

**Date:** 21.08.2025

## Team Members

| Sl. No. | Name (Shri)                | Designation | ID Card No.      |
|---------|----------------------------|-------------|------------------|
| 1       | Ravi Kant Patel            | Sr. AO      | BHPTA<br>3031203 |
| 2       | Satish Kumar No. 3         | AAO         | BHPTA<br>3031390 |
| 3       | Prem Kumar                 | AAO         | BHPTA<br>3031179 |
| 4       | Shambhu Kumar<br>Chaudhary | Sr. Ar.     | BHPTA<br>3031602 |
| 5       | Rajendra Kumar No. 1       | Sr.Ar.      | BHPTA<br>3031192 |

**Period of Supervision: 13.08.25 to 14.10.25**

**Note: Audit of the Entity taken from Last Audit**

[illegible]

|  |  |                  |   |                 |          |          |                             |
|--|--|------------------|---|-----------------|----------|----------|-----------------------------|
| 5  | 05 sampled schools                               | Compliance Audit | - | -               | 12.09.25 | 23.09.25 | days (14/09, 21/09-Sun)     |
| 6  | District Education Officer, Motihari (ECHEDU536) | Compliance Audit | A | Oct 2023        | 24.09.25 | 25.09.25 | 02 working days             |
| 7  | DIET, Motihari (ECHEDU539)                       | Compliance Audit | B | Since Inception | 26.09.25 | 27.09.25 | 02 working days             |
| <b>Transit from Motihari on 28.09.25 and attached to Headquarter from 29.09.25 to 04.10.25</b> |  |                  |   |                 |          |          |                             |
| <b>Transit from Patna to Motihari on 05.10.25</b>  |  |                  |   |                 |          |          |                             |
| 7  | DIET, Motihari (ECHEDU539)                       | Compliance Audit | B | Since Inception | 06.10.25 | 14.10.25 | 08 working days (12/10-Sun) |
| <b>Transit from Motihari to Patna on 15.10.25</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. 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. 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 schools would be sampled on the basis of students enrolled and are to be sent to Headquarter for approval and the list of approved sampled schools would be communicated to the District Education Officer by the Headquarter section. School which has been audited in the previous three years are to be left.*

*9. 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.*

**Authority: Sr. Dy. AG/AMG-II dated 18.07.25 and dated 30.07.25 & dated 20.08.25**

VERMA

AMRENDRA

21-08-2025

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.)