



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

For August, 2023

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

Chapter - I Introduction

The Principal 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 Principal Accountant General through the Secretary.

B . SMS BASED SERVICE: EGPF 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 2021-22 has been organized on 01.09.2022.

Chapter - II Organizational Structure

Shri Ram Hit is holding the charge as Principal Accountant General in the office of the Principal Accountant General (A. & E.) – I, U.P., Prayagraj.

The charges of the **Group Officers** are as under:

1. Administration:

Shri Yashwant Kumar, 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 Rajendran Nair, 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 2022-23 along with the corresponding figure for the year 2023-24 (up to **August** 2023) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2022-23 (in lakhs)		Expenditure incurred up to August 2023 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6739.60	6739.58	0	0
2	Salaries	0	0	3851.52	2001.01
3	Rewards	0	0	0.28	0
4	MT Charges	194.36	194.36	76.38	68.95
5	Allowances	0	0	2533.91	1322.57

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6	LTC	0	0	14.22	8.39
7	DTE	122.15	122.15	77.45	50.79
8	Foreign Travel Expenses	0	0	0	0
9	Training Expenses	0	0	0	0
10	Office expenses	224.91	224.91	284.63	173.32
11	RRT	59.75	59.75	66.39	59.75
12	Printing & Publication	14.41	14.41	13.48	10.47
13	Rent for others	0	0	5.62	3.52
14	Digital Equipment	0	0	2.96	2.27
15	Fuels and Lubricants	0	0	0.18	0.06
16	Advertising and Publicity	0	0	0	0
17	Minor Work	28.13	28.13	0	0
18	Minor Civil and Electric Work	0	0	25.23	4.14
19	Professional Services	167.35	167.35	0.43	0.40
20	Repair and Maintenance	0	0	8.57	4.61
21	Grant-in-Aid	0	0	0	0
22	Contribution	0	0	0	0
23	Other Revenue Expenditure	0	0	4.50	4.41
24	Information Technology	194.95	194.94	0	0
25	Computer	4.0	4.0	4.0	4.0
26	Machinery and Equipment	0	0	4.57	

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					3.71
27	I.C.T.	0	0	1.39	1.12
28	Furniture and Fixtures	0	0	0.66	0.54
29	Departmental Canteen	36.89	36.89	0	0
30	Other Fixed Assets	0	0	0.20	0.03
31	H.B.A.	0	0	18.22	18.22
32	M.C.A.	0	0	0	0
TOTAL		7786.50	7786.47	6994.79	3742.28

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.09.2023

NAME OF THE OFFICE: Office of the Principal 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	6	0	2	8	-24		-24	On Deputation-02
Sr. AO (Ex-Cadre)		1			1		1		1	0		0	
AAO	100	1	6		107	98	0	6	104	-3		-3	On Deputation-07
AAO (RT)					0				0	0		0	
Supervisor	20				20	17	0		17	-3		-3	
Asstt. Supervisor	59				59	48	0		48	-11		-11	On Deputation-03
TOTAL	208	3	8		219	169	1	8	178	-41	0	-41	On Deputation-12
Sr. Accountant	119				119	228			228	109	9	118	Excess Interim SS in cadre of Sr. Acctt is 109. Two (2) HIA for Jr. Translator, 4 for RTI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-05
Accountant	198				198	83			83	-115	2	-113	2HIA for Hindi Officer , On Deputation-03
Clerk/Typist	129				129	23			23	-106	70	-36	42 HIA for TI Party, 3 for RTI Prg. & 22 for iCISA , 3 for Sr.AO Core faculty RTI, Prg.
Clerk. (iCISA)	0	0	3		3	1			1	-2		-2	
Sr.Acctt./Acctt. (iCISA)	0	0	8		8	1			1	-7		-7	
DEO Gr.B	14				14	8			8	-6		-6	
DEO Gr.A	58				58	1			1	-57		-57	On Deputation-0
TOTAL	518	0	11		529	345	0	0	345	-184	81	-103	On Deputation-8
PS	1				1	1			1	0		0	
Stenographer-I	4				4	1			1	-3		-3	On Deputation-01
Stenographer-II	4				4	2			2	-2		-2	
TOTAL	9	0	0		9	4	0	0	4	-5	0	-5	On Deputation-01
SG Record Keeper	4				4	0			0	-4		-4	
TOTAL SG Record Keeper	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	1			1	0		0	
Staff Car Driver	2				2	1			1	-1		-1	

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Asstt. Halwai cum Cook	2		2	0		0	-2
Canteen Attendant	11		11	2		2	-9
TOTAL	20	0	0	20	2	0	0

II- PERSONNEL :-

The position of various reserved category staff in Group 'C' as on 31.08.2023 and the number of staff recruited up to **August 2023** is as follows:

Category	Total Number as on 31.08.2023	Number of employees recruited * During August 2023
	Group 'C' *	Group 'C'
Scheduled Caste	95	00
Scheduled Tribe	08	00
Other Backward Class	100	01
Physically Handicapped	12	00
Ex-Servicemen	10	01

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

RECRUITMENT: Following appointments were made up to **August 2023**.

Designation	No. of Person
Steno Gr. II	01
Clerk	01
Acctt.	10
MTS	01

PROMOTIONS: Following promotions were made up to **August 2023**.

Designation	No. of Person
Sr. Acctt. To Asstt. Supervisor	10
Clerk to Accountant	08
Asstt. Supervisor to Supervisor	07
DEO Gr. A to B	02
Sr. Acctt./Acctt./DEO to AAO	09
AAO to Sr. AAO	07
DA to AAO	01

RETIREMENTS: Following number of staff retired up to **August 2023**

Designation	No. of Person
Sr. A.O.	04
Sr. Acctt.	19

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Supervisor	10
Asstt. Supervisor	03
Acctt.	01
AAO	03
MTS	03
Canteen Attendant	01

EXAMINATIONS: Detail of examinations conducted *up to August 2023*

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Typewriting Test for Serving Clerks	April – 2023 July - 2023	04 01	04 01
2	Self Learning Module Exam	April – 2023 July - 2023	60 60	55 54
3	Incentive Exam for Sr. Accountants	April – 2023	75	09
4	SAS (Civil Accounts/Audit) Exam-1 of 2023	May-2023	46	10
5	Incentive Examination-1 of 2023 for Sr.AOs/Sr.DAOs/DAOs Gr-I/AAOs	May-2023	50	28
6	CPD-I Examination-1 of 2023 for Sr.AOs/Sr.DAOs/DAOs Gr-I/AAOs	May-2023	40	01
7	CPD-II Examination-1 of 2023 for Sr.AOs/Sr.DAOs/DAOs Gr-I/AAOs	May-2023	08	05
8	CPD-III Examination-1 of 2023 for Sr.AOs/Sr.DAOs/DAOs Gr-I/AAOs	May-2023	01	00
9	Departmental Exam for Accountants	Feb-2023 August - 2023	06 14	05 Result awaited
10	Centralized training evaluation examination of AAOs for promotion as Sr. AOs	June - 2023	01	01
11	End of Training examination of Sr. Acctt. for promotion as Assistant Supervisor	July - 2023	125	45

DEPUTATIONS:

02 AAOs were repatriated from this office and 06 AAOs Joined this office on deputation.

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 2022-23 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:

- a. During the year 2022-23, studies on the following topics have been completed.
- b. (A copy of the study is uploaded on the Office Intranet).

- “ Right to Information Act-2005 ”
- “ Discrepancies of Reserve Bank Deposit (RBD) ”

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 RTI, Prayagraj :-**

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted at RTI, Prayagraj. The number of Officers/ Officials trained up to **August 2023** is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	IT Concepts, IT Security, MS Office & Internet	10.04.23	18.04.23	07	AS/Sr. Acctt./Acctt./JHT
2	Audit in IT Environment	24.04.23	29.04.23	01	Sr. AO/AAO
3	Indian Government Accounting Standards (IGAS) & Indian Government Financial Reporting Standards (IGFRS)	01.05.23	04.05.23	09	Sr. Acctt./Acctt
4	Disciplinary Proceedings (for AAOs/SAOs)	08-05-23	12.05.23	05	Sr. AO/AAO
5	Advance Course on MS Word & Power Point	08-05-23 21-08-23	12.05.23 25-08-23	06 07	AS/Sr. Acctt./Acctt./DEO AS/Sr. Acctt./Acctt./DEO
6	Advance Course on MS Access & MS Excel	22.05.23 01-08-23	30.05.23 10-08-23	03 04	Sr. Acctt./Acctt Supervisor/Sr.Acctt./Acctt
7	Right to Information Act.	05.06.23	06.06.23	11	Sr. AO/AAO
8	Principles of Networking Internet and Network Security	05.06.23	09.06.23	06	Sr. Acctt./Acctt./DEO
9	Works Accounts	09-08-23	11-08-23	03	AS/Sr. Acctt./Acctt./DEO
10	Process of Compilation of Accounts by AG (A&E) Office	17-08-23	18-08-23	02	Sr. Acctt./Acctt
11	Rajbhasha Online Prabandhan Pranali and Kanthastha Sanskaran 2.0	17-08-23	18-08-23	03	AAO/Sr.Acctt/Acctt/JHT

- 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 **August 2023** :

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	SAS Mains Exam Additional Training- PC-21	27.04.23	28.04.23	08	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
2	SAS Mains Exam Additional Training- PC-22	28.04.23	29.04.23	12	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	CPD Exam – 2023 C2 of CPD-1	24.04.23	27.04.23	10	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
4	Mandatory training of AAOs for Promotion for Sr.AO	11.05.23	31.05.23	01	AAO/Supervisor
5	Training Program for Sr. Acctt. for Promotion to the Post of Asstt. Supervisor	05.06.23	20.06.23	49	Sr Acctt./Acctt./DEO/Clerk
6	Training on Treasury Inspection-2023	03.07.23	12.07.23	19	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
7	Training on Clerk of Probation Period - 2023	18.07.23	02.08.23	06	AS/Sr Acctt./Acctt./DEO/Clerk

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized up to **August 2023** :-

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	18.04.23	19.04.23	2	08	07	AS/Sr Acctt./Acctt./DEO/Clerk
2	Disciplinary Proceeding	25.04.23	26.04.23	2	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	Working of Pension Co-ordination	03.05.23	04.05.23	2	06	04	AS/Sr Acctt./Acctt./DEO
4	Office Procedure	23.05.23	24.05.23	2	06	04	AS/Sr Acctt./Acctt./DEO
5	Working of A.C. and RBD Section	06.06.23	08.06.23	3	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
6	Working of P.C. Section	22.06.23	23.06.23	2	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
7	Training on Ethis	05.07.23	06.07.23	2	10	05	AS/Sr Acctt./Acctt./DEO/Clerk
8	New Pension Scheme for Central Govt. employes	26.07.23	27.07.23	2	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk

9	KFA/KRA	03.08.23	04.08.23	2	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
10	Training for MTS and Clerical Staff.	24.08.23	25.08.23	2	12	08	Clerk/MTS

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted up to **August 2023**.

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	11.04.23 11.07.23	12.04.23 12.07.23	01 01	06 06	04 04	AS /Sr. Acctt./ Acctt./DEO
2	Training on VLC	26.04.23 27.06.23	27.04.23 28.06.23	01 01	06 06	04 04	AS /Sr. Acctt./ Acctt./DEO AS /Sr. Acctt./ Acctt./DEO
3	Basic Training on M.S. Excel	02.05.23	03.05.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
4	Course on GPF Module	24.05.23	25.05.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
5	Training on e-office	07.06.23	08.06.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO
6	Training on PAO Compact 2000	25.07.23	26.07.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO
7	Basic Training on Power Point	08.08.23	09.08.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
8	Basic Training on Internet and e-mail	28.08.23	29.08.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO

DEPARTMENTAL TRAINING COURSES :-

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Training on Tableau Software	22.06.23	23.06.23	12	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO

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	1012
3	Monitor	14
4	Printers	153
5	UPS	486

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.
9. Diary & Dispatch software developed In- house has since been implemented successfully and working in all section of this office.
10. Implementation of e-office Module.
11. Implementation of eHRMS 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 August 2023* 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	275
2	No. of Pensioners drawing pension from PAO	429
3	No. of bills including pension bills passed	3523
4	No. of GPF A/Cs maintained	1421
5	Issue of Annual A/Cs Slips	00
6	No. of pension cases including family pension cases finalized	67
7	Maintenance of A/C of NPS subscribers	749

2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (up to August 2023)	Number of No dues certificates issued (up to August 2023)
House Building Advance	NIL	12
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

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- 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 **August 2023** is given below:

1. VLC-EDP	Up to July 2023
i. Treasury Vouchers	226141
ii. Transfer Entries	411
iii. No. of CCOs operated in the month 07/2023	106
2. Inward and Outward Settlement Accounts (AC)	Up to August 2023
I. Inward Accounts	244
II. Outward Accounts	80
III. PLI Accounts	Nil
3. Loan Accounts (LA)	Up to July 2023
i. Loan accounts maintained	7343
4. Personal Ledger Accounts (Deposit)	Up to August 2023
I. New PLA	Nil
II. Renewals	02
III. Adverse Balance Clearance (In Lakhs) July 2023	
Opening Balance	1,95,510.11
Receipt	16,474.15
Payment	13,587.29
Closing Balance	1,98,396.97

5. Budget Section

- Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2023-24 has been sent to State Government on 31.03.2023.
- Budget Estimates - Preparation of Budget Estimates for the Financial Year 2023-24 has been sent to State Government on 19.01.2023.
- Actuals - Actuals for the year 2021-22 has been sent to State Government on 20.10.2022.

6. Book (C)

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
April -2023	25/05/2023	25/05/2023
May-2023	25/06/2023	23/06/2023
March-2023 (Spl.)	30/06/2023	30/06/2023
June - 2023	25/07/2023	24/07/2023
July - 2023	25/08/2023	24/08/2023

7. TM-I/RBDClearance and adjustment of outstanding differences **up to July 2023**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	05	0.03	59	0.57
ii	Settled by AG(A&E)	61	21.40	64	16.26
	Total	66	21 .43	123	16.83

8. Treasury Inspection**up to August 2023**

- | | |
|----------------------------------------|----|
| i. Number of Treasuries Inspected | 31 |
| ii. Number of Sub-treasuries Inspected | 62 |

9. R.M.S. Group

- | | |
|----------------------------------------------------------|---------|
| i. Month up to which bundles sent to Record/Library | 01/2022 |
| ii. Month up to which vouchers provided to Audit Parties | 05/2023 |

10. Report Section

- a. Monthly Report on expenditure of the State Government for the month of **07/2023** has been submitted **on 29.08.2023**.
- b. Finance & Appropriation Accounts for the year 2020-21
 - i. Signed by C. & A.G. on - 08.03.2022
 - ii. Presented to the State Legislature on - 28.05.2022
- c. Accounts at a Glance for the year 2020-21
 - i. Signed by the P. A.G. on - 08.04.2022
 - ii. Sent to the State Government on - 17.05.2022

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	03	Asstt. Supervisor	15	D.E.O. Gr A	0
Asstt. Accounts Officers	26	Sr. Accountants	86	M.T.S./R.K	12
Supervisors	07	Accountants	20	Steno Gr.-B	01
D.E.O. Gr B	04	Clerks	10		

Maintenance of GPF Accounts:-**i. No. of live Accounts**

AISPF	626
OTHER THAN AISPF	103717

ii. Subscribers updated in Masters.

AISPF	541 (100%)
OTHER THAN AISPF	89300 (94.06%)

Status of Work**1. (A) Final Payment Cases:-**

Position regarding receipt and clearance of final payment cases *up to August -2023*.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.08.2023
Up to August 2023	358	3250	3146	462 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
Up to August 2023	900	3895	3569	1226 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 *August 2023* as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2023	67517	NIL	215424

Addition	1445	NIL	8781
Clearance	4484	NIL	12335
C.B. as on 31.08.2023	64478	NIL	211870

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

Period	O.B.	Receipts	Settlement	C.B.
up to August 2023	03	63	61	05

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
up to August 2023	NIL	334	334	NIL

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CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1.	Number of ledger cards reviewed:- up to August 2023	21318
2.	Number of Service Books checked : up to August 2023	75
3.	Checking of Appropriation Account & Finance Account for the year 2021-22	Completed
4.	Half-yearly review of Cash books	Completed
5.	Test audit of sections up to August 2023 No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	18 172 132 40
6.	Honorarium Claims: up to August 2023	NIL
7.	Review of CAG cases up to August 2023	NIL
8.	Review of AG cases up to August 2023.	NIL
9.	Review of DAG cases up to August 2023	NIL
10.	Review of VFC cases up to August 2023	NIL
11.	Review of IT Security	Completed
12.	Report of ADAI	Completed

CHAPTER VII
IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi :

- In the month of May, inspection of 11 sections (from 22.05.2023 to 26.05.2023) related to Rajbhasha Hindi was done and inspection report was issued on 13.06.2023 and also inspection report related to inspection of 12 sections (from 05.06.2023 to 12.06.2023) was issued on 23.06.2023 and inspection report of 09 sections was issued on 20.07.2023 and inspection report of 05 sections was issued on 27.07.2023 and inspection report of 07 sections was issued on 03.08.2023 and inspection report of 09 sections was issued on 25.08.2023.

Meeting:

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on 26.04.2023 & 25.07.2023 and minutes of meeting were circulated on 02.05.2023 & 25.07.2023 and compliance report was also sent to Hqrs. Office on 02.05.2023 and 31.07.2023.
- Joint meeting was organized on 03.08.2023 for the successful Hindi Pakhwara and minutes of meeting was issued on 08.08.2023.

Report:

- Report for departmental Rajbhasha Shield for year 2022-23 was sent to Hqrs. Office on 02.05.2023.
- Quarterly progress report of Hindi was uploaded on portal of Rajbhasha department and sent to Hqrs. Office on 02.05.2023 and 31.07.2023.
- Half yearly report regarding Hindi Shikshan Yojna was sent to Regional Implementation Office and Hqrs. Office on 08.05.2023.
- Yearly assessment report of Rajbhasha Hindi was sent to Hqrs. Office on 15.05.2023 d 04.08.2023.
- Annual performance report of Rajbhasha Hindi was put before the competent authority on 04.08.2023.

Programme for Hindi :

- Hindi Karyashala were organized on 27.06.2023.

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 19 and 20th Joint edition of 'Lekha Sangam' was released on 26.04.2023.
- E magazine of 19th and 20th joint edition of Lekha Sangam was sent to different offices on 01.05.2023.

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.
- Arrangements have been made for providing treatment to Officers/officials of A.G. I & A.G. II offices by Homeopath Doctor for maintaining their good health.

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.