



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

For December- 2025

Office of the Accountant General (A. & E.) U.P.

Prayagraj

Chapter - I

Introduction

The Accountant General (A&E) U.P. has been entrusted with the following functions:

- i. Preparation of Annual Finance and Appropriation Accounts and its submission to the Government of Uttar Pradesh.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from 83 treasuries with various drawing and disbursing officers and its submission to Finance Department of the Government of Uttar Pradesh.
- iii. Maintenance of Provident Fund Accounts of 29 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 the office.
- x. **MEASURES TAKEN TO IMPROVE THE SERVICE TO STAKEHOLDERS –**
 - 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 the 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 2024-25 has been organized on 10.09.2025.

Chapter - II

Organizational Structure

Dr. Surendra Kumar is holding the charge of Accountant General in the office of the Accountant General (A. & E.) U.P., Prayagraj.

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

1. Administration & Treasury Accounts:

Shri Shailesh Kumar Agrawal, Sr. Dy. Accountant General is holding the charge of the Administration Group and Treasury Accounts Group.

2. Provident Fund:

Shri Vijay Singh Panwar, Dy. Accountant General is holding the charge of the Provident Fund Group.

3. Works & Pension:

Shri Rajendra Prasad, Sr. Dy. Accountant General is holding the charge of the Works and Pension Group.

4. D.A.C.C.

Shri Abhishek Kumar, Sr. Dy. Accountant General is holding the charge of D.A.C.C. (Divisional Accountant Cadre Control) 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 2024-25 along with the corresponding figure for the year 2025-26 (up to December, 2025) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the Financial year 2024-25 (in lakhs)		Expenditure incurred during the Financial Year 2025-26 up to December-2025 (in lakhs)	
		Budget	Actual	Budget	Actual
1.	Salaries	3832	3832	3513.04	2986.17
2.	Rewards	32.32	32.32	31.93	31.81
3.	MT Charges	178.86	178.86	190.71	190.00
4.	Allowances	2921.63	2921.63	2689.52	2422.40
5.	LTC	17.61	17.61	23.28	20.26
6.	DTE	144.70	144.70	154.65	151.75
7.	Foreign Travel Expenses	0	0	0	0
8.	Training Expenses	0	0	0	0
9.	Office expenses	415.64	415.64	330.77	312.46
10.	RRT	59.75	59.75	59.75	59.75
11.	Printing & Publication	10.34	10.34	6.09	3.51
12.	Rent for others	13.20	13.20	9.75	7.98
13.	Digital Equipment	8.30	8.30	2.61	2.03
14.	Fuels and Lubricants	0.13	0.13	0.09	0.06
15.	Advertising and Publicity	0.14	0.14	0.07	0.06
16.	Minor Civil and Electric Works	9.21	9.21	7.89	3.54
17.	Professional Services	6.11	6.11	4.36	4.36
18.	Repair and Maintenance	13	13	16.64	11.24
19.	Grant-in-Aid	0.53	0.53	44.86	44.34
20.	Contribution	0	0	0	0
21.	Other Revenue Expenditure	9.43	9.43	4.51	4.47
22.	Machinery and Equipment	7.07	7.07	30.66	30.66
23.	ICT	5.90	5.90	14.07	14.07
24.	Furniture and Fixtures	15.63	15.63	13.72	13.72
25.	Other Fixed Assets	0.25	0.25	0.20	0.15
26.	HBA	19	19	20.91	20.91
27.	MCA	0	0	0	0
28.	Computer Advance	1.5	1.5	2.5	2.0
TOTAL		7722.25	7722.25	7172.58	6337.70

Budget 2025-26 of erstwhile AG -II (before merger of AG-I & II)

Head	Budget in Rupees	Expenditure up to 12/2025 (in Rupees)
Salaries, wages & OTA	239034000	200828110
Rewards	2103410	2103400
Allowances	183442000	164112480
LTC	1133740	905850
DTE	4002000	3476790
Rents, Rates and taxes	0	0
Office Expenses	17599310	14445180
Total	447314460	385871810

STATEMENT-I
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.01.2026
NAME OF THE OFFICE: Office of the Accountant General (A&E), 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	51	0			51	33			33	-18		-18	On Deputation-01
Sr. AO (Ex-Cadre)	1				1	1			1	0		0	
AAO	182				182	162			162	-20		-20	On Deputation-09
AAO Ex cadre	1				1	0			0	-1		-1	
Supervisor	31				31	29			29	-2		-2	
Asstt. Supervisor	94				94	88			88	-6		-6	On Deputation-03
Sr. Accountant	188				188	244			244	56	26	82	Excess Interim SS in cadre of Sr. Accountant is 56. On deputation-01. 04 HIA for Jr. Translator, 04 for RCB&KI Prayagraj and 03 for Sr.AO & AAO (Legal), 15 posts for SAO/AAO in AG (E&RSA)UP, Lucknow
Accountant	313				313	190			190	-123	8	-115	On Deputation-03, 04 HIA for AD (OL), 04 HIA for SAO/AAO in AG (E&RSA) Lucknow
Sr.Acctt./Acctt. (iCISA)			8		8	1			1	-7		-7	
PS	1				1	1			1	0		0	
Stenographer-I	3				3	4			4	1		1	
Stenographer-II	4				4	5			5	1		1	
Welfare Assistant	2				2	2			2	0		0	
Staff Car Driver	1				1	2			2	1		1	
Clerk/Typist	67				67	36			36	-31		-31	On Deputation-02
Clerk(iCISA)			3		3	1			1	-2		-2	
DEO Gr A	8				8	8			8	0		0	
DEO Gr B	7				7	7			7	0		0	
Administrative Assistant	55				55	0			0	-55		-55	
Accounts Assistant Grade I	7				7	0			0	-7		-7	
Accounts Assistant Grade II	13				13	0			0	-13		-13	
Information System Manager Gr.II	2				2	0			0	-2		-2	
Information System Manager Grade.I	2				2	0			0	-2		-2	
Asstt. Director (OL)	1				1	2			2	1		1	
Jr. Hindi Translators	3				3	4			4	1		1	
Legal Assistant	2				2	2			2	0		0	
Multi Tasking Staff	195				195	72			72	-123		-123	
Multi Tasking Staff (RCB&KI, Prg.)			6		6	1			1	-5		-5	
Multi Tasking Staff (iCISA) Noida			5		5	4			4	-1		-1	
Total	1234		22		1256	899			899	-357	34	-323	

Note:

(1). Total 19 officers/officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.

(2) 34 Posts of Sr.Accountants/Accountants are kept in abeyance. 04 post for Hindi officer (now Assistant Director), 04 post for Jr. Translator, 04 for RCB & KI Prayagraj and 03 for Sr.AO/AAO (Legal). 19 posts for SrAO/AAO in AG(E&RSA) UP, Lucknow

(3) Consequent upon the merger, the revised sanctioned strength was conveyed vide HQrs' letter No. 1042/स्टाफ (एस एवं आर.)/सी.सी./83-2024 dated 15/12/2025. The sanctioned strength in the MTS cadre of RCB&KI, Prayagraj, and the sanctioned strength in the cadres of MTS, Sr. Acctt./Acctt., and Clerk of iCISA, Noida, as detailed in the separate sheet, have been incorporated into the statement as per the existing practice.

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.01.2026

NAME OF THE OFFICE : iCISA, Noida.

	Sanctioned Strength				Men in Position				Vacancy	Posts HIA	Net Vacancies	Remarks
	Permanent	Temporary	Casual Temporary ex-cadre	Total	Permanent	Temporary	Casual Temporary ex-cadre	Total	Total			
Sr.AO/AO			4	4			N.A.	N.A.				
AAO			4	4			N.A.	N.A.				
Sr.Acctt/Accountant			8	8	1		N.A.	1	-7		-7	
Clerk/Typist			3	3	1			1	-2		-2	
Private Secretary			1	1			N.A.	N.A.				
Stenographer			1	1			N.A.	N.A.				
Staff Car Driver			2	2			N.A.	N.A.				
Librarian			1	1			N.A.	N.A.				
MTS			5	5	4			4	-1		-1	
GRAND TOTAL	0	0	29	29	6	0	0	6				

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

	Sanctioned Strength				Men in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	
Data Manager	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.F	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.E	0	0	0	0	0	0	0	0	0	
Faculty (SO)	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.D	0	0	0	0	0	0	0	0	0	
Data Entry Operator Gr.B	5	0	0	5	5	0	0	5	0	
Data Entry Operator Gr.A	2	0	0	2	2	0	0	2	0	
TOTAL	7	0	0	7	7	0	0	7	0	

STATEMENT –III**NAME OF THE OFFICE: Office of the Accountant General (A&E), 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	0	0	1	0	0	0	0	-1	
Asstt. Manager cum Store Keeper	1	0	0	1	0	0	0	0	-1	
Halwai-cum-Cook	2	0	0	2	0	0	0	0	-2	
Clerk	3	0	0	3	0	0	0	0	-3	
Asstt.Halwai cum Cook	2	0	0	2	0	0	0	0	-2	
Canteen Attendant	11	0	0	11	1	0	0	1	-10	
TOTAL	20	0	0	20	1	0	0	1	-19	

II- PERSONNEL:

The position of various reserve category staff in Group 'C' as on 31.12.2025 and the number of staff recruited upto **December, 2025** is as follows:

Category	Total Number as on 31.12.2025	Number of employees recruited upto December, 2025
	Group 'C' *	Group 'C'
Scheduled Caste	73	00
Scheduled Tribe	06	00
Other Backward Class	134	00
Physically Handicapped	14	00
Ex-Servicemen	10	00

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

RECRUITMENT:

No recruitment was made upto **December, 2025**.

PROMOTIONS: Following promotion was made upto **December, 2025**.

Designation	No. of Person
Acctt. to AAO	03
Sr. Acctt. to Asstt. Supervisor	16
Asstt. Supv to Supervisor	11
MTS to Acctt.	03
Clerk to Acctt	03
Sr. Accountant to AAO	01
MTS to clerk	01

RETIREMENTS/Death/VRS/CRS: Following number of staff retired/died/VRS/CRS upto **December, 2025**.

Designation	No. of Person
Sr. A.O.	07
AAO	01
Supervisor	13
Sr. Acctt.	18
Accountant	01
Assistant Supervisor	09
MTS	06
P.S.	01

RESIGNATION:

01 Accountant was relieved from the office on technical resignation upto December, 2025.

EXAMINATIONS: Detail of examinations conducted during the year 2025-26 up to December, 2025 and the number of persons who appeared and were declared successful are given below:

Sl. No.	Name of Examination	Held in	Appeared/ Applied	Passed
1	End of training exam for AAOs for promotion to the post of SAOs	08.04.2025	05/05	02*
2	Typewriting Test for Serving Clerks	21.04.2025	01/01	Nil
		18.07.2025	03/03	02
		30.10.2025	01/01	00
3	Self-Learning Module Exam	22.04.2025	17/20	16
		25.07.2025	17/17	15
		31.10.2025	12/15	12
4	Incentive Exam for Sr. Accountants	29.04.2025	38/42	NIL
5	SAS/IE/CPD-I, II, III	20.05.2025 to 26.05.2025	131/137	65
6	Departmental Exam for Accountants	21.08.2025 to 22.08.2025	47/48	17
7	Departmental Exam for MTS	15.09.2025 to 16.09.2025	01/01	01
8	Departmental Exam for Stenographers (Speed Test)	24.09.2025	01/01	00
9	End of Training Exam of Sr Accountants for promotion as Assistant Supervisor, Oct-2025	08.10.2025	147/167	102

* Two candidates of this office, have passed and answersheets of 03 others (deputationists) have been forwarded to their parent offices.

DEPUTATIONS:

- 4 AAO, 1 Sr. Accountant, 1 DEO Gr.B and 2 Steno Gr.II were repatriated back to their parent office upto the month of December-2025.
- 1 Steno Gr.I & 02 Sr. Accountants were repatriated back to this office in month of December 2025.
- 1 Sr. A.O. went on deputation to RCBKI, Prayagraj upto the month December 2025.
- 1 Sr. A.O. was repatriated back to this office from RCBKI, Prayagraj upto the month December 2025.
- 02 AAO joined this office on deputation upto December 2025.

SMALL SAVINGS : No deposit of RD upto December **2025**.

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 2024-25 & Upto November-2025 (for 2025-26) 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 2024-25, studies on the following topic have been completed (A copy of the study is uploaded on the Office Intranet).

* **“Scrutiny on Budget”**

For 2025-26 study is being conducted on the topic “ Validation of Vouchers”.

ii) Revision of Manuals:

The section coordinates the works relating to revision of manuals, their digitization and preparation of their diglot versions.

All manuals have been uploaded on office’s Intranet in diglots.

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 December, 2025* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Course on e-Office with eHRMS	07.04.25	09.04.25	04	Sr. Acctt./ Acctt./ DEO
2	OIOS	28.04.25	30.04.25	02	AAO
		14.05.25	16.05.25	02	
3	Suspense Accounts, Transfer entries, Book (C) & Misc. issues	28.05.25	30.05.25	05	AAO/ Asstt. Sup./Acctt.
4	Seminar on Right to Information Act	02.06.25	03.06.25	03	AAO/Sr.Acctt.
5	Course on Data analytics IDEA & Tableau	16.06.25	20.06.25	04	AAO/Acctt/Clerk
6	Course on Government Accounting	17.06.25	20.06.25	05	AAO/Acctt
7	Course on PFMS, IFMS & iBEMS	25.06.25	27.06.25	03	AAO/Sr.Acctt.
8	Six-week Induction Training for Newly Promoted AAOs / Supervisors & DRAAOs	30.06.25	08.08.25	03	AAO/Supervisor
9	Voucher Level Computerization	21.07.25	22.07.25	02	Sr.Acctt/Acctt.
10	Principals of Networking, Internet & Network security.	21.07.25	25.07.25	03	Sr.Acctt/Acctt.
11	Government Finance & Audit including	11.08.25	14.08.25	02	SAO/AAO

	GASAB				
12	Workshop on IT Audit & IDEA	18.08.25	22.08.25	02	Acctt./ DEO Gr B
13	Induction Training for SAS passed AAOs/ Supervisors	18.08.25	26.09.25	03	AAO/Supervisor
14	Data Visualisation and Tableau	25.08.25	27.08.25	01	AAO
15	Online Training on GASAB	22.09.25	25.09.25	03	AAO/Sr.Acctt.
16	IDEA, Tableau and Excel	22.09.25	26.09.25	02	AAO/Acctt.
17	Training course on Power BI	13.10.25	15.10.25	03	Accountants
18	Training course on FLY-pro	13.10.25	14.10.25	05	AAO
19	Course on AI	12.11.25	14.11.25	02	AAO/Acctt.
20	Course on PFMS, IFMS and iBEMS	19.11.25	21.11.25	02	Sr. Acctt./ Acctt.
21	Course on Software in Govt Accounts (Treasury and other Softwares) and Treasury Inspection	24.11.25	28.11.25	05	AAO/Sr. Acctt./Acctt.
22	All India Seminar on Govt Finance and Audit including GASAB	01.12.25	04.12.25	05	SAO/AAO
23	Administrative Issues	08.12.25	09.12.25	04	AAO/Sr. Acctt./Acctt.
24	Course on Database concepts and Oracle	08.12.25	12.12.25	09	Asstt.Sup./Sr. cctt./Acctt./DEO
25	Course on Python	15.12.25	17.12.25	02	AAO

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

IV – TRAINING:

The following Departmental and In-house Training programmes were conducted up to December 2025:

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the course	Period		No. of person		Level of participation
		From	To	AG-I	AG-II	
1	Training for Treasury Inspection	15.05.25	30.05.25	11	05	SAO/AAO/Sup./Asstt.Sup./Sr. Acctt./Acctt.
2	Probation Completion Training for newly appointed MTS staff	19.08.25	03.09.25	04	02	MTS
3	Training for Promotion to the post of Assistant Supervisor	11.09.25	26.09.25	87	41	Sr. Accountants
4	Training for AAOs for promotion to the post of SAOs	06.11.25	26.11.25	15	07	AAOs
5	SAS Mains Training on revised syllabus	18.11.25	19.12.25	09	08	AAO/Sup/A.S./Sr. Acctt./Acctt.

B – IN-HOUSE TRAINING COURSES

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	21.04.25	22.04.25	02	06	04	Asstt. Supervisor/Sr Acctt./Acctt./DEO/Clerk
2	Disciplinary proceedings & Vigilance cases	28.04.25	29.04.25	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/Clerk
3	Working of Pension Coordination	07.05.25	08.05.25	02	06	04	Asst.Sup./ Sr. Acctt./ Acctt./DEO/Clerk/MTS
4	Office Procedure (As per HQ's instructions)	19.05.25	20.05.25	02	06	04	Asst.Sup./Sr. Acctt./ Acctt./DEO/Clerk/MTS
5	Training on e-HRMS & e-Office	06.05.25	07.05.25	02	06	04	AAO/Sup./Asst.Sup./Sr. Acctt./ Acctt./DEO/Clerk/MTS
6	Working of AC and RBD	09.06.25	11.06.25	03	13	02	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/ MTS
7	Training on VLC	19.06.25	20.06.25	02	10	05	AS/Sr Acctt./Acctt./DEO/ MTS
8	Working of PC & GD	23.06.25	24.06.25	02	06	04	AAO/Supervisor/AS/Sr Acctt./Acctt./DEO/ MTS
9	iGOT & Swayam Portal Related Training	24.06.25	24.06.25	01	108	72	SrAOs/AAO
10	Training on MS Excess	03.07.25	04.07.25	02	09	03	AS/Sr Acctt./Acctt./DEO/ MTS
11	Audit of Vouchers and sanction in TAD	07.07.25	08.07.25	02	10	05	AS/Sr Acctt./Acctt./DEO/ MTS
12	Training on NPS & UPS	24.07.25	25.07.25	02	04	06	AS/Sr Acctt./Acctt./DEO/ MTS
13	Workflow of TAD Co-ordination	12.08.25	13.08.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
14	Training of MTS and Clerical staff	25.08.25	26.08.25	02	06	04	AS/Sr Acctt./Acctt./DEO/ MTS
15	Bhavishya with BEMS	05.08.25	06.08.25	02	09	03	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
16	Training on Reserve Funds, Sinking Funds, Road Safety Funds and National Disaster Funds	08.09.25	09.09.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
17	Training on Precis, Noting and Drafting	18.09.25	19.09.25	02	08	04	AS/Sr Acctt./Acctt./DEO/ MTS
18	Training on APAR	25.09.25	26.09.25	02	06	04	SAO/AAO/AS/Sr Acctt./Acctt./DEO/ MTS
19	Training on Report section and LA/Book (C) section	13.10.25	14.10.25	02	09	03	AS/Sr Acctt./Acctt./DEO/ MTS
20	Training on Receipt and Payment Rules 1983	29.10.25	30.10.25	02	06	04	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
21	Workshop on correction of classification	20.11.25	24.11.25	03	10	05	AAO/AS/Sr Acctt./Acctt./DEO/ MTS
22	HBA/MCA Loan Module	27.11.25	28.11.25	02	06	04	A.S./Sr Acctt./Acctt./DEO/ MTS
23	Training on Ethics	09.12.25	10.12.25	02	10*		AAO/AS/Sr Acctt./Acctt./DEO/ MTS
24	Working of WAD and Forest Co-ordination	18.12.25	19.12.25	02	10*		AS/Sr Acctt./Acctt./DEO/ MTS

- *AG -I & AG-II have been merged.

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	38
2	Computer	1100
3	Monitor	14
4	Printers	221
5	UPS	762
6	Scanner/Bar Code Scanner	68
7	Laptop	239
8	Projector	04

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

1. Annual maintenance of Computer hardware and networking is being done by 3rd party vendor.
2. Maintenance of web-based Inventory of software & Computer hardware.
3. 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 on day-to-basis.
4. Diary & Dispatch software developed in-house has since been implemented successfully and working in all section of this office.
5. Composite website, SMS Services & I.T. Security related matters are also dealt with.
6. Change management related to VLC & GPF.
7. Procurement of computer hardware, networking etc.
8. Implementation of e-office 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 Decemember, 2025* 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	475
2	No. of Pensioners drawing pension from PAO	372
3	No. of bills including pension bills passed	6631
4	No. of GPF A/Cs maintained	1114
5	Issue of Annual A/Cs Slips	NIL
6	No. of pension cases including family pension cases finalized	115
7	Maintenance of A/c of NPS subscribers	774
8	Maintenance of A/c of UPS subscribers	151

2) LONG TERM ADVANCES:

Broadsheet of long-term advances	Number of loans sanctioned during FY 2025-26 (upto December, 2025)	Number of 'No dues Certificates issued during FY 2025-26 (upto December, 2025)
House Building Advance	01	18
Other Motorcycle Advance	NIL	NIL
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 accounts through various DDOs are furnished as initial accounts by 83 treasuries. 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 **December 2025** is given below:

1. VLC-EDP	Upto November, 2025
i) Treasury Vouchers	951181
ii) Transfer Entries	2333
2. Inward and Outward Settlement Accounts (AC)	Upto December, 2025
I) Inward Accounts	560
II) Outward Accounts	295
3. Loan Accounts (LA)	upto Novemer, 2025
i) Loan accounts maintained	9270
4. Personal Ledger Accounts (Deposit)	Upto December, 2025

- I) New PLA Nil
 II) Renewals 04
 III) **Adverse Balance Clearance (In Lakhs) November, 2025**

Opening Balance (as on 01.11.2025)	3,35,975.15
Receipt	33,288.91
Payment	22,178.32
Closing Balance (as on 30.11.2025)	3,47,085.74

5. Budget Section

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2025-26 has been sent to State Government on 26.03.2025.
- ii) Budget Estimates - Budget Estimates for the Financial Year 2025-26 have been sent to State Government on 24.01.2025.
- iii) Actuals - Actuals for the year 2024-25 have been sent to State Government on 17.10.2025.

Book (C) Monthly Civil Accounts submitted to State Government:

Month of Account	Due Date of Submission	Date of Submission
March – 2025 (Pre)	09/05/2025	06/05/2025
April-2025	25/05/2025	15/05/2025
May-2025	25/06/2025	14/06/2025
March(S)-2025	30/06/2025	27/06/2025
June-2025	25/07/2025	15/07/2025
July- 2025	25/08/2025	14/08/2025
August-2025	25/09/2025	15/09/2025
September-2025	25/10/2025	13/10/2025
October-2025	25/11/2025	13/11/2025
November - 2025	25/12/2025	10/12/2025

6. TM-I/RBD

Clearance and adjustment of outstanding differences **upto November, 2025.**

SI No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
I	Adjusted by RBI	-6	-0.01	199	2.62
II	Settled by AG(A&E)	40	76.20	56	70.30
	Total	34	76.19	255	72.92

7. Treasury Inspection	upto December, 2025
i) Number of Treasuries Inspected	64
ii) Number of Sub-treasuries Inspected	131

8. R.M.S. Group	
i) Month upto which bundles sent to Record/Library	06/2024
ii) Month upto which vouchers provided to Audit Parties	08/2025

9. Report Section

(a) Monthly Report on expenditure of the State Government for the month of **November, 2025** has been sent on 18.12.2025.

(b) Finance & Appropriation Accounts for the year 2024-25

- | | | |
|---|---|------------|
| i) Signed by C. & A.G. on | - | 16.12.2025 |
| ii) Presented to the State Legislature on | - | 24.12.2025 |

(c) Accounts at a Glance for the year 2024-25

- | | | |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on | - | 17.12.2025 |
| ii) Sent to the State Government on | - | 19.12.2025 |

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 **41** regular sections.

Strength:

Sr. Accounts Officers	08	Asstt. Supervisor	28	D.E.O. Gr A	02
Asstt. Accounts Officers	55	Sr. Accountants	107	MTS/R.K.	15
Supervisors	07	Accountants	59	Steno	01
D.E.O. Gr B	01	Clerks	09		

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISPF	521
OTHER THAN AISPF	134987

ii. Subscribers updated in Masters

AISPF	521 (100%)
OTHER THAN AISPF	128697 (95.34%)

Status of Work

1. (A) Final Payment Cases: -

Position regarding receipt and clearance of final payment cases upto **December, 2025**.

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.12.2025
Upto December, 2025	983	10731	10921	793 cases were not due for disposal

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B. as on 31.12.2025
Upto December, 2025	790	6408	5662	1536 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 up to **December, 2025** as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2025	61139	NIL	253340
Addition	13	09	32437
Clearance	9217	09	85668
C.B. as on 31.12.2025	51935	Nil	200109

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

Period	O.B.	Receipts	Settlement	C.B.
upto December, 2025	02	94	88	08

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
upto December, 2025	Nil	1001	999	02

CHAPTER VI

WORKS

Accounting Functions of Works Group

Work (Accounts) Group, consisting of 09 sections, function under overall supervision and guidance of a Group Officer designated as Deputy Accountant General (Works). Basic functions of this group are as under:-

1. Scrutiny of initial Accounts received from Divisional Offices under the Departments of Public Works, Irrigation, Minor Irrigation, Rural Engineering Department and Ground Water of the State of Uttar Pradesh.
2. Preparation of data sheets (month wise and division wise) and their posting on computer.
3. Quarterly reconciliation of accounts with the figures of Division.
4. Maintenance of various works Broadsheets.
5. Preparation of the statements of the Finance and Appropriation Accounts of the Departments of Public Works and Irrigation.
6. Monthly Account Details are uploaded on website w.e.f. 04/2015. This information is communicated to all concerned Secretaries & Divisional Officers.

D.A.C.C. Group- The Group consist of 02 sections and currently functions under Sr. D.A.G. It deals with cadre management of DA(s)/DAO(s), finalization of their personal claims and imparting training to newly recruited Divisional Accountants (Probationers).

Works Coordination Cell (WC Cell): is the coordinating section of the Works Group. The section is responsible for deployment of personnel and intersectional transfer within wing. The section submits various Returns/Reports due to TM section of TAD and Administration section of the office on due dates. It also prepares Annual Review of the Wing. Annual Review Report for the **year 2023-24** has been uploaded by the Computer/Cell Section on erstwhile Office website. The section collects information regarding points to be raised in High Power Committee meetings held from time to time.

Efforts are made to improve the quality of accounts. W.C. Cell issues office orders/ instructions to sections concerned from time to time to keep watch over quality of compiled accounts received from divisions.

This section compiles M.I.S. report incorporating various deficiencies/ shortcomings noticed in the divisional compiled accounts to be sent to respective Finance Controllers, HODs and Secretaries, with a request to issue appropriate directions to their subordinates in relation to improvements in accounts.

Book (Works) / F&A section: keeps watch over expenditure incurred and sends monthly appropriation along with comments regarding excess expenditure,(-) expenditure, expenditure without budget to the departmental Pr. Secretaries and HODs. Other works include Budget review in respect of Works Wing.

Works Accounts Sections: At present there are 6 Works Accounts sections i.e. WA-1 to WA-6, in the coordination. These sections are responsible for scrutiny of the compiled monthly Accounts and their posting on the VLC system received from **736 Engineering**

Divisions (detailed below) and 124 forest divisions of the State of Uttar Pradesh at present. W.A sections also carry out Quarterly reconciliation of figures with Divisional Officers.

These sections also maintain Works Broadsheets viz. Public Works Remittance (Head-1, Head-2) Public Works Deposit, MPSSA, CSSA etc., to monitor the clearance of outstanding balances and carry out correspondence related thereto, prepare reports/provide information related to the Broadsheets.

Account upto 11/2025 has been completed.

Department-wise position of Divisions rendering accounts is as under:-

	Departments	Number of divisions rendering compiled accounts
(i)	Public Works	244
(ii)	Irrigation	367
(iii)	Rural Engineering Deptt.	75
(iv)	Minor Irrigation	37
(v)	Ground Water	13
Total		736
Forest		124
Grand Total		860

The cadre of Divisional Accountants/DAO(s) is managed by WM-1 Section. The section, in addition to transfer and posting of DA(s) also deals with their promotion to higher grades, confirmation on the post of DA, Disciplinary cases and complaints against DA(s)/DAO(s). The gradation list of the incumbents of the DA's Cadre is updated and compiled by the section. Personal claims of DA(s)/DAO(s) are promptly finalized by the WM-2 section.

The grade-wise and category wise incumbents in the cadre of DA(s) as on 01.01.2026 was as under:-

Cadre		ss	PIP	Male	Female	UR	EWS	SC	ST	OB C	Ex Ser	OH	VH	HH
1	Sr.DAO	109	74	73	01	51	NIL	16	07	NIL	NIL	04(UR) 01 (ST)	NIL	NIL
2	DAO Grade-1	182	172	168	04	83	NIL	36	13	40	NIL	02(OBC)	NIL	NIL

3	DAO Grade-2	182	171	164	07	89	NIL	24	06	52	04	03(UR 03(OB C)	01 (OBC)	02(U R)
4	DA	255	203	189	14	84	17	25	07	70	01(U R)	03(OBC) 03(UR)	NIL	01(OB C) 01(U R)
	DA (Probati on ers)		41	39	02	09	05	10	09	08	NIL	01(UR)	Nil	Nil
Total		728	661	633	28	316	22	111	42	170	05	20	01	04

CHAPTER VII

PENSION

1. The U.P. Govt. has taken over the work related to Pension of State Govt. Employees w.e.f 30/09/1988. However, the revision of pension, family pension and other related misc. work of those State Govt. employees who have retired/died prior to 30/09/1988 are still being done by this office.
2. Though Though the Central Govt. has transferred the Pension work relating to Central Employees to Central Pay and Accounts Office from 01/01/1990, but still the issue of the Payment Authorities in r/o Pension Revision, Family Pension, Commutation, Ex-Gratia Allowance of Burma Civil Pensioners are still being carried out by this office i.e. by Accountant General (A6<E)-II, U.P. Prayagraj.
3. After the implementation of Pay Revision w.e.f. 01/01/1986 by the State Govt., keeping view the requirement of revision, the revision work of Pension, Family Pension revision of pension of death cases and revision of Gratuity of those employees who retired/died after 01/01/1986, but before 30/09/1988, are still being carried out by this office, after receiving the Pension papers from the concerned department.
4. The pension payment authority issued to all the Treasuries of U.P. including those pensioners of U.P. Govt., who want to draw pension from other states, the Special Seal Authority is still being issued by this office to concerned Accountant General Office of that state. Similarly, the govt. employees of other state who want to draw pension from U.P., the Authority is being issued to concerned treasuries by this office on the basis of Special Seal Authority. The other state pensioners drawing pension from various treasuries of U.P., the Accountant General Office (A6<E)-II, U.P., Prayagraj, also undertakes the work of issuing orders from time to time regarding enhancement of Dearness relief on pension to all the Treasuries of U.P.
5. Settlement of Pension Cases during the m/o December-25 is as given below:

YEAR	BALANCE OPENING	RECEIPT DURING THE MONTH 11/25	SETTLEMENT DURING THE MONTH 12/25	BALANCE CLOSING
2025- 26	00	17	17	00

6. Legal Cell Section has been established for settlement of legal notices and court cases in respect of Pension of retired State Govt. employees. Settlement of Pension Revision Cases, Authority Letter under Special Seal received from Accountants Generals of other State, Complaint Cases received from Head Quarter, Legal Notices and Court Case during the m/o 11/2025 are as under :-

CATEGORY	OPENING BALANCE	RECEIPT DURING 11/25	SETTLEMENT DURING THE MONTH of	CLOSING BALANCE
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			12/2025	
Revision Cases	00	02	02	00
Special Seal Authorities received from other AGs	00	55	55	00
Complaint cases Received from CAG office.	00	00	00	00
Authority issued by Pension Central	00	03	03	00
GO, CPC Notice	00	00	00	00
Writ Petition & Court Cases	00	01	01	00

**CHAPTER VIII
INSPECTION UNIT**

Status of work:

Sl. No.	Item	Month	Status
1.	Triennial Review: Number of ledger cards reviewed upto	12/2025	About 24,192 ledger cards were reviewed upto the month of December, 2025.
2.	Number of Service Books checked upto	12/2025	117
3.	Test Audit of Sections conducted upto	12/2025	33
4.	No. of Paras initially issued upto	12/2025	359
5.	No. of Paras settled upto	12/2025	206
6.	No. of Paras finally issued upto	12/2025	153
7.	Checking of K.R.A./ K.F.A. Report of T.A.D. & Fund Co-ordination for the quarter ending upto June, 2025	07/2025	Checked the K.R.A. / K.F.A. Report of T.A.D. & Fund Co-ordination in due time and report sent.
8.	Checking of Consolidated Agreement Report upto the month of 09/2025	12/2025	Checked the Consolidated Agreement Report in time and related report was sent back.
9.	Checking the Monthly Key Indicator of upto November 2025 (including March 2025 Supp.)	12/2025	Checked the Monthly Key indicator of upto November 2025 (including March 2025 Supp.) in due time and report sent to Book (C) section.
10.	Checking of Complaint cases pending for more than six months for the period upto November, 2025	12/2025	Report related to checking CAG complaint cases pending for more than six months submitted to Accountant General.
11.	Review of quarterly data on revenue and capital expenditure for quality improvement in GDP estimates for the quarter ending June 2025.	07/2025	The referenced report was reviewed, and its report was sent in due time.
12.	Review of expenditure of more than Rs. 50,000/- (on any single item) received from ITCG section.	07/2025	Review of expenditure was done and the report submitted to Accountant General.
13.	Report of expenditure of more than Rs. 50,000/- in the month of March 2025 received in ITA from GD (Main) section for	05/2025	The received report was reviewed and its report submitted to Accountant General.

	review.		
14.	Received "DRAFT NOTES TO FINANCE ACCOUNTS 2024-25" for checking.	05/2025	Checking of Notes received from Report Section was done and returned in due time.
15.	File related to payment made to counsels by office received from Legal (Fund) and Legal (Admin) for checking.	11/2025	File related to payment was checked and submitted in time.
16.	Checking of Annual GPF Account Slip for 2024-25 after Account closing.	06/2025	In the month of June 2025, account slips related to various subscribers of different GPF series were checked, and the objections were sent to the DBA section.
17.	Checking of a total of 589 JEs received from TAD Cord.	10/2025	After checking the JEs received , the related report was sent to concerned section for further action.
18.	Checking of Draft Gradation List (As on 01.03.2025)	07/2025	As per the records provided by the Admn. Section, the draft Gradation list was examined, and the letter regarding discrepancies was sent to Admn. section in time.
19.	Checking of the grants/statements/ appendices related to the draft Finance and Appropriation Accounts.	07/2025	The grants/statements/appendices, etc. received in the Section were checked within the prescribed time, and the information was sent.
20.	Checking of R.O.B. (Follow-up) 2023-24. Received ROB (Main) Report 2024-25 from Book Civil for Review.	12/2025	The referenced report was reviewed, and its report was sent in due time.
21.	Checking of the bills relating to medical treatment provided in emergency cases by various CGHS-empanelled hospitals as ordered by A.G.	07/2025	The bills were reviewed according to CGHS rates, and a letter relating to the discrepancies noticed was sent to the PC Section.
22.	Review of expenditure of more than Rs. 50,000/- on AMC received from ITCG section.	08/2025	Review of expenditure was done and the report submitted to Accountant General.
23	Checking of two medical bills was done.	08/2025	After checking both bills, the related report was sent to PC section for further action.
24	Checking of 10 medical bills of CGHS empaneled hospitals done upto December 2025	12/2025	After checking the bills, the report was sent to PC section for further action.
25	Received "Accounts at a Glance" 2024-25 from Report Section.	12/2025	Quick vetting of Accounts at a Glance 2024-25 was done and report sent.

CHAPTER IX
IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi:

Meeting:

- Minutes of meeting related to Official Language Implementation Committee was sent to all the members on 28.04.2025, 20.08.2025 and 31.10.2025.
- Meeting related to Official Language Implementation Committee was held on 29.07.2025 & 17.10.2025.

Report:

- Quarterly report related to the progressive use of official language Hindi was sent to Headquarters on 28.04.2025, 13.08.2025 & 30.10.2025.
- Compliance report related to Official Language Implementation Committee was sent to the Headquarters on 28.04.2025.
- Personal contact program related to Hindi word processing / Hindi typing was organized from 14.05.2025 to 16.05.2025. Hindi word processing /typing Test was conducted on 08.07.2025.
- Information regarding input related to official language of performance report 2024-2025 was sent to the Headquarters on 15.05.2025.
- Information related to the meeting was sent to TOLIC, Allahabad on 20.05.2025.
- Accountant General participated in the half-yearly meeting of TOLIC on 21.05.2025 and 23.09.2025. Half yearly and annual reports of TOLIC were sent on 04.09.2025.
- Letter related to Hindi workshop was sent to Regional Capacity Building & Knowledge Institute, Prayagraj on 29.05.2025. Hindi workshop was organized on 19.06.2025 and 26.09.2025 and from 10.12.2025 to 11.12.2025.
- 11 personnel (06 & 05 respectively) from the office received training in Intensive Hindi Workshop organized by Central Hindi Training Institute from 07.06.2025 to 11.06.2025 & 21.06.2025 to 25.06.2025.
- On 23.07.2025, an Antakshari competition was jointly organized by AG-I and AG-II.
- A meeting was held regarding the organization of Hindi Pakhwada 2025 on 14.08.2025. Various competitions were organized during Hindi Pakhwada 2025 in September. Closing ceremony and Kavi Sammelan was organized on 29.09.2025.
- Under the roll-out of Bhashini, in the field offices of the IA&AD, a workshop was organized by DIBD on 25.11.2025 in which All personnel of Rajbhasha as well as Group Officer of Admin participated.
- Report pertaining to Review of Complaint cases sent on 03.12.2025.

Translation work :

- Translation related works received from various sections were completed.

Lekha Sangam:

- 24th edition of Official Language Magazine 'Lekha Sangam' was sent to all offices on 28.04.2025.
- Notice was issued for the 25th issue of Rajbhasha magazine Lekha Sanga on 29.04.2025. 25th Issue of "Lekha Sangam" magazine was released on 29.09.2025. Information regarding publication of 26th issue of the official magazine "Lekha Sangam" was sent to all section on 15.10.2025.

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CHAPTER X 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.
- The work of on-site verification of officials / employees and their family members who are admitted to the CGHS contracted hospitals of city in emergency is done by the Welfare section. Number of such type of verifications upto December 2025 is 211.
- Free health awareness camp by Medanta Hospital was organized in the office premises on **08.05.2025** under welfare activities. Blood donation camp was organized in the office premises on 09.09.2025 by Beli Hospital.
- In case of sudden demise of any officer / employee of the office, immediate assistance of Rs. 25000/- is provided to the family and a condolence is conducted in the office premises by the welfare.
- Farewell ceremony of retired employees was organized by welfare section.
- Financial awareness camp was organized in the office premises for outsourced staff by Bank of Maharashtra on 18.09.2025.
- In cases of compassionate appointment, correspondence / on-site verification is being done by the Welfare Section and the report is being sent to the Administration Section.

- A Gym is being operated inside the office premises for better health of the officers / employees of the office, by the Welfare Section.
- Organized a Yoga Camp in recreation club on International Yoga Day i.e. 21.06.2025.
- Kopal Shishu Sadan is being run by Welfare Section inside the office premises for the care of upto 06 years old children of officers / employees of the office.
- A camp was organized on 19.12.2025 in the office premises by State Bank of India.

HOUSE ALLOTMENT:

- Work related to allotment of Govt accommodation and Holiday Home is being done by the section.

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