

Name of Party members:-

1. **Shri Sanjay Kumar Sinha, AAO**
2. **Shri Ajay Kumar No. 04, AAO**
3. **Shri Rishi Kumar Gautam, AAO(A)**

Name of Supervising Officer - **Shri Santosh Kumar Roy, 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	ACEO-cum-Secretary, Bihar Rural Road Development Agency, Patna	H	LA	18.10.2021	09.11.2021	15	Sun-24/10, 31/10, 07/11 Sat- 23/10, 30/10 Holiday- 19/10, 04/11, 06/11
2	EE, RWD, Works Div. Danapur (erstwhile EE, RWD, Works Div. -2,	L	Apr 16	12.11.2021	24.11.2021	10	Sun- 14/11, 21/11 Holiday- 10/11, 11/11, 19/11
Transit to Samastipur- 25.11.2021(Morning)							
3	EE, RWD, Samastipur	H	June 16	25.11.21	08.12.21	12	Sun- 28/11, 05/12
Transit to Patori (Samastipur)- 09.12.2021 (Morning)							
4	EE, RWD, Patori (Samastipur)	L	Sep 17	09.12.21	20.12.21	10	Sun- 12/12, 19/12
Transit to Hajipur (Vaishali)- 21.12.2021 (Morning)							
5	EE, RWD, Hajipur (Vaishali)	H	June 16	21.12.2021	04.01.2022	12	Sun- 26/12, 02/01 Holiday- 25/12
Transit to Patna- 04.01.2022 (Evening))							

Attached to headquarter- 05.01.2022

Instructions:

- 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.
- 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.
- 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 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 hard copy of 18 Proforma will be attached with DIR and soft copy will be submitted to headquarter Section(AMG-I).
- 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.
- 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.

**Sd/-
Dy. Accountant General (AMG-I)**

Date:

No. AMG-I. (Hqrs.)/TP 3rd qtr 2021-22/

07.10.2021

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)