

**Office of The Accountant General (Audit), Mahalekhakar Bhawan, R-Block,  
Beer Chand Patel Marg, Bihar, Patna- 800001.**

Letter No. AMG-III (HQ)/2021-22/Tr. No.

Date: - 09.07.2021

**Tour Programme**

Sector : AMG-III

Party No.-3

Team Members:-

Sl No.	Name of party member	Designation	Remarks
1	B P Srivastav	Sr. AO	
2	Rajeev Ranjan Kumar	AAO	
3	Suman Saurav	AAO (Adh)	
4	Lalitesh Shankar Mishra	Asst. Sup	
5	Sharwan Kumar	Sr. Adr	

Supervising Officer:- B P Srivastav, Sr. AO

Sl. No	Name of the audit entity	Last Audit	Audit to be conducted during the period		No. of working days	Remarks
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	7
Transit to Motihari 11/07/21						
1	SP, Motihari, East Champaran	July, 19	12/07/21	26/07/21	12	
Transit to Patna 27/07/2021						
2	Cabinet Sectt. (HQ), Old Sectt. Bihar, Patna including Cabinet Sectt. Urdu Directorate	Aug, 19	28/07/21	29/07/21	2	Desk Review (at Hqr)
			30/07/21	27/08/21	20	
3	Additional Chief Secretary, Parliamentary Affairs Department, Patna.	March, 17	30/08/ 21	31/08/21	2	Desk Review (at Hqr)
			01/09/ 21	16/09/21	12	

Note: -1. Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 Km from headquarter (Not applicable where boarding/lodging of audit team is in Circuit Houses, Guest House and Inspection Bungalows Messes etc.)

{ Authority Vide Headquarters' Letter No. 3368/BRS/2012 dated 27th June, 2012 }

**Instruction:-**

- 1 The audit team shall also examine the issue raised in paper clipping received through hqrs office, if any. The audit team shall obtain the copy of these paper clippings from headquarter section.
2. 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 the DIR.
3. Desk review should be submitted before proceeding for compliance audit/FABA and discuss it with Group Officer (AMG-III).
4. The audit team members will perform audit work in OIOS Portal.

5. Precaution/guidelines etc. relating to Covid-19 should be adhere to. .
6. The team will obtain the reply of the outstanding paras of previous years' IR and after receiving the replies including sufficient key documents, they will make a proposal for settlement of paras of old IR.
7. Audit Team shall also submit information in 18 perfoma including name of each DDO under department, Budget details, Bank/PLA/PD details (Active & in-active) in respect of all DDOs and Department.

**Sr. Audit Officer (HQ)**

**Sd/-**  
**Dy. Accountant General**  
**(AMG-III)**

**Copy to: -**

1. Secretary to PAG (Audit), Patna
2. Secretary to DAG, AMG-III
3. Sr. AO, Claim-II, AMS, Data Analytic Group
4. Concerned party