



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT 2022-23**

**Updates upto July, 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 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.

## 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 July 2022) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2021-22 (in lakhs)		Expenditure incurred upto July 2022 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6638.70	6638.70	6289.95	2845.36
2	MT Charges	105.97	105.97	81.91	65.54
3	DTE	35.40	35.40	36.14	17.39
4	Office expenses	172.29	172.29	146.24	70.15
	Wages	0	0	0	0
	RRT	158.47	158.47	66.39	35.85
	Publication	29.02	29.02	0	0
	Minor Work	24.13	24.13	32.87	15.13
	Major Work	26.95	26.95	0	0
	Prof. Services	124.90	124.90	61.71	34.57
	Grant-in-Aid	9.50	9.50	0	0
	Information Technology	35.23	35.23	8.76	2.88
5	House Building Advance	0	0	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	1.50	1.50	2.00	2.00
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	43.67	43.67	43.64	16.78
<b>TOTAL</b>		<b>7405.73</b>	<b>7405.73</b>	<b>6769.61</b>	<b>3105.65</b>

**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.07.2022**

**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	92	0	6	98	-09		-09	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	61	0		61	-16		-16	On Deputation-03
<b>TOTAL</b>	<b>208</b>	<b>4</b>	<b>8</b>	<b>25</b>	<b>245</b>	<b>179</b>	<b>1</b>	<b>8</b>	<b>188</b>	<b>-57</b>	<b>0</b>	<b>-57</b>	<b>On Deputation-12</b>
Sr. Accountant	119				119	264			264	145	10	155	Excess Interim SS in cadre of Sr. Acctt is 145. 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	61			61	-137	44	-93	2HIA for Hindi Officer ,42 HIA for Creation of Supernumerary post for Supervisor/Asstt. Supervisor On Deputation-01
Clerk/Typist	129				129	29			29	-100	67	-33	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	6			6	-8		-8	
DEO Gr.A	58				58	21			21	-37		-37	On Deputation-03
<b>TOTAL</b>	<b>518</b>	<b>0</b>	<b>8</b>		<b>526</b>	<b>382</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>-144</b>	<b>121</b>	<b>-23</b>	<b>On Deputation-09</b>
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	
<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 TranslatJors	2				2	2			2	0		0	
<b>Misc./Other Posts</b>													
Welfare Assistant	1				1	1			1	0		0	
Staff Car Driver	2				2	2			2	0		0	
<b>TOTAL Misc./Other Posts</b>	<b>3</b>	<b>0</b>	<b>0</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Multi Tasking Staff	116				116	64			64	-52		-52	
Multi Tasking Staff(RTI Prg.)	6				6	5			5	-1		-1	
Multi Tasking Staff(iCISA)	5				5	5			5	0		0	
<b>GRAND TOTAL</b>	<b>872</b>	<b>4</b>	<b>16</b>	<b>25</b>	<b>917</b>	<b>646</b>	<b>1</b>	<b>8</b>	<b>655</b>	<b>-262</b>	<b>121</b>	<b>-141</b>	<b>On Deputation-22</b>

(1). Total 22 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	6	0		6	-8	
Data Entry Operator Gr.A	58			58	21	0	0	21	-37	
<b>TOTAL</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>-56</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
	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	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>-16</b>	

## II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 31.07.2022 and the number of staff recruited upto July 2022 is as follows:

Category	Total Number as on 31.07.2022	Number of employees recruited During July 2022
	Group 'C' *	Group 'C'
Scheduled Caste	97	00
Scheduled Tribe	08	00
Other Backward Class	103	01
Physically Handicapped	13	00
Ex-Servicemen	11	00

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

**RECRUITMENT:** Following appointment were made upto July 2022.

Designation	No. of Person
Clerk	01
MTS	02

**PROMOTIONS:** Following promotions were made upto July 2022.

Designation	No. of Person
Clerk to Accountant	05
DEO Gr. "A" to Accountant	04

**RETIREMENTS:** Following number of staff retired upto July 2022 .

Designation	No. of Person
Sr. A.O.	01
AAO	02
Supervisor	05
Asstt. Supervisor	03
Sr. Accountant	09
Clerk	01
MTS	03
Canteen Attendant	01

**EXAMINATIONS:** Detail of examinations conducted upto July 2022

.Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Mar – 2022	44	37
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	Result Awaited

**DEPUTATIONS:** No joined this office and Two AAO were relieved *up to June 2022*. And 01 Senior Accountant was repatriated in the month of July 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:

- a. 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 Unposted and Full Want/Part Want items”
  - “ E- inspection of Treasuries”

#### **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 *upto July 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	08.04.22	04	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

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.

##### B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized upto July 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	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

### C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted upto July 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.
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.

### 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 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.

## 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 July 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	127
2	No. of Pensioners drawing pension from PAO	438
3	No. of bills including pension bills passed	2578
4	No. of GPF A/cs maintained	1540
5	Issue of Annual A/cs Slips	1590
6	No. of pension cases including family pension cases finalized	57

### 2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned ( upto July 2022 )	Number of No dues certificates issued ( upto July 2022 )
House Building Advance	NIL	15
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 July 2022* is given below:

<b>1. VLC-EDP</b>	<b>Upto June 2022</b>
i) Treasury Vouchers	139649
ii) Transfer Entries	274
iii) No. of CCOs operated in the month 03/2022	106
<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Upto July 2022</b>
I) Inward Accounts	143
II) Outward Accounts	95
III) PLI Accounts	Nil

3. **Loan Accounts (LA)** **Upto June 2022**  
 i) Loan accounts maintained 7134

4. **Personal Ledger Accounts (Deposit)** **Upto July 2022**

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

Opening Balance	<b>121266.39</b>
Receipt	690.23
Payment	6306.75
Closing Balance	<b>115649.87</b>

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

7. **TM-I/RBD**

Clearance and adjustment of outstanding differences **upto June 2022**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	02	-0.16	42	2.23
ii	Settled by AG(A&E)	54	-0.63	52	34.41
	<b>Total</b>	<b>56</b>	<b>-0.79</b>	<b>94</b>	<b>36.64</b>

**8. Treasury Inspection** **upto July 2022**

- i) Number of Treasuries Inspected 31
- ii) Number of Sub-treasuries Inspected 67

**9. R.M.S. Group**

- i) Month upto which bundles sent to Record/Library 12/2020
- ii) Month upto which vouchers provided to Audit Parties 04/2022

**10. Report Section**

- (a) Monthly Report on expenditure to the State Government for the month of **06/2022** has been submitted **on 27.07.2022** .
- (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
- (d) Exit Conference for the FY 2020-21 has been organized on 05.08.2021.



**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	108	D.E.O. Gr B	3
Asstt. Accounts Officers	28	Accountants	18	Clerks	6
Supervisors	10	Steno Gr - B	1	MTS/R.K	18
Asstt. Supervisors	17	D.E.Os Gr A	6		

**Maintenance of GPF Accounts:-**

**i. No. of live Accounts**

AISPF	644
OTHER THAN AISPF	101775

**ii. Subscribers updated in Masters.**

AISPF	564 (100%)
OTHER THAN AISPF	90024 (93.36%)

**Status of Work**

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

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

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.07.2022
<i>Up to July 2022</i>	258	2669	2502	425 cases were not due for disposal

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

Period	O.B.	Receipts	Settlement	C.B.
<i>Up to July 2022</i>	1093	3568	3054	159 (1448 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 *upto July 2022* as follows:

	<b>Unposted credit</b>	<b>Unposted debit</b>	<b>Missing credit</b>
O.B. as on 01.04.2022	86145	NIL	210819
Addition	1903	01	9990
Clearance	15019	NIL	13247
C.B. as on 31.07.2022	73029	01	207562

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<i>Up to July 2022</i>	04	78	68	14

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<i>Up to July 2022</i>	NIL	240	239	1

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

**Status of work:**

Sl. No.	Item	Status
1.	Number of ledger cards reviewed:- <i>upto July 2022</i>	26300
2.	Number of Service Books checked : <i>upto July 2022</i>	60
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>upto July 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	 15 139 101 38
6.	Honorarium Claims: <i>upto July 2022</i>	NIL
7.	Review of CAG cases <i>upto July 2022</i>	NIL
8.	Review of AG cases <i>upto July 2022</i> .	NIL
9.	Review of DAG cases <i>upto July 2022</i>	NIL
10	Review of VFC cases <i>upto July 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 ,.

#### **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 16<sup>th</sup> 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 **8<sup>th</sup> International Yoga day** on 21.06.2022 in which the officers/ officials of the offices A&E I, II & RTI Prayagraj participated.

### **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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