

Date: [REDACTED] 01.08.25

Team Members

| Sl. No. | Name (Shri) | Designation | ID Card No. |
|---------|--------------------------|---------------------|--------------|
| 1 | Chandan Kumar Chandan | Sr. AO | BHPTA2111872 |
| 2 | Diwakar Kumar | AAO | BHPTA2111920 |
| 3 | Ajay Kumar No.3 | AAO | BHPTA3031474 |
| 4 | Ashish Kumar No.4 | AAO | BHPTA3031763 |
| 5 | Umesh Kumar | Asst. Supervisor | BHPTA3031010 |

Period of Supervision: 14.05.25 to 14.08.25

Note: Audit of the Entity taken from Last Audit

[illegible]

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|--|--|---------------------|---|--------------------|----------|----------|---|
| 4 | Dy. Director, Employment, Muzaffarpur | Compliance Audit | A | Since Inception | 04.07.25 | 12.07.25 | 08 working days 06/07- Sun 07/07- Holiday |
| Evening transit from Muzaffarpur to Patna on 12.07.25 and attached to Headquarter from 13.07.25 to 16.07.25 | | | | | | | |
| Morning transit from Patna to Muzaffarpur on 17.07.25 | | | | | | | |
| 5 | Dy. Director, Training, Muzaffarpur | Compliance Audit | C | Since Inception | 17.07.25 | 23.07.25 | 06 working days 13/07, 20/07- Sun |
| 6 | Principal, ITI Muzaffarpur | Compliance Audit | B | Apr 2008 | 24.07.25 | 30.07.25 | 06 working days 27/07- Sun |
| 7 | Principal, Woman ITI Muzaffarpur | Compliance Audit | C | Since Inception | 31.07.25 | 06.08.25 | 06 working days 03/08- Sun |
| 8 | Dy. Director, Training, Muzaffarpur | Compliance Audit | C | Since Inception | 07.08.25 | 08.08.25 | 02 working days |
| 9 | Dy. Director, Labour Commission, Muzaffarpur | Compliance Audit | C | March 2018 | 09.08.25 | 20.08.25 | 08 working days 10/08- Sun |
| Morning transit from Muzaffarpur to Madhubani on 21.08.2025(According to Second QTP 25-26) | | | | | | | |

Note: - Field Party is directed to come to Headquarter on every weekend from place of auditee units at a distance of less than 150 km from headquarter. (Not applicable where boarding/lodging of audit team is in Circuit Houses, Guest House. Inspection Bungalows, messes etc.) {Authority vide Hqrs. Letter no. 3368/BRS/2012 dated 27th June, 2012}. All the field officials have been directed to join the office on declared holiday in State Govt. on Suffix /prefix of weekend only.

2. In case of two or more consecutive holidays (including Sundays), the field party, withing 150 km from Headquarter, shall take evening transit on the day preceding the holiday to report to Headquarter and shall further, avail morning transit on the day succeeding the holiday to join the respective auditee units.

3. The Party will perform their respective allotted works/theme work with compliance of

instruction/guidelines/SoP issued by this office as well as Ministry of Home Affairs related to Covid-19.

4. *In case you are facing any issue in field visit please contact to Group Officer/Nodal office (OIOS)/Headquarters immediately.*

5. *Audit Team have to submit Desk Review within 2 days of commencement of Audit.*

6. *For Desk study, Voucher-wise VLC data is to be arranged in ascending/descending order in Excel Sheet and Risk Analysis is to be done on the basis of value of Vouchers item-wise.*

7. *Party is directed to provide findings as per the Audit Design Matrix(ADM) circulated and other instructions to Vetting.*

8. *The last audit of audit entities are to be matched with the data provided by the auditee unit. In case of discrepancies, the same may be intimated to Headquarters immediately.*

Authority: Sr. Dy. AG/AMG-II dated 09.05.2025 & dated 18.07.25

AMRENDRA VERMA

Sr. Audit Officer/ AMG-II (Hqrs.)

Copy forwarded to: -

1. Secretary to the Pr. Accountant General (Audit) Bihar, Patna
2. Sr. Audit Officer / Claim / AMS
3. Party concerned
4. Notice Board

Sr. Audit Officer/ AMG-II (Hqrs.)