

Name (Shri)	Designation
1. Pankaj Kr. No. 03	Sr. AO(C)
2. Om Prakash Singh no. 02	AAO
3. Avinash Kr. Sinha	AAO
4. Praveen Kr. No 04	SrAr

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1	Under Secretary cum Drawing and Disbursing Officer, BCD Patna	H	June 2017	05.07.2021	20.07.2021	10+2	Sat-10/07, 17/07 Sun- 11/07, 18/07
2.	EE Garden Division (BCD) Patna	H	March2015	22.07.2021	02.08.2021	10	Sun:- 25/07,01/08 Holiday- 21/07
3.	EE, Patliputra Building Division, Patna	H	Dec 2017	03.08.2021	13.08.2021	10	Sun:- 08/08
4.	EE, Building Division (Patna West),Patna	H	March 2017	14.08.2021	26.08.2021	10	Holiday:-19/08 Sun:- 15/08, 22/08
5.	EE, Building Division, Patna	H	Nov 2018	27.08.2021	08.09.2021	10	Sun:- 29/08, 05/09 Holiday:- 30/08
6.	EE. Central Building Divison (BC & HD), Patna	H	August 2019	09.09.2021	20.09.2021	10	Sun:-12/09, 19/09
7.	EE, Patna City Building Division Patna	H	Feb 2016	21.09.2021	30.09.2021	08	Sun:-26/09 Holiday:- 28/09

Attached to headquarter-01.10.2021

Directions:-

- Teams to strictly follow the social distancing, guidelines issued by MHA, CAG office and this office and maintain personal hygiene.
- In case of holiday in State Government offices, 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-I(Hq).
- IRs must be submitted within 07 days from the date of completion of audit alongwith its soft copy.
- Party will have to submit at least one PDP from each High Category unit.
- 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.

Sd/-

Dy. Accountant General (AMG-I)

Date:02.07.21

No. AMG-I.Sec. (Hqrs.)/TP 2ndqtr 2021-22/227-232

Copy to:-

1. Secretary to Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-I) Sectt.
4. Sr. Audit Officer, Claim.

5. Sr. A.O. AMS
6. Persons Concerned

Sr. Audit Officer/AMG-I (Hqr)