

AMG-IV(HQ) To. NO 367 dated 17/11/23

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

Letter No-AMG-IV(HQ)/Tour Programme/2023-24/ 235
Tour Programme for compliance audit of 3rd quarter 2023-24
Party No -08 /2023-24 (AMG-IV)

Date: 02.11.2023

Name (Shri)	Designation
Shri Vishal Kumar	Assistant Audit Officer
Sanjit kumar,	Assistant Audit Officer
Akhilesh Paswan	Supervisor

PATTA 3340279
PATTA 3340279
PATTA 3340067

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
01	Up to 02.11.2023			As per already approved			For Desk Review at Headquarter

(For Field Audit)

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
01	District Sub Registrar, Kishanganj	M	Mar-16	04.11.2023 (Transit to Kishanganj on 03.11.23)	13.11.2023	08	Sun - 05.11.23, 12.11.23
02	AIG, Registration, Bhagalpur Division	L	L/A	16.11.2023 (Transit to Bhagalpur on 14.11.23)	23.11.2023	06	Sun - 19.11.23 Holiday - 15.11.23, 20.11.23
03	District Statistical Office, Lakhisarai	L	L/A	24.11.2023 (Morning Transit to Lakhisarai)	30.11.2023	06	Sun - 26.11.23
04	District Sub Registrar, Motihari (East Chanparan)	H	Jun-22	02.12.2023 (Transit to Motihari on 01.12.23)	13.12.2023	10	Sun - 03.12.23, 10.12.23
05	District Sub Registrar, Bettiah (West Chanparan)	H	Jul-22	14.12.2023 (Morning Transit to Bettiah)	26.12.2023	10	Sun - 17.12.23, 24.12.23 Holiday - 25.12.23

Transit to Patna - 27.12.2023
Attached to headquarter- 28.12.2023
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, local 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-IV(Hq).
- IRs must be submitted within 07 days from the date of completion of audit.

- 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.
- Physical verification mandatory, if any.
- The joint physical verification will be done only after selection/review of schemes by the audit party and the final report on physical verification along with concerned photographs will be submitted with the concerned Draft Inspection Reports.
- The audit team will follow and adhere the Key Result Area as earmarked by the Group Officer.
- The audit party should comply the O.O.No.Misc/TA/CA-529 dated 01.03.2023 regarding stay at hotel & TA claims.
- 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-IV) 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.
- Shree Vishal Kumar will perform the supervisory duty of Medium risk and Low risk units of tour programme
- The Hight Risk Units of the tour programme will be audited only after posting of Senior Audit Officer in the field party.

Sd/-
Dy. Accountant General (AMG-IV)

Copy to: -

1. Secretary to Pr. Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-IV) Sectt.
4. Sr. Audit Officer, Claim II
5. Sr. A.O. AMS
6. Persons Concerned

21
02.11.2023
Sr. Audit Officer/AMG-IV (Hqr)

AMG-IV(HQ) No. NO 368 dated 17/11/22

Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg, Bihar,
Patna-800001
Letter No-AMG-IV(HQ)/Tour Programme/2023-24/ 233
Tour Programme for compliance audit of 3rd quarter 2023-24
Party No - 04/2022-23 (AMG-IV)
Date: 02.11.2023

Name (Shri)	Designation
Pranay kumar No2,	Sr. Audit Officer
Om Kumar	Assistant Audit Officer
Gaurav Prakash	Assistant Audit Officer
Satyendra Kumar Singh	Auditor

BHPTA 2232069
BHPTL 3340140
BHPTA 3031407

Sl. No	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
01	District Sub Registrar, Bihar Sharif	H	Sep-22	03.11.2023 (Morning Transit to Biharsarif)	14.11.2023 (Evening Transit to Patna)	10	Sun - 05.11.23, 12.11.23 Holiday - 15.11.23
02	Sub Registrar Rajgir Nalanda	M	Sep-16	16.11.2023 (Morning transit to Rajgir)	25.11.2023	08	Sun - 19.11.23, 26.11.23 Holiday - 20.11.23
03	District Sub Registrar, Gaya Sadar	H	Sep-22	27.11.2023 (Morning Transit to Gaya)	07.12.2023	10	Sun - 03.12.23
04	Sub Registrar, Sherghati, Gaya	M	Oct-15	08.12.2023 (Morning Transit to Sherghati)	16.12.2023	08	Sun - 10.12.23, 17.12.23
05	Sub Registrar, Tekari	M	Jun-16	18.12.2023 (Morning Transit to Tekari)	27.12.2023 (Evening Transit to Patna)	08	Sun - 24.12.23 Holiday - 25.12.23

Attached to headquarter- 28.12.2023

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, local 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-IV(Hq).
- IRs must be submitted within 07 days from the date of completion of audit.
- 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.
- Physical verification mandatory, if any.
- The joint physical verification will be done only after selection/review of schemes by the audit party and the final report on physical verification along with concerned photographs will be submitted with the concerned Draft Inspection Reports.
- The audit team will follow and adhere the Key Result Area as earmarked by the Group Officer.
- The audit party should comply the O.O.No.Misc/TA/CA-529 dated 01.03.2023 regarding stay at hotel & TA claims.
- 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-IV) 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.
- Desk Review will be collected from Audit Party No. 07.

Copy to: -

1. Secretary to Pr. Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-IV) Sectt.
4. Sr. Audit Officer, Claim II
5. Sr. A.O. AMS
6. Persons Concerned

Sd/-
Dy. Accountant General (AMG-IV)

21
02.11.2023
Sr. Audit Officer/AMG-IV (Hqr)

AMG-IV(HQ) No. NO 369 dated 17/11/23

Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg, Bihar,
Patna-800001
Letter No-AMG-IV(HQ)/Tour Programme/2023-24/ 234
Tour Programme for compliance audit of 3rd quarter 2023-24
Party No - 07/2022-23 (AMG-IV)

Date: 02.11.2023

Name (Shri)	Designation
Tarun Kumar Singh	Sr. Audit Officer
Pankaj Kumar no 01	Assistant Audit Officer
Raju Kumar Gupta	Assistant Audit Officer
Uma Shankar Kumar	Sr. Auditor

BHPTA 3031075
BHPTA 3031059
BHPTA 3031476

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
01	Commissioner of Excise, Excise Department Bihar, Patna	H	Sep-22	07.11.2023	17.11.2023	08	Sat - 11.11.23, 18.11.23 Sun - 12.11.23, 19.11.23 Holiday - 15.11.23, 20.11.23
02	District Sub Registrar, Katihar	H	Oct-22	21.11.2023 (Transit to Katihar on 20.11.23)	01.12.2023	10	Sun - 26.11.23
03	District Sub Registrar, Purnea	H	Oct-22	02.12.2023 (Morning Transit to Purnea)	13.12.2023	10	Sun - 03.12.23, 10.12.23
04	SE Purnea	L	May-16	14.12.2023	18.12.2023	04	Sun - 17.12.23
05	District Sub Registrar, Banka	H	Sep-22	19.12.2023 (Morning Transit to Banka)	30.12.2023 (Transit to patna on 31.12.2023)	10	Sun - 24.12.23, 31.12.23 Holiday - 25.12.23

Attached to headquarter- 01.01.2024

Directions: -

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- Desk Review will be collected from Audit Party No. 04.

Sd/-
Dy. Accountant General (AMG-IV)

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3. Dy. Accountant General (AMG-IV) Sectt.
4. Sr. Audit Officer, Claim II
5. Sr. A.O. AMS
6. Persons Concerned

[Signature]
02.11.2023
Sr. Audit Officer/AMG-IV (Hqr)

AMG-IV (HQ) No. 370 dated 17/11/23

Office of the Pr. Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel Marg, Bihar,

Patna-800001
Letter No-AMG-IV(HQ)/Tour Programme/2023-24/ 258

Date: 16.11.2023

Tour Programme for supplementary audit 2023-24
Party No - 12/2023-24 (Commercial team)(AMG-IV)

Name (Shri)	Designation
Sushil Kumar Sinha	Sr. Audit Officer ©
Randhir Kumar	Assistant Audit Officer ©
Ranvijay Kumar	Assistant Audit Officer
Amit Kumar No.11	Assistant Audit Officer ©

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks	Holidays
				From	To			
01	Bihar State Education Finance Corporation Ltd.	N.A	N.A	16.11.2023	28.11.2023	08	<u>Supplementary Audit</u>	Sat - 18.11.23, 25.11.23 Sun - 19.11.23, 26.11.23 Holiday - 20.11.23

Attached to headquarter- 29.11.2023

Directions: -

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3. Dy. Accountant General (AMG-IV) Sectt.
4. Sr. Audit Officer, Claim II
5. Sr. A.O. AMS
6. Persons Concerned

Sd/-
Dy. Accountant General (AMG-IV)

[Signature]
16/11/2023

Sr. Audit Officer/AMG-IV (Hqr)

NA-20677