

Tour Program for Compliance audit for 4<sup>th</sup> quarter 2023-24

Party No – CA/02 (AMG-I)

Name of Party members –

1. Shri Shyam Jee Dubey, Sr. AO (C)
2. Shri Vinod Kumar, AAO (C)
3. Shri Vikas Kumar, AAO (C)
4. Shri Ram Sagar Kumar, Sr. Auditor

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Program		Number of working days	Remarks
				From	To		
1.	O/o MD, Bihar Industrial Area Development Authority, Patna	M	LA	23.01.2024	31.01.2024	06	Sat- 27/01 Sun- 28/01 Holiday- 26/01
Audit was suspended from 01.02.2024 to 14.02.2024 on request of MD, BIADA							
2.	O/o MD, Bihar Industrial Area Development Authority, Patna	M	LA	15.02.2024	28.02.2024	09	Sat- 17/02,24/02 Sun- 18/02,25/02 Holiday- 26/02
Attached to Hqrs on 29.02.2024							

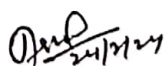
Instructions:-

1. Check-list/Audit Design Matrix may be prepared by the audit parties for their respective unit & submit the same at the earliest for approval of DAG/AMG-I,
2. The Desk Review of each unit may be prepared after commencement of audit of such auditee unit on the basis of value of vouchers (item wise) and in accordance to the proforma circulated earlier. In this regard, all audit parties conducting compliance audit may be directed to prepare the same within two days of commencement of audit and submit to the Group Officer through official e-mail id for further approval.
3. The joint physical verification should be done only after selection/review of schemes by the audit party and the final report on physical verification along with concerned photographs should be submitted with the concerned Draft Inspection Reports.
4. The audit party is directed to conduct compliance audit on OIOS platform mandatorily as per headquarter instructions.
5. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
6. The audit party should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims.
7. The Audit party is directed to submit compliance report of complaint cases/media reports (press clippings) handed over to the party or shown at 'Items for Verification' flag at right side ribbon of OIOS, if any, to the headquarter section (AMG-I) separately.
8. 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}.
9. The audit team should be ensured that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
10. Draft IRs must be submitted within 07 working days from the date of completion of audit.
11. The audit party should collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
12. No extension will be granted except in case of exigency/seriousness of work.
13. 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.
14. The audit party should 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).
15. The Audit party should submit 18 proforma as per Allahabad Model alongwith DIR.
16. The Audit party will ensure updation/uploading of the information about IT Systems of audited entity on OIOS toolkits as per wing order Tr. No. 373 dated 24.07.2023.

No. AMG-I. (Hqrs.)/4<sup>th</sup> qtr TP/2023-24/TA No. 1652  
Copy to: -

1. Secretary to Pr. Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (AMG-I) Sectt.
3. Sr. Audit Officer, Claim/AMS (Through e-mail)
4. Persons Concerned

Sd/-  
Dy. Accountant General (AMG-I)  
Date:-14.02.2024

  
Sr. Audit Officer/AMG-I  
(Hqr)