

**Office of the Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel
Marg, Bihar, Patna-800001**

**Tour Programme for compliance audit of 4th quarter 2021-22
Party No – CA/02 (AMG-01)**

Name of Party members –

1. Shri Manoj Kumar Srivastava, SAO
2. Shri Bijay Kumar No. 03, AAO
3. Shri Amresh Kumar No. 02, AAO
4. Shri Nirmal Kumar Pandey, Asst. Sup.

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
Transit to Aurangabad-02.01.2022							
1	Distt. Transport Officer, Aurangabad	H	04/19	03.01.2022	15.01.2022	12	Sun- 09/01
Transit to Gaya-16.01.2022 (Morning)							
2	Distt. Transport Officer, Gaya including enforcement units	H	03/19	17.01.2022	02.02.2022	14	Sun- 16/01, 23/01, 30/01 Holiday- 26/01
Transit to Katihar-03.02.2022							
3	Distt. Transport Officer, Katihar including enforcement units	H	06/17	04.02.2022	19.02.2022	12	Sun- 06/02, 13/02 Holiday- 05/02, 16/02
Transit to Kishanganj- 20.02.2022							
4	Distt. Transport Officer, Kishanganj	H	09/16	21.02.2022	07.03.2022	12	Sun- 20/02, 27/02, 06/03
Transit to Bhagalpur- 08.03.2022 (Morning)							
5	Distt. Transport Officer, Bhagalpur	H	03/19	08.03.2022	17.03.2022	09	Sun- 13/03
Transit to Patna- 18.03.2022							
Attached to headquarter- 19.03.2022 to 21.03.2022							Holiday- 18/03, 19/03
Transit to Bhagalpur- 22.03.2022							
5	Distt. Transport Officer, Bhagalpur	H	03/19	23.03.2022	26.03.2022	04	Sun- 27/03
Transit to Patna- 27.03.2022							
Attached to Headquarter-28.03.2022							

Instructions:

- Teams to strictly follow the social distancing guidelines issued by MHA, CAG office and this office and maintain personal hygiene.
- 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}.
- The audit party is directed to intimate the details of hotel/accommodation i.e. Name of Hotel, Address, Room No and contact details etc to AMG-I (Hq) as soon as they will check in at hotel/accommodation.
- The audit party is directed to perform their field duty viz issuance of memo and other related works etc. on OIOS platform positively.
- 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 18 proforma as per Allahabad Model. The hard copy of 18 Proforma will be attached with DIR and soft copy will be submitted to headquarter Section (AMG-I).
- 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.
- The Audit party is directed to submit compliance report of complaint cases/media reports (press clippings) received to the party, if any, to the headquarter section (AMG-I) separately.
- The audit team will ensure sufficient and relevant KDs are attached along with the observations and referencing of key documents should be done properly.

Sd/-

Dy. Accountant General (AMG-I)

Date: 31.12.2021

No. AMG-I. (Hqrs.)/TP 4th qtr 2021-22/ 1159

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)