



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**For October, 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 83 treasuries with 5199 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 2024-25 has been organized on 10.09.2025.

## **Chapter - II**

### **Organizational Structure**

**Dr. Surendra Kumar** is holding the charge of 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 & Treasury Accounts:**

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

#### **2. 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 2024-25 along with the corresponding figure for the year 2025-26 (up to October, 2025) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the Financial year 2024-25 (in lakhs)		Expenditure incurred during the Financial Year 2025-26 up to October-2025 (in lakhs)	
		Budget	Actual	Budget	Actual
1.	Salaries	3832	3832	3513.04	2401.81
2.	Rewards	32.32	32.32	33.01	29.51
3.	MT Charges	178.86	178.86	172.71	136.40
4.	Allowances	2921.63	2921.63	2689.52	1958.27
5.	LTC	17.61	17.61	16.78	12.98
6.	DTE	144.70	144.70	152.15	98.68
7.	Foreign Travel Expenses	0	0	0	0
8.	Training Expenses	0	0	0	0
9.	Office expenses	415.64	415.64	330.77	247.86
10.	RRT	59.75	59.75	59.75	59.75
11.	Printing & Publication	10.34	10.34	6.09	3.22
12.	Rent for others	13.20	13.20	9.75	6.20
13.	Digital Equipment	8.30	8.30	1.74	1.64
14.	Fuels and Lubricants	0.13	0.13	0.09	0.06
15.	Advertising and Publicity	0.14	0.14	0.07	0.03
16.	Minor Civil and Electric Works	9.21	9.21	7.89	3.54
17.	Professional Services	6.11	6.11	4.36	4.36
18.	Repair and Maintenance	13	13	12.37	6.42
19.	Grant-in-Aid	0.53	0.53	4.52	3.01
20.	Contribution	0	0	0	0
21.	Other Revenue Expenditure	9.43	9.43	4.51	4.49
22.	Machinery and Equipment	7.07	7.07	30.66	30.66
23.	ICT	5.90	5.90	14.07	13.98
24.	Furniture and Fixtures	15.63	15.63	13.72	4.21
25.	Other Fixed Assets	0.25	0.25	0.20	0.15
26.	HBA	19	19	20.91	20.91
27.	MCA	0	0	0	0
28.	Computer Advance	1.5	1.5	1.5	1.5
<b>TOTAL</b>		<b>7722.25</b>	<b>7722.25</b>	<b>7100.18</b>	<b>5049.64</b>

**STATEMENT-I**  
**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.11.2025**  
**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	18	0	2	20	-12		-12	On Deputation-01
Sr. AO ( Ex-Cadre)		1			1	1	0		1	0		0	
AAO	100	1	6		107	86	0	6	92	-15		-15	On Deputation-09
Legal Assistant		1			1	0			0	-1		-1	
Supervisor	20				20	19	0		19	-1		-1	
Asstt. Supervisor	59				59	53	0		53	-6		-6	On Deputation-03
<b>TOTAL</b>	<b>208</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>220</b>	<b>177</b>	<b>0</b>	<b>8</b>	<b>185</b>	<b>-35</b>	<b>0</b>	<b>-35</b>	<b>On Deputation-13</b>
Sr. Accountant	119				119	160			160	41	9	50	Excess Interim SS in cadre of Sr. Accountant is 41. Two (2) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-01
Accountant	198				198	112			112	-86	2	-84	On Deputation-04, 2 HIA for AD (OL)
Clerk/Typist	39				39	20			20	-19	0	-19	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	5				5	5			5	0		0	
DEO Gr.A	2				2	2			2	0		0	
<b>TOTAL</b>	<b>363</b>	<b>0</b>	<b>11</b>		<b>374</b>	<b>301</b>	<b>0</b>	<b>0</b>	<b>301</b>	<b>-73</b>	<b>11</b>	<b>-62</b>	<b>On Deputation-07</b>
PS	1				1	1			1	0		0	
Stenographer-I	4				4	2			2	-2		-2	
Stenographer-II	4				4	2			2	-2		-2	
<b>TOTAL</b>	<b>9</b>				<b>9</b>	<b>5</b>			<b>5</b>	<b>-4</b>		<b>-4</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>	
Assistant Director (Official Language)	1				1	1			1	0		0	
Jr. Hindi Translator	2				2	1			1	-1	0	-1	
<b>Total Hindi Cadre Posts</b>	<b>3</b>				<b>3</b>	<b>2</b>			<b>2</b>	<b>-1</b>	<b>0</b>	<b>-1</b>	
<b>Misc./Other Posts</b>					<b>0</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	46			46	-70		-70	
Multi Tasking Staff (RCB&KI, Prg.)	6				6	1			1	-5		-5	
Multi Tasking Staff (iCISA) Noida	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>51</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>-76</b>	<b>0</b>	<b>-76</b>	
<b>Administrative Assistant Cadre</b>													Vide Hqrs letter No. 278/SSR/Rationalisation/EDP/165-2019Vol-II, date : 05-02-2024
Administrative Assistant	33				33	0			0	-33		-33	
Accounts Assistant Grade II	8				8	0			0	-8		-8	
Accounts Assistant Grade I	4				4	0			0	-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>									0				
Information System Manager Gr.II	1				1	0			0	-1		-1	
Information System	1				1	0			0	-1		-1	

Manager Grade.I												
Total ISM Cadre	2				2	0			0	-2		-2
<b>GRAND TOTAL</b>	<b>764</b>	<b>4</b>	<b>19</b>	<b>0</b>	<b>787</b>	<b>538</b>	<b>0</b>	<b>8</b>	<b>546</b>	<b>-241</b>	<b>11</b>	<b>-230</b>

**Note:**

- (1). Total 20 officers/officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.
- (2). 02 CT posts of Sr. AOs & 06 CT posts of AAOs have been sanctioned to this office vide Hqrs' letter No.269/Staff-S&R/Continuance/CT/A&E/07-2023 dated 07/03/2025 for the period from 01.03.2025 to 28.02.2026.
- (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	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.F	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.E	0	0	0	0	0	0	0	0	0	
Faculty (SO)	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.D	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.B	5	0	0	5	5	0	0	5	0	
Data Entry Operator Gr.A	2	0	0	2	2	0	0	2	0	
<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</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
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Manager	1	0	0	1	0	0	0	0	-1	
Asstt. Manager cum Store Keeper	1	0	0	1	0	0	0	0	-1	
Halwai-cum-Cook	2	0	0	2	0	0	0	0	-2	
Clerk	3	0	0	3	0	0	0	0	-3	

Asstt.Halwai cum Cook	2	0	0	2	0	0	0	0	-2
Canteen Attendant	11	0	0	11	1	0	0	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 reserve category staff in Group 'C' as on 31.10.2025 and the number of staff recruited upto **October, 2025** is as follows:

Category	Total Number as on 31.10.2025	Number of employees recruited upto October, 2025
	Group 'C' *	Group 'C'
Scheduled Caste	73	00
Scheduled Tribe	06	00
Other Backward Class	131	00
Physically Handicapped	12	00
Ex-Servicemen	17	00

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

## **RECRUITMENT:**

No recruitment was made upto **October, 2025**.

**PROMOTIONS:** Following promotion was made upto **October, 2025**.

Designation	No. of Person
Acctt. to AAO	02
Sr. Acctt. to Asstt. Supervisor	15
Asstt. Supv to Supervisor	09
MTS to Acctt.	02

**RETIREMENTS/Death/VRS/CRS:** Following number of staff retired/died/VRS/CRS upto **October, 2025**.

Designation	No. of Person
Sr. A.O.	06
AAO	01
Supervisor	13
Sr. Acctt.	14
Accountant	01
Assistant Supervisor	05
MTS	04
P.S.	01

## **RESIGNATION:**

01 Accountant was relieved from the office on technical resignation upto October, 2025.

**EXAMINATIONS:** Detail of examinations conducted during the year 2025-26 up to October, 2025 and the number of persons who appeared and were declared successful are given below:

Sl. No.	Name of Examination	Held in	Appeared/ Applied	Passed
1	End of training exam for AAOs for promotion to the post of SAOs	08.04.2025	05/05	02*
2	Typewriting Test for Serving Clerks	21.04.2025	01/01	Nil
		18.07.2025	03/03	02
		30.10.2025	01/01	R/A
3	Self-Learning Module Exam	22.04.2025	17/20	16
		25.07.2025	17/17	15
		31.10.2025	12/15	R/A
4	Incentive Exam for Sr. Accountants	29.04.2025	38/42	NIL
5	SAS/IE/CPD-I, II, III	20.05.2025 to 26.05.2025	131/137	65
6	Departmental Exam for Accountants	21.08.2025 to 22.08.2025	47/48	17
7	Departmental Exam for MTS	15.09.2025 to 16.09.2025	01/01	R/A
8	Departmental Exam for Stenographers (Speed Test)	24.09.2025	01/01	00
9	End of Training Exam of Sr Accountants for promotion as Assistant Supervisor, Oct-2025	08.10.2025	147/167	R/A

\* Two candidates of this office, have passed and answersheets of 03 others (deputationists) have been forwarded to their parent offices.

**DEPUTATIONS:**

- 3 AAO, 1 Sr. Accountant, 1 DEO Gr.B and 2 Steno Gr.II were repatriated back to their parent office upto the month of October-2025.
- 1 Steno Gr.I & 02 Sr. Accountants were repatriated back to this office in month of October 2025.
- 1 Sr. A.O. went on deputation to RCBKI, Prayagraj upto the month October 2025.
- 1 Sr. A.O. was repatriated back to this office from RCBKI, Prayagraj upto the month October 2025.
- 1 AAO joined this office on deputation upto October 2025.

**SMALL SAVINGS :** No deposit of RD upto October **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 2024-25 & Upto September-2025 (for 2025-26) 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 2024-25, studies on the following topic have been completed (A copy of the study is uploaded on the Office Intranet).

\* **“Scrutiny on Budget”**

#### **ii) Revision of Manuals:**

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

All manuals have been uploaded on office’s Intranet in diglots.

#### **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 October, 2025* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Course on e-Office with eHRMS	07.04.25	09.04.25	04	Sr. Acctt./ Acctt./ DEO
2	OIOS	28.04.25	30.04.25	02	AAO
		14.05.25	16.05.25	02	
3	Suspense Accounts, Transfer entries, Book (C) & Misc. issues	28.05.25	30.05.25	05	AAO/ Asstt. Sup./Acctt.
4	Seminar on Right to Information Act	02.06.25	03.06.25	03	AAO/Sr.Acctt.
5	Course on Data analytics IDEA & Tableau	16.06.25	20.06.25	04	AAO/Acctt/Clerk
6	Course on Government Accounting	17.06.25	20.06.25	05	AAO/Acctt
7	Course on PFMS, IFMS & iBEMS	25.06.25	27.06.25	03	AAO/Sr.Acctt.
8	Six-week Induction Training for Newly Promoted AAOs / Supervisors & DRAAOs	30.06.25	08.08.25	03	AAO/Supervisor
9	Voucher Level Computerization	21.07.25	22.07.25	02	Sr.Acctt/Acctt.
10	Principals of Networking, Internet & Network security.	21.07.25	25.07.25	03	Sr.Acctt/Acctt.
11	Government Finance & Audit including GASAB	11.08.25	14.08.25	02	SAO/AAO

12	Workshop on IT Audit & IDEA	18.08.25	22.08.25	02	Acctt/ DEO Gr B
13	Induction Training for SAS passed AAOs/ Supervisors	18.08.25	26.09.25	03	AAO/Supervisor
14	Data Visualisation and Tableau	25.08.25	27.08.25	01	AAO
15	Online Training on GASAB	22.09.25	25.09.25	03	AAO/Sr.Acctt.
16	IDEA, Tableau and Excel	22.09.25	26.09.25	02	AAO/Acctt.
17	Training course on Power BI	13.10.25	15.10.25	03	Accountants
18	Training course on FLY-pro	13.10.25	14.10.25	05	AAO

iv) **Training at Other RCB&KI, iCISA, BPST etc:** The Officers/ Officials for various General and EDP training programmes to be conducted at other RCB&KI, iCISA, BPST etc. are nominated as and when required.

#### IV – TRAINING:

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

#### A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the course	Period		No. of person		Level of participation
		From	To	AG-I	AG-II	
1	Training for Treasury Inspection	15.05.25	30.05.25	11	05	SAO/AAO/Sup./Asstt.Sup./Sr. Acctt./Acctt.
2	Probation Completion Training for newly appointed MTS staff	19.08.25	03.09.25	04	02	MTS
3	Training for Promotion to the post of Assistant Supervisor	11.09.25	26.09.25	87	41	Sr. Accountants

#### B – IN-HOUSE TRAINING COURSES

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	21.04.25	22.04.25	02	06	04	Asstt. Supervisor/Sr Acctt./Acctt./DEO/Clerk
2	Disciplinary proceedings & Vigilance cases	28.04.25	29.04.25	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	Working of Pension Coordination	07.05.25	08.05.25	02	06	04	Asst.Sup./ Sr. Acctt./ Acctt./DEO/Clerk/MTS
4	Office Procedure (As per HQ's instructions)	19.05.25	20.05.25	02	06	04	Asst.Sup./Sr. Acctt./ Acctt./DEO/Clerk/MTS
5.	Training on e-HRMS & e-Office	06.05.25	07.05.25	02	06	04	AAO/Sup./Asst.Sup./Sr. Acctt./ Acctt./DEO/Clerk/MTS
6.	Working of AC and RBD	09.06.25	11.06.25	03	13	02	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/ MTS

7.	Training on VLC	19.06.25	20.06.25	02	10	05	AS/Sr Acctt./Acctt./DEO/MTS
8.	Working of PC & GD	23.06.25	24.06.25	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/ MTS
9.	iGOT & Swayam Portal Related Training	24.06.25	24.06.25	01	108	72	SrAOs/AAO
10.	Training on MS Excess	03.07.25	04.07.25	02	09	03	AS/Sr Acctt./Acctt./DEO/MTS
11	Audit of Vouchers and sanction in TAD	07.07.25	08.07.25	02	10	05	AS/Sr Acctt./Acctt./DEO/MTS
12	Training on NPS & UPS	24.07.25	25.07.25	02	04	06	AS/Sr Acctt./Acctt./DEO/MTS
13	Workflow of TAD Co-ordination	12.08.25	13.08.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
14	Training of MTS and Clerical staff	25.08.25	26.08.25	02	06	04	AS/Sr Acctt./Acctt./DEO/MTS
15	Bhavishya with BEMS	05.08.25	06.08.25	02	09	03	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
16	Training on Reserve Funds, Sinking Funds, Road Safety Funds and National Disaster Funds	08.09.25	09.09.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
17	Training on Precis, Noting and Drafting	18.09.25	19.09.25	02	08	04	AS/Sr Acctt./Acctt./DEO/MTS
18	Training on APAR	25.09.25	26.09.25	02	06	04	SAO/AAO/AS/Sr Acctt./Acctt./DEO/ MTS
19	Training on Report section and LA/Book (C) section	13.10.25	14.10.25	02	09	03	AS/Sr Acctt./Acctt./DEO/MTS
20	Training on Receipt and Payment Rules 1983	29.10.25	30.10.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS

#### 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	765
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. Composite website, SMS Services & I.T. Security related matters are also dealt with.
6. Change management of VLC & GPF.
7. Procurement of computer hardware, networking etc.
8. Implementation of e-office 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 October, 2025* 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	370
2	No. of Pensioners drawing pension from PAO	396
3	No. of bills including pension bills passed	5329
4	No. of GPF A/Cs maintained	1130
5	Issue of Annual A/Cs Slips	NIL
6	No. of pension cases including family pension cases finalized	97
7	Maintenance of A/c of NPS subscribers	782
8	Maintenance of A/c of UPS subscribers	144

##### 2) LONG TERM ADVANCES:

Broadsheet of long-term advances	Number of loans sanctioned during FY 2025-26 (upto October, 2025)	Number of 'No dues Certificates issued during FY 2025-26 (upto October, 2025)
House Building Advance	01	15

Other Motorcycle Advance	NIL	NIL
Car Advance	NIL	NIL
Computer Advance	01	03

## 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 accounts through 5199 DDOs are furnished as initial accounts by 83 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 **October 2025** is given below:

<b>1. VLC-EDP</b>	<b>Upto September, 2025</b>
i) Treasury Vouchers	380500
ii) Transfer Entries	1751
iii) No. of CCOs operated in the month <b>09/2025</b>	101
No. DDOs operated in the month of <b>09/2025</b>	5199
<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Upto October, 2025</b>
I) Inward Accounts	440
II) Outward Accounts	218
<b>3. Loan Accounts (LA)</b>	<b>upto September, 2025</b>
i) Loan accounts maintained	9080

**4. Personal Ledger Accounts (Deposit)****Upto October, 2025**

I)	New PLA	Nil
II)	Renewals	04
III)	<b>Adverse Balance Clearance (In Lakhs) September, 2025</b>	

Opening Balance (as on 01.09.2025)	<b>2,89,575.42</b>
Receipt	4,760.94
Payment	23,093.63
Closing Balance (as on 30.09.2025)	<b>2,71,242.73</b>

**5. Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2025-26 has been sent to State Government on 26.03.2025.
- ii) Budget Estimates - Budget Estimates for the Financial Year 2025-26 have been sent to State Government on 24.01.2025.
- iii) Actuals - Actuals for the year 2024-25 have been sent to State Government on 17.10.2025.

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

Month of Account	Due Date of Submission	Date of Submission
March – 2025 (Pre)	09/05/2025	06/05/2025
April-2025	25/05/2025	15/05/2025
May-2025	25/06/2025	14/06/2025
March(S)-2025	30/06/2025	27/06/2025
June-2025	25/07/2025	15/07/2025
July- 2025	25/08/2025	14/08/2025
August-2025	25/09/2025	15/09/2025
September-2025	25/10/2025	13/10/2025

**6. TM-I/RBD**Clearance and adjustment of outstanding differences **upto September, 2025.**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
I	Adjusted by RBI	00	0.109	154	2.14
II	Settled by AG(A&E)	24	54.97	32	65.56
	<b>Total</b>	<b>24</b>	<b>55.079</b>	<b>186</b>	<b>67.7</b>

<b>7. Treasury Inspection</b>	<b>upto October, 2025</b>
i) Number of Treasuries Inspected	45
ii) Number of Sub-treasuries Inspected	89

<b>8. R.M.S. Group</b>	
i) Month upto which bundles sent to Record/Library	04/2024
ii) Month upto which vouchers provided to Audit Parties	06/2025

**9. Report Section**

(a) Monthly Report on expenditure of the State Government for the month of September, 2025 has been sent on 16.10.2025.

(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	05	Asstt. Supervisor	16	D.E.O. Gr A	01
Asstt. Accounts Officers	29	Sr. Accountants	65	MTS/R.K.	11
Supervisors	06	Accountants	34		
D.E.O. Gr B	01	Clerks	07		

**Maintenance of GPF Accounts:-**

**i. No. of live Accounts**

AISPF	516
OTHER THAN AISPF	93478

**ii. Subscribers updated in Masters**

AISPF	516 (100%)
OTHER THAN AISPF	88797 (94.99%)

**Status of Work**

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

Position regarding receipt and clearance of final payment cases upto **October, 2025**.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.10.2025
<b>Upto October, 2025</b>	343	4448	4485	306 cases were not due for disposal

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

Period	O.B.	Receipts	Settlement	C.B. as on 31.10.2025
<b>Upto October, 2025</b>	790	4139	4296	633 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 **October, 2025** is as follows:

	<b>Unposted credit</b>	<b>Unposted debit</b>	<b>Missing credit</b>
<b>O.B. as on 01.04.2025</b>	61139	NIL	187740
Addition	13	03	12238
Clearance	8328	03	40012
<b>C.B. as on 31.10.2025</b>	52824	Nil	159966

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<b>upto October, 2025</b>	02	67	64	05

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<b>upto October, 2025</b>	Nil	846	846	Nil

**CHAPTER VI  
INSPECTION UNIT**

**Status of work:**

Sl. No.	Item	Month	Status
1.	Triennial Review: Number of ledger cards reviewed upto	10/2025	About <b>18,792</b> ledger cards were reviewed upto the month of October, 2025.
2.	Number of Service Books checked upto	10/2025	91
3.	Test Audit of Sections conducted upto	10/2025	26
4.	No. of Paras initially issued upto	10/2025	286
5.	No. of Paras settled upto	10/2025	163
6.	No. of Paras finally issued upto	10/2025	123
7.	Checking of K.R.A./ K.F.A. Report of T.A.D. & Fund Co-ordination for the quarter ending upto June, 2025	07/2025	Checked the K.R.A. / K.F.A. Report of T.A.D. & Fund Co-ordination in due time and report sent.
8.	Checking of Consolidated Agreement Report upto the month of 07/2025	10/2025	Checked the Consolidated Agreement Report in time and related report was sent back.
9.	Checking the Monthly Key Indicator of upto September 2025 (including March 2025 Supp.)	10/2025	Checked the Monthly Key indicator of upto September 2025 (including March 2025 Supp.) in due time and report sent to Book (C) section.
10.	Checking of Complaint cases pending for more than six months for the period upto September, 2025	10/2025	Report related to checking CAG complaint cases pending for more than six months submitted to Accountant General.
11.	Review of quarterly data on revenue and capital expenditure for quality improvement in GDP estimates for the quarter ending June 2025.	07/2025	The referenced report was reviewed, and its report was sent in due time.
12.	Review of expenditure of more than Rs. 50,000/- (on any single item) received from ITCG section.	07/2025	Review of expenditure was done and the report submitted to Accountant General.
13.	Report of expenditure of more than Rs. 50,000/- in the month of March 2025 received in ITA from GD (Main) section for	05/2025	The received report was reviewed and its report submitted to Accountant General.

	review.		
14.	Received "DRAFT NOTES TO FINANCE ACCOUNTS 2024-25" for checking.	05/2025	Checking of Notes received from Report Section was done and returned in due time.
15.	File related to payment made to counsels by office received from Legal (Fund) and Legal (Admin) for checking.	05/2025	File related to payment was checked and submitted in time.
16.	Checking of Annual GPF Account Slip for 2024-25 after Account closing.	06/2025	In the month of June 2025, account slips related to various subscribers of different GPF series were checked, and the objections were sent to the DBA section.
17.	Checking of a total of 589 JEs received from TAD Cord.	10/2025	After checking the JEs received , the related report was sent to concerned section for further action.
18.	Checking of Draft Gradation List (As on 01.03.2025)	07/2025	As per the records provided by the Admn. Section, the draft Gradation list was examined, and the letter regarding discrepancies was sent to Admn. section in time.
19.	Checking of the grants/statements/ appendices related to the draft Finance and Appropriation Accounts.	07/2025	The grants/statements/appendices, etc. received in the Section were checked within the prescribed time, and the information was sent.
20.	Checking of R.O.B. (Follow-up) 2023-24	07/2025	The referenced report was reviewed, and its report was sent in due time.
21.	Checking of the bills relating to medical treatment provided in emergency cases by various CGHS-empanelled hospitals as ordered by A.G.	07/2025	The bills were reviewed according to CGHS rates, and a letter relating to the discrepancies noticed was sent to the PC Section.
22.	Review of expenditure of more than Rs. 50,000/- on AMC received from ITCG section.	08/2025	Review of expenditure was done and the report submitted to Accountant General.
23	Checking of two medical bills was done.	08/2025	After checking both bills, the related report was sent to PC section for further action.
24	Checking of 06 medical bills of CGHS empaneled hospitals done upto October 2025	10/2025	After checking the bills, the report was sent to PC section for further action.

## CHAPTER VII

### IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

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

#### Meeting:

- Minutes of meeting related to Official Language Implementation Committee was sent to all the members on 28.04.2025, 20.08.2025 and 31.10.2025.
- Meeting related to Official Language Implementation Committee was held on 29.07.2025 & 17.10.2025.

#### Report:

- Quarterly report related to the progressive use of official language Hindi was sent to Headquarters on 28.04.2025, 13.08.2025 & 30.10.2025.
- Compliance report related to Official Language Implementation Committee was sent to the Headquarters on 28.04.2025.
- Personal contact program related to Hindi word processing / Hindi typing was organized from 14.05.2025 to 16.05.2025. Hindi word processing /typing Test was conducted on 08.07.2025.
- Information regarding input related to official language of performance report 2024-2025 was sent to the Headquarters on 15.05.2025.
- Information related to the meeting was sent to TOLIC, Allahabad on 20.05.2025.
- Accountant General participated in the half-yearly meeting of TOLIC on 21.05.2025 and 23.09.2025. Half yearly and annual reports of TOLIC were sent on 04.09.2025.
- Letter related to Hindi workshop was sent to Regional Capacity Building & Knowledge Institute, Prayagraj on 29.05.2025. Hindi workshop was organized on 19.06.2025 and 26.09.2025.
- 11 personnel (06 & 05 respectively) from the office received training in Intensive Hindi Workshop organized by Central Hindi Training Institute from 07.06.2025 to 11.06.2025 & 21.06.2025 to 25.06.2025.
- On 23.07.2025, an Antakshari competition was jointly organized by AG-I and AG-II.
- A meeting was held regarding the organization of Hindi Pakhwada 2025 on 14.08.2025. Various competitions were organized during Hindi Pakhwada 2025 in September. Closing ceremony and Kavi Sammelan was organized on 29.09.2025.

#### Translation work :

- Translation related works received from various sections were completed.

### Lekha Sangam:

- 24<sup>th</sup> edition of Official Language Magazine 'Lekha Sangam' was sent to all offices on 28.04.2025.
- Notice was issued for the 25<sup>th</sup> issue of Rajbhasha magazine Lekha Sanga on 29.04.2025. 25<sup>th</sup> Issue of "Lekha Sangam" magazine was released on 29.09.2025. Information regarding publication of 26<sup>th</sup> issue of the official magazine "Lekha Sangam" was sent to all section on 15.10.2025.

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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 October 2025 is 163.
- Free health awareness camp by Medanta Hospital was organized in the office premises on **08.05.2025** under welfare activities. Blood donation camp was organized in the office premises on 09.09.2025 by Beli Hospital.
- 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.
- Farewell ceremony of retired employees was organized by welfare section.
- Financial awareness camp was organized in the office premises for outsourced staff by Bank of Maharashtra on 18.09.2025.
- 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.
- A Gym is being operated inside the office premises for better health of the officers / employees of the office, by the Welfare Section.

- Organized a Yoga Camp in recreation club on International Yoga Day i.e. 21.06.2025.
- Kopal Shishu Sadan is being run by Welfare Section inside the office premises for the care of upto 06 years old children of officers / employees of the office.

**HOUSE ALLOTMENT:**

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

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