

Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, Beerchand Patel

Marg, Bihar, Patna-800001

Revised Tour Program for Compliance Audit for 2nd quarter 2024-25

Team No – CA/03 (AMG-I)

Name of Team members –

1. Shri Rakesh Kumar-II, Sr. AO
2. Shri Shailesh Kumar, AAO
3. Shri Ranjit Kumar Karna, AAO (w.e.f 18.07.2024)
4. Shri Shankarshan Kumar, AAO
5. Shri Manoj Kumar No. 10, Auditor (w.e.f 10.07.2024)

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Program		Number of working days	Remarks
				From	To		
Transit to Arrah- 08.07.2024 (Morning)							
1.	O/o MC, Arrah Nagar Nigam	H	March 2022	08.07.2024	10.08.2024	25+04	Sun-14/07, 21/07,28/07, 04/08, 11/08 Holiday- 17/07
Transit to Biharsharif- 12.08.2024 (Morning)							
2.	O/o MC, Biharsharif Nagar Nigam (CA alongwith PA)	H	March 2022	12.08.2024	20.09.2024	25+07	Sun-18/08, 25/08, 01/09, 08/09, 15/09 Holiday- 15/08,26/08, 16/09
Transit to Patna- 20.09.2024 (Evening)							

Attached to headquarter- 23.09.2024

Instructions:

1. The Audit team should adhere to the instructions laid out in Hqrs' letter no. 179/LB/Development of Key questionnaire/120/2022 dated 20.12.2022, letter No. 194/LB/Development of Key question/120/2022 dated 29.12.2022 and letter no. 28/LB/68/augmenting LB Audit/2021 dated 30.05.2023.
2. Audit team should comply with the wing order no. 4 dated 07.05.2024 (with special attention to point 3 of the wing order).
3. Function listed at sl. no. 6 of 12th Schedule: Public health, sanitation conservancy and solid waste management has been planned for function based audit of ULBs conducted during 2024-25. The team should follow instructions issued by the CAG office/this office in this regard. Approved Issue Analysis & Check list are attached issued.
4. The team should comply the instructions issued through minutes of meeting circulated vide TGS cell letter no. 408 dated 18.09.2023.
5. The team should comply the instructions issued vide wing order no. AMG-I(HQ)/49 dated 07.11.2023 with special attention to point no. 1 to 7 except 2.
6. The audit team should submit the desk review within two days of commencement of audit for approval of Group Officer.
7. The joint physical verification should be done only after selection/review of schemes by the audit team and the final report on physical verification along with concerned photographs should be submitted with the concerned Draft Inspection Reports.
8. The audit team is directed to conduct audit on OIOS platform mandatorily as per headquarter instructions.
9. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
10. The audit team should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims i.e. inform the details of hotel name, address, room no. & contact nos. to AMG-I headquarter section.
11. The Audit team is directed to submit compliance report of complaint cases/media reports (press clippings) handed over to the team or shown at 'Items for Verification' flag at right side ribbon of OIOS, if any, to the headquarter section (AMG-I) separately.
12. Field team 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}.
13. The audit team should ensure that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
14. Draft IRs must be submitted within 07 working days from the date of completion of audit.
15. The audit team should collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
16. No extension will be granted except in case of exigency/seriousness of work.

17. The audit team 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 team will collect the certified bank statement from concerned banks.
18. The Audit team should submit 18 proforma as per Allahabad Model alongwith DIR.
19. The Audit team 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.
20. The work of performance audit on "Implementation of 74th CAA in ULG in Bihar" in respect of Bihar Sharif Nagar Nigam would be conducted by the audit team in co-ordination with Shri Pramod Kumar Singh, Sr. AO of the lead team of the Performance Audit during compliance audit.

Sd/-

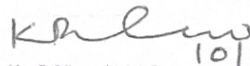
Dy. Accountant General (AMG-I)

No. AMG-I. (Hqrs.)/1st qtr TP/2024-25/Tr.No. 948-0954

Date:-10.09.2024

Copy to:-

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


10/09/24
Sr. Audit Officer/AMG-I (Hqr)