

**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.-4

Team Members:-

Sl No.	Name of party member	Designation	Remarks
1	Sanjeev Kumar No. 4	Sr. AO	
2	Ajay Kumar Sinha	AAO	
3	Pawan Kumar I	AAO	
4	Munnu Kumar	Adr	
5	Neel Kamal Vats	Adr	

Supervising Officer:- Sanjeev Kumar No. 4, 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	Additional Chief Secretary, Home Department, Patna.	March, 19	12/07/21	13/07/21	2	Desk Review (at Hqr)
			14/07/21	26/07/21	8	
2	IG Prison & Correctional Services Inspectorate, Patna	Dec, 15	27/07/21	28/07/21	2	Desk Review (at Hqr)
			29/07/21	13/08/21	12	
3	Superintendent, Adharsh Central Jail, Beur, Patna	March, 17	16/08/ 21	17/08/21	2	Desk Review (at Hqr)
			18/08/ 21	31/08/21	10	
4	Superintendent, Camp Jail, Phulwarisharif, Patna	April, 17	01/09/21	02/09/21	2	Desk Review (at Hqr)
			03/09/21	14/09/21	10	

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