



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

For April, 2025

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

Chapter - I

Introduction

The Accountant General (A&E)-I, U.P. has been entrusted with the following functions:

- i. Preparation of annual Finance and Appropriation Accounts and its submission to the Government of Uttar Pradesh.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from 82 treasuries with 4981 drawing and disbursing officers and its submission to Finance Department of the Government of Uttar Pradesh.
- iii. Maintenance of Provident Fund Accounts of eighteen departments and the officers of the All India Services of U.P. Cadre.
- iv. Maintenance of detailed accounts of various long term Loans and Advances.
- v. Reconciliation of Accounts with the heads of offices and with those maintained by treasuries under various deposit heads.
- vi. Reconciliation of expenditure figures and preparation of statement of expenditure.
- vii. Annual Inspection of Treasuries.
- viii. Correspondence/discussions with the State Government on matters of policy involving financial management and accounting. Periodical meetings with State Government representatives in the High Power Committee set up for this purpose.
- ix. Cadre control of 'B', 'C' & 'D' (MTS) categories of staff, staff welfare, recognition of service associations, recreational activities and departmental canteen, etc., for both the (A&E) offices.
- x. **MEASURES TAKEN TO IMPROVE THE SERVICE TO STAKEHOLDERS –**
 - a. **SETTING UP OF SINGLE WINDOW CLEARANCE CELL:** In order to ensure speedy disposal of grievances of employees of Uttar Pradesh Government pertaining to Provident Fund, Pension, Loans & Advances or any other matter, a single window clearance cell, at the entry point of the office, was inaugurated by Hon'ble Governor of Uttar Pradesh on 16th November, 2010 on the eve of the 150th

anniversary of Indian Audit & Accounts Department. It is functioning under the direct control of the Accountant General through the Secretary.

- b. **SMS BASED SERVICE:** GPF related information such as subscription, recovery, receipt of reconciliation cases, Final Payment cases, dispatch of Reconciliation/FP cases are sent via SMS to GPF Subscribers.
- c. **WEB-BASED SERVICE-** This office has made provisions to download/view facility for GPF account Statements, Missing credit details, monthly OB/CB etc. Facility to view Final Payment Authority has been added. Subscribers can also register their mobile numbers on office website to get information as mentioned above.
- d. **Exit Conference** for the FY 2023-24 has been organized on 24.09.2024.

Chapter - II

Organizational Structure

Dr. Surendra Kumar is holding the charge of Accountant General in the office of the Accountant General (A. & E.) – I, U.P., Prayagraj.

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

1. Administration & Treasury Accounts:

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

2. Provident Fund:

Shri Vijay Singh Panwar, Dy. Accountant General is holding the charge of the Provident Fund Group.

Chapter - III
Administration Coordination

I - BUDGET:

The position of expenditure as against the allotment of funds for office establishment under various Sub-heads during the year 2024-25 along with the corresponding figure for the year 2025-26 (up to April, 2025) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2024-25 (in lakhs)		Expenditure incurred during the FY 2025-26 up to April, 2025 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Salaries	3832	3832	3513.04	606.91
2	Rewards	32.32	32.32	16.11	0
3	MT Charges	178.86	178.86	120.21	14.61
4	Allowances	2921.63	2921.63	2689.52	526.07
5	LTC	17.61	17.61	13.28	3.06
6	DTE	144.70	144.70	89.65	25.63
7	Foreign Travel Expenses	0	0	0	0
8	Training Expenses	0	0	0	0
9	Office expenses	415.64	415.64	289.24	2.81
10	RRT	59.75	59.75	59.75	0
11	Printing & Publication	10.34	10.34	1.85	1.29
12	Rent for others	13.20	13.20	9.75	.88
13	Digital Equipment	8.30	8.30	0	0
14	Fuels and Lubricants	0.13	0.13	.06	0
15	Advertising and Publicity	0.14	0.14	.07	0
16	Minor Civil and Electric Work	9.21	9.21	0	0
17	Professional Services	6.11	6.11	2.50	.06
18	Repair and Maintenance	13	13	5.19	0
19	Grant-in-Aid	0.53	0.53	0	0
20	Contribution	0	0	0	0
21	Other Revenue Expenditure	9.43	9.43	4.50	0
22	Machinery and Equipment	7.07	7.07	37.33	0
23	ICT	5.90	5.90	0	0
24	Furniture and Fixtures	15.63	15.63	23.03	0
25	Other Fixed Assets	0.25	0.25	0	0
26	House Building Advance	19	19	0	0
27	Motor Conveyance Advance	0	0	0	0
28	Computer	1.5	1.5	0	0
Total		7722.25	7722.25	6875.08	1181.32

STATEMENT-I
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.05.2025
NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj

	Sanctioned Strength					Men in Position				Vacancy			
	Permanent	Temporary	Casual	Supernumerary	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Net Vacancies	Remarks
Sr. AO	29	1	2		32	21	0	2	23	-9		-9	On Deputation-02
Sr. AO (Ex-Cadre)		1			1	1	0		1	0		0	
AAO	100	1	6		107	89	0	6	95	-12		-12	On Deputation-09
Legal Assistant		1			1	0			0	-1		-1	
Supervisor	20				20	19	0		19	-1		-1	
Asstt. Supervisor	59				59	48	0		48	-11		-11	On Deputation-03
TOTAL	208	4	8	0	220	178	0	8	186	-34	0	-34	On Deputation-14
Sr. Accountant	119				119	177			177	58	9	67	Excess Interim SS in cadre of Sr. Acctt is 58. Two (02) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-03
Accountant	198				198	116			116	-82	2	-80	2 HIA for Hindi Officer, On Deputation-04
Clerk/Typist	39				39	20			20	-19	0	-19	On Deputation-02
Clerk. (iCISA)	0	0	3	0	3	1			1	-2		-2	
Sr.Acctt./Acctt. (iCISA)	0	0	8		8	1			1	-7		-7	
DEO Gr.B	6				6	6			6	0		0	
DEO Gr.A	3				3	3			3	0		0	
TOTAL	365	0	11		376	324	0	0	324	-52	11	-41	On Deputation-09
PS	1				1	1			1	0		0	
Stenographer-I	4				4	1			1	-3		-3	On Deputation-01
Stenographer-II	4				4	3			3	-1		-1	
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	
Assistant Director (Official Language)	1				1	1			1	0		0	
Jr. Hindi Translator	2				2	1			1	-1		-1	
Total Hindi Cadre Posts	3	0	0	0	3	2	0	0	2	-1	0	-1	
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	50			50	-66		-66	
Multi Tasking Staff (RCB&KI, Prg.)	6				6	1			1	-5		-5	
Multi Tasking Staff (iCISA)	5				5	4			4	-1		-1	
Total MTS Cadre	127	0	0	0	127	55	0	0	55	-72	0	-72	
Administrative Assistant Cadre													Vide Hqrs letter No. 278/SSR/Rationalisation / EDP/165-2019 Vol.II dated 5.2.2024
Administrative Assistant	33				33	0			0	-33		-33	
Accounts Assistant Grade II	8				8	0			0	-8		-8	
Accounts Assistant Grade I	4				4					-4		-4	
Total AA Cadre	45				45	0			0	-45		-45	
Information System Manager (ISM) cadre													
Information System Manager Gr.II	1				1	0			0	-1		-1	
Information System Manager Grade	1				1	0			0	-1		-1	
Total ISM Cadre	2				2	0			0	-2		-2	
GRAND TOTAL	766	4	19	0	789	566	0	8	574	-215	11	-204	On Deputation – 24

Note:

(1). Total 24 officers/officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.

(2). 02 posts of Sr. AOs & 06 posts of AAOs have been sanctioned to this office vide Hqrs' letter No.596/Staff-S&R/Continuance/CT/A&E/07-2023 dated 26/03/2024 for the period from 01.03.2024 to 28.02.2025.

(3). 09 posts of Sr. Accountants kept in abeyance against 02 posts for Jr. Translators, 04 for RCB&KI, Prayagraj and 03 for Sr.AOs/AAOs (Legal).

(4). 1 RT post of Legal Asstt. was sanctioned vide Letter No. 1116/staff(S&R)/Creation/Legal Asstt./77-2024 dated 02/09/2024.

STATEMENT-II

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

EDP POSTS

	Sanctioned Strength				Men in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Data Manager										
Data Entry Operator Gr.F	0			0		0		0	0	
Data Entry Operator Gr.E	0			0		0		0	0	
Faculty (SO)								0	0	
Data Entry Operator Gr.D	0			0		0		0	0	
Data Entry Operator Gr.B	6			6	6	0		6	0	
Data Entry Operator Gr.A	3			3	3	0	0	3	0	
TOTAL	9	0	0	9	9	0	0	9	0	

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
	Per man ent	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	1			1	-10	
TOTAL	20	0	0	20	1	0	0	1	-19	

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 30.04.2025 and the number of staff recruited up to **April, 2025** is as follows:

Category	Total Number as on 30.04.2025	Number of employees recruited during April, 2025
	Group 'C' *	Group 'C'
Scheduled Caste	77	00
Scheduled Tribe	06	00
Other Backward Class	135	00
Physically Handicapped	13	00
Ex-Servicemen	17	00

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

RECRUITMENT:

No recruitment was made upto April, 2025.

PROMOTIONS: Following promotion was made up to April, 2025.

Designation	No. of Person
Acctt. to AAO	02

RETIREMENTS: Following number of staff retired/died/VRS/CRS up to April, 2025.

Designation	No. of Person
Sr. A.O.	01
Sr. Acctt.	03
Assistant Supervisor	01

RESIGNATION:

No resignation was made upto April, 2025.

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

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	End of training exam for AAOs for promotion to the post of SAOs	08.04.2025	05	02 R/A of 03 candidates)
2	Typewriting test for serving Clerks	21.04.2025	01	R/A
3	Self Learning Module Exam	22.04.2025	20	R/A
4	Incentive Exam for Sr. Accountants	29.04.2025	42	R/A

DEPUTATIONS:

- 1 AAO was repatriated back to his parent office upto the month April, 2025.
- 1 Sr. A.O. went on deputation to RCBKI, Prayagraj upto the month April, 2025.
- 1 Sr. A.O. was repatriated back to this office from RCBKI, Prayagraj upto the month April, 2025.

ASSOCIATIONS: Sr. Accounts Officers (A&E) Association, Prayagraj is the only recognized service association in the office.

III- ORGANIZATION AND METHODS:

O&M section is responsible for:

Preparation of Administrative Report:

Yearly Administrative Report of the Office, as well as monthly updates are prepared and hosted on the official website.

Administrative Report of the office for the year 2023-24 is available on office website <https://cag.gov.in/ae/allahabad/en/page-ae-allahabadadministrative-report>

i) Conduct of studies:

The section conducts various studies:

During the year 2024-25, studies on the following topic have been completed (A copy of the study is uploaded on the Office Intranet).

* **“Scrutiny on Budget”**

ii) Revision of Manuals:

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

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

iii) Training at RCB&KI, Prayagraj:

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted at RCB&KI, Prayagraj. The number of Officers/ Officials trained *up to April, 2025* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Course on e-Office with eHRMS	07.04.25	09.04.25	04	Sr. Acctt./ Acctt./ DEO
2	OIOS	28.04.25	30.04.25	02	AAO

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

IV – TRAINING:

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

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
	Nil				

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized up to **April, 2025**:

Sl. No.	Name of the Course	Duration		No. of ½ days	No. of persons trained		Level of Participants
		From	To		A.G.-I	A.G.-II	
1	Right to Information Act-2005	21.04.25	22.04.25	02	06	04	Asstt. Supervisor/Sr Acctt./Acctt./DEO/Clerk
2	Disciplinary proceedings & Vigilance cases	28.04.25	29.04.25	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted up to *April, 2025*.

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
	NIL						

DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
-	-	-	-	-	-
	NIL				

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	761
3	Monitor	14
4	Printers	136
5	UPS	461

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

1. Annual maintenance of Computer hardware and networking is being done by 3rd party vendor.
2. Maintenance of web-based Inventory of software & Computer hardware.
3. Maintenance of office intranet. All manuals, Gradation List, Leave Accounts, Circulars & office orders etc. have been placed on the office Intranet and are being updated on day-to-basis.
4. Diary & Dispatch software developed in-house has since been implemented successfully and working in all section of this office.
5. Computer website
6. SMS Services
7. I.T. Security related matters.
8. Change management of VLC & GPF.
9. Procurement of computer hardware, networking etc.
10. Implementation and providing assistance in e-office module.
11. Implementation of e-HRMS 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 April, 2025* is as under:

1) Quantum of work for Pre-Check, Compilation, Fund and Pension Sections:

Sl. No.	Name of Work	Quantity
1	No. of Cheques issued	36
2	No. of Pensioners drawing pension from PAO	401
3	No. of bills including pension bills passed	685
4	No. of GPF A/Cs maintained	1195
5	Issue of Annual A/Cs Slips	NIL
6	No. of pension cases including family pension cases finalized	11
7	Maintenance of A/c of NPS subscribers	924

2) LONG TERM ADVANCES:

BROADSHEET of long term advances	Number of loans sanctioned during FY 2025-26 (up to April, 2025)	Number of 'No dues Certificates' issued during FY 2025-26 (up to April, 2025)
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 4981 DDOs are furnished as initial accounts by 82 treasuries. It also renders assistance to the State Government in the preparation of their Annual Budget.

Organization

The work of coordination is carried out through the following sections:

- Treasury Miscellaneous Sections
- Compilation General Branch
- Voucher Level Computerization (V.L.C.)
- Departmental Compilation Section
- Pension (Compilation) Section
- Account Current Sections
- Loans and Advances Sections
- Deposit (State) Section
- Record Management Support (R.M.S.) Group
- Book (Civil) Section
- Report Section
- Budget Section
- Inspection of Treasuries/ Sub Treasuries

Work done up to **April, 2025** is given below:

1. VLC-EDP	Up to March, 2025
i) Treasury Vouchers	885055
ii) Transfer Entries	3572
iii) No. of CCOs operated in the month 03/2025	101
No. DDOs operated in the month of 03/2025	4981
2. Inward and Outward Settlement Accounts (AC)	Up to April, 2025
I) Inward Accounts	769
II) Outward Accounts	246
3. Loan Accounts (LA)	Up to March 2025
i) Loan accounts maintained	8481

4. Personal Ledger Accounts (Deposit)**Up to April, 2025**

- I) New PLA Nil
- II) Renewals 00
- III) **Adverse Balance Clearance (In Lakhs) March, 2025**

Opening Balance (as on 01.03.2025)		2,83,895.03
Receipt		8,583.51
Payment		34,295.22
Closing Balance (as on 31.03.2025)		2,58,183.32

5. Budget Section

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2025-26 has been sent to State Government on 26.03.2025.
- ii) Budget Estimates - Budget Estimates for the Financial Year 2025-26 have been sent to State Government on 24.01.2025.
- iii) Actuals Actuals for the year 2023-24 have been sent to State Government on 25.10.2024.

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

Month of Account	Due Date of Submission	Date of Submission
March – 2025 (Pre)	09/05/2025	06/05/2025

6. TM-I/RBDClearance and adjustment of outstanding differences **up to February, 2025**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
I	Adjusted by RBI	32	0.712	161	10.36
li	Settled by AG(A&E)	31	281.28	33	281.28
	Total	63	281.992	194	291.64

7. Treasury Inspection**up to April, 2025**

- i) Number of Treasuries Inspected 00
- ii) Number of Sub-treasuries Inspected 00

8. R.M.S. Group

- | | |
|--|---------|
| i) Month up to which bundles sent to Record/Library | 10/2023 |
| ii) Month up to which vouchers provided to Audit Parties | 12/2024 |

9. Report Section

(a) Monthly Report on expenditure of the State Government for the month of March, 2025 has been submitted on 16.05.2025.

(b) Finance & Appropriation Accounts for the year 2023-24

- | | | |
|---|---|------------|
| i) Signed by C. & A.G. on | - | 18.11.2024 |
| ii) Presented to the State Legislature on | - | 19.12.2024 |

(c) Accounts at a Glance for the year 2023-24

- | | | |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on | - | 04.12.2024 |
| ii) Sent to the State Government on | - | 11.12.2024 |

CHAPTER V

GENERAL PROVIDENT FUND

ORGANIZATION:

The Provident Fund Group, which performs entitlement functions relating to maintenance of G.P.F. other than Class IV of State Government employees, consists of **29** regular sections.

Strength:

Sr. Accounts Officers	06	Asstt. Supervisor	11	D.E.O. Gr A	02
Asstt. Accounts Officers	28	Sr. Accountants	78	MTS/R.K.	12
Supervisors	06	Accountants	28	Steno Gr.-B	01
D.E.O. Gr B	03	Clerks	07		

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISPF	610
OTHER THAN AISPF	103042

ii. Subscribers updated in Masters

AISPF	508 (100%)
OTHER THAN AISPF	85408 (94.62%)

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases up to **April, 2025**.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 30.04.2025
Up to April, 2025	343	578	612	309 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
Up to April, 2025	1314	7677	8201	790 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 **April, 2025** as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2024	61139	NIL	187740
Addition	4	01	Nil
Clearance	29	Nil	6023
C.B. as on 30.04.2025	61114	01	181717

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

Period	O.B.	Receipts	Settlement	C.B.
up to April, 2025	02	05	07	Nil

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
up to April , 2025	Nil	87	87	Nil

CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Month	Status
1.	Triennial Review: Number of ledger cards reviewed upto April, 2025	04/2025	About 2,680 ledger cards were reviewed upto the month of April, 2025.
2.	Number of Service Books checked upto	04/2025	13
3.	Test Audit of Sections conducted upto	04/2025	06
4.	No. of Paras initially issued upto	04/2025	67
5.	No. of Paras settled upto	04/2025	32
6.	No. of Paras finally issued upto	04/2025	35
7.	Checking of K.R.A./ K.F.A. Report of T.A.D. & Fund Co-ordination for the quarter ending upto March, 2025	04/2025	Checking of K.R.A. / K.F.A. Report of T.A.D. & Fund Co-ordination in due time and sent to concerned section.
8.	Reviewing of Consolidated Agreement Report for the month of 01/2025	04/2025	Reviewed the Consolidated Agreement Report of DBA section in due time and put up to AG.

CHAPTER VII

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi:

Meeting:

- Minutes of meeting related to Official Language Implementation Committee was sent to all the members on 28.04.2025.

Report:

- Quarterly report related to the progressive use of official language Hindi was sent to Headquarters on 28.04.2025
- Compliance report related to Official Language Implementation Committee was sent to the Headquarters on 28.04.2025.

Translation work :

- Translation related works received from various sections were completed.

Lekha Sangam:

- 24th edition of Official Language Magazine 'Lekha Sangam' was sent to all offices on 28.04.2025.
- Notice was issued for the 25th issue of Rajbhasha magazine Lekha Sanga on 29.04.2025.

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CHAPTER VIII

WELFARE AND CULTURAL ACTIVITIES

The Welfare Branch of the office works under the Welfare Officer and attends to staff welfare, Kopal Shishu Sadan (Creche), cultural and sports activities and upkeep of office buildings of both the A&E offices. Monitored by the Accountant General, the branch under the guidance of the Deputy Accountant General (Admn.) plays an important role in organizing various sports and cultural activities including appointments against sports quota with the technical help of the office recreation club.

WELFARE ACTIVITIES:

- Arrangements have been made for providing first aid treatment to Officers/officials for maintaining their good health. Checking of B.P. & Sugar levels is also being done regularly in the Welfare section.
- The work of on-site verification of officials / employees and their family members who are admitted to the CGHS contracted hospitals of city in emergency is done by the Welfare section. Number of such type of verifications upto April, 2025 is **27**.
- In case of sudden demise of any officer / employee of the office, immediate assistance of Rs. 25000/- is provided to the family and a condolence is conducted in the office premises by the welfare.
- Farewell ceremony of retired employees was organized by welfare section.
- In cases of compassionate appointment, correspondence / on-site verification is being done by the Welfare Section and the report is being sent to the Administration Section.
- A Gym is being operated inside the office premises for better health of the officers / employees of the office, by the Welfare Section.
- Kopal Shishu Sadan is being run by Welfare Section inside the office premises for the care of upto 06 years old children of officers / employees of the office.

HOUSE ALLOTMENT:

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

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