



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

2020-21

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

Chapter - I

Introduction

The Accountant General (A&E) - I UP has been entrusted with the following functions:

- i. Preparation of annual Finance and Appropriation Accounts and its submission to the Government of U.P.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from **79** treasuries and **03** other offices (IRLA etc.) with over **6000** drawing and disbursing officers and its submission to Finance Department of the Government.
- 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 on Annual Accounts (2019-20) was held with the State Government officials on 27.11.2020.

Chapter - II

Organizational Structure

Ms. S. Ahladini Panda 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 Pankaj Verma, Sr. Dy. Accountant General is holding the charge of the Administration Group.

2. Treasury Accounts:

Shri Chatur Kisku, Sr. Dy. Accountant General is holding the charge of the Treasury Accounts Group.

3. Provident Fund:

Shri Chatur Kisku, Sr. Dy. Accountant General is holding the additional 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 2019-20 along with the corresponding figure for the year 2020-21 is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2019-20 (in lakhs)		Expenditure incurred during the year, 2020-21 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6777.43	6777.43	6526.97	6526.97
2	MT Charges	156.10	156.10	90.45	90.45
3	DTE	126.06	126.05	50.34	50.34
4	Office expenses	197.71	197.71	181.95	181.95
	Wages	0	0	0	0
	RRT	29.53	29.53	243.59	243.59
	Publication	0	0	17.82	17.82
	Minor Work	40.18	40.18	37.37	37.37
	Major Work	0	0	15.56	15.56
	Prof. Services	102.78	102.78	96.62	96.62
	Grant-in-Aid	7.53	7.53	1.11	1.11
	Information Technology	39.48	39.48	67.50	67.50
5	House Building Advance	11.00	11.00	11.00	11.00
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	1.00	1.00	0.50	0.50
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	31.39	31.39	32.53	32.53
TOTAL		7520.19	7520.18	7373.31	7373.31

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.04.2021
NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj.

	Sanctioned Strength				Men in Position				Vacancy			
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Net Vacancies	Remarks
Sr. AO	29	1	2	32	18	0	2	19	-13		-13	On Deputation-02
Sr. AO (Ex-Cadre)		1		1		1		1	0		0	
AAO	96	1	6	103	70	0	6	76	-27		-27	On Deputation-04
AAO (RT)		1		1	1			1	0		0	
Supervisor	20			20	20			20	0		0	
Asstt. Supervisor	59			59	53			53	-6		-6	On Deputation-03
TOTAL	204	4	8	216	161	1	8	170	-46	0	-46	On Deputation-09
Sr. Accountant	119			119	314			314	195	10	205	Excess Interim SS in combined cadre of Supervisor / Asstt. Supervisor /Sr.Acctt is 190. One (1) HIA for AAO(RT), 2 for Jr. Translator, 4 for RTI Ald and 03 for Sr.AO &A AO (Legal), On Deputation-09
Accountant	198			198	50			50	-148	2	-146	2HIA for Hindi Officer ,On Deputation-01
Clerk/Typist	129			129	32			32	-97	67	-30	42 HIA for TI Party, 3 for RTI Alld & 22 for iCISA
Clerk/Typist(iCISA)	0	0	3	3	1			1	-2		-2	
DEO Gr.B	14			14	5			5	-9		-9	
DEO Gr.A	58			58	34			34	-24		-24	On Deputation-02
TOTAL	518	0	3	521	436	0	0	436	-85	79	-6	On Deputation-12
PS	1			1	0			0	-1		-1	On Deputation-01
Stenographer-I	4			4	2			2	-2		-2	On Deputation-01
Stenographer-II	4			4	0			0	-4		-4	
TOTAL	9	0	0	9	2	0	0	2	-7	0	-7	On Deputation-02
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	2			2	0		0	
Misc./Other Posts												
Welfare Assistant	1			1	0			0	-1		-1	
Staff Car Driver	2			2	2			2	0		0	
TOTAL Misc./Other Posts	3	0	0	3	2	0	0	2	-1	0	-1	
Multi Tasking Staff	116			116	83			83	-33		-33	
Multi Tasking Staff(RTI Alld)	6			6	5			5	-1		-1	
Multi Tasking Staff(iCISA)	5			5	4			4	-1		-1	
GRAND TOTAL	868	4	11	883	696	1	8	705	-178	79	-99	On Deputation-23

- (1). Total 23 officers/Officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.
- (2).Hqrs office vide letter No.201-Staff (App-II)/54-2011 dt 28,03,2011 conveyed to operate 58 posts of AAO (RT) and 43 posts of AAO (Adhoc) in this office. All Posts of AAO(Adhoc) & 57 of AAO/RT have been surrendered.
- (3).01 Post of Hindi Officer & o2 posts of Jr.Hindi Translator have been sanctioned to this office vide Hqrs' letter No.533-Creation(Hindi)/Budget Anubhag/21-2011 dated 05.05.2011
- (4). 10 Posts of Sr. Accountants kept in abeyance against 1 AAO (RT), 02 posts for Jr. Translator, 4 for RTI Alld and 03 for Sr.AO/AAO (Legal).
- (5). 17 Posts of Clerks have been kept in abeyance by Hqrs vide letter No. 3523-BRS/Creation/13-2000 dt.26.7.12 & 05 more vide Hqrs letter No.450/Staff (S&R)/CC/124-2013 for operating these posts in iCISA, Noida.
- (6) 3 Posts of Clerks have been kept in abeyance by Hqrs vide letter No.5953-BRS/CC/13-2000 dt 28/12/2012 for operating one post of Sr.AO/AO in RTI, Prayagraj.
- (7) Post of AO has been merged with Sr.AO cadre vide HqrsCircular No Staff Wing/50-2019 circulated vide letter No 1327-Staff(Aptt)/213-2019 dated25/11/2019
- (8)Revised SS for the cadre of Supervisor ,Asstt. Supervisor(New) created ,Sr.Acctt. & Acctt. has been depicted with reference to HQrs letter No 2367/Staff-SSR/Cadre Restruting/185-2020 dt 29.10.2020.

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	(Sanctioned vide Hqrs. letter No.....dated.....)
Data Manager										
Data Entry Operator Gr.F	2			2		0		0	-2	1250/623/DAI/BRS/3-94 dt.25.3.94 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.E	4			4		0		0	-4	1250/623/DAI/BRS/3-94 dt.25.3.94 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Faculty (SO)										
Data Entry Operator Gr.D	5			5		0		0	-5	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.B	14			14	5	0		5	-9	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.A	58			58	34	0	0	34	-24	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96, 1678/DAI/BRS/3-94/A&E dt.3.5.94 & 597 BRS/13-2000 dt.27.2.2003
TOTAL	83	0	0	83	39	0	0	39	-44	

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	Govt. of India Ministry of Personnel Public Grievances & Pension Dept
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	5			5	-6	
TOTAL	20	0	0	20	5	0	0	5	-15	

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 28.02.2021 and the number of staff recruited during the year 2020-21 is as follows:

Category	Total Number as on 31.03.2021	Number of employees recruited during the year 2020-21
	Group 'C' *	Group 'C'
Scheduled Caste	105	01
Scheduled Tribe	08	00
Other Backward Class	116	00
Physically Handicapped	13	00
Ex-Servicemen	13	00

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

RECRUITMENT: Following recruitment were made during the year 2020-21.

Designation	No. of Person
DEO Gr A	01
MTS	01

PROMOTIONS: Following promotions were made during the year 2020-21.

Designation	No. of Person
Asstt. Supervisor to Supervisor	13
Sr. Accountant to Asstt. Supervisor	110
Sr. Accountant to Supervisor	05
DEO Gr A/ Acctt/ Sr. Acctt. To AAO	17
Clerk to Accountant	13
MTS to Accountant	01
MTS to Clerk	07
DEO Gr A to DEO Gr B	03

RETIREMENTS: Following number of staff retired during the year 2020-21.

Designation	No. of Person
Sr.AO	11
AAO	09
Supervisor	05
Asstt. Supervisor	01
Sr. Accountant	33
Accountant	02
MTS	06

EXAMINATIONS: Detail of examinations conducted during the year 2020-21.

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Aug – 2020	11	01
		Feb– 2021	13	Result awaited
2	Typewriting Test for Serving Clerks	June– 2020	06	01
		July– 2020	04	NIL

		Oct– 2020 Jan– 2021	08 05	01 NIL
3	SAS (Pre)Test	June– 2020 Dec – 2020	66 12	53 05
4	SAS (Supply) Exam 2020	Dec – 2020	55	24
5	Incentive (Supply)Exam for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	Dec – 2020	42	04
6	CPD-I Test for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	Dec – 2020	23	04
7	CPD-II Test for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	Dec – 2020	10	01
8	Centralized Training Evaluation Examination of AAOs for promotion as Sr AOs	Nov- 2020 Dec- 2020	14 01	14 01
9	Mandatory Exam for Sr. Acctt for promotion to Asstt. Supervisor	Dec – 2020	330	141
10	MCQ Test on IT Audit	March-2021	26	Result awaited

DEPUTATIONS: One Sr. AO , Two AAO , Two Sr. Accountant &One DEO Gr A was sent & Two AAO and Three DEO Gr B joined office *during the year 2020-21.*

SMALL SAVINGS:

Employees of our office subscribed to Post Office Monthly Small Savings Scheme and saved **Rs. 78520/-** *during the year 2020-21.*

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:

i) 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 2019-20 is available on office website <https://cag.gov.in/ae/allahabad/en/page-ae-allahabadadministrative-report>

Conduct of studies:

The section conducts various studies:

ii) During the year 2018-19 a study on the topic **“Application of GST on Procurement of Goods and Services along with role of A.G, in accounting of GST proceeds”** has been completed. (A copy of the study is uploaded on the Office Intranet).

iii) During the year 2019-20, studies on the following topics have been completed. (A copy of the study is uploaded on the Office Intranet).

- a. “Role and utilization of PFMS(Public Financial Management System) in PAO”,
- b. “Speedier Grievances Redressal”,
- c. “Implementing NEFT/RTGS in GPF and making GPF maintenance more dynamic” and
- d. “Accounting of Loan and Advances”.

iv) 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.

v) Training at RTI, Prayagraj :

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted **online through M S Teams App at RTI, Prayagraj**. The number of Officers/ Officials trained *during the year 2020-21* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Training of Soft Skills	02.06.20 05.06.20	02.06.20 05.06.20	20 20	AAO/ Sr. Acctt. /Acctt. / DEO / Clerk
2	Nested Function in MS Excel	05.06.20	05.06.20	02	Sr. Acctt. / Acctt./DEO/Clerk
3	Database concept on DBMS, RDMS and MS Access	09.06.20	09.06.20	02	Sr. Acctt. / Acctt./DEO/Clerk
4	Effective Power point presentation	12.06.20	12.06.20	02	Sr. Acctt. / Acctt./DEO/Clerk
5	Advance course on MS word & Power Point	15.06.20	15.06.20	08	Sr. Acctt. / Acctt./DEO/Clerk
6	Advance Course on MS Excel	22.06.20 17.08.20	24.06.20 19.08.20	05 05	Sr. Acctt. / Acctt./DEO/Clerk
7	SAI Application Project	14.07.20	14.07.20	13	Sr.A.O./AAO/ Sr. Acctt. / Acctt
8	IT Concept, MS Office & Internet	20.07.20	22.07.20	06	Sr.A.O./AAO
9	Guidelines on PD Accounts ,Reserve Funds , Digitization of Records, Accounting of Cess, NPS	22.07.20	23.07.20	05	Sr.A.O./AAO
10	Settlement of Suspense and remittance Balances and Maintenance of BROADSHEETS	17.08.20	19.08.20	05	Sr.A.O./AAO
11	Treasury Inspection	07.09.20	09.09.20	12	Sr.A.O./AAO/ Sr. Acctt.
12	All India workshop of “GASAB	29.09.20	30.09.20	01	Sr.A.O./AAO

	& NRA"				
13	IDEA	05.10.20	07.10.20	08	Sr. Acctt. / Acctt./DEO
14	Principal of Networking, Internet, Network Security	12.10.20	14.10.20	04	Sr. Acctt. / Acctt./DEO
15	Advance Course on MS Access	02.11.20 14.12.20	04.11.20 16.12.20	05 05	Sr. Acctt. / Acctt./DEO
16	Audit in IT Environment	16.11.20	18.11.20	02	Sr.A.O./AAO
17	Red Hat Linux, Oracle 11g with developer 11g	01.12.20 22.03.21	03.12.20 24.03.21	10 10	Sr. Acctt. / Acctt./DEO
18	PFMS	05.01.21	06.01.21	03	Sr. Acctt. / Acctt./DEO
19	GASAB & Natural Resources Accounting	04.02.21	05.02.21	07	Sr.A.O./AAO/Supervisor/ Sr. Acctt. / Acctt./DEO
20	IGAS & IGFRS	18.02.21	19.02.21	07	AAO/Supervisor/ Sr. Acctt.
21	Workshop n IT Audit & IDEA	01.03.21	04.03.21	03	Sr. Acctt. / Acctt./DEO
22	All India Seminar on Government Accounting including GASAB & Accrual Accounting	02.03.21	05.03.21	03	AAO/Supervisor
23	Mid Career Training Programme	15.03.21	19.03.21	09	Sr.A.O./AAO

vi) 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.

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Data Analytics and Responsible AI (RTI Jammu)	15.07.20	18.07.20	08	Gr. Officer/AAO

IV) – TRAINING:

The following Departmental and In-House Training programmes *during the year 2020-21* were conducted **online through M S Teams App:**

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	SAS (Civil Accounts) Pre	11.06.20 09.12.20	15.06.20 10.12.20	67 08	Sr. Acctt./ Acctt./DEO/Clerks
2	Mandatory training of AAOs for promotion as Sr.AO	22.10.20	12.11.20	43	AAO
3	Mandatory training of Sr Accountant is for promotion as Asstt. Supervisor	17.11.20	29.11.20	200	Sr. Acctt.
4	SAS (Civil Accounts) Mains Training	18.01.21	01.03.21	113	Sr. Acctt./ Acctt./DEO/Clerks

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized *during the year 2020-21*:

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	Record Management	08.07.20	09.07.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
2	GST	15.07.20	16.07.20	2	06	04	AAO/Supervisor/ Sr. Acctt./ Acctt./ DEO/Clerks
3	KFA/KRA	21.07.20	22.07.20	2	08	07	Sr.A.O AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks
4	APAR	28.07.20	28.07.20	1	17	12	AAO/Supervisor/ Sr. Acctt./ Acctt./ DEO/Clerks
5	RTI Act-2005	05.08.20	06.08.20	2	08	07	Sr.A.O AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks
6	Pension Co-ordination	12.08.20	13.08.20	2	05	10	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
7	Office Procedure	19.08.20	20.08.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
8	Training for MTS Clerical Staff	27.08.20	28.08.20	2	22	10	Clerk/MTS
9	Precise Noting Drafting in Hindi & English	02.09.20	03.09.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
10	Working of Account and RBD Section	09.09.20	10.09.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
11	Working of PC Section	22.09.20	23.09.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
12	Disciplinary Proceeding	28.09.20	29.09.20	2	08	07	Sr.A.O/ AAO/ Sr.Acctt. / Acctt./ DEO/Clerks
13	Probation Completion Training for DEO	16.09.20	30.09.20	24	27	18	DEO
14	Probation Completion Training for MTS	16.09.20	01.10.20	24	18	09	MTS
15	Working of LA Book C Section	07.10.20	08.10.20	2	08	07	Sr. Acctt./ Acctt./ DEO/Clerks/MTS
16	Refresher Course for Fund Co-ordination	27.10.20	28.10.20	2	08	07	AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks.
17	Maintenance of Broadsheet of HBA/MCA	09.11.20	10.11.20	2	08	07	AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks.

18	Working of WAD and forest Coordination	25.11.20	26.11.20	2	08	07	AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks.
19	Accounts at a Glance(Finance & Appropriation Accounts)	07.12.20	08.12.20	2	08	07	Sr. Acctt. / Acctt./ DEO
20	Awareness about ISSAIs	29.12.20	29.12.20	1	06	04	Sr.A.O/AAO/ Supervisor/ Sr.Acctt Acctt./ DEO/Clerks
21	Special Course on Establishment	06.01.21	07.01.21	2	06	04	Sr.Acctt/Acctt./JT
22	Working Process of SSA	20.01.21	21.01.21	2	02	08	Sr.Acctt/Acctt./JT
23	Working of Budget and Deposit Section	02.02.21	03.02.21	2	10	08	Asstt.Supervisor/ Sr.AccttAcctt./ DEO/Clerks
24	Sampling Technique	22.02.21	23.02.21	2	06	04	Sr.A.O/AAO/ Supervisor

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted *during the year 2020-21*.

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
1	Training on M.S. Team	06.07.20	06.07.20	01	103	-	Sr. A.O./AAO
2	Training on PAO Compact 2000	15.07.20	16.07.20	01	06	05	Sr. Acctt./ Acctt./DEO/ Clerks
3	Training on V.L.C.	05.08.20 06.10.20 28.12.20	06.08.20 07.10.20 29.12.20	03	06 06 06	05 05 05	AAO/Supervisor/Sr.Acctt. / Acctt./ DEO/ Clerks
4	E mail etiquettes (for TAD & Fund Coordination)	14.08.20 17.08.20	14.08.20 17.08.20	02	183	0	Sr. A.O./AAO/ Sr. Acctt./ Acctt./DEO/ Clerks
5	Unicode Hindi Type (for Fund Coordination)	18.08.20	18.08.20	01	80	0	AAO/ Sr. Acctt./ Acctt./DEO/ Clerks
6	Training on G.P.F. Module	26.08.20 14.10.20 22.02.21	27.08.20 15.10.20 23.02.21	03	06 06 06	05 05 05	Sr. A.O./AAO /Sr. Acctt./ Acctt./DEO/ Clerks
7	Government e-portal for general awareness (BEMS, PFMS)	16.09.20	17.09.20	01	06	05	Sr. A.O./AAO/Supervisor
8	Government e-portal for general awareness (Gem with GFR)	14.12.20	15.12.20	01	06	05	Sr. A.O./AAO/Supervisor
9	Training on Loan Module	18.11.20	19.11.20	01	06	05	Sr. Acctt./ Acctt./DEO/ Clerks
10	Tableau	10.02.21	11.02.21	01	21	-	Sr. A.O./AAO /Sr. Acctt./ Acctt./DEO
11	Web Designing	23.02.21	25.02.21	01	21	-	Sr. A.O./AAO /Sr. Acctt./ Acctt./DEO

12	Principal of Networking internet & Network Security	15.03.21	17.03.21	01	06	05	AAO/ Sr. Acctt./ Acctt./DEO/ Clerks
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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	709
3	Printers	161
4	UPS	285

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

1. Procurement of computer hardware/software, networking & maintenance of their web based Inventory.
2. 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 regularly.
3. Composite website, SMS Service and I.T. Security related matters.
4. Change management of VLC & GPF
5. Technical part of development of Interface under IFMS.
6. With a view to strengthen the GPF Software and to facilitate working of manual sections through computer, a change management was carried out and these were implemented on live server.
7. Final Payment & Milan cases status is hoisted on office website. Further, for subscribers' convenience, Speed Post No. & Date of forwarding Authority letter to DDOs is also being hoisted fortnightly on the office website.
8. Annual maintenance of Computer hardware and networking is being done by 3rd party vendor.

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 *during the year 2020-21* 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	397
2	No. of Pensioners drawing pension from PAO	428
3	No. of bills including pension bills passed	6461
4	No. of GPF A/cs maintained	1722
5	Issue of Annual A/cs Slips	1779
6	No. of pension cases including family pension cases finalized	124

2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (during the year 2020-21)	Number of No dues certificates issued (during the year 2020-21)
House Building Advance	02	40
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 6278 DDOs are furnished as initial accounts by **79** treasuries and **03** other offices (IRLA, etc.). 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 **upto March, 2021** is given below:

1. VLC-EDP	Upto February 2021
i) Treasury Vouchers	612063
ii) Transfer Entries	3327
iii) No. of DDOs/ CCOs operated in the month	98
2. Inward and Outward Settlement Accounts (AC)	Upto March 2021
I) Inward Accounts	735
II) Outward Accounts	570
III) PLI Accounts	Nil
3. Loan Accounts (LA)	Upto February 2021
i) Loan accounts maintained	6888

4. Personal Ledger Accounts (Deposit)**Upto March 2021**

- I) New PLA Nil
- II) Renewals 12
- III) **Adverse Balance Clearance (In Lakhs) February 2021**

Opening Balance	1,12,032.57
Receipt	2522.71
Payment	4057.10
Closing Balance	1,10,498.18

5. Budget Section

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2021-22 has been completed and sent to State Government on 19.03.2021.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2021-22 have been sent to State Govt. on 18.01.2021
- iii) Actuals Actuals for the year 2019-20 has been sent to State Government on 12.11.2020.

6. Book (C)

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
April	25/06/2020	25/06/2020
May	25/06/2020	20/07/2020
June	25/07/2020	01/09/2020
July	25/08/2020	22/09/2020
August	25/09/2020	21/10/2020
September	25/10/2020	09/11/2020
October	25/11/2020	26/11/2020
November	25/12/2020	24/12/2020
December	25/01/2021	25/01/2021
January	25/02/2021	24/02/2021
February	25/03/2021	24/03/2021

7. TM-I/RBD

Clearance and adjustment of outstanding differences **upto January 2021**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	119	-4.13	217	198.74
ii	Settled by AG(A&E)	83	88.07	143	82.44
	Total	202	83.94	360	281.18

8. Treasury Inspection

upto March 2021

- | | |
|---|---------|
| i) Number of Treasuries Inspected | Nil |
| ii) Number of Sub-treasuries Inspected | Nil |
| iii) Annual Review on working of treasuries | 2019-20 |

9. R.M.S. Group

- | | |
|---|---------|
| i) Month upto which bundles sent to Record/Library | 11/2019 |
| ii) Month upto which vouchers provided to Audit Parties | 12/2020 |

10. Report Section

- (a) Monthly Report on expenditure to the State Government for the month of **02/2021** has been submitted **on 26.03.2021**.
- (b) Finance & Appropriation Accounts for the year 2018-19
- | | | |
|---|---|------------|
| i) Signed by C. & A.G. on | - | 04.08.2020 |
| ii) Presented to the State Legislature on | - | - |
- (c) Accounts at a Glance for the year 2017-18
- | | | |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on | - | 19.09.2019 |
| ii) Sent to the State Government on | - | 03.10.2019 |

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	8	Steno	NIL	D.E.Os Gr A	13
Asst. Accounts Officers	26	Sr. Accountants	124	MTS/R.K	25
Supervisors	11	Accountants	16	D.E.O. Gr B	3
Consultants	1	Clerks	7	Asstt. Supervisors	17

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISPF	834
OTHER THAN AISPF	116805

ii. Subscribers updated in Masters.

AISPF	627 (75.18%)
OTHER THAN AISPF	94050(80.52%)

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases *during the year 2020-21:-*

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.03.2021
2020-21	386	7630	7633	383 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
2020-21	892	8884	8760	1016 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 *during the year 2020-21* is as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2020	128722	NIL	245957
Addition	4195	NIL	45938
Clearance	19799	NIL	71345
C.B. as on 31.03.2021	113118	NIL	220550

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

Period	O.B.	Receipts	Settlement	C.B.
2020-21	16	138	150	04

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
01.03.21 - 31.03.2021	04	322	325	01

CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- <i>during the year 2020-21</i>	54282
2	Number of Service Books checked : <i>during the year 2020-21</i>	179
3	Checking of Appropriation Account & Finance Account for the year 2019-20	Completed
4	Half-yearly review of Cash books :-04/2020 to 09/2020	Completed
5	Test audit of sections <i>during the year 2020-21</i> No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	55 535 387 198
6	Honorarium Claims: <i>during the year 2020-21</i>	NIL
7	Review of CAG cases <i>during the year 2020-21</i>	60
8	Review of AG cases <i>during the year 2020-21</i>	02
9	Review of DAG cases <i>during the year 2020-21</i>	00
10	Review of VFC cases <i>during the year 2020-21</i>	00
11	Review of IT Security	Completed
12	Report of ADAI (Sent to HQs in 08/17)	Completed
13	Half Yearly Appraisal Report (10/2019 to 03/2020)	Completed
14	Quadrennial Cycle/Annual Audit Programme/ Verification	Completed
15	(Programme from 04/2020 to 06/2020).	In progress

CHAPTER VII

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi:

- 05 Sections of office were inspected *during the year 2020-21*, for progressive use of Hindi in official working.

Report:

- Material for annual appraisal report sent to Headquarters' office on 29.05.2020.
- Quarterly Hindi progressive Report was sent to Rajbhasha Vibhag & Headquarters' on 01.06.2020 , 27.07.2020 , 29.10.2020 & 02.02.2021 respectively.
- Half yearly report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI on 23.09.2020.

• Meeting:

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on 29.10.2020 & 27.01.2021 report sent to Headquarters' on 19.11.2020 & 02.02.2021 respectively.

Programme for Hindi :

- Hindi Karyashala was organized online from 26.06.2020 to 30.06.2020, 25.09.2020, 23.12.2020 & 04.03.2021
- Hindi Pakhwara was organized online from 14.09.2020 to 28.09.2020

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 14th edition of 'Lekha Sangam' was released on 28.09.2020.

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.
- **Arsenic Album-30** Homeopathic medicine has been distributed among the officers and officials of A.G. I & A.G. II offices for preventive measures of Covid -19 epidemic.
- **BHAISAJ UDHYAN** was established in the office campus on **21st July, 2020** under the direction of Director Ayurvedic Services UP and his doctor's team. Wherein several medicinal plants like, Ashragandha, **Safed Moosali, Parijat, Sahjan, Sudarshan, Arjun, Aelobera, Giloy, Ashok, Shatawari, Bhurinraj, Apamarg and Tulsi** were planted.
- A free **Covid-19** test was conducted from **05.10.2020 to 09.10.2020** in the office for the officers/ officials of A.G. I & A.G. II offices.
- The welfare section has collected money from the officers/officials of A.G.(A&E) I & II for the help of Cancer patient Shri Pushpraj singh, Shri A.R.Siddiqui son's & Km Poonam Dubey father Rs 41730,15000 & 2850 respectively.
- The welfare section has collected money from the officers/officials of A.G.(A&E) I & II for the Flag day Rs 8375/- and send Rashtriya Sampradayik Sadbhav Pratishthan New Delhi.
- Swatchata Pakhwara has been organized on 16.01.2021 to 31.01.2021 in both offices of A.G.(A&E) I & II.
- The welfare section has collected money from the officers/officials of A.G.(A&E) I & II for the Shasatra Sena Diwas Flag day Rs 2535/- and send SKEP Flag Day Fund.
- **International Women's Day** was celebrated on 08.03.2021 to 12.03.2021 in which all the women officers/ officials of the office took part.

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. Accountant, Six Accountant and two clerks.

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