



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**2022-23**

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

## Chapter - I

### Introduction

The Principal 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.
- d. **Exit Conference** for the FY 2021-22 has been organized on 01.09.2022.

## 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 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 2021-22 along with the corresponding figure for the year 2022-23 is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2021-22 (in lakhs)		Expenditure incurred during the year 2022-23 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6638.70	6638.70	6739.60	6739.58
2	MT Charges	105.97	105.97	194.36	194.36
3	DTE	35.40	35.40	122.15	122.15
4	Office expenses	172.29	172.29	224.91	224.91
	Wages	0	0	0	0
	RRT	158.47	158.47	59.75	59.75
	Publication	29.02	29.02	14.41	14.41
	Minor Work	24.13	24.13	28.13	28.13
	Major Work	26.95	26.95	0	0
	Prof. Services	124.90	124.90	167.35	167.35
	Grant-in-Aid	9.50	9.50	0	0
	Information Technology	35.23	35.23	194.95	194.94
5	House Building Advance	0	0	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	1.50	1.50	4.0	4.0
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	43.67	43.67	36.89	36.89
<b>TOTAL</b>		<b>7405.73</b>	<b>7405.73</b>	<b>7786.5</b>	<b>7786.47</b>

**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	6	0	2	8	-24		-24	On Deputation-02
Sr. AO ( Ex-Cadre)		1			1		1		1	0		0	
AAO	100	1	6		107	90	0	6	96	-11		-11	On Deputation-07
AAO ( RT )					0	0			0	0		0	
Supervisor	20				20	19	0		19	-1		-1	
Asstt. Supervisor	59				59	52	0		52	-7		-7	On Deputation-03
<b>TOTAL</b>	<b>208</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>219</b>	<b>167</b>	<b>1</b>	<b>8</b>	<b>176</b>	<b>-43</b>	<b>0</b>	<b>-43</b>	<b>On Deputation-12</b>
Sr. Accountant	119				119	246			246	127	9	136	Excess Interim SS in cadre of Sr. Acctt is 127. Two (2) for Jr. Translator, 4 for RTI Prayagraj and 03 for Sr.AO &AAO (Legal), On Deputation-05
Accountant	198				198	75			75	-123	2	-121	2HIA for Hindi Officer, On Deputation-02
Clerk/Typist	129				129	26			26	-103	70	-33	42 HIA for TI Party, 3 for RTI Prg. & 22 for iCISA , 3 for Sr.AO Core faculty RTI, Prg.
Clerk (iCISA)	0	0	3	0	3	1			1	-2		-2	
Sr.Accountant/Acctt. (iCISA)	0	0	8		8	1			1	-7		-7	
DEO Gr.B	14				14	8			8	-6		-6	
DEO Gr.A	58				58	3			3	-55		-55	On Deputation-01
<b>TOTAL</b>	<b>518</b>	<b>0</b>	<b>11</b>		<b>529</b>	<b>360</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>-169</b>	<b>81</b>	<b>-88</b>	<b>On Deputation-08</b>
PS	1				1	1			1	0		0	
Stenographer-I	4				4	1			1	-03		-03	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 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	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	57			57	-59		-59	
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>599</b>	<b>1</b>	<b>8</b>	<b>608</b>	<b>-286</b>	<b>81</b>	<b>-205</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).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). 09 Posts of Sr. Accountants kept in abeyance against 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 and 3 posts of clerk kept in abeyance for post of sr.AO core faculty at RTI, Alld. Vide letter No. 613-staff-s&r/cc/126-2013dt.24.08.2022.

(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)								0	0	
Data Entry Operator Gr.D	5			5		0		0	-5	
Data Entry Operator Gr.B	14			14	8	0		8	-06	
Data Entry Operator Gr.A	58			58	3	0	0	3	-55	
<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 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	Govt. of India Ministry of Personnel Public Grievances & Pension Dept
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	3			3	-8	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>-17</b>	

## **II- PERSONNEL:**

The position of various reserved category staff in Group 'C' as on 31.03.2023 and the number of staff recruited during 2022-23 is as follows:

Category	Total Number as on 31.03.2023	Number of employees recruited During 2022-23
	Group 'C' *	Group 'C'
Scheduled Caste	93	03
Scheduled Tribe	06	00
Other Backward Class	102	01
Physically Handicapped	13	00
Ex-Servicemen	09	00

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

**RECRUITMENT:** Following recruitment were made during the year 2022-23.

Designation	No. of Person
Clerk	01
MTS	02
Stenographer Gr.-II	01

**PROMOTIONS:** Following promotions were made during the year 2022-23.

Designation	No. of Person
DEO Gr. A/Clerk/SCD/MTS to Accountant	52
DA/Sr.Acctt./JHt/Acctt./DEO Gr. A to AAO	18
Asstt. Supervisor to Supervisor	19
DEO Gr. A to DEO Gr. B	06
MTS to Clerk	05
Sr.Acctt. to Asstt. Supervisor	07
Staff Car Driver GR-II to I	01
Steno Gr.-I to P.S.	01

**RETIREMENTS:** Following number of staff retired during the year 2022-23.

Designation	No. of Person
Sr. A.O.	04
AAO	11
Supervisor	18
Asstt. Supervisor	08
Sr. Accountant	26
Accountant	02
Clerk	01
MTS	07
Canteen Attendant	02
P.S.	01



**EXAMINATIONS:** Detail of examinations conducted during the year 2022-23.

.Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Departmental Exam for Accountants	Mar – 2022 August- 2022 Feb-2023	44 18 06	37 13 Result awaited
2	Typewriting Test for Serving Clerks	April – 2022 July -2022 October-2022 Jan-2023	01 04 08 07	NIL 00 01 01
3	Incentive Exam for Sr. Accountants	April – 2022	77	25
4	SAS (Civil Accounts/Audit) Exam-1 of 2022 SAS (Civil Accounts/Audit) Exam-2 of 2022	May- 2022 Dec-2022	129 80	23 18
5	Incentive Examination-1 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs Incentive Examination-2 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022 Dec-2022	66 56	30 14
6	CPD-I Examination-1 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs CPD-I Examination-2 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022 Dec-2022	46 53	09 09
7	CPD-II Examination-1 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs CPD-II Examination-2 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	May- 2022 Dec-2022	05 07	01 NIL
8	CPD-III Examination-2 of 2022 for Sr.AOs/Sr.DAOs/DAOs Gr.I/AAOs	Dec-2022	01	NIL
9	Self Learning Module Exam	July - 2022 Nov- 2022 Jan-2023	23 61 58	14 33 47
10	Centralized Training evaluation examination of AAOs for promotion as Sr. AOs	Sep- 2022	10	10
11	End of Training Examination of Sr.Acctt. for Promotion as Asstt. Supervisor	Dec-2022	196	102
12	SAS Preliminary Test Exam	Jan-2023	16	03

**DEPUTATIONS:** 03 AAOs, 01 Accountant were sent on deputation, 02 AAO & 01 DEO were repatriated to their parent office, 01 SR. A.O., 01 Senior Accountant, 01 Accountant & 01 DEO repatriated to this office, 02 AAO joined this office on deputation during the year 2022-23.

**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:

- 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 Un posted and Full Want/Part Want items”
  - “ E- inspection of Treasuries”
- During the year 2022-23 studies on the following topics have been completed. (A copy of the study is uploaded on the Office Intranet).
  - Right to Information Act -2005
  - Discrepancy on 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 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 during the year 2022-23. 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
		01.08.22	05.08.22	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/AOs. 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 17.10.22 13.02.23	30.04.22 23.07.22 22.10.22 18.02.23	03 02 02 02	Sr. AO/AAO Sr. AO/AAO 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 21.11.22	13.05.22 10.06.22 25.11.22	05 03 06	A.S./ Sr. Acctt. /Acctt./Clerk A.S./ Sr. Acctt. /Acctt./Clerk A.S./ Sr. Acctt. /Acctt./Clerk
7	Finance & Appropriation Accounts.	11.05.22 10.10.22	13.05.22 12.10.22	06 06	AAO/A.S./ Acctt./DEO 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 09.01.23	29.06.22 11.01.23	07 06	AAO/A.S./ Sr. Acctt. /Acctt./DEO A.S./ Sr. Acctt. /Acctt.
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 10.10.22 28.11.22	16-07-22 15.10.22 03.12.22	03 03 04	A.S./ Sr. Acctt. /Acctt./Clerk A.S./ Sr. Acctt. /Acctt./Clerk A.S./ Sr. Acctt. /Acctt./Clerk
12	GPF Module	06.08.22	17.08.22	10	Sr. Acctt./Acctt./Clerk
13	GASAB and Natural Resource Accounting	22.08.22	27.08.22	08	AAO/A.S./ Sr. Acctt./Steno /Acctt.
14	Workshop on Establishment and Administration	05.09.22	10.09.22	06	AAO/A.S./ Sr. Acctt. /Acctt./DEO
15	Introductory Course on Red Hat Linux Oracle 11g with Developer 11g.	19.09.22 <b>20.02.23</b>	29.09.22 <b>02.03.23</b>	10 10	AAO/A.S./ Sr. Acctt. /Acctt./DEO
16	All India Seminar on Government Accounting including GASAB & Accrual Accounting	26.09.22 13.02.23 <b>27.03.23</b>	29.09.22 14.02.23 <b>29.03.23</b>	05 10 02	Sr. AO/AAO/Supervisor/A.S.
17	Works and Forest Accounts.	09.11.22	11.11.22	03	Sr. Acctt./Acctt./Clerk
18	Audit of Procurement through GeM.	21.12.22	23.12.22	05	A.S./ Sr. Acctt. /Acctt./Clerk
19	Audit in IT Environment	<b>20.03.23</b>	<b>25.03.23</b>	05	Sr. AO/AAO/Supervisor/A.S

iv) Training at Other RTIs, iCISA, BPST etc: The Officers/ Officials for various General and EDP training programmes to be conducted at other RTIs, iCISA, BPST etc. are nominated as and when required.

#### **IV – TRAINING:**

The following Departmental and In-House Training programmes were conducted during the year 2022-23.

##### **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
	SAS Mains Exam Training-2023	<b>07-02-23</b>	<b>27-03-23</b>	15	
2	Training on Treasury Inspection 2022-23	22.06.22	06.07.22	25	AAO/ Supervisor./Sr.Acctt.
3	MTS Probation Completion 2022-23	25.07.22	10.08.22	06	MTS
4	Mandatory training for AAOs for promotion to the post of Sr.AO.	25.08.22	14.09.22	10	AAO
5	Training for Sr. Acctt. to the Promotion post of Asstt. Supervisor	14.11.22	29.11.22	196	Sr.Acctt.
6	SAS Pre. Exam Training-2023	03.01.23	10.01.23	16	SR. Acctt./Acctt./Asstt. Supervisor/DEO

##### **B – IN-HOUSE TRAINING COURSES:**

The following In-house Programmes were organized during the year 2022-23.

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 7	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
9	Right to Information Act-2005	03.08.22	04.08.22	2	10	10	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
10	Training for MTS and Clerical Staff	24.08.22	25.08.22	2	54	37	MTS
11	Précis Noting Drafting in Hindi & English	06.09.22	07.09.22	2	06	04	A.S./Sr.Acctt./Acctt./Clerk

12	Disciplinary Proceeding	27.09.22	28.09.22	2	08	07	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
13	Working of LA/Book © Section	11.10.22	12.10.22	2	08	07	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
14	Refresher Course for Fund Co-ordination	26.10.22	27.10.22	2	06	04	A.S./Sr.Acctt./Acctt./Clerk
15	Maintenance of Broad Sheet of HBA/MCA	09.11.22	10.11.22	2	08	07	A.S./Sr.Acctt./Acctt./Clerk
16	Working of WAD and Forest Co-ordination	26.11.22	27.11.22	2	05	10	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
17	Civil Accounts Manual	06.12.22	07.12.22	2	06	04	A.S./Sr.Acctt./Acctt./Clerk
18	Accounts at Glance (Finance Appropriation A/Cs)	28.12.22	29.12.22	2	08	07	A.S./Sr.Acctt./Acctt./DEO/ Clerk
19	Seniority & Promotion	04.01.23	05.01.23	2	06	04	A.S./Sr.Acctt./Acctt./Clerk
20	GST	18.01.23	19.01.23	2	05	05	AAO/ Supervisor/ A.S./ Sr.Acctt./Acctt./Clerk
21	Working of Budget & Deposit Section	22.02.23	23.02.23	02	13	02	A.S./Sr.Acctt./Acctt./ DEO/Clerk
22	Workshop of Suspense Clearance Case	02.03.23	03.03.23	02	06	04	A.S./Sr.Acctt./Acctt./Clerk
23	Motivation and Leadership in Human Resource Management	14.03.23	15.03.23	02	06	04	Sr.AO/AAO/Supervisor
24	GFR-2017	28.03.23	29.03.23	02	06	08	AAO/Supervisor/A.S./ Sr.Acctt./Acctt./Clerk

### C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted during the year 2022-23.

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
		06.10.22	07.10.22	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. AAO/Sup AS /Sr. Acctt./ Acctt./DEO
		30.08.22	31.08.22	01	06	04	
		13.09.22	14.09.22	01	06	04	
		19.10.22	20.10.22	01	06	04	
		02.11.22	03.11.22	01	06	04	
4	Training Special Course GPF Module	30.05.22	31.05.22	01	06	04	AAO/Sup.
		01.02.23	02.02.23	01	06	04	
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
		11.01.23	12.01.23	01	06	04	

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.
9	Training on Power Point	10.08.22 24.01.23	11.08.22 25.01.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
10	PFMS with Bhavishya and BEMS	21.09.22	22.09.22	01	06	04	AAO/Sup.
11	HBA/MCA Loan Module	29.11.22	30.11.22	01	06	04	AS /Sr. Acctt./ Acctt./DEO
12	Government e-portal for general awareness (GEM with GFR)	21.12.22	22.12.22	01	06	04	AAO/Sup.
13	Training on MS Office, Internet and E-mail	20.02.23	21.02.23	01	06	04	AS /Sr. Acctt./ Acctt./DEO
14	Training on MS Access	<b>13.03.23</b>	<b>14.03.23</b>	01	06	04	AS /Sr. Acctt./ Acctt./DEO
15	Training on GPF Module	<b>21.03.23</b>	<b>22.03.23</b>	01	06	04	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	TFT 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 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 during the year 2022-23 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	386
2	No. of Pensioners drawing pension from PAO	428
3	No. of bills including pension bills passed	8337
4	No. of GPF A/cs maintained	1472
5	Issue of Annual A/cs Slips	1590
6	No. of pension cases including family pension cases finalized	137
7	Maintenance of A/c of NPS Subscribers	735

##### **2) LONG TERM ADVANCES:**

<b>Broadsheet of long term advances</b>	<b>Number of loans sanctioned ( during the year 2022-23.)</b>	<b>Number of No dues certificates issued. (during the year 2022-23)</b>
House Building Advance	NIL	38
Other Motor Cycle Advance	NIL	02
Car Advance	NIL	NIL
Computer Advance	01	03

## 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 March 2023* is given below:

<b>1. VLC-EDP</b>	<b>Up to February 2023</b>
i) Treasury Vouchers	712860
ii) Transfer Entries	1002
iii) No. of CCOs operated in the month 02/2023	106
<b>2. Inward and Outward Settlement Accounts (AC)</b>	<b>Up to March 2023</b>
I) Inward Accounts	550
II) Outward Accounts	441
III) PLI Accounts	Nil
<b>3. Loan Accounts (LA)</b>	<b>Up to February 2023</b>
i) Loan accounts maintained	7214



**4. Personal Ledger Accounts (Deposit)****Up to March 2023**

- I) New PLA Nil  
 II) Renewals 04  
 III) **Adverse Balance Clearance (In Lakhs) February 2023**

Opening Balance	<b>179675.16</b>
Receipt	1018.47
Payment	13788.95
Closing Balance	<b>166904.68</b>

**5. Budget Section**

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2023-24 has been sent to U.P. 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.

**6. Book ©**

Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
March (Supl.)	30/06/2022	30/06/2022
April-2022	25/05/2022	24/05/2022
May-2022	25/06/2022	24/06/2022
June-2022	25/07/2022	22/07/2022
July- 2022	25/08/2022	25/08/2022
August-2022	25/09/2022	23/09/2022
September-2022	25/10/2022	21/10/2022
October-2022	25/11/2022	24/11/2022
November-2022	25/12/2022	23/12/2022
December-2022	25/01/2023	25/01/2023
January-2023	25/02/2023	22/02/2023
February-2023	25/03/2023	23/03/2023

**7. TM-I/RBD****8. Clearance and adjustment of outstanding differences up to February 2023**

Sl No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)

i	Adjusted by RBI	39	2.15	105	4.80
ii	Settled by AG(A&E)	146	36.30	142	81.41
	<b>Total</b>	<b>185</b>	<b>38.45</b>	<b>247</b>	<b>86.21</b>

**9. Treasury Inspection**

**up to March 2023**

- i) Number of Treasuries Inspected 82
- ii) Number of Sub-treasuries Inspected 177

**10. R.M.S. Group**

- i) Month up to which bundles sent to Record/Library 08/2021
- ii) Month up to which vouchers provided to Audit Parties 12/2022

**11. Report Section**

- (a) Monthly Report on expenditure to the State Government for the month of 02/2023 has been submitted on **23.03.2023** .
- (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 - 28.05.2022
- (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

**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	93	D.E.O. Gr B	1
Asstt. Accounts Officers	22	Accountants	25	Clerks	5
Supervisors	7	Steno Gr - B	1	MTS/R.K	13
Asstt. Supervisors	12	D.E.Os Gr A	3		

**Maintenance of GPF Accounts:-**

**i. No. of live Accounts**

AISPF	676
OTHER THAN AISPF	107264

**ii. Subscribers updated in Masters.**

AISPF	572 (100.00 %)
OTHER THAN AISPF	90338 (93.74 %)

**Status of Work**

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

Position regarding receipt and clearance of final payment cases *during* during the year 2022-23.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.03.2023
<b>2022-23</b>	258	7579	7479	358 cases were not due for disposal

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

Period	O.B.	Receipts	Settlement	C.B.
<i>Up to March 2023</i>	1093	9343	9536	900 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 during the year 2022-23 as follows:

	<b>Un posted credit</b>	<b>Un posted debit</b>	<b>Missing credit</b>
O.B. as on 01.04.2022	86145	NIL	210819
Addition	5859	01	43477
Clearance	24487	01	38872
C.B. as on 31.03.2023	67517	NIL	215424

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
2022-23	04	178	179	03

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

<b>Period</b>	<b>O.B.</b>	<b>Receipts</b>	<b>Settlement</b>	<b>C.B.</b>
2022-23	NIL	817	817	0

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

**Status of work:**

Sl. No.	Item	Status
1.	Number of ledger cards reviewed:- during the year 2022-23	64424
2.	Number of Service Books checked : during the year 2022-23	180
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 during the year 2022-23	
	No. of sections test checked by ITA	52
	No. of Paras initially issued	482
	No. of Paras settled after verification	344
	No. of Paras finally issued	138
6.	Honorarium Claims: during the year 2022-23	NIL
7.	Review of CAG cases during the year 2022-23	NIL
8.	Review of AG cases during the year 2022-23	NIL
9.	Review of DAG cases during the year 2022-23	NIL
10	Review of VFC cases during the year 2022-23	NIL
11	Review of IT Security	Completed
12	Report of ADAI	Completed
13	Half yearly Appraisal Report (10/2021 to 03/2022) & (04/2022 to 09/2022)	Completed

## CHAPTER VII

### IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

#### Inspection of sections for progressive use of Hindi:

- 30 Sections of office were inspected during the year 2022-23, for progressive use of Hindi in official working and on 21.11.2022, inspection report of five sections, on 08.12.2022, inspection report of five another sections and on 15.02.2023, inspection report of eight another sections and on 07.03.2023, inspection report of two another sections relating to implementation of Rajbhasha Hindi, was issued.
- **Meeting:**
  - Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** was held on respectively 19.04.2022, 18.07.2022, 19.10.2022 & 17.01.2023. Minutes of the meeting were released on 30.01.2023 and report sent to Headquarters' office on 16.08.2022, 20.10.2022, 25.01.2023 and compliance report was sent of Hqrs. on 30.01.2023.

#### Report:

- Six monthly Hindi Shikshan yojna figure sent to Rajbhasha Vibhag & Headquarters' on 27.04.2022 and 28.11.2022.
- 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, 28.07.2022. and 27.10.2022.
- Material for annual appraisal report sent to Headquarters' office on 02.05.2022.
- Six monthly and Annual Report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI on 14.09.2022 & 30.01.2023 respectively.

#### Programme for Hindi :

- Hindi Karyashala were organized respectively on 14.06.2022, 15.06.2022 & 08.09.2022 and four half days Karyashala were organized on 21.12.2022, 22.12.2022, 13.03.2023 & 14.03.2023.

#### Sangoshthi-

- Hindi Sangoshthi was organized on 28.03.2023.

#### Pakhwara

- Hindi Pakhwara was organized from 14.09.2022 to 29.09.2022 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 16<sup>th</sup> edition of 'Lekha Sangam' was released on 19.04.2022. and 17-18<sup>th</sup> Joint edition was released on 29.09.2022.

## 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.
- **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.
- A free **Covid-19** Booster Vaccination was conducted on 05.08.2022 in the office for the officers/ officials of A.G. I & A.G. II offices.
- A Seminar was organized by SBI on 15.09.2022, in which all female and male officials were given detailed information about financial planning and banking facilities.
- **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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