Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, Beerchand Patel Marg, Bihar, Patna-800001
Tour Program for Compliance audit for 2nd quarter 2024-25
Team No – CA/02 (AMG-I)

Name of Team members –
1. Shri Akhilesh Kumar Dubey, Sr. AO
2. Shri Mohnish Bhaskar, AAO
3. Shri Amit Kumar Jha, AAO

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of Program		Number of working days	Remarks
				From	To		
	Transit to Pakridayal, East Champaran- 11.07.2024 (Morning)						
1.	EE, RWD Pakridayal, East Champaran	M	09/2019	11.07.2024	23.07.2024	10	Sun-14/07,21/07 Holiday-17/07
	Transit to Dhaka, East Champaran- 24.07.2024 (Morning)						
2.	EE, RWD Dhaka, East Champaran	L	05/2017	24.07.2024	01.08.2024	08	Sun-28/07
	Transit to Narkatiyaganj, West Champaran - 02.08.2024 (Morning)						
3.	EE, RWD Narkatiyaganj, West Champaran	L	11/2019	02.08.2024	10.08.2024	08	Sun-04/08
	Transit to Araria- 11.08.2024						
4.	EE, RWD Araria	M	01/2017	12.08.2024	23.08.2024	10	Sun-18/08 Holiday-15/08
	Transit to Patna- 24.08.2024						

Attached to Headquarter- 26.08.2024

Instructions
1. The audit team should submit the desk review within two days of commencement of audit for approval of Group Officer.
2. 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.
3. The audit team is directed to conduct compliance audit on OIOS platform mandatorily as per headquarter instructions.
4. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
5. The audit team should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims.
6. 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.
7. 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}
8. The audit team should be ensured that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
9. **Draft IRs must be submitted within 07 working days from the date of completion of audit. E-mail Id of auditee units and their controlling officers should be mentioned on draft IRs.**
10. The audit team should collect outstanding old Irs from concerned vetting sections and submit review report after obtaining reply from the units.
11. **No extension will be granted except in case of exigency/seriousness of work and without proper justification.**
12. 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.
13. The audit team 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).
14. The Audit team should submit 18 proforma as per Allahabad Model alongwith DIR.
15. 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.

Sd/-
Dy. Accountant General (AMG-I)
Date:-10.07.2024

No. AMG-I. (Hqrs.)/1st qtr TP/2024-25/ TR·ot· 561 to 566
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. Persons Concerned

10/07/24
Sr. Audit Officer/AMG-I (Hqr)