



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**2021-22**

**Updates upto May, 2021**

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

## Chapter - I

### Introduction

The Accountant General (A&E) - I UP has been entrusted with the following functions:

- i. Preparation of annual Finance and Appropriation Accounts and its submission to the Government of U.P.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from **79** treasuries and **03** other offices (IRLA etc.) with over **6000** drawing and disbursing officers and its submission to Finance Department of the Government.
- iii. Maintenance of Provident Fund Accounts of eighteen departments and the officers of the All India Services of U.P. Cadre.
- iv. Maintenance of detailed accounts of various long term Loans and Advances.
- v. Reconciliation of Accounts with the heads of offices and with those maintained by treasuries under various deposit heads.
- vi. Reconciliation of expenditure figures and preparation of statement of expenditure.
- vii. Annual Inspection of Treasuries.
- viii. Correspondence/discussions with the State Government on matters of policy involving financial management and accounting. Periodical meetings with State Government representatives in the High Power Committee set up for this purpose.
- ix. Cadre control of 'B', 'C' & 'D' (MTS) categories of staff, staff welfare, recognition of service associations, recreational activities and departmental canteen, etc., for both the (A&E) offices.
- x. **MEASURES TAKEN TO IMPROVE THE SERVICE TO STAKE HOLDERS –**
  - a. **SETTING UP OF SINGLE WINDOW CLEARANCE CELL:** In order to ensure speedy disposal of grievances of employees of Uttar Pradesh Government pertaining to Provident Fund, Pension, Loans & Advances or any other matter, a single window clearance cell, at the entry point of the office, was inaugurated by Hon'ble Governor of Uttar Pradesh on 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**

**Ms. S. Ahladini Panda** is holding the charge as Accountant General in the office of the Accountant General (A. & E.) – I, U.P., Prayagraj.

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

**1. Administration:**

**Shri Pankaj Verma**, Sr. Dy. Accountant General is holding the charge of the Administration Group.

**2. Treasury Accounts:**

**Shri Chatur Kisku**, Sr. Dy. Accountant General is holding the charge of the Treasury Accounts Group.

**3. Provident Fund:**

**Shri Chatur Kisku**, Sr. Dy. Accountant General is holding the additional charge of the Provident Fund Group.

**Chapter - III**  
**Administration Coordination**

**I - BUDGET:**

*The position of expenditure as against the allotment of funds for office establishment under various Sub-heads during the year 2020-21 along with the corresponding figure for the year 2021-22 (upto May, 2021) is as under:*

Sl. No.	Sub-Heads	Expenditure incurred during the year 2020-21 (in lakhs)		Expenditure incurred upto May, 2021 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6526.97	6526.97	5952.70	1548.11
2	MT Charges	90.45	90.45	91.78	6.62
3	DTE	50.34	50.34	118.30	2.75
4	Office expenses	181.95	181.95	188.53	4.98
	Wages	0	0	0	0
	RRT	243.59	243.59	66.39	0
	Publication	17.82	17.82	0	0
	Minor Work	37.37	37.37	0	0
	Major Work	15.56	15.56	45	0
	Prof. Services	96.62	96.62	72.36	8.72
	Grant-in-Aid	1.11	1.11	0	0
	Information Technology	67.50	67.50	13.03	2.41
5	House Building Advance	11.00	11.00	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	0.50	0.50	0	0
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	32.53	32.53	32.52	8.23
<b>TOTAL</b>		<b>7373.31</b>	<b>7373.31</b>	<b>6580.61</b>	<b>1581.82</b>

**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.06.2021**  
**NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Prayagraj.**

	Sanctioned Strength				Men in Position				Vacancy			
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Net Vacancies	Remarks
Sr. AO	29	1	2	32	15	0	2	17	-15		-15	On Deputation-02
Sr. AO ( Ex-Cadre)		1		1		1		1	0		0	
AAO	96	1	6	103	81	0	6	87	-16		-16	On Deputation-04
AAO ( RT )		1		1	1			1	0		0	
Supervisor	20			20	18			18	-2		-2	
Asstt. Supervisor	59			59	53			53	-6		-6	On Deputation-03
<b>TOTAL</b>	<b>204</b>	<b>4</b>	<b>8</b>	<b>216</b>	<b>168</b>	<b>1</b>	<b>8</b>	<b>177</b>	<b>-39</b>	<b>0</b>	<b>-39</b>	<b>On Deputation-09</b>
Sr. Accountant	119			119	307			307	188	10	198	Excess Interim SS in combined cadre of Supervisor / Asstt. Supervisor /Sr.Acctt is 183. One (1) HIA for AAO(RT), 2 for Jr. Translator, 4 for RTI Ald and 03 for Sr.AO &A AO (Legal), On Deputation-09
Accountant	198			198	44			44	-154	2	-152	2HIA for Hindi Officer ,On Deputation-01
Clerk/Typist	129			129	32			32	-97	67	-30	42 HIA for TI Party, 3 for RTI Alld & 22 for iCISA
Clerk/Typist(iCISA)	0	0	3	3	0			0	-3		-3	
DEO Gr.B	14			14	5			5	-9		-9	
DEO Gr.A	58			58	30			30	-28		-28	On Deputation-02
<b>TOTAL</b>	<b>518</b>	<b>0</b>	<b>3</b>	<b>521</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>418</b>	<b>-103</b>	<b>79</b>	<b>-24</b>	<b>On Deputation-12</b>
PS	1			1	0			0	-1		-1	On Deputation-01
Stenographer-I	4			4	2			2	-2		-2	On Deputation-01
Stenographer-II	4			4	0			0	-4		-4	
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>-7</b>	<b>0</b>	<b>-7</b>	<b>On Deputation-02</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	1			1	-1		-1	
<b>Misc./Other Posts</b>												
Welfare Assistant	1			1	0			0	-1		-1	
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>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	83			83	-33		-33	
Multi Tasking Staff(RTI Alld)	6			6	5			5	-1		-1	
Multi Tasking Staff(iCISA)	5			5	4			4	-1		-1	
<b>GRAND TOTAL</b>	<b>868</b>	<b>4</b>	<b>11</b>	<b>883</b>	<b>684</b>	<b>1</b>	<b>8</b>	<b>693</b>	<b>-190</b>	<b>79</b>	<b>-111</b>	<b>On Deputation-23</b>

- (1). Total 23 officers/Officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.
- (2).Hqrs office vide letter No.201-Staff (App-II)/54-2011 dt 28,03,2011 conveyed to operate 58 posts of AAO (RT) and 43 posts of AAO (Adhoc) in this office. All Posts of AAO(Adhoc) & 57 of AAO/RT have been surrendered.
- (3).01 Post of Hindi Officer & o2 posts of Jr.Hindi Translator have been sanctioned to this office vide Hqrs' letter No.533-Creation(Hindi)/Budget Anubhag/21-2011 dated 05.05.2011
- (4). 10 Posts of Sr. Accountants kept in abeyance against 1 AAO (RT), 02 posts for Jr. Translator, 4 for RTI Alld and 03 for Sr.AO/AAO (Legal).
- (5). 17 Posts of Clerks have been kept in abeyance by Hqrs vide letter No. 3523-BRS/Creation/13-2000 dt.26.7.12 & 05 more vide Hqrs letter No.450/Staff (S&R)/CC/124-2013 for operating these posts in iCISA, Noida.
- (6) 3 Posts of Clerks have been kept in abeyance by Hqrs vide letter No.5953-BRS/CC/13-2000 dt 28/12/2012 for operating one post of Sr.AO/AO in RTI, Prayagraj.
- (7) Post of AO has been merged with Sr.AO cadre vide HqrsCircular No Staff Wing/50-2019 circulated vide letter No 1327-Staff(Aptt)/213-2019 dated25/11/2019
- (8)Revised SS for the cadre of Supervisor ,Asstt. Supervisor(New) created ,Sr.Acctt. & Acctt. has been depicted with reference to HQrs letter No 2367/Staff-SSR/Cadre Restruting/185-2020 dt 29.10.2020.

**STATEMENT -II**

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

**EDP POSTS**

	Sanctioned Strength				Men in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Data Manager										
Data Entry Operator Gr.F	2			2		0		0	-2	
Data Entry Operator Gr.E	4			4		0		0	-4	
Faculty (SO)										
Data Entry Operator Gr.D	5			5		0		0	-5	
Data Entry Operator Gr.B	14			14	5	0		5	-9	
Data Entry Operator Gr.A	58			58	34	0	0	34	-24	
<b>TOTAL</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>-44</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	Govt. of India Ministry of Personnel Public Grievances & Pension Dept
Manager	1			1	0			0	-1	
Asstt. Manager cum Store Keeper	1			1	0			0	-1	
Halwai cum Cook	2			2	0			0	-2	
Clerk	3			3	0			0	-3	
Asstt.Halwai cum Cook	2			2	0			0	-2	
Canteen Attendant	11			11	5			5	-6	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>-15</b>	

## **II- PERSONNEL:**

The position of various reserved category staff in Group 'C' as on 31.05.2021 and the number of staff recruited upto May, 2021 is as follows:

Category	Total Number as on 31.05.2021	Number of employees recruited upto May, 2021
	Group 'C' *	Group 'C'
Scheduled Caste	102	00
Scheduled Tribe	08	00
Other Backward Class	107	00
Physically Handicapped	13	00
Ex-Servicemen	12	00

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

**RECRUITMENT:** No recruitment were made upto May, 2021.

**PROMOTIONS:** Following promotions were made upto May, 2021.

Designation	No. of Person
Asstt. Supervisor/ DA / Sr. Accountant / Jr. Translator/ Accountant / DEO Gr A to AAO	23
Asstt. Supervisor to Supervisor	01
Sr. Accountant to Asstt. Supervisor	02

**RETIREMENTS:** Following number of staff retired upto May, 2021.

Designation	No. of Person
Sr. A.O	01
Supervisor	01
Sr. Accountant	04
Accountant	01
MTS	01

**EXAMINATIONS:** Detail of examinations conducted upto May, 2021.

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Feb- 2021	13	01
2	MCQ Test on IT Audit	March-2021	26	26
3	Typewriting Test for Serving Clerks	April - 2021	06	Nil

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

**SMALL SAVINGS:** Deposit of RD upto May, 2021 was NIL.

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



### III- ORGANIZATION AND METHODS:

O&M section is responsible for:

**i) Preparation of Administrative Report:**

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

Administrative Report of the office for the year 2020-21 is available on office website <https://cag.gov.in/ae/allahabad/en/page-ae-allahabadadministrative-report>

**ii) Conduct of studies:**

The section conducts various studies:

- a. During the year 2018-19 a study on the topic **“Application of GST on Procurement of Goods and Services along with role of A.G, in accounting of GST proceeds”** has been completed. (A copy of the study is uploaded on the Office Intranet).
- b. During the year 2019-20, studies on the following topics have been completed. (A copy of the study is uploaded on the Office Intranet).
  - “Role and utilization of PFMS(Public Financial Management System) in PAO”,
  - “Speedier Grievances Redressal”,
  - “Implementing NEFT/RTGS in GPF and making GPF maintenance more dynamic” and
  - “Accounting of Loan and Advances”.

**iii) 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.

**iv) Training at RTI, Prayagraj :**

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted **online through M S Teams App at RTI, Prayagraj**. The number of Officers/ Officials trained *upto May, 2021* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	IT Concept, MS Office & Internet	19.04.21	27.04.21	11	Sr. AO/AAO/Sr. Acctt.
2	Finance & Appropriation Account	19.04.21	21.04.21	03	AAO/ Sr. Acctt.
3	Principal of Networking, Internet, Network Security	03.05. 21.	07.05.21	04	Sr. Acctt. / Acctt./DEO
4	IGAS & IGFRS	10.05. 21	13.05.21	03	AAO/ Sr. Acctt.

5	Seminar on Right to Information Act	11.05.21	12.05.21	10	Sr. Acctt. / Acctt./DEO
6	Advance Course on MS Excel	17.05.21	22.05.21	03	Sr. Acctt. / Acctt./DEO
7	Soft Skill	24.05.21	25.05.21	04	AAO/ Sr. Acctt./ Acctt.

**v) 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 *online through M S Teams App*:

**A – DEPARTMENTAL TRAINING COURSES: NIL**

**B – IN-HOUSE TRAINING COURSES:**

The following In-house Programmes were organized *upto May, 2021*:

Sl. No.	Name of the Course	Duration		No. of ½ days	No. of persons trained		Level of Participants
		From	To		A.G.-I	A.G.-II	
1	KFA/KRA	06.04.21	07.04.21	2	06	04	AAO/ Supervisor / Sr. Acctt. / Acctt./DEO/Clerks
2	Right information Act - 2005	18.05.21	19.05.21	2	15	10	Sr.AO/AAO/ Supervisor / Sr. Acctt. / Acctt./DEO/Clerks
3	Working of Pension Co-ordination	24.05.21	25.05.21	2	05	09	AAO/ Supervisor / Sr. Acctt. / Acctt./DEO/Clerks
4	Office Procedure	27.05.21	28.05.21	2	08	07	AAO/ Supervisor / Sr. Acctt. / Acctt./DEO/Clerks
5	APAR and writing of Performance Appraisals	29.05.21	29.05.21	1	18	12	AAO/ Supervisor / Sr. Acctt. / Acctt./DEO/Clerks

**C – EDP – TRAINING COURSES:**

The following training programmes in Computer courses were conducted *upto May, 2021*.

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
1	Basic Training on M.S. word and M.S. Excel with Unicode type	07.04.21 26.05.21	08.04.21 27.05.21	02	12	08	AAO /Sr. Acctt./ Acctt./DEO/ Clerks
2	Special Course on GPF Module	20.05.21	21.05.21	01	06	05	Sr.AO/AAO

## **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:**

<b>Sl. No.</b>	<b>Name of Hardware</b>	<b>Numbers</b>
1	Servers	19
2	Computer	709
3	Printers	161
4	UPS	285

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

1. Procurement of computer hardware/software, networking & maintenance of their web based Inventory.
2. Maintenance of office intranet. All manuals, Gradation List, Leave Accounts, Circulars & office orders etc. have been placed on the office Intranet and are being updated regularly.
3. Composite website, SMS Service and I.T. Security related matters.
4. Change management of VLC & GPF
5. Technical part of development of Interface under IFMS.
6. With a view to strengthen the GPF Software and to facilitate working of manual sections through computer, a change management was carried out and these were implemented on live server.
7. Final Payment & Milan cases status is hoisted on office website. Further, for subscribers' convenience, Speed Post No. & Date of forwarding Authority letter to DDOs is also being hoisted fortnightly on the office website.
8. Annual maintenance of Computer hardware and networking is being done by 3<sup>rd</sup> party vendor.

## **VI - PAY AND ACCOUNTS OFFICE:**

- Pay and Accounts Office is responsible for pre-check of regular payment and pension bills, issue of cheques, maintenance of GPF accounts of departmental employees, compilation of accounts of the A&E and Audit offices of U.P. at Prayagraj and Lucknow, finalization of pension cases and maintenance of BROADSHEETS of long term advances etc.
- Implementation of **Public Financial Management System (PFMS)** for payment purpose at PAO level and concerned DDO level has been implemented **w.e.f. 01.06.2018**.
- The quantum of work done *upto May,2021* is as under:

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

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Quantity</b>
1	No. of Cheques issued	66
2	No. of Pensioners drawing pension from PAO	442
3	No. of bills including pension bills passed	810
4	No. of GPF A/cs maintained	1713
5	Issue of Annual A/cs Slips	1710
6	No. of pension cases including family pension cases finalized	11

**2) LONG TERM ADVANCES:**

<b>Broadsheet of long term advances</b>	<b>Number of loans sanctioned ( upto May, 2021)</b>	<b>Number of No dues certificates issued ( upto May, 2021)</b>
House Building Advance	NIL	03
Other Motor Cycle Advance	NIL	NIL
Car Advance	NIL	NIL
Computer Advance	NIL	NIL

## Chapter IV

### Accounting Functions

#### **Treasury Accounts Department (T.A.D.)**

The main task of the TAD coordination is preparation of Monthly Civil Accounts and Annual Accounts (Finance and Appropriation Accounts) of Govt. of Uttar Pradesh. Schedules and Vouchers in support of receipt and payment on government account through 6278 DDOs are furnished as initial accounts by **79** treasuries and **03** other offices (IRLA, etc.). It also renders assistance to the State Government in the preparation of their Annual Budget.

#### **Organization**

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

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

Work done **upto May, 2021** is given below:

<b>1. VLC-EDP</b>	<b>Upto April 2021</b>
i) Treasury Vouchers	32423
ii) Transfer Entries	170
iii) No. of CCOs operated in the month	98
<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Upto May 2021</b>
I) Inward Accounts	117
II) Outward Accounts	66
III) PLI Accounts	Nil
<b>3. Loan Accounts (LA)</b>	<b>Upto April 2021</b>
i) Loan accounts maintained	6908

**4. Personal Ledger Accounts (Deposit)****Upto May 2021**

- I) New PLA Nil
- II) Renewals 12
- III) **Adverse Balance Clearance (In Lakhs) April 2021**

Opening Balance	<b>1,10,566.45</b>
Receipt	21102.72
Payment	924.21
Closing Balance	<b>1,30,744.96</b>

**5. Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2021-22 has been completed and sent to State Government on 19.03.2021.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2021-22 have been sent to State Govt. on 18.01.2021
- iii) Actuals Actuals for the year 2019-20 has been sent to State Government on 12.11.2020.

**6. Book (C)**

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
March	10/05/2021	29/05/2021
April	25/05/2021	14/06/2021

**7. TM-I/RBD**

Clearance and adjustment of outstanding differences **upto April 2021**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	1	0.05	6	0.09
ii	Settled by AG(A&E)	2	2.94	2	2.94
	<b>Total</b>	<b>3</b>	<b>2.99</b>	<b>8</b>	<b>3.03</b>

**8. Treasury Inspection** **upto May 2021**

- |  |     |
|--|-----|
| i) Number of Treasuries Inspected      | Nil |
| ii) Number of Sub-treasuries Inspected | Nil |

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

- |   |         |
|---|---------|
| i) Month upto which bundles sent to Record/Library      | 12/2019 |
| ii) Month upto which vouchers provided to Audit Parties | 01/2021 |

**10. Report Section**

(a) Monthly Report on expenditure to the State Government for the month of **04/2021** has been submitted **on 22.06.2021.**

(b) Finance & Appropriation Accounts for the year 2018-19

- |   |   |            |
|---|---|------------|
| i) Signed by C. & A.G. on                 | - | 04.08.2020 |
| ii) Presented to the State Legislature on | - | -          |

(c) Accounts at a Glance for the year 2017-18

- |                                     |   |            |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on            | - | 19.09.2019 |
| ii) Sent to the State Government on | - | 03.10.2019 |

## CHAPTER V

### GENERAL PROVIDENT FUND

#### **ORGANIZATION:**

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

#### **Strength:**

Sr. Accounts Officers	7	Steno	NIL	D.E.Os Gr A	10
Asst. Accounts Officers	31	Sr. Accountants	121	MTS/R.K	25
Supervisors	10	Accountants	15	D.E.O. Gr B	3
Consultants	1	Clerks	7	Asstt. Supervisors	17

#### **Maintenance of GPF Accounts:-**

##### **i. No. of live Accounts**

AISPF	839
OTHER THAN AISPF	117013

##### **ii. Subscribers updated in Masters.**

AISPF	632 (100%)
OTHER THAN AISPF	94366(92.72%)

### **Status of Work**

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

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

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.05.2021
<i>upto May, 2021</i>	383	804	717	(470 cases were not due for disposal )

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

Period	O.B.	Receipts	Settlement	C.B.
<i>upto May, 2021</i>	1016	933	1014	90(845 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 May, 2021s* as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2021	113118	NIL	220550
Addition	NIL	NIL	NIL
Clearance	10740	NIL	10117
C.B. as on 31.05.2021	102378	NIL	210433

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

Period	O.B.	Receipts	Settlement	C.B.
<i>upto May, 2021</i>	04	16	11	09

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

Period	O.B.	Receipts	Settlement	C.B.
<i>upto May, 2021</i>	01	19	20	Nil

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

**Status of work:**

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- <i>upto May, 2021</i>	NIL
2	Number of Service Books checked : <i>upto May, 2021</i>	15
3	Checking of Appropriation Account & Finance Account for the year 2019-20	Completed
4	Half-yearly review of Cash books :-04/2020 to 09/2020	Completed
5	Test audit of sections <i>upto May, 2021</i> No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	02 18 16 02
6	Honorarium Claims: <i>upto May, 2021</i>	NIL
7	Review of CAG cases <i>upto May, 2021</i>	NIL
8	Review of AG cases <i>upto May, 2021.</i>	NIL
9	Review of DAG cases <i>upto May, 2021</i>	NIL
10	Review of VFC cases <i>upto May, 2021.</i>	NIL
11	Review of IT Security	Completed
12	Report of ADAI (Sent to HQs in 08/17)	Completed
13	Half Yearly Appraisal Report (10/2019 to 03/2020)	Completed
14	Quadrennial Cycle/Annual Audit Programme/ Verification	Completed
15	(Programme from 04/2020 to 06/2020).	In progress

## **CHAPTER VII**

### **IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY**

#### **Meeting:**

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

#### **Report:**

- Material for annual appraisal report sent to Headquarters' office on 04.05.2021.
- Quarterly Hindi progressive Report was sent to Rajbhasha Vibhag & Headquarters' on 04.05.2021.
- Quarterly report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI on 04.05.2021.

#### **Lekha Sangam:**

- Hindi Magazine 'Lekha Sangam'- an endeavour of both the Accounts offices, is being published which provides opportunity to staff to express their views, to bring out their creative strength as well as to encourage the progressive use of Hindi. Contributions are made by both serving and retired officers/officials.

## CHAPTER VIII

### WELFARE AND CULTURAL ACTIVITIES

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

#### **WELFARE ACTIVITIES:**

- Arrangements have been made for providing first aid treatment to Officers/officials for maintaining their good health. Checking of B.P. & Sugar levels is also being done regularly in the Welfare section.

#### **DEPARTMENTAL CANTEEN:**

The departmental canteen caters to needs of employees and arranges foods and snacks etc. at reasonable rates and appreciable level of consumer satisfaction has been achieved.

#### **STAFF COOPERATIVE CREDIT SOCIETY:**

With a view to fulfill short term financial needs of the employees, the U.P. Civil Accounts Staff Cooperative Credit Society is functioning since 1932. The society arranges monetary help for the marriage of daughter of the employees and immediate relief/ex-gratia payments to the family of the deceased. Interest is paid annually on the deposits.

Affairs of the Society are managed by an elected body consisting of a President, a Vice-President and eleven members which is assisted by a Secretary, two Sr. Accountant, Six Accountant and two clerks.

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