No. AMG II/1st QTP/2025-26/ TP No.- 173-176 Date: 31 .07.2025

Revised Tour programme for Compliance Audit for 1 $^{\rm st}$ QTP 2025-26 Sector AMG II/Audit Party No.- 14

Team Members

| SI. No. | | Designation | ID Card No. |
|---------|---------------------|-------------|---------------|
| 1 | Kamal Kishore | | BHPTL 3340035 |
| 2 | Shiv Kumar Singh | | BHPTA 3031527 |
| 3 | Saurabh Kumar Jha | AAO | BHPTA 3031556 |
| 4 | Santosh Kumar No. 5 | | BHPTA 3031833 |
| 5 | Manoj Kumar Jha | Auditor | BHPTL 3340162 |

Supervising Officer: Shri Kamal Kishore, Sr. Audit Officer (BHPTL 3340035)

Period of Supervision: 26.05.25 to 19.07.25

Note: Audit of the Entity taken from Last Audit

| SL. NO. | Name of the audit entity | Type of Audit | Risk category | entity last | Audit to be conducted during the period with dates of transit | | Remarks |
|---|--|---------------------|---------------------------|--------------------|---|----------|--|
| | | | (Low/ Medium/ High) | audited till | From | To To | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| I | Patna | Audit | А | Mar 23 | 26.05.25 | 10.06.25 | 12 working days (31/05, 07/06- Sat; 01/06, 08/06-Sun) |
| Attach to headquarter on 11.06.25 and Morning transit from Patna to Muzaffarpur on 12.06.25 | | | | | | | |
| 2 | Muzaffarpur | | В | Since Inception | 12.06.25 | 19.06.25 | 07 working days (15/06-Sun) |
| Evening transit from Muzaffarpur to Patna on 19.06.25 and attached to Headquarter on 20.06.25 to 22.06.25. Morning transit from Patna to Muzaffarpur on 23.06.25. | | | | | | | |
| | District Minority Welfare Office, Muzaffarpur | Compliance Audit | В | Since Inception | 23.06.25 | 25.06.25 | 03 working days |
| Morning transit from Muzaffarpur to Sitamarhi on 26.06.25 | | | | | | | |
| 4 | District Minority Welfare Office, Sitamarhi | Compliance Audit | В | Since Inception | 26.06.25 | 07.07.25 | 10 working days (29/06, 06/07-Sun) |
| Morning transit from Sitamarhi to Muzaffarpur on 08.07.25 | | | | | | | |
| 5 | Deputy Director, Welfare (SC & ST), Muzaffarpur | Audit | С | April 13 | 08.07.25 | 12.07.25 | 05 working days |
| 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 | | | | | | | |
|---|--|---|----------|----------|----------|--------------------|--|
| 6 | Deputy Director, Welfare (SC & Compliance ST), Audit Muzaffarpur | С | April 13 | 17.07.25 | 19.07.25 | 03 working days | |
| Evening transit from Muzaffarpur to Patna on 19.07.25 | | | | | | | |

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. ADMs of focus area of audit to be prepared by parties.
- 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. Shri Shiv Kumar Singh, AAO was attached to Headquarters from 12.06.25 to 20.06.25 for collection of key documents.

Authority: Sr. Dy. AG/AMG-II dated 09.05.25, 25.06.25 & dated 18.07.25

AMRENDRA VERMA

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

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.)