

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

Revised Tour Program for Compliance audit for 3<sup>rd</sup> quarter 2023-24  
Party No - CA/05 (AMG-I)

Name of Party members -

1. Shri Rochak Kumar, Sr. AO
2. Shri Ritesh Kumar No. 1, AAO
3. Shri Mritunjay Kumar No. 2, AAO
4. Shri Shankarshan Kumar, AAO (A)

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Program		Number of working days	Remarks
				From	To		
1.	O/o the Pr. Secretary, Energy Department, Patna	H	Dec 2022	02.11.2023	21.11.2023	12	Sat- 04/11, 11/11, 18/11, Sun-05/11, 12/11, 19/11 Attached to H.O. 15/11 & 20/11
2.	O/o the Asstt. Director of Industries (Sericulture), Patna	L	LA	22.11.2023	30.11.2023	08	Sun- 26/11 Attached to H.O.: 01/12
Transit to Haveli Kharagpur- 01.12.2023							
In field visit from 02.12.2023 to 12.12.2023 (For information collection in respect of 74 <sup>th</sup> Constitutional Amendment Act)							
Transit to Patna- 13.12.2023							
Attached to Headquarter-14.12.2023 to 29.12.2023							
Transit to Purnea- 31.12.2023							
3.	O/o the Asstt. Director of Industries (Sericulture), Purnea	L	LA	01.01.2024	09.01.2024	08	Sun- 07/01
Transit to Bhagalpur- 10.01.2024 (Morning)							
4.	O/o the Asstt. Director of Industries (Sericulture), Bhagalpur	L	LA	10.01.2024	19.01.2024	08	Sun- 14/01 Holiday-17/01
Transit to Patna- 20.01.2024							
Attached to Headquarter- 22.01.2024							

Instructions:

1. Check-list/Audit Design Matrix may be prepared by the audit parties for their respective department & submit the same at the earliest for approval of DAG/AMG-I.
2. The Desk Review of each unit may be prepared after commencement of audit of such auditee unit on the basis of value of vouchers (item wise) and in accordance to the proforma circulated earlier. In this regard, all audit parties conducting compliance audit may be directed to prepare the same within two days of commencement of audit and submit to the Group Officer through official e-mail id for further approval.
3. 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.
4. The audit party is directed to conduct compliance audit on OIOS platform mandatorily as per headquarter instructions.
5. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
6. The audit party should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims.
7. 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.
8. 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}.
9. The audit team should be ensured that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
10. Draft IRs must be submitted within 07 working days from the date of completion of audit. E-mail Id of auditee units should be mentioned on draft IRs.
11. The audit party should collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
12. No extension will be granted except in case of exigency/seriousness of work.
13. 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.
14. 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).
15. The Audit party should submit 18 proforma as per Allahabad Model alongwith DIR.
16. 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.)/3<sup>rd</sup> qtr TP/2023-24 T. No. 1342 to 1346

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. Persons Concerned

Sd/-  
Dy. Accountant General (AMG-I)  
Date:-29.12.2023

K. P. Tewari  
29/12/23  
Sr. Audit Officer/AMG-I (Hqr)