

कार्यालय प्रधान महालेखाकर (लेखापरीक्षा) बिहार, महालेखाकर भवन, R-ब्लॉक, बीरचंद पटेल मार्ग, पटना बिहार - 800001
(Office of the Pr. Accountant General (Audit) Mahalekhakar Bhawan, R-Block, Beerchand Patel Marq, BihaPatna-800001)

पत्रांक: - ए०एम०जी०-IV(मु०)/यात्रा कार्यक्रम/2025-26/46

दिनांक: - 19.05.2025

Letter No-AMG-IV(HQ)/Tour Programme/2025-26/

Date: _____

वर्ष 2025-26 के प्रथम तिमाही के अनुपालन लेखापरीक्षा का यात्रा कार्यक्रम

Tour Programme for compliance audit of 1st quarter 2025-26

Party No – 02/2025-26 (AMG-IV)

| Name (Shri) | Designation |
|--------------------|-------------------------|
| Pranay Kumar No. 2 | Senior Audit Officer |
| Raju Kumar Gupta | Assistant Audit Officer |
| Ranjit Kumar | Assistant Audit Officer |
| Uma Shankar Kumar | Senior Auditor |

(For Field Visit)

| Sl. No. | Name of the audit entity | Risk Category | Last audit conducted | Duration of programme | | Number of working days | Remarks |
|---|---------------------------------------|---------------|----------------------|--|--|------------------------|--|
| | | | | From | To | | |
| | Upto 14.05.2025 | | | As approved earlier. | | | |
| Transit to Patna on 15.05.2025 and attached to Hqr. w.e.f. 16.05.2025 | | | | | | | |
| 1 | District Sub Registrar, Kaimur | L | 31-05-2022 | 19.05.2025 (Transit from Patna to Kaimur on 18.05.2025) | 20.05.2025 | 2 | |
| 2 | DIST. PROVIDENT FUND OFFICER, SASARAM | L | 30-11-2016 | 21.05.2025 (Morning Transit from Kaimur to Sasaram) | 27.05.2025 | 6 | Sun-25.05.25 |
| 3 | Sub Registrar, Bikramganj, Rohtas | M | 30-04-2022 | 28.05.2025 (Morning Transit from Sasaram to Bikramganj) | 05.06.2025 (Evening Transit to Patna) | 8 | Sun-01.06.25 |
| 4 | D. P. F. O. PATNA | L | 31-12-2016 | 06.06.2025 | 09.06.2025 | 02 | (Desk Review at HQ) |
| | | | | 10.06.2025 | 17.06.2025 | 6 | (For Field Visit) Sun-08.06.25 Holiday-07&11.06.25 |

Attached to headquarter, 18.06.2025

Attached to headquarter- 18.06.2025

Directions: -

- 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.
- In Compliance of Branch order dated 10.12.2024 information to be furnished on google form link: - <http://forms.gle/QJITxux9T9UGRL6A>.

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उप-महलेखाकार/ए०एम०जी०-IV

प्रतिलिपि: -

1. सचिवालय, प्रधान महलेखाकर (ले०प०) बिसर, पटना
2. सचिवालय, उप-महलेखाकर/प्रशासन
3. सचिवालय, उप-महलेखाकर/ए०एम०जी०-IV
4. वरिष्ठ लेखापरीक्षा/दया- II
5. ए०एम०एस० अनुभाग
6. संबंधित अधिकारी/कर्मचारी ।

DEPUTY ACCOUNTANT GENERAL

18-05-2025