

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

**Tour Program for Compliance audit for 4th quarter 2023-24
Party No – DCA/03 (AMG-I)**

Name of Party members –

1. Shri Pankaj Kumar Singh No. 2, Sr. AO
2. Shri Md. Mozammil, AAO
3. Shri Avinash Kumar, AAO (A)
4. Shri Vishwa Bharti, AAO (A)

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Program		Number of working days	Remarks
				From	To		
	Transit from Patna to Gaya- 19.02.2024 (Morning)						
1.	O/o EO, Nagar Nigam Gaya	H	March 2021	19.02.2024	08.04.2024	34	Sun- 25/02, 03/03, 10/03, 17/03, 31/03, 07/04 Holiday-24/02, 26/02, 08/03, 29/03 Attached to Hqrs'. Patna from 22.03.24 to 27.03.24
	Transit to Patna- 08.04.2024 (Evening)						

Attached to headquarter- 09.04.2024

Instructions:

1. Audit party should comply with the wing order no. 49 dated 07.11.2023, in this regard.
2. The Audit party should coordinate with lead team (DCA/01) for guidance and liaison support.
3. Sri Pankaj Kumar Singh, SAO is being directed to obtain all key documents/records/objections etc. in respect to DCA of Gaya Nagar Nigam from Sri Pankaj Kumar Sharma, SAO through official e-mail under intimation to DAG/AMG-I.
4. The audit party should submit the desk review within two days of commencement of audit for approval of Group Officer.
5. The joint physical verification should be done only after selection/review of schemes by the audit party and the final report on physical verification along with concerned photographs should be submitted with the concerned Draft Inspection Reports.
6. The audit party is directed to conduct compliance audit on OIOS platform mandatorily as per headquarter instructions.
7. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
8. The audit party should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims.
9. The Audit party is directed to submit compliance report of complaint cases/media reports (press clippings) handed over to the party or shown at 'Items for Verification' flag at right side ribbon of OIOS, if any, to the headquarter section (AMG-I) separately.
10. 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}.
11. The audit team should be ensured that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
12. Draft IRs must be submitted within 07 working days from the date of completion of audit.
13. The audit party should collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
14. No extension will be granted except in case of exigency/seriousness of work.
15. 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.
16. The audit party should 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).
17. The Audit party should submit 18 proforma as per Allahabad Model along with DIR.
18. The Audit party will ensure updation/uploading of the information about IT Systems of audited entity on OIOS toolkits as per wing order Tr. No. 373 dated 24.07.2023.

No. AMG-I. (Hqrs.)/4th qtr TP/2023-24/Tr.No. 1621
Copy to: -

1. Secretary to Pr. Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (AMG-I) Sectt.
3. Sr. Audit Officer, Claim/AMS (Through e-mail)
4. Shri Pramod Kumar Singh, Sr. AO/DCA-01 (Lead Team)
5. Persons Concerned

Sd/-
Dy. Accountant General (AMG-I)
Date:-09.02.2024

KP Singh
09/02/24
Sr. Audit Officer/AMG-I (Hq)