

बिहार सरकार
भवन निर्माण विभाग।

प्रेषक,

मनीष कुमार,
सरकार के विशेष सचिव।

सेवा में,

मुख्य महाप्रबंधक,
बिहार राज्य भवन निर्माण निगम लिमिटेड, पटना।
सभी निकासी एवं व्ययन पदाधिकारी,
भवन निर्माण विभाग, बिहार।

पटना, दिनांक:- 6/10/23

विषय:- विहित प्रपत्र में प्रतिवेदन उपलब्ध कराने के संबंध में।

प्रसंग:- प्रधान महालेखाकार (लेखा परीक्षा) बिहार, पटना के पत्रांक-131 दिनांक-06.09.23

महाशय,

निदेशानुसार उपर्युक्त विषयक प्रासंगिक पत्र (छायाप्रति संलग्न) के संदर्भ में कहना है महालेखाकार कार्यालय द्वारा विहित प्रपत्र संलग्न करते हुए विहित प्रपत्र में प्रतिवेदन उपलब्ध कराने का अनुरोध किया गया है।

अतः महालेखाकार (लेखा परीक्षा) बिहार, पटना से प्राप्त पत्र एवं विहित प्रपत्र को संलग्न करते हुए अनुरोध है कि विहित प्रपत्र में सूचना अंकित करते हुए अविलम्ब प्रतिवेदन उपलब्ध कराने की कृपा की जाय।

अनु०-यथोक्त।

विश्वासभाजन,

(मनीष कुमार)

सरकार के विशेष सचिव।

Speed Post

विशेष सन्धि



सत्यमेव जयते

संख्या AMUT (H.O)/AAP/2024-25/131
No.

भारतीय लेखा तथा लेखा परीक्षा विभाग
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) बिहार
वीरचन्द पटेल मार्ग, पटना-800 001
Indian Audit & Accounts Department
Office of the Principal Accountant General (Audit) Bihar
Birchand Patel Marg, Patna-800 001

दिनांक/Date : 06/09/2023

To

The Secretary,
Building Construction Department, Govt of Bihar
Vishwesaraia Bhawan,
Bailey Road, Patna, Bihar, 800001

Subject: - Information/Data for preparation of database-reg.

Sir,

With reference to the subject cited above, it is to state that for assessing and planning future audit assignment, database related to your department needs to be prepared/updated. Therefore, it is requested to make arrangement to provide the data information (in the prescribed proforma) as mentioned below: -

1. List of all auditable units as on 31.03.2023 (Annexure enclosed).
2. Information in 18 proforma (Proforma enclosed) for the year 2022-23 of Apex unit and all DDOS.
3. Information related to Centrally Sponsored Schemes (CSS) and State Sponsored Schemes (SSS) for the last three years (2020-21 to 2022-23) in the prescribed format (Annexure enclosed).
4. List of State Autonomous Bodies/Public Sector Undertakings under your department. Fund allocation and expenditure figure for the last three year (2020-21 to 2022-23).
5. Any other relevant information/development/activities which may form the part of database.

An early action is highly solicited in this regard.

Encl- As above.

Yours faithfully,

Deputy Accountant General

(AMG-I)

114

ANNEXURE

A. List of all Drawing & Disbursing Officers (DDOs) related to your department:

Sl No.	Name of auditee units	DDO Code	Address	Contact no./E-mail ID

B. Total nos and names of Schemes which are being implemented by the Department:

(i) Total nos and names of Central Sponsored Scheme (CSS)-

(ii) Total nos and names of State Sponsored Scheme (SSS)-

C. Fund received and utilised in Central Sponsored Scheme (CSSs):

Sl. No.	Name of the Department	Name of the Scheme	Opening Balance		Budget Allocation		Total Expenditure		Balance	
			Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan
1	2	3	4	5	6	7	8	9	10	11

D. Fund received and utilized in State Sponsored Schemes (SSS):

Sl. No.	Name of the Department	Name of the Scheme	Opening Balance		Budget Allocation		Total Expenditure		Balance	
			Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan
1	2	3	4	5	6	7	8	9	10	11

Signature with seal

113

Proforma 1

Manpower Deployment

Name of the Department/DDO: _____

Year	Post	Sanctioned strength (SS)	Person-In-Position (PIP)	Shortfall (% to col. 3)	Contractual appointment	Total availability (col. 4 + 6)/ (% to col. 3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Proforma 2

Training of manpower

Name of the Department/DDO: _____

Year: _____

Category of training	Number of training courses organised		
	Requirement	Target	Conducted
(1)	(2)	(3)	(4)
e-governance programmes and IT projects			
Specialised training			
General training			

Budget, release, expenditure (Revenue and Capital)

Name of the Department/DDO: _____ Year: _____

(Rs. in crore)

[illegible]

110

Proforma 3 (i)

Nature of expenditure (object-head wise)

Name of the Department/DDO: _____

Year: _____

Head of account	Object head	Release	(Rs. in crore) Expenditure
(1)	(2)	(3)	(4)

Proforma no. 5

Scheme-wise expenditure

Name of Department/DDO: _____

Year: _____

(Rs. in crore)

Name of scheme/programme	Budget provision	Release	Expenditure	Saving/excess	Surrender	Transferred to PLA/Bank
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Transactions from Reserve funds

Name of department/DDO: _____ Year: _____

(Rs. in crore)

Name of reserve fund	Opening balance	Expenditure	Closing balance
(1)	(2)	(3)	(4)

104

Proforma 6

Details of Personal Ledger Accounts

Name of the Department/DDO: _____ Year: _____

Head of Account	Name of Administrator of PLA	Date of opening of PLA	Period for which PLA opened	Date of closing of PLA, if not closed reasons thereof	Purpose of opening of PLA	Whether required authorisation obtained from AG office, if yes, details
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Proforma 7

Details of release and utilisation of Grant-in-Aid for last five years

Name of department:

Head of account:

(Rs. in crore)

Name of the grantee institution	Year	Purpose of sanction of grant	Total expenditure of the grantee institution/recipient	Amount of Grant released	Amount of Grant utilised	Amount of unutilised grant

Note: (i) Expenditure should be confirmed from the UCs received from the recipient(s)/grantee institutions.

(ii) Whether the grantee agency (recipient) became eligible for under section 14/15 of C&AG DPC Act, 1971? If yes, whether audit of the concerned agency taken up? If yes, details of such audit may also be collected.

Proforma No. 8

Details of PPP projects under operation and implementation

Name of department/DDO: _____

(Rs. in crore)

Sl. No.	Name of the PPP project	Estimated cost	Concession period	Date of selection of developer	Name of developer	Government investment including land
	On-going projects					
	New projects					

Proforma no. 9

Details of Societies and NGOs involved in programme/scheme/project implementation

Name of department/DDO: _____

(Rs. in crore)

Year	Name of Society/NGO involved	Government expenditure through Society/NGO
(1)	(2)	(3)
	Society	
	NGOs	

Proforma no. 12: IT controls/assessment based on IT audit

101

Name of Department/DDO: _____

IT Controls	Strength (Strong/moderate/weak)
General control	
Application control	
Validation control	

Proforma 10

Reported case of fraud/embezzlement/loss/ irregularity

Name of Department/DDO: _____

(Rs. in crore)

Year	Details of cases of fraud/embezzlement/loss/irregularities reported during the year		Total no. of cases	Details of AIR Para/DP/PA/TA in which the matter is included
	Amount	subject matter in brief (name of programme/activity etc.		
(1)	(2)	(3)	(4)	(5)

[illegible]

Proforma 13

Internal audit/inspection

Name of department/DDO: _____

Year	Internal Audit			Percentage shortage in manpower	Inspections ¹	No. of inspection conducted
	Whether system of internal audit existed	Audits planned	Audits conducted		No. of inspections prescribed	
(1)	(2)	(3)		(5)	(9)	(10)

Note: Copies of internal audit intimation, programme and reports may please be obtained. In respect of inspections, copy of inspection notes may please be obtained.

44

Proforma no. 14

Quality of record maintenance

Name of department/DDO:

Name of records/register prescribed ² and form number.	Whether maintained (Y/N)	Maintained in prescribed form (Y/N)	Maintained but entries are recorded regularly and properly (Y/N)	Whether preserved for prescribed period
(1)	(2)	(3)	(4)	(5)

93

Proforma 15

Assessment based on Draft Paras and Part-II-A Paras Name of the department/DDO:

Year	Details of Paras included in the AIR/AIR no.						Details of PDP		Details of Draft para in audit report		
	AIR no.	Pt. II A		Pt. II B		Total	No.	Money value	Audit report/Code no.	Title of para	Money value
		No.	MV	No.	MV	No./MV					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Proforma 16

Assessment of controls based on performance Audits

Name of the department/DDO: _____

Name of the Performance audit	No. of paras involving financial regularities	Money value
(1)	(2)	(3)

96

Proforma 17

Quality control Mechanism

Name of the department/DDO: _____

Whether mechanism for quality testing of supplies/services/works has been put in place in the department/office? (Y/N)	
Whether required no. of tests are being carried out (Y/N)	
Adequacy of manpower (indicate percentage shortage)	
Adequacy of equipment (Y/N)	

Proforma 18

Media reports Name of the department/DDO: _____

Name of scheme/programme/activity /service	Name of the Media	Date of the media report	Nature of irregularity	Approximate financial value