



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

For June, 2024

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 nearly 5800 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 STAKE HOLDERS –**
 - 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 16th November, 2010 on the eve of the 150th

anniversary of Indian Audit & Accounts Department. It is functioning under the direct control of 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 2022-23 has been organized on 20.09.2023.

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 Officers** are as under:

1. Administration:

Shri Shailesh Kumar Agrawal, Sr. Dy. Accountant General is holding the charge of the Administration Group.

2. Treasury Accounts:

Shri Yashwant Kumar, Dy. Accountant General is holding the charge of the Treasury Accounts Group.

3. Provident Fund:

Shri Vijay Singh Panwar, Dy. Accountant General is holding the charge of the 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 June, 2024) 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 June, 2024 (in lakhs) | |
|--------------|-------------------------------|---|----------------|--|----------------|
| | | Budget | Actual | Budget | Actual |
| 1 | Pay & Allowances | | | 0 | 0 |
| 2 | Salaries | 3972.46 | 3972.46 | 3615.92 | 1286.46 |
| 3 | Rewards | 35.74 | 35.74 | 0 | 0 |
| 4 | MT Charges | 201.44 | 201.44 | 77.32 | 51.12 |
| 5 | Allowances | 2658.05 | 2658.04 | 2618.02 | 1013.13 |
| 6 | LTC | 21.58 | 21.58 | 7.68 | 1.87 |
| 7 | DTE | 178.09 | 178.08 | 52.70 | 9.31 |
| 8 | Foreign Travel Expenses | 0 | 0 | 0 | 0 |
| 9 | Training Expenses | 0 | 0 | 0 | 0 |
| 10 | Office expenses | 399.96 | 399.95 | 328.92 | 92.08 |
| 11 | RRT | 59.75 | 59.75 | 66.39 | 59.75 |
| 12 | Printing & Publication | 23.58 | 23.58 | 1.46 | 0.49 |
| 13 | Rent for others | 13.87 | 13.87 | 8.46 | 2.53 |
| 14 | Digital Equipment | 8.31 | 8.31 | 1.80 | 1.17 |
| 15 | Fuels and Lubricants | 0.22 | 0.22 | 0.07 | 0.01 |
| 16 | Advertising and Publicity | 0.0 | 0 | 0.06 | 0 |
| 17 | Minor Civil and Electric Work | 12.63 | 12.63 | 11.86 | 0 |
| 18 | Professional Services | 7.98 | 7.98 | 1.89 | 1.89 |
| 19 | Repair and Maintenance | 11.88 | 11.88 | 5.14 | 1.46 |
| 20 | Grant-in-Aid | 4.84 | 4.84 | 0.19 | 0 |
| 21 | Contribution | 0 | 0 | 0 | 0 |
| 22 | Other Revenue Expenditure | 9.84 | 9.84 | 5.03 | 0.06 |
| 23 | Machinery and Equipment | 5.02 | 5.02 | 5.89 | 4.05 |
| 24 | ICT | 9.49 | 9.49 | 1.18 | 1.18 |
| 25 | Furniture and Fixtures | 0.54 | 0.54 | 13.99 | 0 |
| 26 | Departmental Canteen | 0 | 0 | 0 | 0 |
| 27 | Other Fixed Assets | 0.20 | 0.20 | 0.25 | 0.15 |
| 28 | House Building Advance | 53.28 | 53.28 | 0 | 0 |
| 29 | Motor Conveyance Advance | 0 | 0 | 0 | 0 |
| 30 | Computer | 5.5 | 5.5 | 1 | 1 |
| Total | | 7694.25 | 7694.22 | 6825.22 | 2527.71 |

STATEMENT-I
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.07.2024
NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj

| | Sanctioned Strength | | | | | Men in Position | | | | Vacancy | Posts HIA | Net Vacancies | Remarks |
|---|---------------------|-----------|-----------|---------------|------------|-----------------|-----------|----------|------------|-------------|-----------|---------------|---|
| | Permanent | Temporary | Casual | Supernumerary | Total | Permanent | Temporary | Casual | Total | Total | | | |
| Sr. AO | 29 | 1 | 2 | | 32 | 22 | 0 | 2 | 24 | -8 | | -8 | On Deputation-03 |
| Sr. AO (Ex-Cadre) | | 1 | | | 1 | 1 | 0 | | 1 | 0 | | 0 | |
| AAO | 100 | 1 | 6 | | 107 | 94 | 0 | 6 | 100 | -7 | | -7 | On Deputation-08 |
| Supervisor | 20 | | | | 20 | 17 | 0 | | 17 | -3 | | -3 | |
| Asstt. Supervisor | 59 | | | | 59 | 51 | 0 | | 51 | -8 | | -8 | On Deputation-03 |
| TOTAL | 208 | 3 | 8 | 0 | 219 | 185 | 0 | 8 | 193 | -26 | 0 | -26 | On Deputation-14 |
| Sr. Accountant | 119 | | | | 119 | 199 | | | 199 | 80 | 9 | 89 | Excess Interim SS in cadre of Sr. Acctt is 80. Two (2) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-05 |
| Accountant | 198 | | | | 198 | 120 | | | 120 | -78 | 2 | -76 | 2 HIA for Hindi Officer, On Deputation-02 |
| Clerk/Typist | 39 | | | | 39 | 18 | | | 18 | -21 | 0 | -21 | On Deputation-01 |
| 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 | 4 | | | | 4 | 3 | | | 3 | -1 | | -1 | |
| TOTAL | 366 | 0 | 11 | | 377 | 348 | 0 | 0 | 348 | -29 | 11 | -18 | On Deputation-08 |
| 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 | |
| TOTAL | 9 | 0 | 0 | | 9 | 5 | 0 | 0 | 5 | -4 | 0 | -4 | On Deputation-01 |
| SG Record Keeper | 4 | | | | 4 | 0 | | | 0 | -4 | | -4 | |
| TOTAL SG Record Keepers | 4 | 0 | 0 | | 4 | 0 | 0 | 0 | 0 | -4 | 0 | -4 | |
| Hindi Officers | 1 | | | | 1 | 1 | | | 1 | 0 | | 0 | |
| Jr. Hindi Translators | 2 | | | | 2 | 0 | | | 0 | -2 | | -2 | |
| Total Hindi Cadre Posts | 3 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 1 | -2 | 0 | -02 | |
| Misc./Other Posts | | | | | | | | | | | | | |
| Welfare Assistant | 1 | | | | 1 | 1 | | | 1 | 0 | | 0 | |
| Staff Car Driver | 2 | | | | 2 | 1 | | | 1 | -1 | | -1 | |
| TOTAL Misc./Other Posts | 3 | 0 | 0 | | 3 | 2 | 0 | 0 | 2 | -1 | 0 | -1 | |
| Multi Tasking Staff | 116 | | | | 116 | 51 | | | 51 | -65 | | -65 | |
| Multi Tasking Staff (RCB&KI, Prg.) | 6 | | | | 6 | 2 | | | 2 | -4 | | -4 | |
| Multi Tasking Staff (iCISA) | 5 | | | | 5 | 4 | | | 4 | -1 | | -1 | |
| Total MTS Cadre | 127 | 0 | 0 | 0 | 127 | 57 | 0 | 0 | 57 | -70 | 0 | -70 | |
| Administrative Assistant Cadre | | | | | | | | | | | | | 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 | |
| Total AA Cadre | 45 | | | | 45 | 0 | | | 0 | -45 | | -45 | |
| Information System Manager (ISM) cadre | | | | | | | | | | | | | |
| Information System Manager | 1 | | | | 1 | 0 | | | 0 | -1 | | -1 | |
| Information System Manager | 1 | | | | 1 | 0 | | | 0 | -1 | | -1 | |
| Total ISM Cadre | 2 | | | | 2 | 0 | | | 0 | -2 | | -2 | |
| GRAND TOTAL | 767 | 3 | 19 | 0 | 789 | 598 | 0 | 8 | 606 | -183 | 11 | -172 | On Deputation – 23 |

Note:
(1). Total 23 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.225/Staff-S&R/Continuance/CT/A&E/181-2020 dated 30/03/2022 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).

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 | 4 | | | 4 | 3 | 0 | 0 | 3 | -1 | |
| TOTAL | 10 | 0 | 0 | 10 | 9 | 0 | 0 | 9 | -1 | |

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 | |
| TOTAL | 20 | 0 | 0 | 20 | 1 | 0 | 0 | 1 | -19 | |

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 30.06.2024 and the number of staff recruited up to **June, 2024** is as follows:

| Category | Total Number as on 30.06.2024 | Number of employees recruited during June-2024 |
|------------------------|----------------------------------|---|
| | Group 'C' * | Group 'C' |
| Scheduled Caste | 96 | 00 |
| Scheduled Tribe | 08 | 00 |
| Other Backward Class | 133 | 00 |
| Physically Handicapped | 15 | 00 |
| Ex-Servicemen | 17 | 00 |

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

RECRUITMENT: Following appointments were made up to **June, 2024**.

| Designation | No. of Person |
|-------------|---------------|
| AAO | 02 |

PROMOTIONS: Following promotions were made up to **June, 2024**.

| Designation | No. of Person |
|---------------------------------|---------------|
| Sr. Acctt. to Asstt. Supervisor | 06 |

RETIREMENTS: Following number of staff retired/died/VRS/CRS up to **June, 2024**.

| Designation | No. of Person |
|------------------------------------|---------------|
| Sr. A.O. | 03 |
| Supervisor | 03 |
| Assistant Supervisor | 07 |
| Senior Accountant | 13 |
| Accountant | 02 |
| Accountant (Technical resignation) | 05 |
| MTS | 01 |

EXAMINATIONS: Detail of examinations conducted during the year 2024-25 up to **June, 2024** 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 | 11 | Nil (Result declared in April, 2024) |
| 2 | Typewriting test for serving Clerks | April, 2024 | 02 | Nil |
| 3 | Incentive exam for Sr. Accountant | April, 2024 | 46 | Nil |
| 4 | Self Learning Module Exam | April, 2024 | 24 | 11 |

DEPUTATIONS: 01 AAO and 1 clerk went on deputation upto the month of June, 2024. 1 AAO who was on deputation in this office was repatriated to his parent office upto the month of June, 2024.

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. All the manuals have been revised and their digital versions have also been prepared.

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 **June, 2024** 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 | 19.04.24 | 10 | AAO/Sr. Acctt./ Acctt./ Clerk/DEO |
| 2 | Course on e-Office with eHRMS | 22.04.24 | 24.04.24 | 04 | 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 | 10.05.24 | 05 | 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 | 19.06.24 | 02 | 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 |

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 June-2024:*

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 |

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized *up to June, 2024:*

| 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 |

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted *up to June, 2024*.

| 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 | 16.04.24 | 01 | 06 | 04 | AS / Sr. Acctt. / Acctt. / DEO/ MTS |
| 2 | Training on e-office | 24.04.24 | 25.04.24 | 01 | 06 | 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 |

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 3rd 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 June, 2024* is as under:

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

| Sl. No. | Name of Work | Quantity |
|---------|---|----------|
| 1 | No. of Cheques issued | 200 |
| 2 | No. of Pensioners drawing pension from PAO | 1277 |
| 3 | No. of bills including pension bills passed | 2946 |
| 4 | No. of GPF A/Cs maintained | 1294 |
| 5 | Issue of Annual A/Cs Slips | 1504 |
| 6 | No. of pension cases including family pension cases finalized | 51 |
| 7 | Maintenance of A/C of NPS subscribers | 931 |

2) LONG TERM ADVANCES:

| Broadsheet of long term advances | Number of loans sanctioned during FY 2024-25 (<i>up to June, 2024</i>) | Number of 'No dues Certificates' issued during FY 2024-25 (<i>up to June, 2024</i>) |
|----------------------------------|--|---|
| House Building Advance | NIL | 08 |
| Other Motor Cycle Advance | NIL | NIL |
| Car Advance | NIL | NIL |
| Computer Advance | NIL | 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 nearly 5800 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 **June, 2024** is given below:

| | |
|---|-------------------------|
| 1. VLC-EDP | Up to May, 2024 |
| i) Treasury Vouchers | 112499 |
| ii) Transfer Entries | 429 |
| iii) No. of CCOs operated in the month 05/2024 | 101 |
| No. DDOs operated in the month of 05/2024 | 5069 |
| 2. Inward and Outward Settlement Accounts (AC) | Up to June, 2024 |
| I) Inward Accounts | 113 |
| II) Outward Accounts | 41 |
| III) PLI Accounts | Nil |

3. Loan Accounts (LA) Up to May, 2024

i) Loan accounts maintained 7746

4. Personal Ledger Accounts (Deposit) Up to June, 2024

I) New PLA Nil

II) Renewals Nil

III) Adverse Balance Clearance (In Lakhs) May, 2024

| | | |
|------------------------------------|--|------------------|
| Opening Balance (as on 01.05.2024) | | 188072.92 |
| Receipt | | 267.96 |
| Payment | | 6207.44 |
| Closing Balance (as on 31.05.2024) | | 182133.44 |

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 2024-25 has been sent to State Government on 16.01.2024.

iii) Actuals Actuals for the year 2022-23 has been sent to State Government on 06.11.2023.

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 |

6. TM-I/RBD

Clearance and adjustment of outstanding differences **up to May, 2024**

| Sl No | Particulars | Debit | | Credit | |
|-------|--------------------|-----------|---------------------|-----------|---------------------|
| | | Items | Amounts (in crores) | Items | Amounts (in crores) |
| I | Adjusted by RBI | 00 | 0.00 | 00 | -0.0129 |
| li | Settled by AG(A&E) | 06 | 121.02 | 08 | 120.99 |
| | Total | 06 | 121.02 | 08 | 120.98 |

| | |
|--|-------------------------|
| 7. Treasury Inspection | up to June, 2024 |
| i) Number of Treasuries Inspected | 00 |
| ii) Number of Sub-treasuries Inspected | 00 |

| | |
|--|---------|
| 8. R.M.S. Group | |
| i) Month up to which bundles sent to Record/Library | 11/2022 |
| ii) Month up to which vouchers provided to Audit Parties | 11/2023 |

9. Report Section

(a) Monthly Report on expenditure of the State Government for the month of May, 2024 has been submitted on 19.06.2024.

(b) Finance & Appropriation Accounts for the year 2022-23

| | | |
|---|---|------------|
| i) Signed by C. & A.G. on | - | 19.10.2023 |
| ii) Presented to the State Legislature on | - | 25.10.2023 |

(c) Accounts at a Glance for the year 2022-23

| | | |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on | - | 10.11.2023 |
| ii) Sent to the State Government on | - | 14.11.2023 |

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 | 18 | D.E.O. Gr A | 02 |
| Asstt. Accounts Officers | 32 | Sr. Accountants | 86 | MTS/R.K. | 11 |
| Supervisors | 06 | Accountants | 29 | Steno Gr.-B | 01 |
| D.E.O. Gr B | 03 | Clerks | 08 | | |

Maintenance of GPF Accounts:-

i. No. of live Accounts

| | |
|------------------|--------|
| AISPF | 677 |
| OTHER THAN AISPF | 108607 |

ii. Subscribers updated in Masters

| | |
|------------------|----------------|
| AISPF | 533 (100%) |
| OTHER THAN AISPF | 88761 (94.56%) |

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases *up to June-2024.*

| Year | Cases outstanding at the beginning of year | Cases received during the year | Cases cleared during the year | Cases outstanding as on 30.06.2024 |
|------------------|--|--------------------------------|-------------------------------|-------------------------------------|
| Up to June, 2024 | 507 | 1707 | 1906 | 308 cases were not due for disposal |

1. (B) Reconciliation Cases:-

| Period | O.B. | Receipts | Settlement | C.B. |
|------------------|------|----------|------------|--|
| Up to June, 2024 | 1314 | 2297 | 2486 | 1123 cases were not due for disposal & 2 cases were due for disposal |

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

The number of missing items and un posted items outstanding up to **June, 2024** as follows:

| | Unposted credit | Unposted debit | Missing credit |
|-----------------------|-----------------|----------------|----------------|
| O.B. as on 01.04.2024 | 64562 | NIL | 213854 |
| Addition | 194 | 01 | 8104 |
| Clearance | 2734 | Nil | 9811 |
| C.B. as on 30.06.2024 | 62022 | 01 | 212147 |

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

| Period | O.B. | Receipts | Settlement | C.B. |
|------------------|------|----------|------------|------|
| up to June, 2024 | 07 | 24 | 28 | 03 |

2.(C) VFC Cases:-

| Period | O.B. | Receipts | Settlement | C.B. |
|------------------|------|----------|------------|------|
| up to June, 2024 | 01 | 145 | 146 | Nil |

CHAPTER VI
INSPECTION UNIT

Status of work:

| Sl. No. | Item | Month | Status |
|---------|---|---------|--|
| 1. | Triennial Review: Number of ledger cards reviewed upto | 06/2024 | Correspondence done with State Govt. by the LCR Cell and ITA Section has checked the cases which have been plus. Total 11 cases have been reported as plus. (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.) |
| 2. | Half-yearly review of Cash books | 06/2024 | The Review is in progress |
| 3. | Number of Service Books checked upto | 06/2024 | 39 |
| 4. | Test Audit of Sections conducted upto | 06/2024 | 14 |
| 5. | No. of Paras initially issued upto | 06/2024 | 132 |
| 6. | No. of Paras settled upto | 06/2024 | 76 |
| 7. | No. of Paras finally issued upto | 06/2024 | 56 |
| 8. | Reviewing of Consolidated Agreement Report of DBA section for the month of 01/2024 & 02/2024 | 06/2024 | 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 T.A.D. & Fund Co-ordination for the quarter ending March-2024 | 06/2024 | Report was checked and sent in due time |
| 10. | Checking / Vetting of Quarterly Progress Report of Official Language Hindi for the Quarter ending March-2024 in due time | 06/2024 | Checked / vetted in due time |
| 11. | Quarterly State Profile Report of ITA Section for the Quarter ending 31 st March 2024 has been sent to T.M. II Section | 06/2024 | Report submitted |
| 12. | Checking/vetting of several vouchers received in PAO section between 16.3.2024 to 31.3.2024 | 06/2024 | Checked and findings sent to PAO |

| | | | |
|-----|--|---------|---|
| 13. | Checking / vetting of Quarterly Progress Report of Official Language Hindi for the Quarter ending March – 2024 in due time | 06/2024 | Checked and report submitted |
| 14. | Checking / Vetting the Monthly Key Indicator for the month of March (pre)-2024 and April, 2024 to TAD Coordination | 06/2024 | Checking / Vetting the Monthly Key indicator for the month of March (pre)-2024 and April, 2024 to TAD Coordination in due time |
| 15. | Quarterly data on Revenue & Capital Expenditure for Quality improvement in G.D.P. Estimate for Quarter ending March-2024 | 06/2024 | Report was checked and sent in due time |
| 16. | Provisional Notes to Finance Accounts of Draft Finance Account for the year 2023-24. | 06/2024 | Checked & vetted in due time |
| 17. | Checked / Vetted nearly 849 J.E. received from TAD co-ordination | 06/2024 | 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 |
| 18. | Checked Debit Vouchers for the month of 03/2024 | 06/2024 | Debit vouchers have been checked on sample basis for the month of 03/2024 |
| 19. | Checking of Annual Account Slips for the year 2023-24 for hosting of Annual Accounts Statement on the official Website | 06/2024 | 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 |

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 and minutes of meeting of Rajbhasha Karyanvayan Samiti were circulated on 19.04.2024. The compliance report related to the quarterly meeting ending March 2024 was sent to the Headquarter on 01.5.2024

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 01.5.2024

Inspection questionnaire:

- The inspection questionnaire related to the progressive use of Hindi was sent to the Headquarter on 01.5.2024 and **03.6.2024**.

Translation work :

- Translation related works received from various sections were completed.

Workshop:

- One day Hindi workshop was organized on 26.6.2024 for the employees of A.G. (A&E)-I, U.P. and RCB&KI, Prayagraj.

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 22nd edition of Lekha Sangam was released on 03.05.2024 jointly by Accountants General of AG-I & AG-II and the magazine was sent to all user offices of CAG on 07.05.2024.

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 accidentally admitted to the CGHS contracted hospitals of city is done by the Welfare section. Number of such type of verifications upto June, 2024 is **76**.
- 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.

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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