

**Office of the Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg,
Bihar, Patna-800001**

Tour Programme for compliance audit of 1st quarter 2022-23

Party No –CA/10(AMG-01)

Name of Party members –

1. Shri Rajiv Kumar, Sr. AO
2. Shri Om Prakash Singh No. 02, AAO
3. Shri Vikash Kumar, AAO(C)
4. Shri Sumit Kumar, AAO(A)

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Programme		Number of working days	Remarks
				From	To		
Transit to Gaya- 25.04.2022 (Morning)							
1	EE, Building Division, BCD, Gaya	M	Dec-17	25.04.2022	09.05.2022	10+2	Sun-01/05, 08/05 Holiday- 03/05
Transit to Patna- 09.05.2022 (Evening)							

Attached to headquarter-10.05.2022

Instructions:

- The scheme selection is to be done after proper analysis (Name of Scheme, updated progress, expenditure incurred etc.) and submit it to AMG-I(Headquarter) through e-mail within two days of commencement of audit for approval of Group Officer.
- 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.
- 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.
- 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}.
- 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.
- 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).
- IRs must be submitted within 07 days from the date of completion of audit alongwith its soft copy.
- Party will have to submit at least one PDP from each High Category unit.
- 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 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.
- The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly.

Sd/-

Dy. Accountant General (AMG-I)

Date: 22.04.2022

No. AMG-I. (Hqrs.)/1stqtr TP 22-23/111-116

Copy to: -

1. Secretary to Accountant General (Audit) Bihar, Patna
2. Sr. Dy. Accountant General (Admn.) 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)