INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

2021-22

Updates upto September, 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 16th November, 2010 on the eve of the 150th

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 on Annual Accounts (2020-21) was held with the State Government officials on 05.08.2021.

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Chapter - II

Organizational Structure

Shri Ram Hit 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 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 2020-21 along with the corresponding figure for the year 2021-22 (upto September, 2021) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2020-21 (in lakhs)		Expenditure incurred upto September, 2021 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6526.97	6526.97	6006.90	3738.32
2	MT Charges	90.45	90.45	95.78	48.99
3	DTE	50.34	50.34	118.30	10.34
4	Office expenses	181.95	181.95	188.91	66.08
	Wages	0	0	0	0
	RRT	243.59	243.59	158.47	158.47
	Publication	17.82	17.82	15.25	15.25
	Minor Work	37.37	37.37	24.13	15.89
	Major Work	15.56	15.56	35.00	35.00
	Prof. Services	96.62	96.62	90.66	55.30
	Grant-in-Aid	1.11	1.11	0	0
	Information Technology	67.50	67.50	28.66	23.98
5	House Building Advance	11.00	11.00	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	0.50	0.50	1.00	0.50
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	32.53	32.53	39.47	20.28
TOTAL		**7373.31**	**7373.31**	**6802.53**	**4188.4**

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.10.2021

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	10	0	2	12	-20		-20	On Deputation-03
Sr. AO (Ex-Cadre)		1		1		1		1	0		0	
AAO	100	1	6	107	83	0	6	89	-18		-18	On Deputation-03
AAO (RT)		1		1	1			1	0		0	
Supervisor	20			20	26			26	6		6	
Asstt. Supervisor	59			59	107			107	48		48	On Deputation-04
TOTAL	**208**	**4**	**8**	**220**	**227**	**1**	**8**	**236**	**16**	**0**	**16**	**On Deputation-10**
Sr. Accountant	119			119	234			234	115	10	125	Excess Interim SS in combined cadre of Supervisor / Asstt. Supervisor /Sr. Acctt is 115. One (1) HIA for AAO(RT), 2 for Jr. Translator, 4 for RTI prayagraj and 03 for Sr.AO &A AO (Legal), On Deputation-06
Accountant	198			198	45			45	-153	2	-151	2HIA for Hindi Officer ,On Deputation-01
Clerk/Typist	129			129	30			30	-99	67	-32	42 HIA for TI Party, 3 for RTI Alld & 22 for iCISA
Clerk/Typist(iCISA)	0	0	3	3	1			1	-2		-2	
DEO Gr.B	14			14	5			5	-9		-9	
DEO Gr.A	58			58	30			30	-28		-28	On Deputation-02
TOTAL	**518**	**0**	**3**	**521**	**345**	**0**	**0**	**345**	**-176**	**79**	**-97**	**On Deputation-09**
PS	1			1	0			0	-1		-1	On Deputation-01
Stenographer-I	4			4	3			3	-1		-1	On Deputation-01
Stenographer-II	4			4	2			2	-2		-2	
TOTAL	**9**	**0**	**0**	**9**	**5**	**0**	**0**	**5**	**-4**	**0**	**-4**	**On Deputation-02**
SG Record Keeper	4			4	0			0	-4		-4	
Total SG Record Keepers	**4**	**0**	**0**	**4**	**0**	**0**	**0**	**0**	-4	**0**	-4	
Hindi Officers	1			1	1			1	0		0	
Jr. Hindi Translators	2			2	1			1	-1		-1	
Misc./Other Posts												
Welfare Assistant	1			1	1			1	0		0	
Staff Car Driver	2			2	2			2	0		0	
TOTAL Misc./Other Posts	**3**	**0**	**0**	**3**	**3**	**0**	**0**	**3**	**0**	**0**	**0**	
Multi Tasking Staff	116			116	84			84	-32		-32	
Multi Tasking Staff(RTI Alld)	6			6	5			5	-1		-1	
Multi Tasking Staff(iCISA)	5			5	4			4	-1		-1	
GRAND TOTAL	***872***	***4***	***11***	***887***	***675***	***1***	***8***	***684***	***-203***	***79***	***-124***	***On Deputation-21***

(1). Total 21 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.
(9)PIP of supervisor includes 7provisionally promoted supervisor and PIP of Asstt. Sup includes 51 provisionally promoted Asstt. Supervisor for which proposal of creation of Supernumerary post is being sent to HQrs separately.
(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	5	0		5	-9	
Data Entry Operator Gr.A	58			58	30	0	0	30	-28	
TOTAL	**83**	**0**	**0**	**83**	**35**	**0**	**0**	**35**	-48	

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	
TOTAL	**20**	**0**	**0**	**20**	**5**	**0**	**0**	**5**	**-15**	

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 30.09.2021 and the number of staff recruited upto September, 2021 is as follows:

Category	**Total Number as on 30.09.2021**	**Number of employees recruited upto *September*, 2021**
	Group 'C' *	**Group 'C'**
Scheduled Caste	107	05
Scheduled Tribe	08	00
Other Backward Class	107	00
Physically Handicapped	14	00
Ex-Servicemen	12	00

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

RECRUITMENT: Following recruitment were made *upto September, 2021.*

Designation	**No. of Person**
Stenographer Grade II	01
MTS	05

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

Designation	**No. of Person**
Asstt. Supervisor/ DA / Sr. Accountant / Jr. Translator/ Accountant / DEO Gr A to AAO	24
Asstt. Supervisor to Supervisor	20
Sr. Accountant to Asstt. Supervisor	134
Clerk to Accountant	01

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

Designation	**No. of Person**
Sr. A.O	08
AAO	02
Supervisor	06
Asstt. Supervisor	09
Sr. Accountant	10
Accountant	01
Clerk	01
MTS	03

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

Sl. No.	**Name of Examination**	**Held in**	**Appeared**	**Passed**
1	Departmental Exam for Accountants	Aug– 2021	33	Result awaited
2	Departmental Exam for Intermediate Pass MTS.	Sept-2021	04	Result awaited

3	Typewriting Test for Serving Clerks	April – 2021 July – 2021	06 07	NIL 04
4	Incentive Exam for Sr. Accountants	July – 2021	91	Result awaited
5	SAS(Civil Accounts/Audit)Exam-1 of 2021	Aug– 2021	166	Result awaited
6	Incentive Exam-1 of 2021 for Sr. AOs/ Sr. DAOs / DAOs Gr. I/ AAOs	Aug– 2021	86	Result awaited
7	CPD-I Exam-1 of 2021 for Sr. AOs/ Sr. DAOs / DAOs Gr. I/ AAOs	Aug– 2021	45	Result awaited
8	CPD-II Exam-1 of 2021 for Sr. AOs/ Sr. DAOs / DAOs Gr. I/ AAOs	Aug– 2021	10	Result awaited

DEPUTATIONS: One MTS, One DEO Gr. A & One Stenographer-II joined this office and One Sr. AO relieved *upto the month of September 2021*.

SMALL SAVINGS: Deposit of RD upto *September, 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 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".

b. Studies for the year 2020-21 & 2021-22 on the following topics have been Progress:-
   - "Clearance of Unposted and Full Want/Part Want items"
   - " E- inspection of Treasuries"

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 September, 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 12.07.21 26.07.21	22.05. 21 17.07.21 31.07.21	03 03 03	Sr. Acctt. / Acctt./DEO
7	Soft Skill	24.05. 21	25.05. 21	04	AAO/ Sr. Acctt./ Acctt.
8	Advance Course on MS Word & Power Point	07.06.21 09.08.21 23.08.21	11.06.21 13.08.21 27.08.21	03 03 03	AAO/ Sr. Acctt./ Acctt.
9	Disciplinary Proceedings, conduct rule, CCS(CCA) rules and Vigilance Cases and impact of different penalties, Disposal of Complaint/Court cases on Service Matters	07.06.21	11.06.21	04	AAO
10	Advance Course on M S Access	14.06.21	22.06.21	03	AAO/ Sr. Acctt. /DEO
11	All India Webinar on GASAB & Natural Resource Accounting	16.06.21 09.08.21 14.09.21	16.06.21 14.08.21 17.09.21	06 02 04	Gr. Officer /Sr.AO/AAO
12	Operation & Working in IFMS Environment & Overview of Treasury System & Inspection of Treasuries.	12.07.21	17.07.21	06	AAO/ Sr. Acctt.
13	Introductory Course on Red Hat Linux Oracle 11 g with Developer 11g	13.09.21	23.09.21	10	AAO/ Sr. Acctt./ Acctt./DEO

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:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Asstt. Supervisor training	10.06.21	25.06.21	117	Sr. Acctts.
2	Mandatory training of AAOs for Promotion for Sr.AO	10.09.21	30.09.21	14	AAOs

B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized *upto September, 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 / AS Sr. Acctt. / Acctt./ DEO/Clerks
2	Right Information Act - 2005	18.05.21 04.08.21	19.05.21 05.08.21	2 2	15 15	10 10	Sr. AO/AAO/ Supervisor / AS/Sr. Acctt. / Acctt./ DEO/Clerks
3	Working of Pension Co-ordination	24.05.21	25.05.21	2	05	09	AAO/ Supervisor / AS Sr. Acctt. / Acctt./ DEO/Clerks
4	Office Procedure	27.05.21	28.05.21	2	08	07	AAO/ Supervisor / AS Sr. Acctt. / Acctt./ DEO/Clerks
5	APAR and writing of Performance Appraisals	29.05.21	29.05.21	1	18	12	AAO/ Supervisor / AS Sr. Acctt. / Acctt./ DEO/Clerks
6	Working of Account current and RBD Section	16.06.21	18.06.21	3	08	07	AAO/ Supervisor /AS/Sr. Acctt. / Acctt./ DEO/Clerks
7	Working of PC Section	23.06.21	25.06.21	3	08	07	AAO/ Supervisor /AS/Sr. Acctt. / Acctt./ DEO/Clerks
8	Record Management of A&E Offices	06.07.21	07.07.21	2	06	10	AAO/ Supervisor /AS/Sr. Acctt. / Acctt./ DEO/Clerks
9	GST	27.07.21	28.07.21	2	06	04	AS/Sr. Acctt. / Acctt./ DEO/Clerks
10	Training for MTS & Clerical Staff	25.08.21	26.08.21	2	15	10	Clerk/MTS

11	Précis Noting and Drafting in Hindi & English	07.09.21	08.09.21	2	06	04	AS/Sr. Acctt. / Acctt./ DEO/Clerks
12	Disciplinary Proceeding	23.09.21	24.09.21	2	08	07	Sr. AO/AAO/ Supervisor / AS/Sr. Acctt. / Acctt./ DEO

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted *upto September, 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 10.08.21 02.09.21	08.04.21 27.05.21 11.08.21 03.09.21	04	24	16	AAO /AS/Sr. Acctt./ Acctt./DEO/ Clerks
2	Special Course on GPF Module	20.05.21	21.05.21	01	06	05	Sr.AO/AAO
3	Training on e-office	09.06.21 14.07.21	10.06.21 15.07.21	02	06 104	04	Sr. AO/ AAO /AS/ Sr. Acctt./ Acctt./DEO/ Clerks
4	Training on VLC	24.06.21 29.06.21	25.06.21 30.06.21	02	12	10	AS /Sr. Acctt./ Acctt./DEO/ Clerks
5	Advance Course on M.S. office (Word, Excel & Access)	08.07.21	09.07.21	01	06	04	AAO /AS/Sr. Acctt./ Acctt./DEO/ Clerks
6	Training on PAO Compact 2000	22.07.21	23.07.21	01	06	04	AS/Sr. Acctt./ Acctt./DEO/ Clerks
7	Training on Power Point	29.07.21	30.07.21	01	06	04	AAO /AS/DEO
8	Training on GPF Module	23.08.21	24.08.21	01	06	05	AS/Sr. Acctt./ Acctt./DEO/ Clerks
9	PFMS with Bhavishya & BEAMS	23.09.21	24.09.21	01	06	05	Sr. AO/ AAO /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	721
3	Printers	161
4	UPS	288

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 3rd 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 September 2021* 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	173
2	No. of Pensioners drawing pension from PAO	465
3	No. of bills including pension bills passed	3276
4	No. of GPF A/cs maintained	1649
5	Issue of Annual A/cs Slips	1710
6	No. of pension cases including family pension cases finalized	86

2) LONG TERM ADVANCES:

Broadsheet of long term advances	**Number of loans sanctioned** (*upto September , 2021*)	**Number of No dues certificates issued** (*upto September , 2021*)
House Building Advance	NIL	06
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** *September, 2021* is given below:

1.	**VLC-EDP**		**Upto Aug 2021**
	i)	Treasury Vouchers	2,54,431
	ii)	Transfer Entries	408
	iii)	No. of CCOs operated in the month	99
2.	**Inward and Outward Settlement Accounts (AC)**		**Upto Sept 2021**
	I)	Inward Accounts	352
	II)	Outward Accounts	282
	III)	PLI Accounts	Nil
3.	**Loan Accounts (LA)**		**Upto Aug 2021**
	i)	Loan accounts maintained	6933

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

I) New PLA Nil

II) Renewals 04

III) **Adverse Balance Clearance (In Lakhs) Aug 2021**

Opening Balance	**2,12,072.88**
Receipt	17132.13
Payment	14071.97
Closing Balance	**2,15,133.04**

5. Budget Section

i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2021-22 has been completed and sent to State Government on19.03.2021.

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 2020-21 has been sent to State Government on 29.09.2021.

6. Book ©

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
March	10/05/2021	29/05/2021
March(Sy)	30/06/2021	30/06/2021
April	25/05/2021	14/06/2021
May	25/06/2021	24/06/2021
June	25/07/2021	24/07/2021
July	25/08/2021	24/08/2021
August	25/09/2021	22/09/2021

7. TM-I/RBD

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

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	44	-1.28	82	-0.45
ii	Settled by AG(A&E)	11	10.33	9	38.97
	Total	**55**	**9.05**	**91**	**38.52**

8. **Treasury Inspection** **upto Sept 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 03/2020

ii) Month upto which vouchers provided to Audit Parties 05/2021

10. Report Section

(a) Monthly Report on expenditure to the State Government for the month of **08/2021** has been submitted **on 24.09.2021.**

(b) Finance & Appropriation Accounts for the year 2019-20

i) Signed by C. & A.G. on - 04.08.2021

ii) Presented to the State Legislature on - -

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

i) Signed by the A.G. on - 06.08.2021

ii) Sent to the State Government on - 08.09.2021

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	6	Sr. Accountants	93	D.E.O. Gr B	3
Asstt. Accounts Officers	30	Accountants	15	Clerks	7
Supervisors	13	Steno Gr - B	1	MTS/R.K	25
Asstt. Supervisors	37	D.E.Os Gr A	10		

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISPF	668
OTHER THAN AISPF	109139

ii. Subscribers updated in Masters.

AISPF	596 (100%)
OTHER THAN AISPF	92740(92.86%)

Status of Work

1. (A) Final Payment Cases:-

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

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 30.09.2021
upto September, 2021	383	3785	3701	467 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
upto September, 2021	1016	4896	4839	1073 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 September, 2021*s as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2021	113118	NIL	220550
Addition	1104	NIL	22024
Clearance	19839	NIL	29577
C.B. as on 30.09.2021	94383	NIL	212997

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

Period	O.B.	Receipts	Settlement	C.B.
upto September, 2021	04	75	67	12

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
upto September, 2021	01	285	286	NIL

CHAPTER VI

INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- *upto September, 2021*	28796
2	Number of Service Books checked : *upto September, 2021*	75
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 *upto September, 2021* No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	 25 243 191 52
6	Honorarium Claims: *upto September, 2021*	NIL
7	Review of CAG cases *upto September , 2021*	NIL
8	Review of AG cases *upto September, 2021.*	NIL
9	Review of DAG cases *upto September, 2021*	NIL
10	Review of VFC cases *upto September, 2021.*	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

CHAPTER VII

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Meeting:

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on 20.04.2021& 15.07.2021 respectively.

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& 02.08.21.
- Quarterly report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI on 04.05.2021& 02.08.2021.
- Six monthly Hindi Shikshan yojna figure sent to Rajbhasha Vibhag & Headquarters' on 02.06.2021.
- Six monthly Hindi progressive Report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI respectively on 22.06.2021 & 15.09.2021

Programme for Hindi :

- Hindi Karyashala was organized online respectively from 24.06.2021 & 15.09.2021.

Pakhwara

- Hindi Pakhwara was organized from 14.09.2021 to 28.09.2021 in the office.

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 15th edition of 'Lekha Sangam' was released on 15.07.2021.

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.
- A free **Covid-19** Vaccination was conducted from **21.06.2021 to 02.07.2021**, **14.09.2021, 22.09.2021 to 23.09.2021 & 27.09.2021** in the office for the officers/ officials of A.G. I & A.G. II offices.
- 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.

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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