

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) बिहार, महालेखाकार भवन, R-ब्लॉक, बीरचंद पटेल मार्ग, पटना बिहार - 800001

(Office of the Pr. Accountant General (Audit) Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg, BihaPatna-800001)

पत्रांक: - ए०एम०जी०-IV(मु०)/यात्रा कार्यक्रम/2024-25/ 335

दिनांक: - 06.02.2025

Letter No-AMG-IV(HQ)/Tour Programme/2024-25/

Date:

वर्ष 2024-25 के चतुर्थ तिमाही के अनुपालन लेखापरीक्षा का यात्रा कार्यक्रम

Tour Programme for compliance audit of 4th quarter 2024-25

Party No - 05/2024-25 (AMG-IV)

Name (Shri)	Designation
Pranay Kumar No. 2	Senior Audit Officer
Raju Kumar Gupta	Assistant Audit Officer
Amir Sohail	Assistant Audit Officer
Chandra Bhanu Kumar	Assistant Audit Officer

(For Field Visit)

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
	Upto 05.02.2025			As approved earlier.			
1	Bihar State Electronics Development Corporation LTD.	H	Jan-24	07.02.2025	07.03.2025	18	Sat-08,15&22.02.25, 01.03.25 Sun-09,16&23.02.25, 02.03.25 Holiday-12,14&26.02.25
2	Information Technology Department, Patna	H	Feb-24	10.03.2025	24.03.2025	10	Sat-08,15&22.03.25 Sun-09,16&23.03.25 Holiday-14.03.2025

Attached to headquarter-25.03.2025

Directions: -

- In case of holiday in State Government offices, local field party will be attached to Headquarter.
- 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}.
- Any other issue may be seen by audit team with prior permission of Headquarter.
- 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 during the audit of Secretariat/Directorate level/auditee units and will submit the same to AMG-IV(Hq).
- IRs must be submitted within 07 days from the date of completion of audit.
- Party will collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
- Party will submit report on DAOs/DAs performance in the light of proforma given in MSO (audit).
- Party will submit 18 proforma as per Allahabad Model.

- The audit party will issue separate memo to DAOs/DAs in respect of financial irregularities noticed during audit and obtained the reply from the DAOs/Das (like register of DAO objection book etc.)
- 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.
- Physical verification mandatory, if any.
- The joint physical verification will be done only after selection/review of schemes by the audit party and the final report on physical verification along with concerned photographs will be submitted with the concerned Draft Inspection Reports.
- The audit team will follow and adhere the Key Result Area as earmarked by the Group Officer.
- The audit party should comply the O.O.No.Misc/TA/CA-529 dated 01.03.2023 regarding stay at hotel & TA claims.
- 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-IV) separately.
- 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 Compliance of Branch order dated 10.12.2024 information to be furnished on google form link: - <http://forms.gle/QJiTxux9T9UGRL6A>
- Shri Pranay Kumar No. 2, Sr. Audit Officer will also do the assigned work of Audit Committee Meeting (ACM) simultaneously.

हं/-

उप-महालेखाकार/ए०एम०जी०-IV

प्रतिलिपि: -

1. सचिवालय, प्रधान महालेखाकार (ले०प०) बिहार, पटना
2. सचिवालय, उप-महालेखाकार/प्रशासन
3. सचिवालय, उप-महालेखाकार/ए०एम०जी०-IV
4. वरिष्ठ लेखापरीक्षा/ दावा- II
5. ए०एम०एस० अनुभाग
6. संबंधित अधिकारी/कर्मचारी ।

[Handwritten Signature]
6/2/25

वरिष्ठ लेखापरीक्षा/ए०एम०जी०-IV(मु०)