

**Office of The Accountant General (Audit), MahalekhakarBhawan, R-Block,
Beer Chand Patel Marg, Bihar, Patna, 800001.**

Letter No. AMG-III (HQ)/2021-22/Tr. No.

Date: - 09.07.2021

Tour Programme

Sector : AMG-III

Party No.-2

Team Members:-

Sl No.	Name of party member	Designation	Remarks
1	Amarnath Kumar	Sr. AO	
2	Naveen Bharti	AAO	
3	Sanjay Kr Kushwaha	AAO (C)	
4	Amitabh Sinha	Sr. Adr	
5	Vikash Kumar- 3	Adr	

Supervising Officer:- Amarnath Kumar, Sr. AO

Sl. No	Name of the audit entity	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	7
1	Bihar Home Guard & State Fire Officer, Patna	May 20	12/07/21	13/07/21	2	Desk Review (at Hqr)
			14/07/21	30/07/21	12	
2	District Commandant Bihar home Guard, Patna	Jul 17	02/08/21	03/08/21	2	Desk Review (at Hqr)
			04/08/21	17/08/21	12	
3	Commandant BMP-14, Patna	Sept 16	18/08/ 21	20/08/21	2	Desk Review (at Hqr)
			21/08/ 21	04/09/21	12	
4	Commandant BMP-01, Patna	Sept 16	06/09/21	07/09/21	2	Desk Review (at Hqr)
			08/09/21	21/09/21	12	

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 }

Instruction:-

1. The audit team shall also examine the issue raised in paper clipping received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. 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.
3. Desk review should be submitted before proceeding for compliance audit/FABA and discuss it with Group Officer (AMG-III).
4. The audit team members will perform audit work in OIOS Portal.
5. Precaution/guidelines etc. relating to Covid-19 should be adhere to. .

6. 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.
7. Audit Team shall also submit information in 18 perfoma including name of each DDO under department, Budget details, Bank/PLA/PD details (Active & in-active) in respect of all DDOs and Department.

Sr. Audit Officer (HQ)

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

Copy to: -

- 1. Secretary to PAG (Audit), Patna**
- 2. Secretary to DAG, AMG-III**
- 3. Sr. AO, Claim-II, AMS, Data Analytic Group**
- 4. Concerned party**