

**800001**

**Revised Tour Programme for compliance audit of 3<sup>rd</sup> quarter 2021-22**

**Party No: CA-06 (AMG-I)**

Name of Party members:-

1. **Shri Avinash Kumar Sinha, AAO**
2. **Shri Atul Kumar, AAO**
3. **Shri Rishikant Singh, AAO(A)**
4. **Shri Om Prakash Singh No. 01, Asst. Supervisor**

Name of Supervising Officer – **Shri Kumar Rajeev Ranjan Sr. AO**

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
The tour programme already approved upto 29.10.2021							
Transit to Hajipur – 30.10.2021 (Morning)							
1	Executive Officer, Hajipur Nagar Parishad (Vaishali)	M	2015-16	30.10.2021	18.11.2021	13	Sun- 31/10, 07/11, 14/11, 21/11 Holiday-10/11, 19/11
Transit to Patna - 18.11.2021 (Evening)							
Attached to headquarter- 22.11.2021							

**Instructions:**

- 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 27<sup>th</sup> 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 joint physical verification will be done only after selection/review of schemes by the audit party and the same report along with photographs will be submitted with the concerned Draft Inspection reports.
- 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.

No. AMG-I (Hqrs.)/TP 3<sup>rd</sup>qtr 2021-22/ **TR NO. 892**  
 Copy to -

1. Secretary to Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-I) Sectt.
4. Sr. Audit Officer, Claim.
- ✓ 5. Sr A O AMS
6. Persons Concerned

Sd/-  
**Dy. Accountant General (AMG-I)**  
 Date: 17.11.2021

*[Signature]*  
 Sr. Audit Officer/AMG-I (Hqr)