



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

2021-22

For April 2021

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.

Chapter - II

Organizational Structure

Ms. S. Ahlladini 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 2020-21 along with the corresponding figure for the year 2021-22(during April 2021) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2020-21 (in lakhs)		Expenditure incurred during April, 2021 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6526.97	6526.97	5952.70	1023.55
2	MT Charges	90.45	90.45	91.78	0.23
3	DTE	50.34	50.34	118.30	1.14
4	Office expenses	181.95	181.95	152.80	1.43
	Wages	0	0	0	0
	RRT	243.59	243.59	66.39	0
	Publication	17.82	17.82	0	0
	Minor Work	37.37	37.37	0	0
	Major Work	15.56	15.56	0	0
	Prof. Services	96.62	96.62	66.38	0.85
	Grant-in-Aid	1.11	1.11	0	0
	Information Technology	67.50	67.50	1.50	0
5	House Building Advance	11.00	11.00	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	0.50	0.50	0	0
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	32.53	32.53	32.52	5.38
TOTAL		7373.31	7373.31	6482.37	1032.58

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.05.2021

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

	Sanctioned Strength				Men in Position				Vacancy		Net	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Vacancies	
Sr. AO	29	1	2	32	16	0	2	18	-14		-14	On Deputation-02
Sr. AO (Ex-Cadre)		1		1		1		1	0		0	
AAO	96	1	6	103	82	0	6	88	-15		-15	On Deputation-04
AAO (RT)		1		1	1			1	0		0	
Supervisor	20			20	19			19	-1		-1	
Asstt. Supervisor	59			59	53			53	-6		-6	On Deputation-03
TOTAL	204	4	8	216	171	1	8	180	-36	0	-36	On Deputation-09
Sr. Accountant	119			119	309			309	190	10	200	Excess Interim SS in combined cadre of Supervisor / Asstt. Supervisor /Sr.Acctt is 183. 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	44			44	-154	2	-152	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	30			30	-28		-28	On Deputation-02
TOTAL	518	0	3	521	421	0	0	421	-100	79	-21	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	1			1	-1		-1	
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	690	1	8	699	-184	79	-105	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	
Data Manager										
Data Entry Operator Gr.F	2			2		0		0	-2	
Data Entry Operator Gr.E	4			4		0		0	-4	
Faculty (SO)										
Data Entry Operator Gr.D	5			5		0		0	-5	
Data Entry Operator Gr.B	14			14	5	0		5	-9	
Data Entry Operator Gr.A	58			58	34	0	0	34	-24	
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	
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 30.04.2021 and the number of staff recruited during April 2021 is as follows:

Category	Total Number as on 30.04.2021	Number of employees recruited during the April 2021
	Group 'C' *	Group 'C'
Scheduled Caste	103	00
Scheduled Tribe	08	00
Other Backward Class	107	00
Physically Handicapped	13	00
Ex-Servicemen	12	00

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

RECRUITMENT: No recruitment were made during April 2021.

PROMOTIONS: Following promotions were made during April 2021.

Designation	No. of Person
Asstt. Supervisor/ DA / Sr. Accountant / Jr. Translator/ Accountant / DEO Gr A to AAO	23

RETIREMENTS: Following number of staff retired during the April 2021.

Designation	No. of Person
Sr. Accountant	01
MTS	01

EXAMINATIONS: Detail of examinations conducted during the April 2021.

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Feb- 2021	13	Result awaited
10	MCQ Test on IT Audit	March-2021	26	Result awaited

DEPUTATIONS: No Official was sent on deputation/Joined office during the month of April 2021.

SMALL SAVINGS: Deposit of RD in the month of April 2021 was NIL.

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 April 2021* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	IT Concept, MS Office & Internet	19.04.21	27.04.21	11	Sr. AO/AAO/Sr. Acctt.
2	Finance & Appropriation Account	19.04.21	21.04.21	03	AAO/ Sr. Acctt.

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.

IV) – TRAINING:

The following Departmental and In-House Training programmes *during the April 2021* were conducted **online through M S Teams App:**

A – DEPARTMENTAL TRAINING COURSES: NIL

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized *during April 2021*:

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	
3	KFA/KRA	06.04.21	07.04.21	2	06	04	AAO/ Supervisor / Sr. Acctt. / Acctt./ DEO/Clerks

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted *during April 2021*.

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 and M.S. Excel with Unicode type	07.04.21	08.04.21	01	06	04	AAO /Sr. Acctt./ Acctt./DEO/ Clerks

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 month of April 2021* 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	41
2	No. of Pensioners drawing pension from PAO	442
3	No. of bills including pension bills passed	429
4	No. of GPF A/cs maintained	1721
5	Issue of Annual A/cs Slips	NIL
6	No. of pension cases including family pension cases finalized	05

2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (during April 2021)	Number of No dues certificates issued (during April 2021)
House Building Advance	NIL	02
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

[Note: March closing for state Government accounts under progress. Hence it will updated later.]

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	7	Steno	NIL	D.E.Os Gr A	13
Asst. Accounts Officers	27	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	839
OTHER THAN AISPF	116864

ii. Subscribers updated in Masters.

AISPF	632 (100%)
OTHER THAN AISPF	94199(92.69%)

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases *during the month of April 2021:-*

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 30.04.2021
<i>during April 2021</i>	383	283	318	93 (255 cases were not due for disposal)

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
<i>during April 2021</i>	1016	264	365	148(772 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 April 2021* is as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2021	113118	NIL	220550
Addition	NIL	NIL	NIL
Clearance	9471	NIL	5189
C.B. as on 30.04.2021	103647	NIL	215361

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

Period	O.B.	Receipts	Settlement	C.B.
<i>during April 2021</i>	04	08	01	11

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
<i>during April 2021</i>	01	04	05	Nil

CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- <i>during April 2021</i>	NIL
2	Number of Service Books checked : <i>during April 2021</i>	15
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 April 2021</i> No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	
6	Honorarium Claims: <i>during April 2021</i>	NIL
7	Review of CAG cases <i>during April 2021.</i>	NIL
8	Review of AG cases <i>during April 2021.</i>	NIL
9	Review of DAG cases <i>during April 2021</i>	NIL
10	Review of VFC cases <i>during April 2021.</i>	NIL
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

- **Meeting:**

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on 20.04.2021.

- **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.

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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