

**Instructions:**

- The audit party will follow the template as provided by the headquarters office for preparation of District Inspection Report.
- Shri Kumar Rajeev Ranjan, Sr.AO will co-ordinate with the Nodal Officers of concerned district for any issues during the audit.
- 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.
- 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).
- 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 27<sup>th</sup> 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
- IRs must be submitted within 07 days from the date of completion of audit alongwith its soft copy.
- 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 3<sup>rd</sup> qtr 2021-22/ TYN<sup>o</sup> 970  
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)