



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT 2022-23

Updates upto August, 2022

Office of the Principal 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** 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 Rajendra Kumar Khare, Sr. Dy. Accountant General is holding the charge of the Administration Group.

2. Treasury Accounts:

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

3. Provident Fund:

Shri Yashwant Kumar, 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 2021-22 along with the corresponding figure for the year 2022-23 (upto August 2022) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2021-22 (in lakhs)		Expenditure incurred upto August 2022 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6638.70	6638.70	6294.95	3393.07
2	MT Charges	105.97	105.97	106.91	72.97
3	DTE	35.40	35.40	36.14	32.13
4	Office expenses	172.29	172.29	150.99	94.29
	Wages	0	0	0	0
	RRT	158.47	158.47	66.39	59.75
	Publication	29.02	29.02	0	0
	Minor Work	24.13	24.13	32.87	16.37
	Major Work	26.95	26.95	0	0
	Prof. Services	124.90	124.90	63.00	49.62
	Grant-in-Aid	9.50	9.50	0	0
	Information Technology	35.23	35.23	22.61	4.67
5	House Building Advance	0	0	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	1.50	1.50	3.00	3.00
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	43.67	43.67	50.64	18.87
TOTAL		7405.73	7405.73	6827.50	3744.74

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.09.2022

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	6	0	2	8	-24		-24	On Deputation-03
Sr. AO (Ex-Cadre)		1			1		1		1	0		0	
AAO	100	1	6		107	99	0	6	105	-02		-02	On Deputation-06
AAO (RT)		1			1	1			1	0		0	
Supervisor	20			7	27	19	0		19	-8		-8	
Asstt. Supervisor	59			18	77	58	0		58	-19		-19	On Deputation-03
TOTAL	208	4	8	25	245	183	1	8	192	-53	0	-53	On Deputation-12
Sr. Accountant	119				119	261			261	142	10	152	Excess Interim SS in cadre of Sr. Acctt is 142. One (1) HIA for AAO(RT), 2 for Jr. Translator, 4 for RTI Prayagraj and 03 for Sr.AO & A AO (Legal), On Deputation-05
Accountant	198				198	70			70	-128	44	-84	2HIA for Hindi Officer ,42 HIA for Creation of Supernumerary post for Supervisor/Asstt. Supervisor On Deputation-02
Clerk/Typist	129				129	27			27	-102	67	-35	42 HIA for TI Party, 3 for RTI Prg. & 22 for iCISA
Sr.Accountant/Acctt. (iCISA)	0	0	8		8	1			1	-7		-7	
DEO Gr.B	14				14	5			5	-9		-9	
DEO Gr.A	58				58	7			7	-51		-51	On Deputation-01
TOTAL	518	0	8		526	371	0	0	371	-155	121	-34	On Deputation-08
PS	1				1	1			1	0		0	
Stenographer-I	4				4	3			3	-1		-1	On Deputation-01
Stenographer-II	4				4	1			1	-3		-3	
TOTAL	9	0	0		9	5	0	0	5	-4	0	-4	On Deputation-01
SG Record Keeper	4				4	0			0	-4		-4	
Total SG Record Keepers	4	0	0		4	0	0	0	0	-4	0	-4	
Hindi Officers	1				1	1			1	0		0	
Jr. Hindi TranslatJors	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	
TOTAL Misc./Other Posts	3	0	0		3	2	0	0	2	-1	0	-1	
Multi Tasking Staff	116				116	63			63	-53		-53	
Multi Tasking Staff(RTI Prg.)	6				6	5			5	-1		-1	
Multi Tasking Staff(iCISA)	5				5	5			5	0		0	
GRAND TOTAL	872	4	16	25	917	637	1	8	646	-271	121	-150	On Deputation-21

(1). Total 21 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. 01 Post of AAO(RT) exists as Sri Rakesh Kumar Singh was promoted as AAO/RT (B/2293) wef 1.8.2011. He was later reverted to the post of Accountant for 05 years in compliance of order of the Disc. Authority dated 1.4.2015. Meanwhile another penalty of reduction of pay by one stage for 3 yrs was imposed upon him vide order of the Appellate Authority dt. 19.3.2018. This penalty was to come into effect immediately after ending of earlier penalty imposed vide order dt. 1.4.2015. After ending of currency of first penalty of reversion to the post of Acctt. For 5 yrs on 31.3.2020. Sri Singh was restored to the post of AAO(RT) w.e.f 1.4.2020 as per instructions contained in penalty orders dt. 1.4.2015. However, as per penalty order dt. 19.3.2018. Shri Singh is currently under currency of penalty of reduction of pay by one stage for 3 yrs which has come into effect from 1.4.2020. In view of the same. Shri Singh has not been regularized to the post of AAO(Regular).

(3).02 Post of Sr. AO & 06 post of AAO have been sanctioned to this office vide Hqrs' letter No.225/Staff-S&R/Continuance/CT/A&E/181-2020 dated 30/03/2022 for the period from 01.03.2022 to 28.02.2023.

(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 Hqrs Circular 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.

(9) Hqrs vide its letter No.833/Staff(S&R)/Supernumerary Post/A&E/24-2021 dated 30.11.2021 has conveyed creation of 07 supernumerary post for Supervisor & 18 for Asstt.Supervisor.

(10)HQrs vide is letter No.622 Staff(S&R)/RE-STRU/185-2020 has directed to restore the erstwhile 4 SS in the supervisor cadre to AAO cadre. The same has been revised in the SS of AAO cadre.

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	7	0	0	7	-51	
TOTAL	83	0	0	83	12	0	0	12	-71	

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	4			4	-7	
TOTAL	20	0	0	20	4	0	0	4	-16	

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 31.08.2022 and the number of staff recruited up to August 2022 is as follows:

Category	Total Number as on 31.08.2022	Number of employees recruited During August 2022
	Group 'C' *	Group 'C'
Scheduled Caste	96	00
Scheduled Tribe	08	00
Other Backward Class	96	01
Physically Handicapped	13	00
Ex-Servicemen	11	00

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

RECRUITMENT: Following appointment were made upto August 2022.

Designation	No. of Person
Clerk	01
MTS	02

PROMOTIONS: Following promotions were made up to August 2022.

Designation	No. of Person
DEO Gr. A/Clerk/SCD/MTS to Accountant	39
DA/Sr.Acctt./JHt/Acctt./DEO Gr. A to AAO	16
Asstt. Supervisor to Supervisor	05

RETIREMENTS: Following number of staff retired up to August 2022 .

Designation	No. of Person
Sr. A.O.	01
AAO	03
Supervisor	07
Asstt. Supervisor	03
Sr. Accountant	11
Clerk	01
MTS	04
Canteen Attendant	01

EXAMINATIONS: Detail of examinations conducted up to August 2022

.Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Mar – 2022 August- 2022	44 18	37 Result Awaited
2	Typewriting Test for Serving Clerks	April – 2022 July - 2022	01 04	NIL 00
3	Incentive Exam for Sr. Accountants	April – 2022	77	25
4	SAS (Civil Accounts/Audit) Exam-1 of 2021	May- 2022	129	23
5	Incentive Examination-1 of 2021 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022	66	30

6	CPD-I Examination-1 of 2021 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022	46	09
7	CPD-II Examination-1 of 2021 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022	05	01
8	Self Learning Module Exam	July - 2022	23	14

DEPUTATIONS: No joined this office and Two AAO were relieved *up to June 2022*. 01 Senior Accountant and 01 DEO grade A was repatriated *up to August 2022*.

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 2021-22 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 2020-21 & 2021-22, studies on the following topics have been completed. (A copy of the study is uploaded on the Office Intranet).
 - “Clearance of Un posted and Full Want/Part Want items”
 - “ E- inspection of Treasuries”
- During the year 2022-23 studies on the following topics have been progress
 - Right to Information Act -2005
 - Discrepancy on 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 2022* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Principal of Networking, Internet and Network Security	04.04.22 01.08.22	08.04.22 05.08.22	04 04	Sr. Acctt. / Acctt./DEO Sr. Acctt. / Acctt./DEO
2	IGAS & IGFRS	18.04.22	21.04.22	08	Sr. Acctt. /Acctt./DEO
3	Special Course for Sr.A.Os/AAOs. Covering IT Concept, MS Office & Internet	18.04.22	26.04.22	06	Sr. AO/AAO
4	Mid Career Training Programme.	25.04.22 18.07.22	30.04.22 23.07.22	03 02	Sr. AO/AAO Sr. AO/AAO
5	Seminar on Right to Information Act.	09.05.22	10.05.22	10	AAO/Supervisor/Hindi Adhi.
6	Advance Course on MS Word & Power Point.	09.05.22 06.06.22	13.05.22 10.06.22	05 03	A.S./ Sr. Acctt. /Acctt./Clerk
7	Finance & Appropriation Accounts.	11.05.22	13.05.22	06	AAO/A.S./ Acctt./DEO
8	Advance Course on MS Access	13.06.22	21.06.22	04	AAO/A.S./ Sr. Acctt. /Acctt./DEO
9	Suspense Accounts, PD Accounts, Maintenance of Broadsheets & Misc. issues	27.06.22	29.06.22	07	AAO/A.S./ Sr. Acctt. /Acctt./DEO
10	Operation & Working in IFMS Environment & Overview of Treasury System & Inspection of Treasuries.	11-07-22	16-07-22	12	A.S./ Sr. Acctt./Acctt./Clerk /DEO
11	Advance Course on MS Excel	11-07-22	16-07-22	03	A.S./ Sr. Acctt. /Acctt./Clerk
12	GPF Module	06.08.22	17.08.22	10	Sr. Acctt./Acctt./Clerk
13	GASAB and Natural Resource Accounting	22.08.22	27.08.22	08	AAO/A.S./ Sr. Acctt./Steno /Acctt.

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:

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	SAS Mains Exam Training-2022	02.03.22	05.04.22	12	AS/SR. Acctt./Acctt./Clerk
2	Training on Treasury Inspection 2022-23	22.06.22	06.07.22	25	AAO/ Supervisor./Sr.Acctt.
3	MTS Probation Completion 2022-23	25.07.22	10.08.22	06	MTS

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized up to August 2022 :

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	KFA/KRA	05.04.22	06.04.21	2	06	04	AAO/ Supervisor
2	APAR	26.04.22	27.04.22	2	20	20 7	AAO/ Supervisor
3	Working of Pension Co-ordination	05.05.22	06.05.22	2	08	07	A.S./Sr.Acctt./Acctt./Clerk
4	Office Procedure	25.05.22	26.05.22	2	15	10	A.S./Sr.Acctt./Acctt./Clerk
5	Working of A.C. & RBD Section	08.06.22	09.06.22	2	10	10	A.S./Sr.Acctt./Acctt./Clerk
6	Working of P. C. Section	28.06.22	29.06.22	2	06	04	A.S./Sr.Acctt./Acctt./Clerk
7	Record Management	05.07.22	06.07.22	2	06	04	A.S./Sr.Acctt./Acctt./Clerk
8	New Pension Scheme for Central Govt.	28.07.22	29.07.22	2	10	10	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
9	Right to Information Act-2005	03.08.22	04.08.22	2	10	10	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
10	Training for MTS and Clerical Staff	24.08.22	25.08.22	2	54	37	MTS

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted up to August 2022 .

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. word Basic Knowledge of Unicode type (Hindi/English) Typing.	07.04.22	08.04.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
2	Training on VLC	28.04.22	29.04.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
		21.06.22	22.06.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
3	Training on M.S. word and M.S. Excel With Unicode type.	09.05.22	10.05.22	01	06	04	AAO/Sup.
		30.08.22	31.08.22	01	06	04	
4	Training Special Course GPF Module	30.05.22	31.05.22	01	06	04	AAO/Sup.
5	Training on e-office	02.06.22	03.06.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
6	Advance Course on MS Office(word, Excel And Access.)	07.07.22	08.07.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
7	Training on PAO Compact 2000	26.07.22	27.07.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO

8	Training on Transfer Entry 2022-23	11.07.22	11.07.22	01	31	00	AAO/Sup.
9	Training on Power Point	10.08.22	11.08.22	01	06	04	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	642
3	Printers	149
4	UPS	235

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.

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 *upto August 2022* 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	155
2	No. of Pensioners drawing pension from PAO	438
3	No. of bills including pension bills passed	3215
4	No. of GPF A/cs maintained	1537
5	Issue of Annual A/cs Slips	1590
6	No. of pension cases including family pension cases finalized	68

2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (upto August 2022)	Number of No dues certificates issued (upto August 2022)
House Building Advance	NIL	20
Other Motor Cycle Advance	NIL	01
Car Advance	NIL	NIL
Computer Advance	NIL	01

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 *up to August 2022* is given below:

1. VLC-EDP	Up to July 2022
i) Treasury Vouchers	200119
ii) Transfer Entries	295
iii) No. of CCOs operated in the month 03/2022	106
2. Inward and Outward Settlement Accounts (AC)	Up to August 2022
I) Inward Accounts	203
II) Outward Accounts	143
III) PLI Accounts	Nil

3. **Loan Accounts (LA)** **Up to July 2022**
- i) Loan accounts maintained 7134

4. **Personal Ledger Accounts (Deposit)** **Up to August 2022**

- I) New PLA Nil
- II) Renewals 02
- III) **Adverse Balance Clearance (In Lakhs) July 2022**

Opening Balance	115649.87
Receipt	63686.12
Payment	7109.29
Closing Balance	172226.70

5. **Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2022-23 has been sent to U.P. Government on 24.06.2022.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2022-23 has been sent to State Government on 19.01.2022
- iii) Actuals - Actuals for the year 2020-21 has been sent to State Government on 27.09.2021.

6. **Book ©**

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
April-2022	25/05/2022	24/05/2022
May-2022	25/06/2022	24/06/2022
June-2022	25/07/2022	22/07/2022
July- 2022	25/08/2022	25/08/2022

7. **TM-I/RBD**

Clearance and adjustment of outstanding differences **up to July 2022**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	-04	-2.33	47	4.66
ii	Settled by AG(A&E)	73	9.40	64	36.95
	Total	69	7.07	111	41.61

8. Treasury Inspection **up to August 2022**

- i) Number of Treasuries Inspected 72
- ii) Number of Sub-treasuries Inspected 155

9. R.M.S. Group

- i) Month up to which bundles sent to Record/Library 01/2021
- ii) Month up to which vouchers provided to Audit Parties 05/2022

10. Report Section

- (a) Monthly Report on expenditure to the State Government for the month of **07/2022** has been submitted on **29.08.2022** .
- (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 - -
- (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	3	Sr. Accountants	106	D.E.O. Gr B	3
Asstt. Accounts Officers	25	Accountants	18	Clerks	6
Supervisors	8	Steno Gr - B	1	MTS/R.K	17
Asstt. Supervisors	16	D.E.Os Gr A	6		

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISPF	657
OTHER THAN AISPF	103763

ii. Subscribers updated in Masters.

AISPF	563 (99.82%)
OTHER THAN AISPF	89446 (93.06%)

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases *during August -2022.*

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.08.2022
<i>Up to August 2022</i>	258	3151	3086	323 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
<i>Up to August 2022</i>	1093	4261	3777	263 (1314 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 un posted items outstanding *up to August 2022* as follows:

	Un posted credit	Un posted debit	Missing credit
O.B. as on 01.04.2022	86145	NIL	210819
Addition	2181	01	9990
Clearance	15480	NIL	15814
C.B. as on 31.07.2022	72846	01	204995

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

Period	O.B.	Receipts	Settlement	C.B.
<i>Up to August 2022</i>	04	95	87	12

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
<i>Up to August 2022</i>	NIL	316	315	1

CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1.	Number of ledger cards reviewed:- <i>up to August 2022</i>	34041
2.	Number of Service Books checked : <i>up to August 2022</i>	75
3.	Checking of Appropriation Account & Finance Account for the year 2019-20	Completed
4.	Half-yearly review of Cash books	In progress
5.	Test audit of sections <i>up to August 2022</i> No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	 22 205 137 68
6.	Honorarium Claims: <i>up to August 2022</i>	NIL
7.	Review of CAG cases <i>up to August 2022</i>	NIL
8.	Review of AG cases <i>up to August 2022</i> .	NIL
9.	Review of DAG cases <i>up to August 2022</i>	NIL
10	Review of VFC cases <i>up to August 2022</i>	NIL
11	Review of IT Security	Completed

CHAPTER VII

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi:

- 07 Sections of office were inspected *upto July 2022* , for progressive use of Hindi in official working.

Meeting:

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on respectively 19.04.2022 and 18.07.2022 and report sent to Headquarters' office on 16.08.2022.

Report:

- Six monthly Hindi Shikshan yojna figure sent to Rajbhasha Vibhag & Headquarters' on 27.04.2022.
- Annual report for Departmental Rajbhasha Sheild 2021-22 has been sent on 27.04.2022.
- Quarterly Hindi progressive Report was sent to Rajbhasha Vibhag & Headquarters' on respectively 02.05.2022 and 28.07.2022.
- Material for annual appraisal report sent to Headquarters' office on 02.05.2022.

Programme for Hindi :

- Hindi Karyashala was organized from 14.06.2022 & 15.06.2022.

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 16th edition of 'Lekha Sangam' was released on 19.04.2022.

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.
- Financial Planning meeting was organized by the Officers of State Bank of India, Life Insurance corporation & Indian Postal Department for retired officers/officials of A.G.(A&E) I & II.
- **North zone Carom tournament** was organized by this office from 11.04.2022 to 13.04.2022.
- **The yoga programme** was organized in the office on **8th International Yoga day** on 21.06.2022 in which the officers/ officials of the offices A&E I, II & RTI Prayagraj participated.
- A free **Covid-19** Booster Vaccination was conducted on 05.08.2022 in the office for the officers/ officials of A.G. I & A.G. II offices.

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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