

Name of Party members:-

1. Shri Avinash Kumar Sinha, AAO
2. Shri Atul Kumar, AAO
3. Shri Rishikant Singh, AAO(A)
4. Shri Om Prakash Singh No. 01, Asst. Supervisor

Name of Supervising Officer - **Shri Kumar Rajeev Ranjan 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 Bodhgaya- 18.10.2021 (Morning)							
1	Executive Officer, Bodhgaya Nagar Parishad (Gaya)	M	2017-18	18.10.2021	29.10.2021	10	Sun- 24/10 Holiday-19/10
Transit to Hajipur- 30.10.2021 (Morning)							
2	Executive Officer, Hajipur Nagar Parishad (Vaishali)	M	2015-16	30.10.2021	15.11.2021	10	Sun- 31/10, 07/11, 14/11 Holiday-10/11,
Transit to Sherghati- 16.11.2021							
3	Executive Officer, Sherghati Nagar Parishad (Gaya)	L	2018-19	17.11.2021	26.11.2021	08	Sun- 21/11 Holiday-19/11
Transit to Masaurhi (Patna)- 27.11.2021(Morning)							
4	Executive Officer, Masaurhi Nagar Parishad (Patna)	L	2017-18	27.11.2021	06.12.2021	08	Sun- 28/11, 05/12
Transit to Nawada – 07.12.2021 (Morning)							
5	Executive Officer, Nawada Nagar Parishad	L	2015-16	07.12.2021	20.12.2021	12	Sun- 12/12, 19/12
Transit to Hisua- 21.12.2021 (Morning)							
6	Executive Officer, Hisua Nagar Parishad (Nawada)	L	2013-14	21.12.2021	04.01.2022	12	Sun- 26/12, 02/01
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 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.

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

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

Date: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)