

**बिहार सरकार**  
**सामान्य प्रशासन विभाग**

स्पीड पोस्ट/फैक्स  
सर्वोच्च प्राथमिकता

प्रेषक,

राम बिशुन राय,  
सरकार के अवर सचिव।

सेवा में,

स्थानिक आयुक्त, बिहार भवन, चाणक्य पुरी-5, कौटिल्य मार्ग, नई दिल्ली-21  
महानिदेशक, बिहार लोक प्रशासन एवं ग्रामीण विकास संस्थान, फुलवारी शरीफ, पटना।  
सचिव, लोकायुक्त कार्यालय, पटना।  
सभी प्रमंडलीय आयुक्त, बिहार।  
सभी जिला पदाधिकारी, बिहार।  
सचिव, बिहार लोक सेवा आयोग, पटना।  
सचिव, बिहार कर्मचारी चयन आयोग, पटना।  
सचिव, बिहार तकनीकी सेवा आयोग, पटना।  
सचिव, राज्य सूचना आयोग, पटना।  
सचिव, बिहार राज्य निर्वाचन प्राधिकार, पटना।  
अपर निदेशक, बिहार प्रशासनिक सुधार मिशन सोसाईटी, पटना।  
सचिव, बिहार राज्य पिछड़ा वर्ग आयोग, पटना।  
सचिव, अति पिछड़ा वर्ग राज्य आयोग, पटना।  
सचिव, उच्च जातियों के विकास के लिए राज्य आयोग, पटना।  
सचिव, महादलित आयोग, बिहार, पटना।  
अवर सचिव (लेखा) सामान्य प्रशासन विभाग।

पटना 15, दिनांक-

**विषय :-** वित्तीय वर्ष 2017-18 का बजट/पुनर्विनियोग/अंकेक्षण/पदों एवं अन्य सूचना विहित प्रपत्रों में भेजने के संबंध में।

**प्रसंग :-** महालेखाकार (ले0प0) का पत्रांक- GS(HQ) 18-19/127 दिनांक-25.10.2018  
महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि महालेखाकार (ले0प0) पत्रांक GS(HQ) 18-19/127 दिनांक 25.10.2018 द्वारा वित्तीय वर्ष 2017-18 का विभाग से संबंधित सूचना की मांग की गई है।

अतः महालेखाकार से प्राप्त प्रपत्रों को संलग्न करते हुए अनुरोध है कि सभी प्रपत्रों में भरकर वांछित कागजातों के साथ (एक सप्ताह के अंदर आवश्यक रूप से) विभाग में उपलब्ध कराने की कृपा की जाय जिसे समेकित कर महालेखाकार (ले0प0) को भेजा जा सके।

**अनु0:-** यथोक्त।

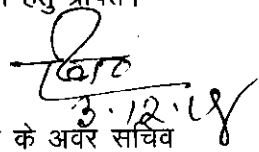
विश्वासभाजन

ह0/-

सरकार के अवर सचिव

ज्ञापांक-5/बजट (विविध) 6-13/2018 -सा0-~~15658~~/ पटना-15, दिनांक- 3.12.18

**प्रतिलिपि:-** विभागीय अवर सचिव प्रभारी प्रशाखा- 18 एवं 21 को अनुदान संबंधी, प्रपत्र 1 एवं अवर सचिव (स्थापना) को IT संबंधी प्रपत्र की कड़िका-3 की वांछित सूचना उपलब्ध कराने हेतु प्रेषित।

  
सरकार के अवर सचिव



संख्या  
No.

✓  
GJ(S/HQ)/18-19/127

भारतीय लेखा तथा लेखा परीक्षा विभाग  
कार्यालय, प्रधान महालेखाकार (लेखापरीक्षा), बिहार  
वीरचन्द्र 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: 25-10-2018

सामान्य प्रशासन विभाग  
प्राप्ति  
14650(1)2  
29 OCT 2018

To  
The Principal Secretary / Secretary  
General Administration Department  
Govt. of Bihar, Patna  
Pin code-800001

Sub: Furnishing of information of the department relating to the period 2017-18-  
regarding.

I am to invite your kind attention towards "Regulation on Audit and Accounts 2007" and to state that these Regulations are required to be followed mandatorily while executing the functions of audit and serving its purpose. Moreover, these regulations help invariably in preparation of annual audit plan pertaining to the period 2019-20 for audit purpose.

As such, in pursuance of these mandated Regulations, this office requires the following information/statement in the given format (attached herewith) for the needful at this end.

You are, therefore, requested to kindly arrange to furnish the requisitioned information (department level) in the attached format both in hard copy and in electronic form so as to meet the audit objectives in right earnest. I am also hopeful that any future requests regarding furnishing of additional information/data will meet your same kind favour.

Yours faithfully,

Deputy Accountant General  
General Sector

Enclosure: As above.

25-5/19

सूचना अतवा SC  
मजदूर

US-05  
31 OCT 2018  
बिहार, पटना

प्राप्त  
31/10  
श्री राधिका  
प्र. अ. वि. वि.

1593/4105  
17/11/18

1. Copies of all orders of re-appropriation and surrender of funds as soon as these are issued during a financial year with a consolidated statement of all such orders issued and A nil statement shall be sent if no such order is issued. For this purpose, information is required in the following format so as to reach within one month after the close of the financial year. (Regulation-38)

A.

| Sl. No. | Name of the Department | Head of Account | Budget Provision (In Rs.) |          | Budget allocation after re-appropriation (In Rs.) |          | Release (In Rs.) |          | Total Expenditure (In Rs.) |          | Surrender (In Rs.) |          | Excess/Saving (In Rs.) |          | Parked in PLA/Bank/PSU (In Rs.) | Details of PLA/Bank in which unspent funds retained |
|---------|------------------------|-----------------|---------------------------|----------|---|----------|------------------|----------|----------------------------|----------|--------------------|----------|------------------------|----------|---------------------------------|---|
|         |                        |                 | Plan                      | Non Plan | Plan  | Non Plan | Plan             | Non Plan | Plan                       | Non Plan | Plan               | Non Plan | Plan                   | Non Plan |                                 |   |
|         |                        |                 |                           |          |   |          |                  |          |                            |          |                    |          |                        |          |                                 |   |
|         | Total                  |                 |                           |          |   |          |                  |          |                            |          |                    |          |                        |          |                                 |   |

B.

| Sl.No. | Name of the Department | Name of the Society/NGO/Other agency | Head of the Society/NGO/Other agency | Address | District | Year of its commencement/functioning | Grant allotted if any (In Rs.) | Expenditure of Grant (In Rs.) |
|--------|------------------------|--------------------------------------|--------------------------------------|---------|----------|--------------------------------------|--------------------------------|-------------------------------|
|        |                        |                                      |                                      |         |          |                                      |                                |                               |

C.

| Sl.No. | Name of the Department | Name of the Scheme | Budget (In Rs.) | Release (In Rs.) | Expenditure (In Rs.) | Saving/Excess (In Rs.) | Surrender (In Rs.) | Transferred to PLA/Bank (In Rs.) |
|--------|------------------------|--------------------|-----------------|------------------|----------------------|------------------------|--------------------|----------------------------------|
|        | Total                  |                    |                 |                  |                      |                        |                    |                                  |

D.

| Sl.No. | Name of the Department | Head of account | Object Head | Release (In Rs.) | Expenditure (In Rs.) |
|--------|------------------------|-----------------|-------------|------------------|----------------------|
|        |                        |                 |             |                  |                      |

2. An annual statement to the Accountant General (Audit) containing the details of follow up action taken on audit observations, including recoveries, in respect of accepted paragraphs included in the audit reports laid before Parliament or legislature till the end of that financial year is required in the following format within six months of the close of each financial year. (Regulation-58)

| Sl.No. | Name of the Department | Audit Report of Year | Paragraph no. | Gist of Objection | Compliance |
|--------|------------------------|----------------------|---------------|-------------------|------------|
|        |                        |                      |               |                   |            |

3. A complete documentation detail related to all the stages of development of an IT system is required in the following format: (Regulation-161)

| Sl. No. | Name of the Department | Status of development of an IT System | User requirement specifications | System requirement specifications | System design | Development details |
|---------|------------------------|---------------------------------------|---------------------------------|-----------------------------------|---------------|---------------------|
|         |                        |                                       |                                 |                                   |               |                     |

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4. The list of offices under the heads of departments is required in the following format after the end of each December so as to reach the audit office before the end of January of the following year:(Regulation-176)

| Sl. No. | Name of the Department | Designation of Head of Department | Address | District | No. of sanctioned post | No. of Person-in-position | Contractual appointment (if any) |
|---------|------------------------|-----------------------------------|---------|----------|------------------------|---------------------------|----------------------------------|
|         |                        |                                   |         |          |                        |                           |                                  |

5. An annual public statement in the first quarter of each financial year regarding pending audit observation relating to the departments is required in the following format: (Regulation-204)

A.

| Sl. No. | Name of Quarter | Name of the Department | Audit Report of Year | Paragraph no. | Gist of Objection | Compliance |
|---------|-----------------|------------------------|----------------------|---------------|-------------------|------------|
|         |                 |                        |                      |               |                   |            |

B.

| Sl. No. | Name of the Department | Major irregularities intimated by Accountant General (Audit) | Paragraph no. | Gist of Objection | Compliance |
|---------|------------------------|--|---------------|-------------------|------------|
|         |                        |  |               |                   |            |

C.

| Sl. No. | Name of the Department | Inspection Report No. | Paragraph no. | Gist of Objection | Compliance |
|---------|------------------------|-----------------------|---------------|-------------------|------------|
|         |                        |                       |               |                   |            |