

**Office of the  
Comptroller & Auditor General of Bangladesh  
“Audit Bhaban”  
77/7, Kakrail, Dhaka-1000.**

No. CAG/GB-1/MUNA-274(83)/1913(18)/33

Dated: 06-02-2019

**Revised Office Order**

The undersigned has been directed to form the Mission Audit Team No-25/2018-19 with the following members for auditing Bangladesh Mission, Riyadh, Saudi Arabia and Bangladesh Assistant High Commission Office, Agartala, India as per the following schedule.

Party No.	Name and designation of officers	Name of the Mission to be audited	Period of accounts to be audited	Audit programme	Working days	Weekly and other holidays	
1	2	3	4	5	6	7	
25/2018-19	1. Mr. Md. Bodiozzaman, Chief Accounts Officer, Ministry of Health and Family Welfare, Dhaka. 2. Mr. Md. Abdur Razzak, Audit and Accounts Officer, P.S. to CGA, Segunbagicha, Dhaka.	Departure for Riyadh : 10/02/2019					
		1. Bangladesh Mission, Riyadh, Saudi Arabia	7/17 to 6/18	11-02-2019 to 10-03-2019	19 Days	15/2, 16/2, 21/2, 22/2, 23/2, 1/3, 2/3, 8/3, 9/3 = 09 Days	
		2. Bangladesh Assistant High Commission, Agartala, India.	7/16 to 6/18	12-03-2019 to 20-03-2019	07 Days	16/3, 17/3 = 02 Days	
		Departure for Dhaka: 21/03/2019					

**Conditions:**

- Upon making an elaborate audit, the team will prepare and submit an individual report on consular service related activities carried out in Bangladesh Mission, Riyadh and Jeddah since 2013-2014 and beyond. This report, in addition to the regular mission audit report on Bangladesh Mission, Riyadh for the period 7/17-6/18, will reflect the following aspects:
  - In light of the contract made with the IRIS, how many MRP applications were received in Riyadh and Jeddah and how many were delivered;
  - How much consular fee and service charge were received and whether the money received was deposited accurately in the proper account;
  - How much were to be paid to IRIS company as per contract, how much were actually paid and how much are not yet paid;
  - Whether all the concerned activities were performed as per the terms of contract made with the IRIS.
- Information collected from the Ministry of Home Affairs and Immigration and Passport Directorate vide revised office order CAG/GB-1/MUNA-274(83)/Part-33/341 Date: 19/12/2018 will have to be considered and included while preparing the report.
- If the number of working days reduces due to holidays or any other reasons, the audit has to be completed within the stipulated time through internal coordination.
- No change can be made in the audit programme without the prior approval of the Comptroller and Auditor General of Bangladesh and no ex-Bangladesh leave can be availed without prior approval.
- This order is issued in accordance with the office memo 03.069.025.06.00.003.2011-144(500), date: 19-06-2011 of the Prime Minister's office.
- Audit team members are advised to inform their whereabouts to this office immediately after arrival at the auditee's station.
- This is issued with partial amendment of the revised office order No. CAG/GB-1/MUNA-274(83)/1913(18)/352 Dated: 26 -12-2018.


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**(Sayeed Mohammad Asaduzzaman)**  
Addl. Deputy Comptroller & Auditor General (Admin)  
Phone : 9331171

*Please turn over*

**Copy for information and necessary action (not in order of seniority):**

1. Senior Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.  
(Attention: Additional Secretary, Administration & Coordination).
3. Secretary, Ministry of Foreign Affairs, Dhaka. (With a request to issue note verbal to the concerned missions in Bangladesh for VISA).
4. Controller General of Accounts, Hishab Bhaban, Segunbagicha, Dhaka.
5. Controller General Defence Finance, Office of the CGDF, Segunbagicha, Dhaka.
6. Addl. Director General (Finance), Bangladesh Railway, Rail Bhaban, Dhaka.
7. Director General, Financial Management Academy (FIMA), Dhaka.
8. Deputy Comptroller and Auditor General (Senior), Office of the CAG, Dhaka.
9. Director General, Local & Revenue/Commercial/ Railway/Works/ PT&T/Civil/Defence /Foreign Aided Project/Performance/Mission Audit Directorate, Dhaka.
10. Senior Finance Controller, Army/Navy/Air/Defence Purchase/Works, Dhaka.
11. Financial Advisor & Chief Accounts officer, East (Chittagong) /West (Rajshahi)/Project (Dhaka), Bangladesh Railway.
12. Mr. Md. Bodiozzaman, Chief Accounts Officer, Ministry of Health and Family Welfare, Dhaka.
13. Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.
14. General Manager, Foreign Exchange Policy Department, Bangladesh Bank/Sonali Bank, Local office, Motijheel, Dhaka.
15. Director, MIS, OCAg, Dhaka (With a request to upload on the Website).
16. Officer in Charge (Immigration), Hazrat Shah Jalal (R) International Airport, Dhaka.
17. Chief Accounts officer, CAO, CAG, PSC & Election Commission, Dhaka.
18. PS to CAG, OCAg, Dhaka.
19. Mr. Md. Abdur Razzak, Audit and Accounts Officer, P.S. to CGA, Segunbagicha, Dhaka.
20. Audit and accounts officer, Admin/GB-1/IAW/ HR Cell, OCAg, Dhaka.
21. Office Copy/Guard file.

  
06.02.2019  
(Md. Mohibbur Rahman)  
Audit & Accounts Officer  
GB-1 Section.