



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**2023 - 2024**

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 nearly **5800** 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 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 16<sup>th</sup> November, 2010 on the eve of the 150<sup>th</sup>

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 2022-23 has been organized on 20.09.2023.

## Chapter - II

### Organizational Structure

**Shri Abhishek Singh** 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 Shailesh Kumar Agrawal**, 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 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 2022-23 along with the corresponding figure for the year 2023-24 is as under:

| Sl. No.      | Sub-Heads                     | Expenditure incurred during the year 2022-23 (in lakhs) |                | Expenditure incurred during the year 2023-2024 (in lakhs) |                |
|--------------|-------------------------------|---|----------------|---|----------------|
|              |                               | Budget  | Actual         | Budget  | Actual         |
| 1            | Pay & Allowances              | 6739.60   | 6739.58        | 0   | 0              |
| 2            | Salaries                      | 0   | 0              | 3972.46   | 3972.46        |
| 3            | Rewards                       | 0   | 0              | 35.74   | 35.74          |
| 4            | MT Charges                    | 194.36  | 194.36         | 201.44  | 201.44         |
| 5            | Allowances                    | 0   | 0              | 2658.05   | 2658.04        |
| 6            | LTC                           | 0   | 0              | 21.58   | 21.58          |
| 7            | DTE                           | 122.15  | 122.15         | 178.09  | 178.08         |
| 8            | Foreign Travel Expenses       | 0   | 0              | 0   | 0              |
| 9            | Training Expenses             | 0   | 0              | 0   | 0              |
| 10           | Office expenses               | 224.91  | 224.91         | 399.96  | 399.95         |
| 11           | RRT                           | 59.75   | 59.75          | 59.75   | 59.75          |
| 12           | Printing & Publication        | 14.41   | 14.41          | 23.58   | 23.58          |
| 13           | Rent for others               | 0   | 0              | 13.87   | 13.87          |
| 14           | Digital Equipment             | 0   | 0              | 8.31  | 8.31           |
| 15           | Fuels and Lubricants          | 0   | 0              | 0.22  | 0.22           |
| 16           | Advertising and Publicity     | 0   | 0              | 0.0   | 0              |
| 17           | Minor Work                    | 28.13   | 28.13          | 0   | 0              |
| 18           | Minor Civil and Electric Work | 0   | 0              | 12.63   | 12.63          |
| 19           | Professional Services         | 167.35  | 167.35         | 7.98  | 7.98           |
| 20           | Repair and Maintenance        | 0   | 0              | 11.88   | 11.88          |
| 21           | Grant-in-Aid                  | 0   | 0              | 4.84  | 4.84           |
| 22           | Contribution                  | 0   | 0              | 0   | 0              |
| 23           | Other Revenue Expenditure     | 0   | 0              | 9.84  | 9.84           |
| 24           | Information Technology        | 194.95  | 194.94         | 0   | 0              |
| 25           | Machinery and Equipment       | 0   | 0              | 5.02  | 5.02           |
| 26           | ICT                           | 0   | 0              | 9.49  | 9.49           |
| 27           | Furniture and Fixtures        | 0   | 0              | 0.54  | 0.54           |
| 28           | Departmental Canteen          | 36.89   | 36.89          | 0   | 0              |
| 29           | Other Fixed Assets            | 0   | 0              | 0.20  | 0.20           |
| 30           | House Building Advance        | 0   | 0              | 53.28   | 53.28          |
| 31           | Motor Conveyance Advance      | 0   | 0              | 0   | 0              |
| 32           | Computer Advance              | 4.0   | 4.0            | 5.5   | 5.5            |
| <b>Total</b> |                               | <b>7786.50</b>  | <b>7786.47</b> | <b>7694.25</b>  | <b>7694.22</b> |

## STATEMENT-I

## SANCTIONED STRENGTH &amp; PERSONS IN POSITION AS ON 01.04.2024

## NAME OF THE OFFICE: Office of the Accountant General (A&amp;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         | 22              | 0         | 2        | 24         | -8          |           | -8            | On Deputation-03  |
| Sr. AO ( Ex-Cadre)                            |                     | 1         |           |               | 1          | 0               | 0         |          | 0          | -1          |           | -1            |   |
| AAO   | 100                 | 1         | 6         |               | 107        | 91              | 0         | 6        | 97         | -10         |           | -10           | On Deputation-07  |
| AAO (RT)                                      |                     |           |           |               | 0          |                 | 0         |          | 0          | 0           |           | 0             |   |
| Supervisor                                    | 20                  |           |           |               | 20         | 19              | 0         |          | 19         | -1          |           | -1            |   |
| Asstt. Supervisor                             | 59                  |           |           |               | 59         | 50              | 0         |          | 50         | -9          |           | -9            | On Deputation-03  |
| <b>TOTAL</b>                                  | <b>208</b>          | <b>3</b>  | <b>8</b>  | <b>0</b>      | <b>219</b> | <b>182</b>      | <b>0</b>  | <b>8</b> | <b>190</b> | <b>-29</b>  | <b>0</b>  | <b>-29</b>    | <b>On Deputation-13</b>   |
| Sr. Accountant                                | 119                 |           |           |               | 119        | 207             |           |          | 207        | 88          | 9         | 97            | Excess Interim SS in cadre of Sr. Acctt is 88. Two (2) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-05 |
| Accountant                                    | 198                 |           |           |               | 198        | 123             |           |          | 123        | -75         | 2         | -73           | 2 HIA for Hindi Officer, On Deputation-02   |
| Clerk/Typist                                  | 39                  |           |           |               | 39         | 19              |           |          | 19         | -20         | 0         | -20           |   |
| 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                                      | 4                   |           |           |               | 4          | 3               |           |          | 3          | -1          |           | -1            |   |
| <b>TOTAL</b>                                  | <b>366</b>          | <b>0</b>  | <b>11</b> |               | <b>377</b> | <b>360</b>      | <b>0</b>  | <b>0</b> | <b>360</b> | <b>-17</b>  | <b>11</b> | <b>-6</b>     | <b>On Deputation-07</b>   |
| 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            |   |
| <b>TOTAL</b>                                  | <b>9</b>            | <b>0</b>  | <b>0</b>  |               | <b>9</b>   | <b>5</b>        | <b>0</b>  | <b>0</b> | <b>5</b>   | <b>-4</b>   | <b>0</b>  | <b>-4</b>     | <b>On Deputation-01</b>   |
| SG Record Keeper                              | 4                   |           |           |               | 4          | 0               |           |          | 0          | -4          |           | -4            |   |
| <b>TOTAL SG Record Keepers</b>                | <b>4</b>            | <b>0</b>  | <b>0</b>  |               | <b>4</b>   | <b>0</b>        | <b>0</b>  | <b>0</b> | <b>0</b>   | <b>-4</b>   | <b>0</b>  | <b>-4</b>     |   |
| Hindi Officers                                | 1                   |           |           |               | 1          | 1               |           |          | 1          | 0           |           | 0             |   |
| Jr. Hindi Translators                         | 2                   |           |           |               | 2          | 0               |           |          | 0          | -2          |           | -2            |   |
| <b>Total Hindi Cadre Posts</b>                | <b>3</b>            | <b>0</b>  | <b>0</b>  | <b>0</b>      | <b>3</b>   | <b>1</b>        | <b>0</b>  | <b>0</b> | <b>1</b>   | <b>-2</b>   | <b>0</b>  | <b>-02</b>    |   |
| Welfare Assistant                             | 1                   |           |           |               | 1          | 1               |           |          | 1          | 0           |           | 0             |   |
| Staff Car Driver                              | 2                   |           |           |               | 2          | 1               |           |          | 1          | -1          |           | -1            |   |
| <b>TOTAL Misc./Other Posts</b>                | <b>3</b>            | <b>0</b>  | <b>0</b>  |               | <b>3</b>   | <b>2</b>        | <b>0</b>  | <b>0</b> | <b>2</b>   | <b>-1</b>   | <b>0</b>  | <b>-1</b>     |   |
| Multi Tasking Staff                           | 116                 |           |           |               | 116        | 52              |           |          | 52         | -64         |           | -64           |   |
| Multi Tasking Staff (RCB&KI, Prg.)            | 6                   |           |           |               | 6          | 2               |           |          | 2          | -4          |           | -4            |   |
| Multi Tasking Staff (iCISA)                   | 5                   |           |           |               | 5          | 4               |           |          | 4          | -1          |           | -1            |   |
| <b>Total MTS Cadre</b>                        | <b>127</b>          | <b>0</b>  | <b>0</b>  | <b>0</b>      | <b>127</b> | <b>58</b>       | <b>0</b>  | <b>0</b> | <b>58</b>  | <b>-69</b>  | <b>0</b>  | <b>-69</b>    |   |
| <b>Administrative Assistant Cadre</b>         |                     |           |           |               |            |                 |           |          |            |             |           |               | Vide Hqrs letter No. 278/SSR/Rationalisation / EDP / 165-2019 Vol-II dated 05-02-2024   |
| 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            |   |
| <b>Total AA Cadre</b>                         | <b>45</b>           |           |           |               | <b>45</b>  | <b>0</b>        |           |          | <b>0</b>   | <b>-45</b>  |           | <b>-45</b>    |   |
| <b>Information System Manager (ISM) cadre</b> |                     |           |           |               |            |                 |           |          |            |             |           |               |   |
| Information System Manager                    | 1                   |           |           |               | 1          | 0               |           |          | 0          | -1          |           | -1            |   |
| Information System Manager                    | 1                   |           |           |               | 1          | 0               |           |          | 0          | -1          |           | -1            |   |
| <b>Total ISM Cadre</b>                        | <b>2</b>            |           |           |               | <b>2</b>   | <b>0</b>        |           |          | <b>0</b>   | <b>-2</b>   |           | <b>-02</b>    |   |
| <b>GRAND TOTAL</b>                            | <b>767</b>          | <b>3</b>  | <b>19</b> | <b>0</b>      | <b>789</b> | <b>608</b>      | <b>0</b>  | <b>8</b> | <b>616</b> | <b>-173</b> | <b>11</b> | <b>-162</b>   | <b>On Deputation-21</b>   |

**Note:**

- (1). Total 21 officers/officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.
- (2). 02 posts of Sr. AO & 06 posts 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.
- (3). 09 posts of Sr. Accountants kept in abeyance against 02 posts for Jr. Translators, 4 for RCB&KI, Prayagraj and 03 for Sr.AO/AAO (Legal).
- (4). 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.
- (5) 03 posts of Clerks have been kept in abeyance by Hqrs vide letter No.5953-BRS/CC/13-2000 dt 28/12/2012 for operating 01 post of Sr.AO/AO in RCB&KI, Prayagraj and 03 posts of Clerks kept in abeyance for post of Sr.AO core faculty at RCB&KI, Prayagraj vide letter No. 613-staff-s&r/cc/126-2013 dated 24/08/2022.

**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 | 4                   |           |          | 4         | 3               | 0         | 0        | 3         | -1        |         |
| <b>TOTAL</b>             | <b>10</b>           | <b>0</b>  | <b>0</b> | <b>10</b> | <b>09</b>       | <b>0</b>  | <b>0</b> | <b>09</b> | <b>-1</b> |         |

**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        |         |
| <b>TOTAL</b>                    | <b>20</b>           | <b>0</b>  | <b>0</b> | <b>20</b> | <b>1</b>        | <b>0</b>  | <b>0</b> | <b>1</b> | <b>-19</b> |         |

## **II- PERSONNEL:**

The position of various reserved category staff in Group 'C' as on 31.03.2024 and the number of staff recruited during **2023-2024** is as follows:

| Category               | Total Number as on<br>31.03.2024 | Number of employees recruited<br>during 2023-2024 |
|------------------------|----------------------------------|---|
|                        | Group 'C' *                      | Group 'C'   |
| Scheduled Caste        | 96                               | 06  |
| Scheduled Tribe        | 08                               | 03  |
| Other Backward Class   | 134                              | 41  |
| Physically Handicapped | 15                               | 04  |
| Ex-Servicemen          | 17                               | 09  |

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

**RECRUITMENT:** Following appointments were made during the year 2023-2024

| Designation | No. of Person |
|-------------|---------------|
| AAO         | 29            |
| Steno Gr.II | 04            |
| Accountant  | 92            |
| Clerk       | 01            |
| DEO Gr. A   | 07            |
| MTS         | 01            |

**PROMOTIONS:** Following promotions were made during the year 2023-2024

| Designation                                       | No. of Person |
|---|---------------|
| AAO to Sr.AO                                      | 40            |
| <b>AAO (On dep in this office) to regular AAO</b> | <b>01</b>     |
| DA to AAO   | 01            |
| <b>Jr. Translator to AAO</b>                      | <b>01</b>     |
| Sr. Acctt./Acctt./DEO to AAO                      | 14            |
| DEO GR B to AAO                                   | 03            |
| DEO GR A to AAO                                   | 01            |
| Asstt. Supervisor to Supervisor                   | 17            |
| Sr. Acctt. to Asstt. Supervisor                   | 27            |
| Clerk to Accountant                               | 16            |
| DEO Gr A to B                                     | 03            |
| DEO Gr A to Accountant                            | 01            |
| MTS to Clerk                                      | 02            |

**RETIREMENTS:** Following number of staff retired/died/VRS/CRS during the year 2023-2024

| Designation       | No. of Person |
|-------------------|---------------|
| Sr. AO            | 11            |
| AAO               | 10            |
| Supervisor        | 17            |
| Welfare Assistant | 01            |
| Asstt. Supervisor | 08            |
| Senior Accountant | 37            |



|                              |           |
|------------------------------|-----------|
| Accountant                   | <b>04</b> |
| Canteen Attendant            | 01        |
| Clerk                        | 01        |
| MTS                          | 09        |
| <b>TECHNICAL RESIGNATION</b> |           |
| AAO                          | 01        |
| Accountant                   | <b>03</b> |

**EXAMINATIONS:** Detail of examinations conducted during the year 2023-2024

| Sl. No. | Name of Examination   | Held in        | Appeared | Passed    |
|---------|---|----------------|----------|-----------|
| 1       | Typewriting Test for Serving Clerks   | April – 2023   | 04       | 04        |
|         |   | July – 2023    | 01       | 01        |
|         |   | Oct – 2023     | 02       | 02        |
|         |   | Jan – 2024     | 02       | Nil       |
| 2       | Self Learning Module Exam   | April – 2023   | 60       | 55        |
|         |   | July – 2023    | 60       | 54        |
|         |   | Oct – 2023     | 60       | 47        |
|         |   | Jan – 2024     | 60       | 49        |
| 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       | Nil       |
| 9       | Departmental Exam for Accountants   | Feb-2023       | 06       | 05        |
|         |   | August – 2023  | 14       | 06        |
|         |   | February-2024  | 11       | R/A       |
| 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        |
| 12      | SAS Preliminary Examination – 2024  | February, 2024 | 08       | <b>01</b> |

**DEPUTATIONS:** 04 AAOs & 01 Sr. Accountant, 01 Accountant were repatriated from this office and 09 AAOs joined this office on deputation. 01 AAO and **01 Accountant** were repatriated from deputation back to this office.

**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 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 during the year 2023-2024 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           |
|         |   | 06.11.23 | 10.11.23 | 08                     | AAO/Supervisor/DEO         |
| 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 | 12.05.23 | 06                     | AS/Sr. Acctt./Acctt./DEO   |
|         |   | 21-08-23 | 25-08-23 | 07                     | AS/Sr. Acctt./Acctt./DEO   |
|         |   | 20.11.23 | 24.11.23 | 07                     | Sr. Acctt./Acctt./DEO      |
| 6       | Advance Course on MS Access & MS Excel  | 22.05.23 | 30.05.23 | 03                     | Sr. Acctt./Acctt           |
|         |   | 01-08-23 | 10-08-23 | 04                     | Supervisor/Sr.Acctt./Acctt |
|         |   | 16.10.23 | 21.10.23 | 05                     |                            |

|    |   |   |   |                       |  |
|----|---|---|---|-----------------------|--|
| 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  | Operation & Working in IFMS Environment & Overview of Treasury System & Inspection of Treasuries.                           | 17.07.23<br>16.10.23                    | 22.07.23<br>21.10.23                    | 10<br>09              | AAO/AS/Sr. Acctt./Acctt./ Clerk                      |
| 10 | Budgetary process in the Government, Appropriation Surrender of funds comments on excess expenditure, Savings of funds etc. | 27.07.23                                | 28.07.23                                | 02                    | AAO/Supervisor                                       |
| 11 | Works Accounts  | 09-08-23                                | 11.8.2023                               | 03                    | AS/Sr. Acctt./Acctt./DEO                             |
| 12 | Process of Compilation of Accounts by AG (A&E) Office   | 17.08.23                                | 18.08.23                                | 02                    | Sr Acctt./Acctt.                                     |
| 13 | Rajbhasha Online Prabandhan Pranali and Kanthastha Sanskaran 2.0  | 17.08.23                                | 18.08.23                                | 03                    | AAO/ Sr Acctt./Acctt./JHT                            |
| 14 | Preparation of VLC/IFMS dashboard using tableau   | 04.09.23                                | 06.09.23                                | 14                    | AAO/Supervisor                                       |
| 15 | All India Webinar on Govt. Accounting including GASAB & Accrual Accounting.   | 11.09.23<br><b>18.03.24</b>             | 14.09.23<br><b>21.03.24</b>             | 04<br><b>02</b>       | AAO/Supervisor                                       |
| 16 | Introductory Course on Red Hat Linux Oracle 11g. With Developer 11g.  | 11.09.23                                | 21.09.23                                | 10                    | AS/Sr. Acctt./Acctt./DEO/ Clerk                      |
| 17 | IDEA  | 18.09.23                                | 22.09.23                                | 05                    | AS/Sr. Acctt./Acctt./DEO                             |
| 18 | Off Budget Borrowing  | 25.09.23                                | 26.09.23                                | 04                    | AS/Sr. Acctt./Acctt./DEO                             |
| 19 | GST   | 09.10.23                                | 13.10.23                                | 01                    | AAO/Sr. AO   |
| 20 | Consolidated Sinking Fund / Guarantee redemption fund / SDRF etc.   | 26.10.23                                | 27.10.23                                | 09                    | AS/Sr. Acctt./Acctt./DEO<br>AS/Sr. Acctt./Acctt./DEO |
| 21 | Suspense A/c, VLC PD A/c, Maintenance of BROADSHEETS & Misc. issues   | 20.11.23                                | 22.11.23                                | 10                    | Sr. Acctt./Acctt./DEO                                |
| 22 | Course on Data Governance & Data Security   | 27.11.23                                | 28.11.23                                | 01                    | Accountant   |
| 23 | Advance course on MS Access   | 11.12.23                                | 19.12.23                                | 06                    | Sr. Acctt./Acctt./Clerk                              |
| 24 | Advance course on MS Excel  | 18.12.23<br>01.01.24<br><b>11.03.24</b> | 23.12.23<br>06.01.24<br><b>16.03.24</b> | 05<br>05<br><b>04</b> | AS/Sr. Acctt./ Acctt./ Clerk/<br>DEO                 |
| 25 | Course on IDEA & Tableau  | 08.01.24                                | 12.01.24                                | 06                    | Supervisor / AS/ Sr. Acctt. / Acctt.                 |
| 26 | Training on Government Accounting Standards Advisory Board (GASAB)  | 29.01.24                                | 30.01.24                                | 13                    | AAO / AS/ Sr. Acctt. / Acctt.                        |
| 27 | Human Resources Development   | 29.01.24                                | 02.02.24                                | 09                    | Sr.A.O. / AAO / Supervisor                           |
| 29 | Preparation and Audit of Finance and Appropriation Accounts   | 12.02.24                                | 16.02.24                                | 10                    | Assistant Supervisor/ Sr. Acctt. / Acctt.            |
| 30 | Workshop on IT Audit & IDEA   | 19.02.24                                | 29.02.24                                | 06                    | AAO/ Sr Acctt./ Acctt./ Clerk/DEO                    |
| 31 | Administrative and Establishment issues   | 26.02.24                                | 02.03.24                                | 07                    | AAO/ Sr Acctt./ Acctt./ Clerk/DEO                    |
| 32 | Introductory Course on Red Hat Linux Oracle 11g with Developer 11g  | <b>11.03.24</b>                         | <b>21.03.24</b>                         | <b>10</b>             | AAO/ Sr Acctt./ Acctt./ Clerk/DEO                    |

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 during the year 2023-2024:

##### 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             |
| 8       | MTS Probation Completion Training, 2023  | 05.12.23 | 20.12.23 | 03                     | AS/Sr Acctt./ Acctt./ DEO/ Clerk/MTS         |
| 9       | SAS (Civil Accounts) Pre-Examination – 2024                                    | 29.01.24 | 03.02.24 | 08                     | AS/Sr Acctt./ Acctt./ DEO/ Clerk             |

##### IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized during the year 2023-2024:

| 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 Ethics                            | 05.07.23<br>16.11.23 | 06.07.23<br>17.11.23 | 2<br>2        | 10<br>06               | 05<br>04 | 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<br>Acctt./Acctt./DEO/Clerk          |
| 10 | Training for MTS and<br>Clerical Staff                       | 24.08.23        | 25.08.23        | 2 | 12 | 08 | Clerk/MTS  |
| 11 | Precis Noting Drafting in<br>Hindi & English                 | 04.09.23        | 05.09.23        | 2 | 06 | 04 | AS/Sr Acctt./Acctt./DEO                                  |
| 12 | APAR Writing of<br>Performance Appraisals                    | 26.09.23        | 27.09.23        | 2 | 08 | 07 | AAO/Supervisor/AS/Sr<br>Acctt./Acctt./DEO/Clerk          |
| 13 | Working of LA-Book (C)<br>Section                            | 04.10.23        | 5.10.23         | 2 | 06 | 04 | AS/Sr Acctt./Acctt./DEO                                  |
| 14 | Refresher Course for fund<br>co-ordination                   | 26.10.23        | 27.10.23        | 2 | 06 | 04 | AS/Sr Acctt./ Acctt./ DEO                                |
| 15 | iBEMS/PFMS Application &<br>Budget Related Matters           | 02.11.23        | 08.11.23        | 2 | 08 | 07 | AS/Sr Acctt./ Acctt./ DEO                                |
| 16 | Individual Loan Accounting                                   | 21.11.23        | 22.11.23        | 2 | 06 | 04 | AS/Sr Acctt./ Acctt./ DEO                                |
| 17 | Accounts at a Glance<br>(Finance & Appreciation<br>Accounts) | 18.12.23        | 19.12.23        | 2 | 06 | 04 | AS/DEO/Sr Acctt./ Acctt./<br>Clerk/MTS                   |
| 18 | Seniority & Promotion  | 27.12.23        | 28.12.23        | 2 | 06 | 04 | AAO/Supervisor/AS/Sr<br>Acctt./Acctt./DEO/Clerk          |
| 19 | GST  | 03.01.24        | 04.01.24        | 2 | 06 | 04 | Sr. Acctt./ Acctt./ DEO/<br>Clerk/MTS                    |
| 20 | Working of Budget &<br>Deposit Sec.                          | 23.01.24        | 24.01.24        | 2 | 06 | 04 | Sr. Acctt./ Acctt./ DEO/<br>Clerk/MTS                    |
| 21 | Workshop of Suspense<br>Clearance, Transfer Entry<br>Case    | 06.02.24        | 07.02.24        | 2 | 06 | 04 | AS/Sr Acctt./ Acctt./DEO<br>Clerk                        |
| 22 | Motivation and Leadership<br>in Human Resource<br>Management | 27.02.24        | 28.02.24        | 2 | 06 | 04 | AS/Sr Acctt./ Acctt./DEO<br>Clerk                        |
| 23 | <b>G.F.R. – 2017</b>   | <b>07.03.24</b> | <b>08.03.24</b> | 2 | 06 | 04 | <b>AAO/Supervisor/AS/Sr.<br/>Acctt./Acctt./DEO/Clerk</b> |
| 24 | <b>Working of WAD &amp; Forest<br/>Co-ordination</b>         | <b>19.03.24</b> | <b>20.03.24</b> | 2 | 05 | 10 | <b>Asstt. Supervisor/Sr.<br/>Acctt./Acctt./DEO/Clerk</b> |

### **C – EDP – TRAINING COURSES:**

The following training programmes in Computer courses were conducted during the year 2023-2024

| 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 | 12.04.23 | 01             | 06            | 04    | AS / Sr. Acctt. / Acctt. /<br>DEO/ MTS |
|         |                             | 11.07.23 | 12.07.23 | 01             | 06            | 04    |  |
|         |                             | 08.11.23 | 09.11.23 | 01             | 06            | 04    |  |
|         |                             | 10.01.24 | 11.01.24 | 01             | 06            | 04    |  |
| 2       | Training on VLC             | 26.04.23 | 27.04.23 | 01             | 06            | 04    | AS /Sr. Acctt./ Acctt./DEO             |
|         |                             | 27.06.23 | 28.06.23 | 01             | 06            | 04    | AS /Sr. Acctt./ Acctt./DEO             |
|         |                             | 03.10.23 | 04.10.23 | 01             | 06            | 04    | AS /Sr. Acctt./ Acctt./DEO             |

|    |                                       |                                  |                                  |                 |                 |                 |  |
|----|---------------------------------------|----------------------------------|----------------------------------|-----------------|-----------------|-----------------|--|
| 3  | Basic Training on M.S. Excel          | 02.05.23<br>12.09.23             | 03.05.23<br>13.09.23             | 01<br>01        | 06<br>06        | 04<br>04        | AS /Sr. Acctt./ Acctt./DEO<br>AS /Sr. Acctt./ Acctt./DEO |
| 4  | Course on GPF Module                  | 24.05.23<br>05.12.23<br>07.02.24 | 25.05.23<br>06.12.23<br>08.02.24 | 01<br>01<br>01  | 06<br>06<br>06  | 04<br>04<br>04  | AAO/Sup. /AS /Sr. Acctt./<br>Acctt./DEO/ Clerk/MTS       |
| 5  | Training on e-office                  | 07.06.23                         | 08.06.23                         | 01              | 06              | 04              | AAO/Supervisor/AS/Sr<br>Acctt./Acctt./DEO                |
| 6  | Training on PAO Compact 2000          | 25.07.23                         | 26.07.23                         | 01              | 06              | 04              | AAO/Supervisor/AS/Sr<br>Acctt./Acctt./DEO                |
| 7  | Basic Training on Power Point         | 08.08.23<br><b>20.03.24</b>      | 09.08.23<br><b>21.03.24</b>      | 01<br><b>01</b> | 06<br><b>06</b> | 04<br><b>04</b> | AS/Sr.Acctt./Acctt./DEO                                  |
| 8  | Basic Training on Internet and e-mail | 28.08.23<br>21.02.24             | 29.08.23<br>22.02.24             | 01<br>01        | 06<br>06        | 04<br>04        | AAO/Supervisor/AS/Sr<br>Acctt./Acctt./DEO/MTS            |
| 9  | PFMS with Bhavishya and BEMS          | 21.09.23                         | 22.09.23                         | 01              | 06              | 04              | AAO /Supervisor/A.S./<br>Sr.Acctt./Acctt./DEO            |
| 10 | Basic Training on GEM with GFR        | 18.10.23<br>24.01.24             | 19.10.23<br>25.01.24             | 01<br>01        | 06<br>06        | 04<br>04        | AAO /Supervisor<br>AS/Sr.Acctt./Acctt./DEO               |
| 11 | HBA/MCA Loan Module                   | 29.11.23                         | 30.11.23                         | 01              | 06              | 04              | AAO /Supervisor<br>AS/Sr.Acctt./Acctt./DEO               |
| 12 | Basic Training on MS Access           | 20.12.23<br><b>05.03.24</b>      | 21.12.23<br><b>06.03.24</b>      | 01<br><b>01</b> | 06<br><b>06</b> | 04<br><b>04</b> | AS/Sr.Acctt./Acctt./DEO/<br>Clerk/MTS                    |

**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<br>Acctt./Acctt./DEO |
| 2       | TRAINING FOR PROMOTION OF DEO GR B TO DEO GR D | 12.09.23 | 25.09.23 | 02                     | 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         | 757     |
| 3       | Monitor          | 14      |
| 4       | Printers         | 136     |
| 5       | UPS              | 461     |

### 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 Quantity 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 & reconciliation 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 3<sup>rd</sup> 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.
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 during the year 2023-2024 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   | 624      |
| 2       | No. of Pensioners drawing pension from PAO                    | 858      |
| 3       | No. of bills including pension bills passed                   | 8860     |
| 4       | No. of GPF A/Cs maintained                                    | 1340     |
| 5       | Issue of Annual A/Cs Slips                                    | 00       |
| 6       | No. of pension cases including family pension cases finalized | 150      |
| 7       | Maintenance of A/C of NPS subscribers                         | 917      |

### 2) LONG TERM ADVANCES:

| Broadsheet of long term advances | Number of loans sanctioned (during the year 2023-2024) | Number of No dues certificates issued (during the year 2023-2024) |
|----------------------------------|--|---|
| House Building Advance           | NIL  | <b>27</b>   |
| 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 nearly **5800** 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 **March 2024** is given below:

|   |                             |
|---|-----------------------------|
| <b>1. VLC-EDP</b>                                     | <b>Up to February, 2024</b> |
| i) Treasury Vouchers                                  | 711181                      |
| ii) Transfer Entries                                  | 1085                        |
| iii) No. of CCOs operated in the month 02/2024        | 101                         |
| iv) No. DDOs operated in the month of 02/2024         | 5159                        |
| <b>2. Inward and Outward Settlement Accounts (AC)</b> | <b>Up to March, 2024</b>    |
| I) Inward Accounts                                    | 718                         |
| II) Outward Accounts                                  | 224                         |
| III) PLI Accounts                                     | Nil                         |

3. **Loan Accounts (LA)** **Up to February, 2024**  
 i) Loan accounts maintained 7484

4. **Personal Ledger Accounts (Deposit)** **Up to March, 2024**  
 I) New PLA Nil  
 II) Renewals 04  
 III) **Adverse Balance Clearance (In Lakhs) February, 2024**

|                                    |  |                    |
|------------------------------------|--|--------------------|
| Opening Balance (as on 01.02.2024) |  | <b>2,47,140.48</b> |
| Receipt                            |  | 2,957.79           |
| Payment                            |  | 32,184.70          |
| Closing Balance (as on 29.02.2024) |  | <b>2,17,913.57</b> |

5. **Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2024-25 has been sent to State Government on 07.03.2024.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2024-25 has been sent to State Government on 16.01.2024.
- iii) Actuals - Actuals for the year 2022-23 has been sent to State Government on 06.11.2023.

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         |
| August – 2023          | 25/09/2023             | 23/09/2023         |
| September – 2023       | 25/10/2023             | 20/10/2023         |
| October – 2023         | 25/11/2023             | 23/11/2023         |
| November – 2023        | 25/12/2023             | 21/12/2023         |
| December – 2023        | 25/01/2024             | 24/01/2024         |
| January – 2024         | 25/02/2024             | 22/02/2024         |
| <b>February – 2024</b> | <b>25/03/2024</b>      | <b>21/03/2024</b>  |

## 7. TM-I/RBD

Clearance and adjustment of outstanding differences **up to February, 2024**

| SI No | Particulars        | Debit      |                     | Credit     |                     |
|-------|--------------------|------------|---------------------|------------|---------------------|
|       |                    | Items      | Amounts (in crores) | Items      | Amounts (in crores) |
| I     | Adjusted by RBI    | 17         | 0.67                | 110        | 2.60                |
| li    | Settled by AG(A&E) | 112        | 59.64               | 106        | 64.32               |
|       | <b>Total</b>       | <b>129</b> | <b>60.31</b>        | <b>216</b> | <b>66.92</b>        |

## 8. Treasury Inspection

**up to March, 2024**

- i) Number of Treasuries Inspected 82
- ii) Number of Sub-treasuries Inspected 165

## 9. R.M.S. Group

- i) Month up to which bundles sent to Record/Library 05/2022
- ii) Month up to which vouchers provided to Audit Parties 08/2023

## 10. Report Section

(a) Monthly Report on expenditure of the State Government for the month of **02/2024** has been submitted **on 22.03.2024**.

(b) Finance & Appropriation Accounts for the year 2022-23

- i) Signed by C. & A.G. on - 19.10.2023
- ii) Presented to the State Legislature on - 25.10.2023

(c) Accounts at a Glance for the year 2022-23

- i) Signed by the A.G. on - 10.11.2023
- ii) Sent to the State Government on - 14.11.2023

**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    | 09 | Asstt. Supervisor | 19 | D.E.O. Gr A | 01 |
| Asstt. Accounts Officers | 33 | Sr. Accountants   | 88 | MTS/R.K     | 11 |
| Supervisors              | 06 | Accountants       | 28 | Steno Gr.-B | 01 |
| D.E.O. Gr B              | 03 | Clerks            | 09 |             |    |

**Maintenance of GPF Accounts:-**

**i. No. of live Accounts**

|                  |        |
|------------------|--------|
| AISPF            | 682    |
| OTHER THAN AISPF | 108558 |

**ii. Subscribers updated in Masters**

|                  |                |
|------------------|----------------|
| AISPF            | 570 (100%)     |
| OTHER THAN AISPF | 90163 (94.24%) |

**Status of Work**

**1. (A) Final Payment Cases:-**

Position regarding receipt and clearance of final payment cases during the year 2023-2024:

| Year                    | Cases outstanding at the beginning of year | Cases received during the year | Cases cleared during the year | Cases outstanding as on 31.03.2024  |
|-------------------------|--|--------------------------------|-------------------------------|-------------------------------------|
| <b>During 2023-2024</b> | 358  | 7396                           | 7247                          | 507 cases were not due for disposal |

**1. (B) Reconciliation Cases:-**

| Period              | O.B. | Receipts | Settlement | C.B.                                    |
|---------------------|------|----------|------------|---|
| During<br>2023-2024 | 900  | 8606     | 8192       | 1314 cases were not<br>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 **March, 2024** as follows:

|                       | Unposted credit | Unposted debit | Missing credit |
|-----------------------|-----------------|----------------|----------------|
| O.B. as on 01.04.2023 | 67517           | NIL            | 215424         |
| Addition              | 2954            | Nil            | 29056          |
| Clearance             | 5909            | Nil            | 30626          |
| C.B. as on 31.03.2024 | 64562           | NIL            | 213854         |

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

| Period              | O.B. | Receipts | Settlement | C.B. |
|---------------------|------|----------|------------|------|
| During<br>2023-2024 | 03   | 135      | 131        | 07   |

**2.(C) VFC Cases:-**

| Period              | O.B. | Receipts | Settlement | C.B. |
|---------------------|------|----------|------------|------|
| During<br>2023-2024 | NIL  | 759      | 758        | 01   |

**CHAPTER VI**  
**INSPECTION UNIT**

**Status of work:**

| Sl. No. | Item   | Status   |
|---------|--|--|
| 1.      | Number of ledger cards reviewed during the year 2023-2024:   | Upto 10/2023 – reviewed cases - 29738<br>(As per orders of A.G. dated 9.11.2023, LCR section should conduct the regular check, particularly for the negative balance cases of Triennial Review & ITA section should check it on sample basis. The communication with the State Govt, must be followed up & the related result must be put up in the submission memo. |
| 2.      | Number of Service Books checked during the year 2023-2024:   | <b>164</b>   |
| 3.      | Checking of Appropriation Account & Finance Account for the year 2022-23   | Completed  |
| 4.      | Half-yearly review of Cash books   | Completed  |
| 5.      | Test audit of sections during the year 2023-2024<br>No. of sections test checked by ITA<br>No. of Paras initially issued<br>No. of Paras settled after verification<br>No. of Paras finally issued | <b>54</b><br><b>531</b><br><b>371</b><br><b>160</b>  |
| 6.      | Honorarium Claims during the year 2023-2024:   | NIL  |
| 7.      | Review of CAG cases during the year 2023-2024:   | NIL  |
| 8.      | Review of AG cases during the year 2023-2024:  | NIL  |
| 9.      | Review of DAG cases during the year 2023-2024:   | NIL  |
| 10      | Review of VFC cases during the year 2023-2024:   | 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, 17.10.2023 & 12.01.2024 and minutes of meeting were circulated on 02.05.2023, 25.07.2023, 26.10.2023 & 24.01.2024 and compliance report was also sent to Hqrs. Office on 02.05.2023, 31.07.2023 and **12.02.2024**.

#### Hindi Pakhwada:

- Joint meeting was organized for the successful Hindi Pakhwara and minutes of meeting was issued on 08.08.2023.
- Organization of Hindi Pakhwada was done successfully from 14.09.2023 to 29.09.2023.

#### 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, 31.07.2023, 26.10.2023 & 29.1.2024.
- Half yearly report regarding Hindi Shikshan Yojna was sent to Regional Implementation Office and Hqrs. Office on 08.05.2023 and 17.10.2023.
- Yearly assessment report of Rajbhasha Hindi was sent to Hqrs. Office on 15.05.2023
- Review and approval of Sansadiya Rajbhasha Samiti Prashnavali by the HoD was done on 05.07.2023.
- Yearly performance report of Rajbhasha Hindi was sent to the competent officer on 04.08.2023, 11.10.2023 and 29.01.2024.
- Half yearly and annual report of **Nagar Rajbhasha Karyanvayan Samiti (NRKS)** was sent on 12.09.2023 and **12.02.2024**.
- Compliance report regarding quarterly progress report was sent to Hqrs on 03.11.2023.

#### Hindi / English translation:

- Translation of Hindi/English material work was done, received from sections.

#### Programme for Hindi :

- Hindi Karyashala were organized on 27.06.2023 and 05.09.2023. In addition to it, two half day Hindi Karyashala were organized on 20.12.2023 and 21.12.2023 in which 19 AAOs participated. Two half day Hindi Karyashala were organized on 28.2.2024 and 29.02.2024.

#### 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 20<sup>th</sup> Joint edition of 'Lekha Sangam' was released on 26.04.2023.

- E magazine of 19<sup>th</sup> and 20<sup>th</sup> joint edition of Lekha Sangam was sent to different offices on 01.05.2023.
- On 29.09.2023, on the occasion of Hindi Pakhwada Samapan Samaroh 21<sup>st</sup> edition of the magazine Lekha Sangam was released.

## 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.

### **HOUSE ALLOTMENT:**

Work related to allotment of Govt accommodation and Holiday Home is being done by the 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. Accountants, six Accountants and two Clerks.

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