

Date 18/02/2020 :03:54:41
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Progressive Monthly Expenditure Report For Month: January and Year: 2019-2020

OFFICE / DDO NAME :- PAG (AE), Uttarakhand, Dehradun
PAY & ACCOUNTS OFFICE :- PAO, O/O THE PR. AG (A&E) UTTARAKHAND, DEHRADUN

Standard Numeric Codes	Head, Subhead and other Details	Budget Estimates	Additional Budget Allotted	Net Allotted Budget as on Date	Total Net Expenditure	Available DDO Budget
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MH: 2016

Group A

0 0 0 1	Salaries					
	Pay of Officers	3187.00	668.00	3855.00	3859.10	-4.10
	Grade pay of Officers	0.00	0.00	0.00	0.00	0.00
	Leave Encashment (LTC)	0.00	0.00	0.00	0.00	0.00
	Arrears	0.00	0.00	0.00	0.00	0.00
	Dearness/Foreign Allowance	409.00	181.00	589.80	590.38	-0.58
	Other Allowances					
	House Rent Allowances	396.00	0.00	396.00	344.64	51.36
	Honorarium	3.00	0.00	3.00	1.62	1.38
	Children Education allowance	0.00	54.00	54.00	54.00	0.00
	Leave Travel concession	100.00	0.00	100.00	0.00	100.00
	Transport Allowance	11.00	68.40	79.40	72.00	7.40
	Dearness Allowances on T.A	1.00	16.20	13.80	11.38	2.42
	Any other Allowances	0.00	0.00	0.00	0.00	0.00
	Other Allowances Total	511.00	138.60	646.20	483.63	162.57
	Salaries Total	4107.00	987.60	5091.00	4933.12	157.88
0 0 0 6	Medical Treatment	15.00	0.00	15.00	10.96	4.04
0 0 1 1	Domestic Travel Expenses	100.00	300.00	400.00	333.74	66.27
0 0 1 2	Foreign Travel Expenses	0.00	0.00	0.00	0.00	0.00
	Group A Total	4222.00	1287.60	5506.00	5277.81	228.19

MH: 2016

Group B

0001	Salaries					
	Pay of Officers	42655.00	0.00	42655.00	38476.69	4178.31
	Grade pay of Officers	0.00	0.00	0.00	0.00	0.00
	Leave Encashment (LTC)	0.00	0.00	0.00	0.00	0.00
	Pay of N.G Estt.	88632.00	5200.00	93832.00	93826.26	5.74
	Grade Pay N.G Estt.	0.00	0.00	0.00	0.00	0.00
	Arrears	0.00	4868.54	4868.54	4827.42	41.13
	Dearness/Foreign Allowance	16829.00	3910.00	20739.00	20723.55	15.45
	Festival Advance	0.00	0.00	0.00	0.00	0.00
	Bonus	0.00	1488.00	1488.00	1480.37	7.63
	Other Allowances					
	House Rent Allowances	11853.00	300.00	12153.00	12054.79	98.21
	Honorarium	73.00	0.00	73.00	43.05	29.95
	Children Education allowance	2000.00	1200.00	3200.00	3100.50	99.50
	Leave Travel concession	958.00	500.00	1458.00	1273.35	184.65
	Transport Allowance	5715.00	16.00	5731.00	5718.05	12.95
	Dearness Allowances on T.A	733.00	158.00	891.00	897.71	-6.71
	Any other Allowances	0.00	83.34	83.34	83.33	0.00
	Other Allowances Total	21332.00	2257.34	23589.34	23170.77	418.56
	Salaries Total	169448.00	17723.88	187171.88	182505.06	4666.82
0002	Wages	0.00	0.00	0.00	0.00	0.00
0003	Overtime Allowances	0.00	0.00	0.00	0.00	0.00
0006	Medical Treatment	2000.00	0.00	2000.00	1938.48	61.52
0011	Domestic Travel Expenses	2486.00	1000.00	3486.00	3457.58	28.42
0012	Foreign Travel Expenses	0.00	0.00	0.00	0.00	0.00

0 0 1 3	Office Expenses					
	L.P.S	444.00	200.00	644.00	504.08	139.92
	O.O.E					
	Telephone and Trunk call Charges	226.00	0.00	226.00	209.73	16.27
	Service postage and telegram charges	630.00	0.00	630.00	567.85	62.15
	Office expenses (Misc.)	2061.00	1000.00	2461.00	2144.31	316.69
	Electricity & Water charges	6071.00	700.00	6771.00	7975.26	-1204.26
	Hiring of Inspection Vehicle	0.00	600.00	600.00	348.16	251.84
	O.O.E Total	8988.00	2300.00	10688.00	11245.31	-557.31
	Special Contingencies	0.00	0.00	0.00	0.00	0.00
	Others	0.00	0.00	0.00	0.00	0.00
	Special Contingencies (New)					
	Purchase of Modular Furniture	0.00	0.00	0.00	0.00	0.00
	Purchase of Office Furniture	0.00	0.00	0.00	0.00	0.00
	Purchase of Air conditions	0.00	0.00	0.00	0.00	0.00
	Purchase of CCTV Cameras	0.00	0.00	0.00	0.00	0.00
	Others(Photo copiers/FAX etc.)	0.00	0.00	0.00	0.00	0.00
	Special Contingencies (New) Total	0.00	0.00	0.00	0.00	0.00
	Office Expenses Total	9432.00	2500.00	11332.00	11749.40	-417.40
0 0 1 4	Rent, Rates and Taxes	0.00	0.00	0.00	0.00	0.00
0 0 1 6	publications					
	Audit and Account Reports etc. wrt HQ Approval	0.00	45.40	45.40	45.36	0.04
	Admin Reports and Magazines etc	0.00	42.40	42.40	42.34	0.06
	Others	0.00	0.00	0.00	0.00	0.00
	publications Total	0.00	87.80	87.80	87.70	0.10
0 0 2 7	Minor Works					
	HQ Admin approved	0.00	5054.00	5054.00	738.77	4315.23
	HOD's Approved etc	0.00	0.00	0.00	0.00	0.00

	Others	0.00	0.00	0.00	0.00	0.00
	Minor Works Total	0.00	5054.00	5054.00	738.77	4315.23
0028	Professional Services					
	Outsourcing of MTS	990.00	1411.00	2401.00	2400.41	0.59
	Security	1312.00	0.00	1312.00	1078.67	233.33
	DEOs, Steno, Driver etc.	263.00	15.00	278.00	277.49	0.51
	Hiring of Retired Personnel	0.00	0.00	0.00	0.00	0.00
	Legal Charges etc	0.00	0.00	0.00	0.00	0.00
	Others	0.00	0.00	0.00	0.00	0.00
	Training					
	Group A	0.00	0.00	0.00	0.00	0.00
	Group B and Others	0.00	0.00	0.00	0.00	0.00
	Training Total	0.00	0.00	0.00	0.00	0.00
	Outsourcing for cleaning works	5746.00	0.00	5746.00	4378.28	1367.72
	Outsourcing of Canteen staff	0.00	0.00	0.00	0.00	0.00
	Professional Services Total	8311.00	1426.00	9737.00	8134.85	1602.15
0031	Grants-in-aid-General	0.00	1011.95	1011.95	11.95	1000.00
0032	Contribution	0.00	0.00	0.00	0.00	0.00
0050	Other Charges	0.00	0.00	0.00	0.00	0.00
0070	Deduct Recoveries	0.00	0.00	0.00	0.00	0.00
9913	Information Technology					
	IT-AMC, Stationary and Cartridge etc.	0.00	507.20	507.20	403.54	103.66
	IT-Hardware Software	0.00	294.40	294.40	283.38	11.02
	IT-Others	0.00	12.50	12.50	0.00	12.50
	Information Technology Total	0.00	814.10	814.10	686.91	127.19
	Group B Total	191677.00	29617.73	220694.73	209310.70	11384.03

Statement of Internal Control

1. Scope of Responsibility

As the Head of the Department of IA&AD, O/o the Accountant General (A&E), Uttarakhand, Dehradun, I am responsible, inter alia, for the preparation of expenditure and other statements relating to this department. The accounts/statements of the Department have been prepared accordingly. Rule 64 of the General Financial Rules also, inter alia, stipulates that I shall ensure that the public funds appropriated to the Department as reflected in the accounts have been used for the purpose for which they were meant. I am satisfied that the organisational structure of my department as well as internal controls including internal audit, are geared to effectively ensure that the public money is spent for the purposes which are authorised and are correctly brought to Government accounts without delay and are properly reflected in the accounts.

In my considered view the organisational structure of the Department and the internal control framework functioned effectively to identify and manage the risks.

2. The Risk & Control Framework

The major area of risk in the economic, efficient and effective functioning of my department is:
Due to shortage of staff in Accountant/Sr. Accountant cadres (37.7 %), the ideal segregation of duties scenario is not possible as many of the officials are handling dual charges. This has an adverse impact on the checks and balances system. The office tries to manage within the given human resources but this risk has the potential to increase the probability of occurrence of errors.

3. Capacity to Handle Risk

In my office risks are handled through specific delegation of responsibilities and powers to different levels as well as through effective supervision and monitoring. Within the constraints of manpower shortage, I consider the arrangements for handling of risk through this process to be adequate.

4. Purpose of the System of Internal Control

The office follows the internal control procedures and other orders issued by the government including the Ministry of Finance. I have monitored the observance of the internal control procedures and I am satisfied that these were followed effectively.

5. Review of Effectiveness

The effectiveness of the internal control procedures is overseen through the mechanism of internal audit. The results of such audit are brought to my notice and wherever necessary, rectificatory action is taken promptly. I am satisfied that the internal audit was effective in bringing out the deficiencies of the internal control.

Remarks

The monthly figures have been verified and reconciled by Pay and Accounts Office as detailed below in attached Annexure.

Gr.A

As per DDO	As per PAO	Difference	Reason for difference
Rs. 52,77,813/-	Rs. 52,77,813/-	NIL	

Gr.B & NGE

As per DDO	As per PAO	Difference	Reason for diff.
Rs. 20,87,55,652/-	Rs 20,87,55,652/-	NIL	

**Certified that the expenditure figures booked by our office are duly reconciled with
Pay and Account Office**