

Name of Party members:-

- 1. Shri Om Prakash Singh No 02, AAO**
- 2. Shri Sanatan Kumar, AAO (Ad-hoc)**
- 3. Shri Rajesh Kumar No 01, Asst. Supervisor**
- 4. Shri Ram Sagar Kumar, Sr. Ar.**

Name of Supervising Officer - **Shri Sanjoy Kumar Srivastava Sr. AO**

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- 18.10.2021 (Morning)							
1	Municipal Commissioner, Gaya Nagar Nigam	H	March 2018	18.10.2021	22.11.2021	25	Sun- 24/10, 07/11, 14/11, 21/11 Holiday-19/10, 04/11, 06/11, 10/11, 11/11,
Transit to Sasaram- 23.11.2021 (Morning)							
2	Executive Officer, Sasaram Nagar Parishad, Patna	M	2015-16	23.11.2021	06.12.2021	12	Sun- 28/11, 05/12
Transit to Ara (Bhojpur)- 06.12.2021(Morning)							
3	Municipal Commissioner, Ara Nagar Nigam	M	2018-19	06.12.2021	22.12.2021	15	Sun- 12/12, 19/12
Transit to Dehri (Rohtas)- 23.12.2021 (Morning)							
4	Executive Officer, Dehri Dalmiyanagar Nagar Parishad	M	2015-16	23.12.2021	06.01.2022	12	Sun- 26/12, 02/01 Holiday- 25/12
Transit to Patna:- 06.01.2022(Evening)							

Attached to headquarter- 07.01.2022

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 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 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 3rd qtr 2021-22/
07.10.2021

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:

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