



लोक हितार्थ सत्य निष्ठा  
Dedicated to Truth in Public  
interest

No. AMG II/4th QTP/2023-24/ TP No.- 125-1128-

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय, प्रधान महालेखाकार (लेखापरीक्षा), बिहार  
वीरचन्द्र पटेल मार्ग, पटना-800 001

**Indian Audit & Accounts Department**  
Office of the Pr. Accountant General (Audit), Bihar  
Beerchand Patel Marg, Patna-800 001  
Date: 12.01.2024

**Tour programme for Compliance Audit**

**Sector AMG II/Audit Party No.- 02**

**Team Members**

Sl. No.	Name (Shri)	Designation	ID Card No.
1	Anil Kumar Rajak	Sr. AO	BHPTA3031243
2	Brajesh Kumar Rai	AAO	BHPTA3031405
3	Ajit Kumar No. 2	AAO	BHPTA3031259
4	Bhanu Prakash Trivedi	AAO (A)	BHPTA3031699
5	Kamlesh Prasad	Sr. Ar	BHPTA3031198

**Supervising Officer:** Shri Anil Kumar Rajak, Sr. Audit Officer (BHPTA 3031243)

**Period of Supervision:** 15.01.24 to 25.03.24

**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>Transit from Patna to Banka on 14.01.24</b>							
1	District Education Office, Banka	Compliance Audit	A	Jan 23	15.01.24	20.01.24	05 working days (17/01- Holiday)
2	District Programme Office (Estd.), Banka	Compliance Audit	C	Dec 22	22.01.24	31.01.24	08 working days (21/01, 28/01-Sunday; 26/01-Holiday)
3	District Programme Office (MDM), Banka	Compliance Audit	C	Oct 17	01.02.24	09.02.24	08 working days (04/02- Sunday)
4	Ten sampled schools	Compliance Audit	-	-	10.02.24	20.03.24	30 working days (11/02, 18/02, 25/02, 03/03, 10/03, 17/03-Sunday; 14/02,24/02, 26/02,08/03-Holiday)
5	District Education Office, Banka	Compliance Audit	A	Jan 23	21.03.24	25.03.24	03 working days (24/03-Sunday; 22/03-Holiday)
<b>Transit from Banka to Patna on 26.03.24</b>							

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. 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.
3. In case you are facing any issue in field visit please contact to Group Officer/Nodal office (OIOS)/Headquarters immediately.
4. Audit Team have to submit Desk Review within 2 days of commencement of Audit..
5. 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.
6. 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.
7. The sampling of schools for audit/verification could be done on the basis of number of students enrolled for the year 2022-23 and for this, only U-DISE data is to be used. The sampling may be sent to Headquarter section within one week of commencement of Audit for approval of the Group Officer and subsequent issue of intimation letter to DEO by the office.
8. One IR of District Education Office is to be prepared and the findings of all the other units may be incorporated in the same.
9. Party is directed to provide findings as per the Audit Design Matrix (ADM) circulated in the 3<sup>rd</sup> Quarter 23-24 and other instructions to Vetting.
10. Any special findings, if any, during the course of audit may be intimated to Group Officer immediately.
11. The findings on Complain and Press Clippings may be submitted to Headquarter section separately after incorporating the same in Inspection Report.

**Authority: Dy. AG/AMG-II dated 12.01.24**

Sd/-

Sr. Deputy Accountant General / AMG II

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

  
12/1/24  
Sr. Audit Officer/ AMG-II (Hqrs.)