

Name (Shri)	Designation
1.Kumar Rajeev Ranjan	Sr. AO
2.Sanjay Kumar Tripathi	AAO
3.Sanatan Kumar	AAO(Adhoc)
4.Tripurari Kumar	Ar.

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1	O/o Principal Secretary, Industry Department, Bihar Patna	H	April 2019	05.07.2021	20.07.2021	10+2	Sat-10/07 & 17/07 Sun- 11/07 & 18/07
2.	Directorate of Handloom and Sericulture, Patna	H	May 2010	22.07.2021	06.08.2021	10+2	Holiday:-21/07 Sat:- 24/07, 31/07, Sun:- 25/07,01/08,
3	Assistant Director of Industries (Accounts), Directorate of Industries, Patna	H	LA	09.08.2021	18.08.2021	08	Sat-07/08, 14/08 Sun-08/08, 15/08
4	Section Officer, Directorate of Food Processing, Patna	H	Aug 2016	20.08.2021	01.09.2021	08	Sat-21/08, 28/08 Sun-22/08, 29/08 Holiday- 30/08
Transit to Muzaffarpur – 02.09.2021 (Morning)							
5	O/o Assistant Director of Industries (Sericulture) Muzaffarpur	H	Sep 2012	02.09.2021	15.09.2021	10+2	Sun:- 05/09, 12/09
Transit to Patna- 15.09.2021 (Evening)							

Attached to headquarter-16.09.2021

**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 27<sup>th</sup> 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 submit 18 proforma as per Allahabad Model.
- Party will collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
- 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: 02.07.2021

No. AMG-I.Sec. (Hqrs.)/TP 2<sup>nd</sup> qtr 2021-22/239-244

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)**