



प्रधान महालेखाकार (लेखापरीक्षा) कार्यालय, बिहार  
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No. AMS/ Misc. Letters from Hqrs./Office Order/o/ Date: 27-04-2026

## कार्यालय आदेश **Office Order**

मुख्यालय कार्यालय ने Utilization Metrics के विश्लेषण से यह पाया है कि कुछ मामलों में भारतीय लेखापरीक्षा और लेखा विभाग (IA&AD) के कर्मियों को आवंटित आधिकारिक लैपटॉप का निर्धारित उद्देश्यों के लिए पूर्णतः उपयोग नहीं किया जा रहा है।

Hqrs. office has observed through utilization metrics that the official laptops provided to IA&AD personnel are, in certain instances, not being fully utilized for their intended purposes.

इस संबंध में, मुख्यालय कार्यालय द्वारा प्राप्त आवश्यक दिशानिर्देश (संलग्न) के आलोक में सभी कर्मियों को निम्नलिखित निर्देशों का सख्ती से अनुपालन सुनिश्चित करने हेतु निदेशित किया जाता है:

In light of the necessary guidelines received from Hqrs. office (enclosed), all officials are hereby directed to ensure strict adherence to the following instructions:

1. कर्मियों को आवंटित आधिकारिक लैपटॉप प्रतिदिन कार्यालय लाना अनिवार्य है। सभी आधिकारिक कार्यों के लिए इनका उपयोग नियमित रूप से किया जाए।

Official laptops assigned to personnels must be brought to the office daily. These laptops must be regularly used for all official work.

2. लेखापरीक्षा के दौरान अधिकारी/कर्मचारी अपने आधिकारिक लैपटॉप अनिवार्य रूप से लेखा परीक्षा इकाई में ले जाएंगे। इनका उपयोग केवल लेखापरीक्षा संबंधी सभी कार्यों के लिए ही किया जाएगा।

During audit engagements, officials must carry their Official laptops to the auditee's premises. These devices must be utilized exclusively for all audit-related activities.

3. आधिकारिक कार्य के लिए लेखापरीक्षित इकाइयों के आईटी बुनियादी ढांचे, प्रणालियों या उपकरणों पर निर्भरता से बचना चाहिए। असाधारण परिस्थितियों में किसी भी विचलन के लिए सक्षम प्राधिकारी से उचित अनुमोदन आवश्यक है।

Dependence on the auditee's IT infrastructure, systems, or devices for official work must be avoided. Any deviation under exceptional circumstances requires due approval from the competent authority.

4. जहाँ भी संभव हो, अधिकारी/कर्मचारी अपने लैपटॉप को केवल IAAD/NIC नेटवर्क से ही कनेक्ट करें। यह विभागीय एप्लिकेशनों तक सुरक्षित पहुंच और निर्धारित आईटी सुरक्षा प्रोटोकॉल का कड़ाई से पालन सुनिश्चित करने हेतु अनिवार्य है।

Officials must connect their laptops only to the IAAD/NIC network, wherever feasible. This is to ensure secure access to departmental applications and to ensure adherence to prescribed IT security

protocols.

इसके अलावा सूचित किया जाता है कि आधिकारिक लैपटॉप के प्रभावी उपयोग और अनुपालन को सुनिश्चित करने के लिए, मुख्यालय स्थित सी.टी.ओ. (CTO) विंग द्वारा इनके उपयोग तथा IAAD नेटवर्क से कनेक्टिविटी की समय-समय पर समीक्षा और निगरानी की जाएगी।

Further it is informed that **usage of official laptops and connectivity to the IAAD network will be periodically reviewed and monitored by the CTO Wing at Headquarters, with a view to ensuring effective utilization and compliance.**

हस्ता /—  
उप महालेखाकार  
प्रशासन

प्रतिलिपि सूचना, आवश्यक कार्रवाई और अनुभागों में तैनात कर्मियों के बीच प्रसार हेतु प्रेषित:  
Copy forwarded for information, necessary action, and dissemination among officials posted in the sections:

1. प्रधान महालेखाकार (लेखापरीक्षा-I) सचिवालय, बिहार, पटना  
Secretariat of PAG (Audit-I), Bihar, Patna
2. महालेखाकार (लेखापरीक्षा-II) सचिवालय, बिहार, पटना  
Secretariat of AG (Audit-II), Bihar, Patna
3. सभी वरिष्ठ उप महालेखाकार/उप महालेखाकार के सचिवालय  
Secretariat of all Sr. DAG/DAG
4. मुख्यालय में पद स्थापित सभी वरिष्ठ लेखापरीक्षा अधिकारी (ईमेल के माध्यम से)  
All SAOs posted in Hqrs (through email)
5. सूचना पट्ट  
Notice Board
6. आधिकारिक वेबसाइट  
Official Website

  
वरिष्ठ लेखा परीक्षा अधिकारी 7/04/26  
ए एम एस

[Cag-all-offices] IMPORTANT: Ensuring Optimal Utilization of Official Laptops and IAAD Network

< agaubihar@cag.gov.in >

Tr. No - 226

मंले (लेप) का सचि

दैनन्दी सं. EM. No - 188

तारीख 13-04-2026

Dy. No.... 71.....

Sr. D.A.G. (Admin) Sectt.

Date.... 13/04/26.....

Sushant < aao4is@cag.gov.in >

Fri, 10 Apr 2026 6:23:35 PM +0530

To "cag-all-users"<cag-all-users@ismgr.nic.in>,"CAG-ALL-OFFICES"<cag-all-offices@ismgr.nic.in>

Cc "B K Mohanty"<mohantybk@cag.gov.in>,"Surjith K"<kumars3.cag@nic.in>,"Ajay Yeshwanth"<ajayyeshwanth@cag.gov.in>

### Kind Attention

Dear All,

It has been observed through utilization metrics that the official laptops provided to IA&AD personnel are, in certain instances, not being fully utilized for their intended purposes. In some cases, these devices are not consistently brought to the workplace or to the locations of audit engagements, resulting in a reliance on alternate arrangements. Additionally, there have been occasions where audit teams have depended upon the IT infrastructure and systems of the auditee for carrying out audit-related tasks. While such arrangements may offer temporary convenience, they may also give rise to avoidable delays, cyber threats, access-related constraints, compatibility issues, and other technical challenges, thereby affecting the efficiency of audit processes for both the auditee and the audit teams.

In view of the above, all officials are advised to ensure the following:

1. Official laptops assigned to them are brought to the office on a daily basis and are used regularly for all official work.
2. During audit engagements, officials must carry their office laptops to the auditee's premises and utilize them exclusively for all audit-related activities.
3. Dependence on auditee's IT infrastructure, systems, or devices for official work should be avoided, except in exceptional circumstances with due approval.
4. Wherever feasible, officials should connect their laptops to the IAAD/NIC network only to enable secure access to departmental applications, data, and services, and to ensure adherence to prescribed IT security protocols.
5. In A&E offices, official laptops should be used in place of obsolete desktops for carrying out VLC-related work, including pension, GPF, and other data analytics activities, so as to ensure improved performance, standardization, and security.

These measures are intended to promote secure, standardized, and efficient execution of audit functions, while reducing operational dependencies and associated risks.

**It is also informed that usage of official laptops and connectivity to the IAAD network will be periodically reviewed and monitored by the CTO Wing at Headquarters, with a view to ensuring effective utilization and compliance.**

All concerned are requested to take note of the above and ensure strict adherence.

4/10/26, 6:46 PM

[Cag-all-offices] IMPORTANT: Ensuring Optimal Utilization of Official Laptops and IAAD Network

This issues with the approval of the competent authority.

Thanks and regards  
Sushant Singh  
Asst Administrative Officer  
Information Systems Wing  
O/o CAG Of India  
9, DDU Marg, New Delhi

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CAG-ALL-OFFICES mailing list -- [cag-all-offices@ismgr.nic.in](mailto:cag-all-offices@ismgr.nic.in)  
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