



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**For January, 2025**

Office of the Accountant General (A. & E.)-I, U.P.  
Prayagraj

## **Chapter - I**

### **Introduction**

The Accountant General (A&E)-I, U.P. has been entrusted with the following functions:

- i. Preparation of annual Finance and Appropriation Accounts and its submission to the Government of Uttar Pradesh.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from 82 treasuries with 4998 drawing and disbursing officers and its submission to Finance Department of the Government of Uttar Pradesh.
- iii. Maintenance of Provident Fund Accounts of eighteen departments and the officers of the All India Services of U.P. Cadre.
- iv. Maintenance of detailed accounts of various long term Loans and Advances.
- v. Reconciliation of Accounts with the heads of offices and with those maintained by treasuries under various deposit heads.
- vi. Reconciliation of expenditure figures and preparation of statement of expenditure.
- vii. Annual Inspection of Treasuries.
- viii. Correspondence/discussions with the State Government on matters of policy involving financial management and accounting. Periodical meetings with State Government representatives in the High Power Committee set up for this purpose.
- ix. Cadre control of 'B', 'C' & 'D' (MTS) categories of staff, staff welfare, recognition of service associations, recreational activities and departmental canteen, etc., for both the (A&E) offices.
- x. **MEASURES TAKEN TO IMPROVE THE SERVICE TO STAKEHOLDERS –**
  - a. **SETTING UP OF SINGLE WINDOW CLEARANCE CELL:** In order to ensure speedy disposal of grievances of employees of Uttar Pradesh Government pertaining to Provident Fund, Pension, Loans & Advances or any other matter, a single window clearance cell, at the entry point of the office, was inaugurated by Hon'ble Governor of Uttar Pradesh on 16<sup>th</sup> November, 2010 on the eve of the 150<sup>th</sup>

anniversary of Indian Audit & Accounts Department. It is functioning under the direct control of the Accountant General through the Secretary.

- b. **SMS BASED SERVICE:** GPF related information such as subscription, recovery, receipt of reconciliation cases, Final Payment cases, dispatch of Reconciliation/FP cases are sent via SMS to GPF Subscribers.
- c. **WEB-BASED SERVICE-** This office has made provisions to download/view facility for GPF account Statements, Missing credit details, monthly OB/CB etc. Facility to view Final Payment Authority has been added. Subscribers can also register their mobile numbers on office website to get information as mentioned above.
- d. **Exit Conference** for the FY 2023-24 has been organized on 24.09.2024.

## **Chapter - II**

### **Organizational Structure**

**Shri Abhishek Singh** is holding the charge as Accountant General in the office of the Accountant General (A. & E.) – I, U.P., Prayagraj.

The charges of the **Group Officer (s)** are as under:

#### **Administration, Treasury Accounts & Provident Fund :**

**Shri Vijay Singh Panwar**, Dy. Accountant General is holding the charges of Administration, Treasury Accounts and Provident Fund Group.

### Chapter - III

#### Administration Coordination

#### **I - BUDGET:**

The position of expenditure as against the allotment of funds for office establishment under various Sub-heads during the year 2023-24 along with the corresponding figure for the year 2024-25 (up to January, 2025) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2023-24 (in lakhs)		Expenditure incurred during the FY 2024-25 up to January, 2025 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances			0	0
2	Salaries	3972.46	3972.46	3833.96	3513.04
3	Rewards	35.74	35.74	32.92	32.21
4	MT Charges	201.44	201.44	144.32	141.43
5	Allowances	2658.05	2658.04	2820.22	2689.52
6	LTC	21.58	21.58	18.96	15.63
7	DTE	178.09	178.08	145.20	105.47
8	Foreign Travel Expenses	0	0	0	0
9	Training Expenses	0	0	0	0
10	Office expenses	399.96	399.95	407.80	340.28
11	RRT	59.75	59.75	59.75	59.75
12	Printing & Publication	23.58	23.58	10.34	3.70
13	Rent for others	13.87	13.87	13.17	11.47
14	Digital Equipment	8.31	8.31	4.80	4.47
15	Fuels and Lubricants	0.22	0.22	0.10	0.07
16	Advertising and Publicity	0.0	0	0.20	0.14
17	Minor Civil and Electric Work	12.63	12.63	12.85	7.21
18	Professional Services	7.98	7.98	5.06	5.01
19	Repair and Maintenance	11.88	11.88	14.54	10.39
20	Grant-in-Aid	4.84	4.84	0.19	0.19
21	Contribution	0	0	0	0
22	Other Revenue Expenditure	9.84	9.84	9.76	9.01
23	Machinery and Equipment	5.02	5.02	7.27	5.76
24	ICT	9.49	9.49	1.29	1.18
25	Furniture and Fixtures	0.54	0.54	15.96	15.63
26	Other Fixed Assets	0.20	0.20	0.25	0.15
27	House Building Advance	53.28	53.28	0	0
28	Motor Conveyance Advance	0	0	0	0
29	Computer	5.5	5.5	2	1.50
<b>Total</b>		<b>7694.25</b>	<b>7694.22</b>	<b>7560.91</b>	<b>6973.21</b>

**STATEMENT-I**  
**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.02.2025**  
**NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj**

	Sanctioned Strength					Men in Position				Vacancy			Remarks
	Permanent	Temporary	Casual	Supernumerary	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Net Vacancies	
Sr. AO	29	1	2		32	26	0	2	28	-4		-4	On Deputation-02
Sr. AO ( Ex-Cadre)		1			1	1	0		1	0		0	
AAO	100	1	6		107	89	0	6	95	-12		-12	On Deputation-07
Legal Assistant		1			1	0			0	-1		-1	
Supervisor	20				20	19	0		19	-1		-1	
Asstt. Supervisor	59				59	47	0		47	-12		-12	On Deputation-03
<b>TOTAL</b>	<b>208</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>220</b>	<b>182</b>	<b>0</b>	<b>8</b>	<b>190</b>	<b>-30</b>	<b>0</b>	<b>-30</b>	<b>On Deputation-12</b>
Sr. Accountant	119				119	182			182	63	9	72	Excess Interim SS in cadre of Sr. Acctt is 63. Two (2) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-05 2 HIA for Hindi Officer, On Deputation-02
Accountant	198				198	119			119	-79	2	-77	
Clerk/Typist	39				39	19			19	-20	0	-20	On Deputation-02
Clerk. (iCISA)	0	0	3	0	3	1			1	-2		-2	
Sr.Acctt./Acctt. (iCISA)	0	0	8		8	1			1	-7		-7	
DEO Gr.B	6				6	6			6	0		0	
DEO Gr.A	3				3	3			3	0		0	
<b>TOTAL</b>	<b>365</b>	<b>0</b>	<b>11</b>		<b>376</b>	<b>331</b>	<b>0</b>	<b>0</b>	<b>331</b>	<b>-45</b>	<b>11</b>	<b>-34</b>	<b>On Deputation-09</b>
PS	1				1	1			1	0		0	
Stenographer-I	4				4	1			1	-3		-3	On Deputation-01
Stenographer-II	4				4	3			3	-1		-1	
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>		<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>-4</b>	<b>0</b>	<b>-4</b>	<b>On Deputation-01</b>
SG Record Keeper	4				4	0			0	-4		-4	
<b>TOTAL SG Record Keepers</b>	<b>4</b>	<b>0</b>	<b>0</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4</b>	<b>0</b>	<b>-4</b>	
Hindi Officers	1				1	1			1	0		0	
Jr. Hindi Translators	2				2	1			1	-1		-1	
<b>Total Hindi Cadre Posts</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>-1</b>	<b>0</b>	<b>-1</b>	
<b>Misc./Other Posts</b>													
Welfare Assistant	1				1	1			1	0		0	
Staff Car Driver	2				2	1			1	-1		-1	
<b>TOTAL Misc./Other Posts</b>	<b>3</b>	<b>0</b>	<b>0</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>-1</b>	<b>0</b>	<b>-1</b>	
Multi Tasking Staff	116				116	50			50	-66		-66	
Multi Tasking Staff (RCB&KI, Prg.)	6				6	1			1	-5		-5	
Multi Tasking Staff (iCISA)	5				5	4			4	-1		-1	
<b>Total MTS Cadre</b>	<b>127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>55</b>	<b>-72</b>	<b>0</b>	<b>-72</b>	
<b>Administrative Assistant Cadre</b>													Vide Hqrs letter No. 278/SSR/Rationalisation / EDP/165-2019 Vol.II dated 5.2.2024
Administrative Assistant	33				33	0			0	-33		-33	
Accounts Assistant Grade II	8				8	0			0	-8		-8	
Accounts Assistant Grade I	4				4					-4		-4	
<b>Total AA Cadre</b>	<b>45</b>				<b>45</b>	<b>0</b>			<b>0</b>	<b>-45</b>		<b>-45</b>	
<b>Information System Manager (ISM) cadre</b>													
Information System Manager	1				1	0			0	-1		-1	
Information System Manager	1				1	0			0	-1		-1	
<b>Total ISM Cadre</b>	<b>2</b>				<b>2</b>	<b>0</b>			<b>0</b>	<b>-2</b>		<b>-2</b>	
<b>GRAND TOTAL</b>	<b>766</b>	<b>4</b>	<b>19</b>	<b>0</b>	<b>789</b>	<b>577</b>	<b>0</b>	<b>8</b>	<b>585</b>	<b>-204</b>	<b>11</b>	<b>-193</b>	<b>On Deputation – 22</b>

Note:

(1). Total 22 officers/officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.

- (2). 02 posts of Sr. AOs & 06 posts of AAOs have been sanctioned to this office vide Hqrs' letter No.596/Staff-S&R/Continuance/CT/A&E/07-2023 dated 26/03/2024 for the period from 01.03.2024 to 28.02.2025.
- (3). 09 posts of Sr. Accountants kept in abeyance against 02 posts for Jr. Translators, 04 for RCB&KI, Prayagraj and 03 for Sr.AOs/AAOs (Legal).
- (4). 1 RT post of Legal Asstt. was sanctioned vide Letter No. 1116/staff(S&R)/Creation/Legal Asstt./77-2024 dated 02/09/2024.

#### STATEMENT-II

**NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj**

#### EDP POSTS

	Sanctioned Strength				Men in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Data Manager										
Data Entry Operator Gr.F	0			0		0		0	0	
Data Entry Operator Gr.E	0			0		0		0	0	
Faculty (SO)								0	0	
Data Entry Operator Gr.D	0			0		0		0	0	
Data Entry Operator Gr.B	6			6	6	0		6	0	
Data Entry Operator Gr.A	3			3	3	0	0	3	0	
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	

#### STATEMENT –III

**NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj.**

#### CANTEEN STAFF ('A' TYPE)

	Sanctioned Strength				Men in Position				Vacancy	Remarks
	Per man ent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Manager	1			1	0			0	-1	
Asstt. Manager cum Store Keeper	1			1	0			0	-1	
Halwai-cum-Cook	2			2	0			0	-2	
Clerk	3			3	0			0	-3	
Asstt.Halwai cum Cook	2			2	0			0	-2	
Canteen Attendant	11			11	1			1	-10	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>-19</b>	

## **II- PERSONNEL:**

The position of various reserved category staff in Group 'C' as on 31.01.2025 and the number of staff recruited up to **January, 2025** is as follows:

Category	Total Number as on 31.01.2025	Number of employees recruited during January, 2025
	Group 'C' *	Group 'C'
Scheduled Caste	78	00
Scheduled Tribe	06	00
Other Backward Class	136	00
Physically Handicapped	13	00
Ex-Servicemen	17	00

\* Only officials below level 06 (as per 7<sup>th</sup> CPC) have been shown in Group 'C'

**RECRUITMENT:** Following appointments were made up to **January, 2025**.

Designation	No. of Person
AAO	02
Accountant	03
Clerk	06
MTS	06

**PROMOTIONS:** Following promotions were made up to **January, 2025**.

Designation	No. of Person
AAO to Sr. AO	08
Sr. Acctt. to Asstt. Supervisor	27
Asstt. Supervisor to Supervisor	07
Clerk to Accountant	05
MTS to Clerk	01

**RETIREMENTS:** Following number of staff retired/died/VRS/CRS up to **January, 2025**.

Designation	No. of Person
Sr. A.O.	10
Supervisor	07
Assistant Supervisor	22
Senior Accountant	21
Accountant	04
Accountant (Technical resignation)	05
Clerk	01
MTS	10

## **RESIGNATION:**

03 Accountants resigned from this office upto the month of **January, 2025**.

**EXAMINATIONS:** Detail of examinations conducted during the year 2024-25 up to **January, 2025** and the number of persons who appeared and were declared successful are given below:

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Feb., 2024  <b>22.10.2024 to 24.10.2024</b>	11  <b>18</b>	Nil (Result declared in April, 2024)  <b>00</b>
2	Typewriting test for serving Clerks	April, 2024 July, 2024 <b>Oct., 2024</b> <b>Jan., 2025</b>	02 02 <b>02</b> <b>05</b>	Nil Nil <b>01</b> <b>02</b>
3	Incentive exam for Sr. Accountant	April, 2024	46	Nil
4	Self Learning Module Exam	April, 2024 July 2024	24 03	11 Nil
5	End of training exam for AAOs for promotion to the post of Sr. AOs	August, 2024	09	09
6	End of training exam for Sr. Accountant for promotion as Asstt. Supervisor December 2024	05/12/2024	56	07

**DEPUTATIONS:** **02 AAOs** joined this office on deputation upto the month of January, 2025. 01 Sr. AO, **01 AAO** and 01 Sr. Acctt. were repatriated back to this office upto the month of January, 2025. 03 AAOs, 02 Accounts and 02 Clerks went on deputation from this office to other offices upto the month of January, 2025. 04 AAOs and 01 Accountant who were on deputation in this office were repatriated to their respective parent offices upto the month of January, 2025.

**ASSOCIATIONS:** Sr. Accounts Officers (A&E) Association, Prayagraj is the only recognized service association in the office.

### **III- ORGANIZATION AND METHODS:**

*O&M section is responsible for:*

#### **Preparation of Administrative Report:**

Yearly Administrative Report of the Office, as well as monthly updates are prepared and hosted on the official website.

Administrative Report of the office for the year 2023-24 is available on office website <https://cag.gov.in/ae/allahabad/en/page-ae-allahabadadministrative-report>

#### **i) Conduct of studies:**

The section conducts various studies:

During the year 2023-24, studies on the following topics have been completed  
(A copy of the study is uploaded on the Office Intranet).

\* **“Reconciliation of Accounts”**

ii) **Revision of Manuals:**

The section coordinates the works relating to revision of manuals, their digitization and preparation of their diglot versions.

iii) **Training at RCB&KI, Prayagraj:**

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted at RCB&KI, Prayagraj. The number of Officers/ Officials trained *up to January, 2025* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Government Accounting Standards Advisory Board (GASAB)	18.04.24 11.11.24	19.04.24 14.11.24	10 05	AAO/Sr. Acctt./ Acctt./ Clerk/DEO
2	Course on e-Office with eHRMS	22.04.24 <b>15.01.25</b>	24.04.24 <b>17.01.25</b>	04 <b>04</b>	Sr. Acctt./ Acctt./ Clerk/DEO
3	Suspense Accounts, Transfer Entries, Book (C) & Misc. issues	01.05.24	03.05.24	02	Sr. Acctt./ Acctt./ Clerk/DEO
4	Advance Course on MS Word & Power Point	06.05.24 05.08.24 20.08.24 04.11.24	10.05.24 09.08.24 24.08.24 08.11.24	05 03 05 04	Sr. Acctt./ Acctt./ Clerk/DEO
5	Seminar on Right to Information Act	20.05.24	21.05.24	10	AAO/Sup./Sr. Acctt./ Acctt./ Clerk
6	Principles of Networking Internet and Network Security	03.06.24	07.06.24	05	Asstt. Sup./Sr. Acctt./ Acctt./ Clerk
7	All India Webinar on GASAB and NRA	18.06.24 19.09.24	19.06.24 20.09.24	02 02	Sr. AO/AAO/JHT
8	Advance Course on MS Access & MS Excel	18.06.24	26.06.24	05	Sr. Acctt./Acctt./Clerk
9	Good and Services Tax	24.06.24	28.06.24	03	Sr. Acctt./Acctt./Clerk
10	Advance Course on MS Excel	01.07.24 14.10.24 16.12.24	06.07.24 19.10.24 21.12.24	02 03 02	Sr. Acctt./Acctt./DEO Sr. Acctt./Acctt./DEO Sr. Acctt./Acctt./Clerk
11	MCTP Level-2	22.07.24 02.12.24	27.07.24 07.12.24	03 02	AAO/Supervisor
12	Working in IFMS Environment & Treasury Inspection	22.07.24	27.07.24	10	Asstt. Supervisor / Sr. Acctt./ Acctt.
13	Indian Government Accounting Standards & Indian Government Financial Reporting Standards	27.08.24	30.08.24	07	Asstt. Supervisor / Sr. Acctt. / Acctt.
14	IDEA	23.09.24	27.09.24	03	AAO/Sr. Acctt./Acctt.
15	Administrative and Establishment issues	18.11.24	23.11.24	07	AAO/Supervisor
16	Advance Course on MS Access	02.12.24	10.12.24	04	Sr. Acctt./Acctt./Clerk

17	Course on IDEA & Tableau	20.01.25	24.01.24	02	AAO/Sr. Acctt./Acctt./DEO
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- iv) **Training at Other RTIs, iCISA, BPST etc:** The Officers/ Officials for various General and EDP training programmes to be conducted at other RTIs, iCISA, BPST etc. are nominated as and when required.

#### IV – TRAINING:

The following Departmental and In-House Training programmes were conducted *up to January, 2025*:

##### A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Training for AAOs for Promotion to the post of Sr. AO	29.04.24	17.05.24	07	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
2	Training for SAS Main – 2024 (Civil Accounts)	28.05.24	29.06.24	32	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	Training for Probation Completion	13.06.24	01.07.24	01	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
4	Training for Treasury Inspection	07.06.24	20.06.24	20	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
5	Accountant Induction Training	11.11.24	27.11.24	76	AS/Sr Acctt./ Acctt./ DEO/ Clerk

##### B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized *up to January, 2025*:

Sl. No.	Name of the Course	Duration		No. of ½ days	No. of persons trained		Level of Participants
		From	To		A.G.-I	A.G.-II	
1	Right to Information Act-2005	15.04.24	16.04.24	02	08	07	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
2	Refresher Course for Fund Co-ordination	24.04.24	25.04.24	02	10	10	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	Working of Pension Co-ordination	09.05.24	10.05.24	02	05	05	Asstt. Supervisor/Sr. Acctt./Acctt./DEO/Clerk
4	Handling of Legal Cases	29.05.24	30.05.24	02	08	06	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
5	Working of Current and RBD Section	05.06.24	07.06.24	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
6	Working of P.C. Section	26.06.24	27.06.24	02	04	06	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
7	iBEMS/PFMS Application and budget related matters	08.07.24	12.07.24	02	08	07	Asstt. Supervisor / Sr. Acctt./Acctt./DEO/Clerk
8	Office Procedure	24.07.24	25.07.24	02	06	04	Asstt. Supervisor / Sr. Acctt./Acctt./DEO/Clerk
9	KFA/KRA	06.08.24	07.08.24	02	06	04	Sr.AAO/Sup./AS/Sr.Acctt/ Acctt./DEO/MTS

10	Training on MTS & Clerical Staff	28.08.24	29.08.24	02	11	08	Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
11	Precis Noting Drafting in Hindi & English	04.09.24	05.09.24	02	06	04	Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
12	APAR & writing of performance appraisals	26.09.24	27.09.24	02	07	15	AAO/Sup./Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
13	Working of LA/book	14.10.24	15.10.24	02	06	04	AAO/Sup./Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
14	Disciplinary proceedings & CCS Conduct Rules	23.10.24	25.10.24	02	08	06	AAO/Sup./ Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
15	Individual Loan Accounting	12.11.24	13.11.24	02	06	04	AAO/Sup./ Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
16	Compassionate Appointments	25.11.24	26.11.24	02	06	04	AAO/Sup./ Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
17	Working of WAD & Forest Co-ordination	04.12.24	05.12.24	02	05	10	Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
18	GFR 2017	18.12.24	19.12.24	02	07	07	Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
18	Seniority & Promotion	07.01.25	08.01.25	02	06	04	Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS
19	Sampling of vouchers in TAD, IDEA	21.01.25	22.01.25	02	06	04	AAO/Sup./Asst. Sup./ Sr.Acctt/ Acctt./DEO/MTS

### C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted *up to January, 2025*.

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
1	Basic Training on M.S. word (with Unicode Type)	15.04.24 07.01.25	16.04.24 08.01.25	01 01	06 06	04 04	AS / Sr. Acctt. / Acctt. / DEO/ MTS
2	Training on e-office	24.04.24 17.12.24	25.04.24 18.12.24	01 01	06 06	04 04	AAO/ Sup. / AS / Sr. Acctt. / Acctt. / DEO/ MTS
3	Training on e-HRMS	14.05.24	15.05.24	01	06	04	Asstt. Supervisor / Sr. Acctt. / Acctt. / DEO/ MTS
4	Training on GPF module	28.05.24	29.05.24	01	0	04	Asstt. Supervisor / Sr. Acctt. / Acctt. / DEO/ MTS
5	Basic Training on MS Excel	11.06.24	12.06.24	01	06	04	Asstt. Supervisor / Sr. Acctt. / Acctt. / DEO/ MTS
6	Training on VLC	25.06.24	26.06.24	01	06	04	Asstt. Supervisor / Sr. Acctt. / Acctt. / DEO/ MTS

7	Basic Training on Oracle	23.07.24	24.07.24	01	06	04	AAO/ Sup. / AS / Sr. Acctt. / Acctt. / DEO/ MTS
8	Basic Training on Power Point	07.08.24	08.08.24	01	06	04	Asstt. Supervisor / Sr. Acctt. / Acctt. / DEO/ MTS
9	Training on Internet & E-mail	21.08.24	22.08.24	01	06	04	AAO/ Sup. / AS / Sr. Acctt. / Acctt. / DEO/ MTS
10	PFMS with Bhavishya & BEMS	25.09.24	26.09.24	01	06	04	AAO/ Sup. / AS / Sr. Acctt. / Acctt. / DEO/ MTS
11	Basic Training on GEM with GFR	22.10.24	23.10.24	01	06	04	AAO/ Sup. / AS / Sr. Acctt. / Acctt. / DEO/ MTS
12	HBA/MCA loan Module	26.11.24	27.11.24	01	06	04	Asstt. Sup. / Sr. Acctt. / Acctt. / DEO/ MTS

#### DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
-	-	-	-	-	-

#### V - I.T. CORE Group:

The I.T. Core Group (ITCG) looks after all the computer hardware and software requirements of the office and matters related to purchase, physical verification and Annual Maintenance Contract.

#### No. of Hardware in this office:

Sl. No.	Name of Hardware	Numbers
1	Servers	19
2	Computer	761
3	Monitor	14
4	Printers	136
5	UPS	461

#### ITCG section is managing/ looking after the following important works:

1. Annual maintenance of Computer hardware and networking is being done by 3<sup>rd</sup> party vendor.
2. Maintenance of web-based Inventory of software & Computer hardware.
3. Maintenance of office intranet. All manuals, Gradation List, Leave Accounts, Circulars & office orders etc. have been placed on the office Intranet and are being updated on day-to-basis.
4. Diary & Dispatch software developed in-house has since been implemented successfully and working in all section of this office.
5. Computer website
6. SMS Services
7. I.T. Security related matters.
8. Change management of VLC & GPF.

9. Procurement of computer hardware, networking etc.
10. Implementation and providing assistance in e-office module.
11. Implementation of e-HRMS Module.

#### **VI - PAY AND ACCOUNTS OFFICE:**

- Pay and Accounts Office is responsible for pre-check of regular payment and pension bills, issue of cheques, maintenance of GPF accounts of departmental employees, compilation of accounts of the A&E and Audit offices of U.P. at Prayagraj and Lucknow, finalization of pension cases and maintenance of Broadsheets of long term advances etc.
- Implementation of **Public Financial Management System (PFMS)** for payment purpose at PAO level and concerned DDO level has been implemented **w.e.f. 01.06.2018**.
- The quantum of work done *up to January, 2025* is as under:

##### **1) Quantum of work for Pre-Check, Compilation, Fund and Pension Sections:**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Quantity</b>
1	No. of Cheques issued	<b>606</b>
2	No. of Pensioners drawing pension from PAO	<b>4184</b>
3	No. of bills including pension bills passed	<b>8035</b>
4	No. of GPF A/Cs maintained	<b>1217</b>
5	Issue of Annual A/Cs Slips	1504
6	No. of pension cases including family pension cases finalized	<b>134</b>
7	Maintenance of A/c of NPS subscribers	<b>926</b>

##### **2) LONG TERM ADVANCES:**

<b>Broadsheet of long term advances</b>	<b>Number of loans sanctioned during FY 2024-25 (up to January, 2025)</b>	<b>Number of 'No dues Certificates' issued during FY 2024-25 (up to January, 2025)</b>
House Building Advance	03	<b>18</b>
Other Motor Cycle Advance	NIL	NIL
Car Advance	NIL	NIL
Computer Advance	03	NIL

## Chapter IV

### Accounting Functions

#### **Treasury Accounts Department (T.A.D.)**

The main task of the TAD coordination is preparation of Monthly Civil Accounts and Annual Accounts (Finance and Appropriation Accounts) of Govt. of Uttar Pradesh. Schedules and Vouchers in support of receipt and payment on government account through 4998 DDOs are furnished as initial accounts by 82 treasuries. It also renders assistance to the State Government in the preparation of their Annual Budget.

#### **Organization**

The work of coordination is carried out through the following sections:

- Treasury Miscellaneous Sections
- Compilation General Branch
- Voucher Level Computerization (V.L.C.)
- Departmental Compilation Section
- Pension (Compilation) Section
- Account Current Sections
- Loans and Advances Sections
- Deposit (State) Section
- Record Management Support (R.M.S.) Group
- Book (Civil) Section
- Report Section
- Budget Section
- Inspection of Treasuries/ Sub Treasuries

Work done up to **January, 2025** is given below:

<b>1. VLC-EDP</b>	<b>Up to December, 2024</b>
i) Treasury Vouchers	588707
ii) Transfer Entries	2763
iii) No. of CCOs operated in the month 12/2024	101
No. DDOs operated in the month of 12/2024	4998
<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Up to January, 2025</b>
I) Inward Accounts	553
II) Outward Accounts	184
III) PLI Accounts	Nil
<b>3. Loan Accounts (LA)</b>	<b>Up to December, 2024</b>
i) Loan accounts maintained	7867

**4. Personal Ledger Accounts (Deposit)****Up to January, 2025**

- I) New PLA Nil
- II) Renewals 04
- III) **Adverse Balance Clearance (In Lakhs) December, 2024**

Opening Balance (as on 01.12.2024)		<b>2,26,195.74</b>
Receipt		1,06,537.23
Payment		19,904.91
Closing Balance (as on 31.12.2024)		<b>3,12,828.06</b>

**5. Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2024-25 has been sent to State Government on 07.03.2024.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2025-26 has been sent to State Government on 24.01.2025.
- iii) Actuals Actuals for the year 2023-24 have been sent to State Government on 25.10.2024.

**Book (C) Monthly Civil Accounts submitted to State Government:**

Month of Account	Due Date of Submission	Date of Submission
April – 2024	25/05/2024	21/05/2024
May – 2024	25/06/2024	18/06/2024
June – 2024	25/07/2024	18/07/2024
July – 2024	25/08/2024	19/08/2024
August – 2024	25/09/2024	14/09/2024
September – 2024	25/10/2024	15/10/2024
October – 2024	25/11/2024	14/11/2024
November – 2024	25/12/2024	16/12/2024
December – 2024	25/01/2025	15/01/2025

**6. TM-I/RBD**Clearance and adjustment of outstanding differences **up to November, 2024**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
I	Adjusted by RBI	28	0.71	99	1.73
li	Settled by AG(A&E)	21	277.97	26	277.97
	<b>Total</b>	<b>49</b>	<b>278.68</b>	<b>125</b>	<b>279.70</b>

<b>7. Treasury Inspection</b>	<b>up to January, 2025</b>
i) Number of Treasuries Inspected	72
ii) Number of Sub-treasuries Inspected	145

**8. R.M.S. Group**

i) Month up to which bundles sent to Record/Library	07/2023
ii) Month up to which vouchers provided to Audit Parties	09/2024

**9. Report Section**

(a) Monthly Report on expenditure of the State Government for the month of December, 2024 has been submitted on 22.01.2025.

(b) Finance & Appropriation Accounts for the year 2023-24

i) Signed by C. & A.G. on	-	18.11.2024
ii) Presented to the State Legislature on	-	19.12.2024

(c) Accounts at a Glance for the year 2023-24

i) Signed by the A.G. on	-	04.12.2024
ii) Sent to the State Government on	-	11.12.2024

## CHAPTER V

### GENERAL PROVIDENT FUND

#### **ORGANIZATION:**

The Provident Fund Group, which performs entitlement functions relating to maintenance of G.P.F. other than Class IV of State Government employees, consists of **29** regular sections.

#### **Strength:**

Sr. Accounts Officers	06	Asstt. Supervisor	10	D.E.O. Gr A	02
Asstt. Accounts Officers	30	Sr. Accountants	80	MTS/R.K.	12
Supervisors	06	Accountants	28	Steno Gr.-B	01
D.E.O. Gr B	03	Clerks	07		

#### **Maintenance of GPF Accounts:-**

##### **i. No. of live Accounts**

AISPF	623
OTHER THAN AISPF	104698

##### **ii. Subscribers updated in Masters**

AISPF	521 (100%)
OTHER THAN AISPF	86809 (94.34%)

### **Status of Work**

#### **1. (A) Final Payment Cases:-**

Position regarding receipt and clearance of final payment cases *up to January-2025*.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.01.2025
Up to January, 2025	507	6438	6665	280 cases were not due for disposal

**1. (B) Reconciliation Cases:-**

Period	O.B.	Receipts	Settlement	C.B.
Up to January, 2025	1314	6568	7201	681 cases were not due for disposal

**2. (A) Missing credit and debit items and unposted credit and debit items:-**

The number of missing items and unposted items outstanding up to **January, 2025** as follows:

	Unposted credit	Unposted debit	Missing credit
<b>O.B. as on 01.04.2024</b>	64562	NIL	213854
Addition	428	03	27018
Clearance	3850	02	36158
<b>C.B. as on 31.01.2025</b>	61140	01	204714

**2.(B) C. & A. G. Complaint Cases:-**

Period	O.B.	Receipts	Settlement	C.B.
up to January, 2025	07	84	91	Nil

**2.(C) VFC Cases:-**

Period	O.B.	Receipts	Settlement	C.B.
up to January, 2025	01	575	576	Nil

## CHAPTER VI

### INSPECTION UNIT

#### Status of work:

Sl. No.	Item	Month	Status
1.	Triennial Review: Number of ledger cards reviewed upto	01/2025	Correspondence done with State Govt. by the LCR Cell and ITA Section has checked the cases which have been plus. Total 12 cases have been reported as plus upto 09/2024. (As per orders of A.G. dated 09.11.2023, LCR section should conduct the regular check, particularly for the negative balance cases of Triennial Review & ITA section should check it on sample basis. The communication with the State Govt, must be followed up & the related result must be put up in the submission memo.) About <b>20,082</b> ledger cards were reviewed upto the month of January, 2025.
2.	Half-yearly review of Cash books	01/2025	Completed
3.	Number of Service Books checked upto	01/2025	130
4.	Test Audit of Sections conducted upto	01/2025	44
5.	No. of Paras initially issued upto	01/2025	446
6.	No. of Paras settled upto	01/2025	242
7.	No. of Paras finally issued upto	01/2025	204
8.	Reviewing of Consolidated Agreement Report of DBA section for the month of 01/2024 & 02/2024	01/2025	Reviewed the Consolidated Agreement Report of DBA section in due time and seen by AG.
9.	Checking / Vetting of K.R.A./ K.F.A. Report of <b>T.A.D. &amp; Fund Co-ordination</b> for the quarter ending upto <b>December, 2024</b>	01/2025	Checking / Vetting of K.R.A. / K.F.A. Report of <b>T.A.D. &amp; Fund Co-ordination</b> upto <b>December, 2024</b> in due time and sent to TM Section.
10.	Checking / Vetting of Quarterly Progress Report of Official Language Hindi for the quarter ending upto June, 2024	01/2025	Checked / vetted in due time.
11.	Quarterly State Profile Report of ITA Section for the quarter ending 31 <sup>st</sup> March 2024 has been sent to T.M. II Section	01/2025	Report submitted.

12.	Checking/vetting of several vouchers received in PAO section between 16.3.2024 to 31.3.2024	01/2025	Checked and findings sent to PAO.
13.	Checking / Vetting the Monthly Key Indicator upto November, 2024	01/2025	Checking / Vetting the Monthly Key indicator of March (Supp.) – 2024 and upto November, 2024 in due time and report sent to Book (C) section.
14.	Provisional Notes to Finance Accounts of Draft Finance Account for the year 2023-24.	01/2025	Checked & vetted in due time.
15.	Checked / Vetted nearly 849 J.E. received from TAD co-ordination	01/2025	849 JEs have been checked by the ITA section upto month of June 2024 and necessary reports have been sent to the concerned section for compliance.
16.	Checked Debit Vouchers for the month of 03/2024 and 04/2024	01/2025	Debit vouchers have been checked on sample basis for the month of 03/2024 and 04/2024.
17.	Checking of Annual Account Slips for the year 2023-24 for hosting of Annual Accounts Statement on the official Website	01/2025	Completed the desired work from 18/06/2024 to 19/06/2024 and report related to the findings has been sent to DBA Section for compliance.
18.	Checking of Statement, Appendix & Grant of Finance and Appropriation Account	01/2025	Checking of various Statements, Appendix and Grant, received in ITA Section, were sent to Report Section in due time.
19.	Checking of R.O.B. Follow up Report 2023-24	12/2024	Checking of R.O.B. Follow up Report 2023-24, received from Book (C) section in due time.
20.	Review of quarterly data on revenue and capital expenditure for quality improvement in GDP estimates for the quarter ending March, 2024, June 2024, September, 2024 & <b>December, 2024</b>	01/2025	The referred report was reviewed and the report was sent within the stipulated period.
21.	Checking of Gradation List (Draft Gradation List as on 1.3.2024)	01/2025	Checking of Gradation List was done on the basis of the records received and the inspection report was sent to the Administration Section.
22.	Checking of Consolidated Agreement Report of month July, August & <b>October, 2024</b>	01/2025	Report received from DBA Section was checked in due time and placed before Accountant General.
23.	Checking of Accounts At a Glance-2023-24	01/2025	On the basis of data provided by Report Section as well as Finance and Appropriation Accounts, 2023-24, the checking of Accounts At a Glance, 2023-2024 was done and the report was sent in due time.

## CHAPTER VII

### IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

#### **Inspection of sections for progressive use of Hindi:**

##### **Meeting:**

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on 16.04.2024, 17.10.2024 & **22.01.2025** and minutes of meeting of Rajbhasha Karyanvayan Samiti were circulated on 19.04.2024, 01.08.2024 and 28.10.2024. The compliance report related to the quarterly meeting ending March 2024 and June 2024 was sent to the Headquarter on 01.5.2024 and 08.08.202. Sr. DAG/Admn. & Hindi Officer participated in half yearly NARAKAS meeting held on 11.09.2024. Compliance Report related to Progressive use of Rajbhasha Hindi was sent to Hqrs on 25.10.2024.

##### **Report:**

- On 22.4.2024, details related to the list of all the offices falling under the ministries allotted to the third sub-committee were sent to the Senior Administrative Officer (Official Language), Headquarters Office.
- Information regarding the meeting to be held on 30.04.2024 was sent to the Nagar Rajbhasha Karyanvayan Samiti on 19.04.2024.
- Input regarding Performance Report for the year 2023-24 was sent to the Headquarter on 01.05.2024.
- On 24.07.2024 information regarding the creation of Hindi posts and filling of vacant posts was sent to NARAKAS, Prayagraj.
- Report of Progressive use of Rajbhasha Hindi for the quarter ending June 2024 was sent to Hqrs on 02.08.2024 and for quarter ending September 2024 was sent to Hqrs on 25.10.2024.
- Half yearly and Annual reports of NARAKAS were sent on 05.09.2024.
- Inspection reports were issued to Sr. A.O. VLC, IFMS, Exam, O&M, Welfare, Library, PAO-Pension, Fund and Fund-5, Report & Cash in the month of December, 2024
- The inspection report regarding progressive use of official language Hindi issued to 07 sections on 01.01.2025.**

##### **Hindi Pakhwara:**

- Minutes of the meeting related to 'Hindi Pakhwara' were sent on 14.08.2024.
- Results of Hindi Pakhwara competitions were declared on 27.09.2024
- Closing ceremony of Hindi Pakhwara & Kavi Sammelan were organized on 30.09.2024

##### **Inspection questionnaire:**

- The inspection questionnaire related to the progressive use of Hindi was sent to the Headquarter on 01.05.2024 and 03.06.2024.

##### **Translation work :**

- Translation related works received from various sections were completed.

**Workshop:**

- One day Hindi workshop was organized on 26.06.2024 for the employees of A.G. (A&E)-I, U.P. and RCB&KI, Prayagraj.
- Hindi workshop was held on 10.09.2024 and 19.12.2024.

**Lekha Sangam:**

- Hindi Magazine 'Lekha Sangam'- an endeavour of both the Accounts offices, is being published which provides opportunity to staff to express their views, to bring out their creative strength as well as to encourage the progressive use of Hindi. Contributions are made by both serving and retired officers/officials. The 23<sup>rd</sup> edition of Office's Rajbhasha Magazine Lekha Sangam was sent to all user offices of IA&AD on 04.10.2024. The circular / notice regarding publication of 24<sup>th</sup> edition of Lekha Sangam has been issued.

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## CHAPTER VIII

### WELFARE AND CULTURAL ACTIVITIES

The Welfare Branch of the office works under the Welfare Officer and attends to staff welfare, Kopal Shishu Sadan (Creche), cultural and sports activities and upkeep of office buildings of both the A&E offices. Monitored by the Accountant General, the branch under the guidance of the Deputy Accountant General (Admn.) plays an important role in organizing various sports and cultural activities including appointments against sports quota with the technical help of the office recreation club.

#### **WELFARE ACTIVITIES:**

- Arrangements have been made for providing first aid treatment to Officers/officials for maintaining their good health. Checking of B.P. & Sugar levels is also being done regularly in the Welfare section.
- The work of on-site verification of officials / employees and their family members who are admitted to the CGHS contracted hospitals of city in emergency is done by the Welfare section. Number of such type of verifications upto **January, 2025** is **235**.
- In case of sudden demise of any officer / employee of the office, immediate assistance of Rs. 25000/- is provided to the family and a condolence is conducted in the office premises by the welfare.
- In cases of compassionate appointment, correspondence / on-site verification is being done by the Welfare Section and the report is being sent to the Administration Section.
- On 21.06.2024, a Yoga camp was organized by welfare section on the occasion of INTERNATIONAL YOGA DIWAS.
- A Gym is being operated inside the office premises for better health of the officers / employees of the office, by the Welfare Section.
- Kopal Shishu Sadan is being run by Welfare Section inside the office premises for the care of children of officers / employees of the office.
- In the month of August, 2024 on 30.08.2024, free dental camp was organized by Maruti Dental Clinic in the newly built conference hall of the office premises in which the officers / officials of the office were benefitted.
- **Republication Day celebration was organized in the office premises on the occasion of Republic Day i.e. 26.01.2025.**

#### **HOUSE ALLOTMENT:**

- Work related to allotment of Govt accommodation and Holiday Home is being done by the section.

#### **DEPARTMENTAL CANTEEN:**

The departmental canteen caters to needs of employees and arranges foods and snacks etc. at reasonable rates and appreciable level of consumer satisfaction has been achieved.

**STAFF COOPERATIVE CREDIT SOCIETY:**

With a view to fulfill short term financial needs of the employees, the U.P. Civil Accounts Staff Cooperative Credit Society is functioning since 1932. The society arranges monetary help for the marriage of daughter of the employees and immediate relief/ex-gratia payments to the family of the deceased. Interest is paid annually on the deposits.

Affairs of the Society are managed by an elected body consisting of a President, a Vice-President and eleven members which is assisted by a Secretary, two Sr. Accountants, six Accountants and two Clerks.

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