

No. AMG II/2nd QTP/2025-26/ TP No.- 213-216

Date: 11.08.25

Tour programme for Compliance Audit for 2nd QTP 2025-26
Sector AMG II/Audit Party No.- 09

Team Members

Sl. No.	Name (Shri)	Designation	ID Card No.
1	Manish Kumar	Sr. AO	BHPTA3030601
2	Raj Kumar No.3	AAO	BHPTA3031487
3	Shivnandan Kumar	AAO	BHPTA3031600
4	Manoj Kumar No.4	Sr. Ar	BHPTA3031236
5	Aman Kumar	Ar	BHPTA3031748

Supervising Officer: Shri Manish Kumar, Sr. Audit Officer (BHPTA3030601)**Period of Supervision:** 23.07.25 to 11.10.25**Note:** Audit of the Entity taken from Last Audit

SL. NO.	Name of the audit entity	Type of Audit	Risk category (Low/ Medium/ High)	Audit of the entity last audited till	Audit to be conducted during the period with dates of transit		Remarks
					From	To	
1	2	3	4	5	6	7	8
Transit from Patna to Bhagalpur on 22.07.25							
1	DEPUTY DIRECTOR, TRAINING, BHAGALPUR (BGPLAB003)	Compliance Audit	C	Since Inception	23.07.25	29.07.25	06 working days (27/07-Sun)
2	Principal, Leela Dipnarayan ITI Bhagalpur (BGPLAB001)	Compliance Audit	B	Dec 19	30.07.25	05.08.25	06 working days (03/08-Sun)
Morning transit from Bhagalpur to Banka on 06.08.25							
3	Industrial Training Institute, Bausi Banka (BNKLAB007)	Compliance Audit	B	Since Inception	06.08.25	12.08.25	06 working days (10/08-Sun)
4	DEPUTY DIRECTOR, TRAINING, BHAGALPUR (BGPLAB003)	Compliance Audit	C	Since Inception	13.08.25	14.08.25	02 working days
Evening/night transit from Bhagalpur to Patna on 14.08.25 and attached to headquarter from 15.08.25 to 17.08.25							
Morning transit from Patna to Vaishali on 18.08.25							
5	LABOUR SUPRINTENDENT, OFFICE OF THE LABOUR SUPERINTENDENT, HAJIPUR, VAISHALI (VSLLAB002)	Compliance Audit	C	Since Inception	18.08.25	26.08.25	08 working days (24/08-Sun)
Morning transit from Vaishali to Sheohar on 27.08.25							
							08 working

6	Labour Superintendent, Sheohar (SHRLAB003)	Compliance Audit	C	Since Inception	27.08.25	04.09.25	days (31/08-Sun)
7	DISTRICT EMPLOYMENT OFFICER, DISTRICT EMPLOYMENT EXCHANGE, SHEOHAR (SHRLAB002)	Compliance Audit	C	Since Inception	06.09.25	15.09.25	08 working days (07/09, 14/09-Sun; 05/09-Holiday)
Morning transit from Sheohar to Samastipur on 16.09.25							
8	DIST.EMPLOYMENT OFFICER SAMASTIPUR (STRLAB003)	Compliance Audit	C	Dec 2010	16.09.25	24.09.25	08 working days (21/09-Sun)
Transit from Samastipur to Kaimur on 25.09.25							
9	DISTRICT EMPLOYMENT OFFICER, DISTRICT EMPLOYMENT EXCHANGE, LICHHAVI BHAWAN, KAIMUR (BBWLAB002)	Compliance Audit	C	Since Inception	26.09.25	27.09.25	02 working days
Transit from Kaimur to Patna on 28.09.25 and attached to headquarter from 29.09.25 to 04.10.25							
Transit from Patna to Kaimur on 05.10.25							
10	DISTRICT EMPLOYMENT OFFICER, DISTRICT EMPLOYMENT EXCHANGE, LICHHAVI BHAWAN, KAIMUR (BBWLAB002)	Compliance Audit	C	Since Inception	06.10.25	11.10.25	06 working days
Transit from Kaimur to Patna on 12.10.25							

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 before 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. *The field party is to ensure to work on the LDP topics emailed to the Sr.AOs as per ADM provided as per the unit assigned.*

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.*

9. One IR of Deputy Director, Training, Bhagalpur is to be made incorporating all the findings of ITI Bhagalpur and ITI Banka.

Authority: Sr. Dy. AG/AMG-II dated 18.07.25 and 21.07.25

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.)