

Date: [REDACTED] 11.08.25

## Team Members

Sl. No.	Name (Shri)	Designation	ID Card No.
1	Kamal Kishore	Sr. AO	BHPTL 3340035
2	Shiv Kumar Singh	AAO	BHPTA 3031527
3	Saurabh Kumar Jha	AAO	BHPTA 3031556
4	Santosh Kumar No. 5	AAO	BHPTA 3031833
5	Manoj Kumar Jha	Auditor	BHPTL 3340162

**Period of Supervision: 28.07.25 to 18.11.25**

**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
<b>Morning transit from Patna to Ara on 22.07.25</b>							
1	Vice Chacellor, Vir Kunwar Singh University, Ara, Bhojpur	Compliance Audit	A	Mar 22	22.07.25	22.07.25	01 working day (The party went to commence the audit but the university requested to commence the audit from 28.07.25)
<b>Evening transit from Ara to Patna on 22.07.25 and attached to headquarter from 23.07.25 to 27.07.25</b>							
<b>Morning transit from Patna to Ara on 28.07.25</b>							
2	Vice Chacellor, Vir Kunwar Singh University, Ara, Bhojpur	Compliance Audit	A	Mar 22	28.07.25	23.09.25	43 working days (03/08, 10/08, 17/08, 24/08, 31/08, 07/09, 14/09, 21/09-Sun; 05/08, 09/08, 15/08, 16/08, 05/09,06/09, 22/09-Holiday)
3	05 sampled constituent colleges	Compliance Audit	-	Since LA	24.09.25	27.09.25	04 working days
<b>Evening transit from Ara to Patna on 27.09.25 and attached to headquarter from 28.09.25 to 05.10.25</b>							
<b>Morning transit from Patna to Ara on 06.10.25</b>							
4	05 sampled constituent colleges	Compliance Audit	-	Since LA	06.10.25	18.10.25	11 working days (12/10-Sun; 11/10- holiday)
<b>Evening transit from Ara to Patna on 18.10.25 and attached to headquarter from 19.10.25 to 28.10.25</b>							
<b>Morning transit from Patna to Ara on 29.10.25</b>							

5	05 sampled constituent colleges	Compliance Audit	-	Since LA	29.10.25	15.11.25	<b>15 working days (02/11, 09/11, 16/11- Sun; 05/11- Hoilday)</b>
6	Vice Chacellor, Vir Kunwar Singh University, Ara, Bhojpur	Compliance Audit	A	Mar 22	17.11.25	18.11.25	<b>08 working days (16/11-Sun)</b>
<b>Evening transit from Ara to Patna on 18.11.25</b>							

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. The party will sample 05 constituent colleges based on number of enrolled students during the past three years. The selected colleges are to be forwarded to headquarter for approval of Sr. DAG.

**Authority: Sr. Dy. AG/AMG-II dated 18.07.25, 21.07.25 & dated 23.07.25**

**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.)