



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**For October, 2023**

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 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 Principal 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 Yashwant Kumar**, 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 Rajendran Nair**, 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 (up to **October, 2023**) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2022-23 (in lakhs)		Expenditure incurred up to October - 2023 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6739.60	6739.58	0	0
2	Salaries	0	0	3853.00	2647.79
3	Rewards	0	0	36.28	31.83
4	MT Charges	194.36	194.36	106.53	80.14
5	Allowances	0	0	2535.78	1728.97
6	LTC	0	0	19.22	11.43
7	DTE	122.15	122.15	77.45	72.30
8	Foreign Travel Expenses	0	0	0	0
9	Training Expenses	0	0	0	0
10	Office expenses	224.91	224.91	297.74	237.03
11	RRT	59.75	59.75	66.39	59.75
12	Printing & Publication	14.41	14.41	13.65	11.60
13	Rent for others	0	0	5.62	4.91
14	Digital Equipment	0	0	5.92	2.96
15	Fuels and Lubricants	0	0	0.18	0.12
16	Advertising and Publicity	0	0	0	0
17	Minor Work	28.13	28.13	0	0
18	Minor Civil and Electric Work	0	0	26.12	6.35
19	Professional Services	167.35	167.35	3.69	2.21
20	Repair and Maintenance	0	0	8.57	5.29
21	Grant-in-Aid	0	0	0	0
22	Contribution	0	0	0	0
23	Other Revenue Expenditure	0	0	5.10	4.49
24	Information Technology	194.95	194.94	0	0
25	Computer	4.0	4.0	6.0	4.0
26	Machinery and Equipment	0	0	4.57	4.25
27	ICT	0	0	1.13	1.13
28	Furniture and Fixtures	0	0	0.66	0.54
29	Departmental Canteen	36.89	36.89	0	0
30	Other Fixed Assets	0	0	0.20	0.12
31	HBA	0	0	30.43	18.22
32	MCA	0	0	0	0
<b>TOTAL</b>		<b>7786.50</b>	<b>7786.47</b>	<b>7104.23</b>	<b>4935.43</b>

**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.11.2023**

**NAME OF THE OFFICE: Office of the Principal 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	5	0	2	07	-25		-25	On Deputation-02
Sr. AO ( Ex-Cadre)		1			1	0	1		1	0		0	
AAO	100	1	6		107	114	0	6	120	13		13	On Deputation-07
AAO ( RT )					0				0	0		0	
Supervisor	20				20	18	0		18	-2		-2	
Asstt. Supervisor	59				59	48	0		48	-11		-11	On Deputation-03
<b>TOTAL</b>	<b>208</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>219</b>	<b>185</b>	<b>1</b>	<b>8</b>	<b>194</b>	<b>-25</b>	<b>0</b>	<b>-25</b>	<b>On Deputation-12</b>
Sr. Accountant	119				119	222			222	103	9	112	Excess Interim SS in cadre of Sr. Acctt is 103. Two (2) HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), On Deputation-05
Accountant	198				198	80			80	-118	2	-116	2HIA for Hindi Officer , On Deputation-03
Clerk/Typist	129				129	23			23	-106	70	-36	42 HIA for TI Party, 3 for RCB&KI Prg. & 22 for iCISA , 3 for Sr.AO Core faculty RCB&KI, Prg.
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	14				14	6			6	-8		-8	
DEO Gr.A	58				58	1			5	-53		-53	On Deputation-00
<b>TOTAL</b>	<b>518</b>	<b>0</b>	<b>11</b>		<b>529</b>	<b>338</b>	<b>0</b>	<b>0</b>	<b>338</b>	<b>-191</b>	<b>81</b>	<b>-110</b>	<b>On Deputation-8</b>
PS	1				1	1			1	0		0	
Stenographer-I	4				4	1			1	-3		-3	On Deputation-01
Stenographer-II	4				4	2			2	-2		-2	
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>		<b>9</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>-5</b>	<b>0</b>	<b>-5</b>	<b>On Deputation-01</b>
SG Record Keeper	4				4	0			0	-4		-4	
<b>TOTAL SG Record Keeper</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	2			2	0		0	
<b>Misc./Other Posts</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	53			53	-63		-63	
Multi Tasking Staff(RTI Prg.)	6				6	2			2	-4		-4	
Multi Tasking Staff(iCISA)	5				5	4			4	-1		-1	
<b>GRAND TOTAL</b>	<b>872</b>	<b>3</b>	<b>19</b>	<b>0</b>	<b>894</b>	<b>591</b>	<b>1</b>	<b>8</b>	<b>600</b>	<b>-294</b>	<b>81</b>	<b>-213</b>	<b>On Deputation-21</b>

(1). Total 21 officers/Officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.

(2).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.

(3). 09 Posts of Sr. Accountants kept in abeyance against 02 posts for Jr. Translator, 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) 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 RCB&KI, Prayagraj and 3 posts of clerk 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 Principal 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)								0	0	
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	5	0	0	5	-53	
<b>TOTAL</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>-72</b>	

**STATEMENT -III**

**NAME OF THE OFFICE: Office of the Principal 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	2			2	-9	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>-18</b>	

## II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 31.10.2023 and the number of staff recruited up to **October - 2023** is as follows:

Category	Total Number as on 31.10.2023	Number of employees recruited during October - 2023
	Group 'C' *	Group 'C'
Scheduled Caste	95	01
Scheduled Tribe	08	00
Other Backward Class	99	01
Physically Handicapped	12	00
Ex-Servicemen	08	00

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

**RECRUITMENT:** Following appointments were made up to **October, 2023**.

Designation	No. of Person
AAO	14
Steno Gr.II	01
Clerk	01
Acctt.	13
MTS	01
DEO Gr. A	05

**PROMOTIONS:** Following promotions were made up to **October, 2023**.

Designation	No. of Person
Sr. Acctt. To Asstt. Supervisor	17
Clerk to Accountant	08
Asstt. Supervisor to Supervisor	12
DEO Gr. A to B	02
Sr. Acctt./Acctt./DEO to AAO	13
AAO to Sr.AO	07
DA to AAO	01
DEO GR B to AAO	3
DEO GR A to AAO	1

**RETIREMENTS:** Following number of staff retired up to **October - 2023**.

Designation	No. of Person
Sr. AO	06
Sr. Acctt.	21
Supervisor	13
Asstt. Supervisor	05
Acctt.	02
AAO	06
MTS	05
Canteen Attendant	01



**EXAMINATIONS:** Detail of examinations conducted up to *October - 2023*

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Typewriting Test for Serving Clerks	April – 2023	04	04
		July – 2023	01	01
		<b>Oct - 2023</b>	02	02
2	Self Learning Module Exam	April – 2023	60	55
		July – 2023	60	54
		<b>Oct - 2023</b>	60	R/A
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	0
9	Departmental Exam for Accountants	Feb-2023	06	05
		August - 2023	14	06
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

**DEPUTATIONS:** 02 AAOs & 1 Sr. Accountant were repatriated from this office and 09 AAOs joined this office on deputation.

**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 *up to October 2023* 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
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
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
		<b>16.10.23</b>	<b>21.10.23</b>	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	22.07.23	10	AAO/AS/Sr. Acctt./Acctt./Clerk
		<b>16.10.23</b>	<b>21.10.23</b>	<b>09</b>	
10	Budgetary process in the Government, Appropriation Surrender of funds comments on excess expenditure, Savings of funds ect.	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	14.09.23	04	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 AS/Sr. Acctt./Acctt./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 up to **October-2023**:

##### 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	02.08.2023	06	AS/Sr Acctt./ Acctt./ DEO/ Clerk

## B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized up to **October 2023**:

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 Ethis	05.07.23	06.07.23	2	10	05	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 Acctt./Acctt./DEO/Clerk
10	Training for MTS and Clerical Staff	24.08.23	25.08.23	2	12	08	Clerk.MTS
11	Precis Noting Drafting in Hindi & English	04.09.23	05.09.23	2	06	04	AS/Sr Acctt./Acctt./DEO
12	APAR Writing of Performance Appraisals	26.09.23	27.09.23	2	08	07	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
13	Working of LA-Book (C) Section	<b>04.10.23</b>	<b>5.10.23</b>	2	06	04	AS/Sr Acctt./Acctt./DEO
14	Refresher Course for fund co-ordination	<b>26.10.23</b>	<b>27.10.23</b>	2	06	04	AS/Sr Acctt./ Acctt./ DEO

## C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted up to **October, 2023**.

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./DEO
		11.07.23	12.07.23	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
		<b>03.10.23</b>	<b>04.10.23</b>	01	06	04	AS /Sr. Acctt./ Acctt./DEO

3	Basic Training on M.S. Excel	02.05.23 12.09.23	03.05.23 13.09.23	01 01	06 06	04 04	AS /Sr. Acctt./ Acctt./DEO AS /Sr. Acctt./ Acctt./DEO
4	Course on GPF Module	24.05.23	25.05.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
5	Training on e-office	07.06.23	08.06.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO
6	Training on PAO Compact 2000	25.07.23	26.07.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO
7	Basic Training on Power Point	08.08.23	09.08.23	01	06	04	AS/Sr.Acctt./Acctt./DEO
8	Basic Training on Internet and e-mail	28.08.23	29.08.23	01	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO
9	PFMS with Bhavishya and BEMS	21.09.23	22.09.23	01	06	04	AAO /Supervisor/A.S./ Sr.Acctt./Acctt./DEO
10	Basic Training on GEM with GFR	18.10.23	19.10.23	01	06	04	AAO /Supervisor AS/Sr.Acctt./Acctt./DEO

#### 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 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	1012
3	Monitor	14
4	Printers	153
5	UPS	486

#### 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 & 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.
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 *up to October 2023* 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	375
2	No. of Pensioners drawing pension from PAO	430
3	No. of bills including pension bills passed	4823
4	No. of GPF A/Cs maintained	1396
5	Issue of Annual A/Cs Slips	00
6	No. of pension cases including family pension cases finalized	87
7	Maintenance of A/C of NPS subscribers	756

## 2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (up to October 2023)	Number of No dues certificates issued (up to October 2023)
House Building Advance	NIL	14
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 up to **October 2023** is given below:

<b>1. VLC-EDP</b>	<b>Up to September 2023</b>
i) Treasury Vouchers	360488
ii) Transfer Entries	609
iii) No. of CCOs operated in the month 09/2023	106

<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Up to October 2023</b>
I) Inward Accounts	390
II) Outward Accounts	121
III) PLI Accounts	Nil

<b>3. Loan Accounts (LA)</b>	<b>Up to September 2023</b>
i) Loan accounts maintained	7366

<b>4. Personal Ledger Accounts (Deposit)</b>	<b>Up to October 2023</b>
I) New PLA	Nil
II) Renewals	02
III) <b>Adverse Balance Clearance (In Lakhs) September 2023</b>	

Opening Balance		<b>2,15,989.07</b>
Receipt		46,998.76
Payment		16,298.70
Closing Balance (as on 30.09.2022)		<b>2,46,689.13</b>

<b>5. Budget Section</b>	
i) Scrutiny of Budget	- Scrutiny of Budget for the Financial Year 2023-24 has been sent to State Government on 31.03.2023.
ii) Budget Estimates	- Preparation of Budget Estimates for the Financial Year 2023-24 has been sent to State Government on 19.01.2023.
iii) Actuals	Actuals for the year 2021-22 has been sent to State Government on 20.10.2022 and for the year 2022-23 is under process.

**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

## 7. TM-I/RBD

Clearance and adjustment of outstanding differences **up to September, 2023**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	14	0.10	77	1.11
ii	Settled by AG(A&E)	84	26.27	74	22.18
	<b>Total</b>	<b>98</b>	<b>26.37</b>	<b>151</b>	<b>23.29</b>

## 8. Treasury Inspection

**up to October 2023**

- |  |    |
|--|----|
| i) Number of Treasuries Inspected      | 49 |
| ii) Number of Sub-treasuries Inspected | 95 |

## 9. R.M.S. Group

- |  |         |
|--|---------|
| i) Month up to which bundles sent to Record/Library      | 03/2022 |
| ii) Month up to which vouchers provided to Audit Parties | 07/2023 |

## 10. Report Section

- (a) Monthly Report on expenditure of the State Government for the month of **09/2023** has been submitted **on 26.10.2023**.
- (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	02	Asstt. Supervisor	15	D.E.O. Gr A	00
Asstt. Accounts Officers	28	Sr. Accountants	82	MTS/R.K	12
Supervisors	06	Accountants	18	Steno Gr.-B	01
D.E.O. Gr B	03	Clerks	10		

**Maintenance of GPF Accounts:-**

**i. No. of live Accounts**

AISPF	638
OTHER THAN AISPF	105777

**ii. Subscribers updated in Masters.**

AISPF	545 (100%)
OTHER THAN AISPF	89983 (94.07%)

**Status of Work**

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

Position regarding receipt and clearance of final payment cases *up to October-2023*.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.10.2023
Up to October, 2023	358	4581	4491	448 cases were not due for disposal

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

Period	O.B.	Receipts	Settlement	C.B.
Up to October, 2023	900	5293	5118	1075 cases were not due for disposal

**2.(A) Missing credit and debit items and unposted credit and debit items:-**

The number of missing items and un posted items outstanding up to **October, 2023** as follows:

	<b>Unposted credit</b>	<b>Unposted debit</b>	<b>Missing credit</b>
O.B. as on 01.04.2023	67517	NIL	215424
Addition	2015	NIL	14897
Clearance	5107	NIL	16620
C.B. as on 31.10.2023	64425	NIL	213701

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<b>up to October, 2023</b>	03	90	86	07

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
<b>up to October 2023</b>	NIL	459	459	NIL

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

**Status of work:**

Sl. No.	Item	Status
1.	Number of ledger cards reviewed:- <b>up to October, 2023</b>	29738
2.	Number of Service Books checked : <b>up to October, 2023</b>	105
3.	Checking of Appropriation Account & Finance Account for the year 2021-22	Completed
4.	Half-yearly review of Cash books	Completed
5.	Test audit of sections <b>up to October, 2023</b> No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	 27 266 195 71
6.	Honorarium Claims: <b>up to October, 2023</b>	NIL
7.	Review of CAG cases <b>up to October, 2023</b>	NIL
8.	Review of AG cases <b>up to October, 2023.</b>	NIL
9.	Review of DAG cases <b>up to October, 2023</b>	NIL
10	Review of VFC cases <b>up to October, 2023</b>	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 and minutes of meeting were circulated on 02.05.2023, 25.07.2023 & 26.10.2023 compliance report was also sent to Hqrs. Office on 02.05.2023 and 31.07.2023.

#### **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 and 26.10.2023.
- 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
- Yearly performance report of Rajbhasha Hindi was sent to the competent officer on 04.08.2023 and 11.10.2023.
- Review and approval of Sansadiya Rajbhasha Samiti Prashnavali by the HoD was done on 05.07.2023.
- Half yearly and annual report of Nagar Rajbhasha Karyanvayan Samiti was sent on 12.09.2023.

### **Programme for Hindi :**

- Hindi Karyashala were organized on 27.06.2023 and 05.09.2023.

### **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.

### **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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