

**Tour Programme for compliance audit of 3<sup>rd</sup> quarter 2021-22**

**Party No: CA-09 (AMG-I)**

Name of Party members:-

- 1. Shri Rajeev Kumar No. 03, AAO**
  - 2. Shri Avinash Kumar Singh, AAO (Comml.)**
  - 3. Shri Sanjay Kumar No 02, Asst. Supervisor**
- Name of Supervising Officer- **Shri Rakesh Kumar I, 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	Secretary, Real Estate Regularity Authority (RERA), Patna	H	LA	18.10.2021	18.11.2021	20	Sat-23/10, 30/10, 06/11, 13/11, 20/11 Sun-24/10, 31/10, 07/11, 14/11, 21/11 Holiday- 19/10, 04/11, 10/11, 11/11, 19/11

Attached to headquarter- 22.11.2021

**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.
- 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 3<sup>rd</sup> qtr 2021-22/  
07.10.2021

Date:

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. Sr. AO/PAC
7. Persons Concerned

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