

Party No – 08/2024-25 (AMG-IV)

Name (Shri)	Designation
Binoy Sheel Gautam	Senior Audit Officer
Sanjit Kumar	Assistant Audit Officer
Keshav Kishor	Assistant Audit Officer
Birendra Kumar no.04	Assistant Audit Officer

(For Desk Review at Headquarter)

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1	District Treasury Office, Bhagalpur	L	Nov-14	16.04.2024	17.04.2024	02	
2	Sub Registrar Hilsa, Nalanda	M	May-17	18.04.2024	19.04.2024	02	
3	Sub Registrar, Basantpur	L	Sep-14	22.04.2024	23.04.2024	02	Sat- 20.04.24 Sun- 21.04.24
4	Sub Registrar, Jagdishpur	M	2016-17	24.04.2024	25.04.2024	02	
5	Commissionary Evaluation Office, Saharsa	L	Dec-14	26.04.2024	29.04.2024	02	Sat- 27.04.24 Sun- 28.04.24

(For Field Audit)

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Date of Lok Sabha Poll at the District	Duration of programme		Number of working days	Remarks
					From	To		
1	District Treasury Office, Bhagalpur	L	Nov-14	26.04.2024	02.05.2024 (Transit to Bhagalpur on 01.05.24)	08.05.2024	06	Sun - 05.05.24 Holiday-01.05.24
2	Commissionary Evaluation Office, Saharsa	L	Dec-14	07.05.2024	09.05.2024 (Morning to Saharsa)	15.05.2024	06	Sun - 12.05.24
	Attached to HQ				17.05.2024 (Transit to Patna on 16.05.24)	26.05.2024		
3	Sub Registrar, Basantpur, Siwan	L	Sep-14	25.05.2024	27.05.2024 (Morning Transit to Siwan)	01.06.2024 (Evening Transit to Patna)	06	Sun - 02.02.24
4	Sub Registrar, Jagdishpur, Ara	M	2016-17	01.06.2024	03.06.2024 (Morning to Jagdishpur, Ara)	11.06.2024	08	Sun - 09.06.24
5	Sub Registrar Hilsa, Nalanda	M	May-17	01.06.24	12.06.2024 (Morning Transit to Hilsa)	21.06.2024 (Evening Transit to Patna)	08	Sun - 16.06.24, 23.06.24 Holiday- 17.06.24, 22.06.24

Attached to headquarter- 24.06.2024

Directions: -

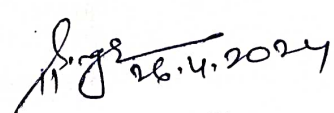
- Teams to strictly follow the social distancing, guidelines issued by MHA, CAG office and this office and maintain personal hygiene.
- In case of holiday in State Government offices, local field party will be attached to Headquarter.
- As per order of A.G. Sir, no extension will be granted except in 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}.
- Any other issue may be seen by audit team with prior permission of Headquarter.
- 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 during the audit of Secretariat/Directorate level/auditee units and will submit the same to AMG-IV(Hq).
- IRs must be submitted within 07 days from the date of completion of audit.
- Party will collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
- Party will submit report on DAOs/DAs performance in the light of proforma given in MSO (audit).
- Party will submit 18 proforma as per Allahabad Model.
- The audit party will issue separate memo to DAOs/DAs in respect of financial irregularities noticed during audit and obtained the reply from the DAOs/Das (like register of DAO objection book etc.)
- 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.
- Physical verification mandatory, if any.
- 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.
- The audit team will follow and adhere the Key Result Area as earmarked by the Group Officer.
- The audit party should comply the O.O.No.Misc/TA/CA-529 dated 01.03.2023 regarding stay at hotel & TA claims.
- 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-IV) 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.
- **The Officials engaged in the work of SSCA and PA will start the Audit work of out of station Audit Units only after completion of related work of SSCA and PA with prior approval.**

Sd/-
Dy. Accountant General (AMG-IV)

Copy to: -

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


Sr. Audit Officer/AMG-IV (Hqr)