

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

**Tour Programme for compliance audit for preparation of District Inspection Report (ULBs)**

Name of Party members:-

- i. Shri Atul Kumar, AAO
- ii. Shri Mukesh Kumar Gupta, AAO(C)
- iii. Shri Sumeet Kumar, AAO(A)
- iv. Shri Rishikant Singh, AAO(A)
- v. Shri Om Prakash Singh No. 01, Supervisor

Name of Supervising Officer - Shri Rajeev Kumar Sr. AO

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1.	Patna Nagar Nigam	H	2019-20	24.11.2021	04.01.2022	35	Sunday- 28.11.21, 05.12.21, 12.12.21, 19.12.21, 26.12.21, 02.01.22 Holiday- 25.12.21

Attached to headquarter- 05.01.2022

**Instructions:**

- The audit party will follow the template as provided by the headquarters office for preparation of District Inspection Report.
- Shri Rajeev Kumar, Sr. AO will be the Nodal officer for pilot study of District Centric Audit in the district Patna. He will co-ordinate the team under the supervision of Shri Kumar Rajeev Ranjan, Sr. AO during the audit at Nagar Parishad, Mokama (Patna) & Nagar Panchayat Bakhtiarpur (Patna).
- 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 during local tour.
- As per order of A.G. sir, no extension will be granted except in case of exigency/seriousness of work.
- 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 and 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 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 joint physical verification will be done only after selection/review of schemes by the audit party and the same report along with photographs will be submitted with the concerned Draft Inspection reports.
- The Audit party will follow the checklist as approved by the Group Officer for further guidance.
- 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.

No. AMG-I. (Hqrs.)/TP 3<sup>rd</sup> qtr 2021-22/ **Tr No- 924**  
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

Sd/-  
Dy. Accountant General (AMG-I)  
Date: 24.11.21

Sr. Audit Officer/AMG-I (Hqr)