

Name of Party members:

- 1. Shri Rakesh Kumar No.04, AAO**
- 2. Shri Chandra Bhushan, AAO**
- 3. Shri Awadhesh Kumar No. 02, Sr. Ar.**

Name of Supervising Officer - **Shri Ajay Kumar No. 02, Sr. AO**

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
Transit to Begusarai- 18.10.2021 (Morning)							
1	Executive Engineer, P.H.E. Division,	H	Nov-17	18.10.2021	01.11.2021	12	Sun- 24/10, 31/10 Holiday- 19/10
Transit to Munger- 02.11.2021(Morning)							
2	Executive Engineer, P.H.E. (Mech.) Division, Munger	H	Jul-10	02.11.2021	17.11.2021	10	Sun- 07/11, 14/11 Holiday- 04/11, 06/11, 10/11, 11/11
Transit to Banka- 18.11.2021 (Morning)							
3	Executive Engineer, P.H.E. Division, Banka	H	Mar-15	18.11.2021	02.12.2021	12	Sun-21/11, 28/11 Holiday- 19/11
Transit to Munger- 03.12.2021(Morning)							
4	DFO, Forest Div. Munger	H	Dec-16	3.12.2021	16.12.2021	12	Sun- 05/12, 12/12
Transit to Gaya- 17.12.2021							
5	DFO, Forest Div. Gaya	H	Mar-19	18.12.2021	30.12.2021	10	Sun- 19/12, 26/12 Holiday- 25/12
Transit to Patna- 31.12.2021 (Morning)							

Attached to headquarter- 01.01.2022

**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 27<sup>th</sup> 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.

No. AMG-I (Hqrs.)/TP 3<sup>rd</sup> 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.

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

5. Sr. A.O. AMS
6. Persons Concerned

**Sr. Audit Officer/AMG-I (Hqr)**