

**Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, Beerchand Patel Marg,
Bihar, Patna-800001**
Revised Tour Program for Performance Audit on Functioning of RTOs
PA/04 (Team-01) (AMG-I)

Name of Team members –

1. Shri Manoj Kumar Srivastava, Sr. AO
2. Shri Randhir Kumar No. 02, AAO
3. Shri Marut Nandan Dubey, AAO

Sl. No.	Name of the audit entity	Risk Category	Duration of Program		Number of working days	Remarks
			From	To		
Transit to Motihari- 17.07.2024						
1.	DTO, East Champaran	H	18.07.2024	01.08.2024	12+01	Sun-21/07,28/07
Transit to Gopalganj- 02.08.2024 (Morning)						
2.	DTO, Gopalganj (including check-post)	M	02.08.2024	22.08.2024	12+05	Sun-04/08, 11/08,18/08 Holiday-15/08
Transit to Sitamarhi- 23.08.2024 (Morning)						
3.	DTO, Sitamarhi	M	23.08.2024	24.08.2024	2	Transit to Patna- 24.08.2024 (Evening) Attached to H.O, Patna- 26.08.2024
Transit to Gopalganj- 27.08.2024 (Morning)						
2.	DTO, Gopalganj (including check-post)	M	27.08.2024	27.08.2024	1	
Transit to Sitamarhi- 27.08.2024 (Evening)						
3.	DTO, Sitamarhi	M	28.08.2024	07.09.2024	10	Sun-01/09
Transit to Patna- 07.09.2024 (Evening)						
4.	STC, Patna	H	09.09.2024	23.09.2024	10	Sat-14/09,21/09 Sun-15/09,22/09 Holiday-16/09

Attached to Headquarter- 24.09.2024

Instructions:

1. The joint physical verification should be done by the audit team and the final report on physical verification along with concerned photographs should be submitted with the concerned Draft Reports.
2. The audit team is directed to conduct performance audit on OIOS platform mandatorily as per headquarter instructions.
3. The audit team should follow and adhere the Key Result Area as circulated vide wing order no. 21 dated 07.06.2023.
4. The audit team should comply the O.O. No. Misc/TA/CA-529 dated 01.03.2023 regarding stay at Hotel & TA claims.
5. 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.
6. 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}.

7. The audit team should be ensured that sufficient and relevant KDs are attached with the observations and referencing of them done properly.
8. The audit team should collect outstanding old lrs from concerned vetting sections and submit review report after obtaining reply from the units.
9. **No extension will be granted except in case of exigency/seriousness of work and without proper justification.**
10. 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.
11. 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).
12. The Audit team should submit 18 proforma as per Allahabad Model.
13. 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:-26.08.2024

No. AMG-I. (Hqrs.)/2nd qtr TP/2024-25/ Fr. 889 to 892

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

K. K. Law
26/08/24
Sr. Audit Officer/AMG-I (Hq)