INDIAN AUDIT AND ACCOUNTS

DEPARTMENT

ADMINISTRATIVE REPORT

2019-2020

Updates upto JAN, 2020

Office of the Accountant General (A. & E.) -II,
U.P., Allahabad

Monthly Administrative Report (Admn. Wing)

Budget: 2019-2020

Heads	Budget (In thousands of Rupees)	Expenditure up to 01/ 2020 (In thousands of Rupees)
Salaries, Wages & OTA	506375.50	460104.87
Travel Expenses	3007.00	2604.96
Rents, Rates & Taxes	-	-
Office Expenses	7177.90	5840.56

Retirements:

The details of employees who bade farewell to this office till 31st Jan 2020: -

SI. No	Name & Designation Smt/Sri	P.No.	Date of Retirement/Death
1.	Om Prakash, Sr. Acctt.	D/1756	30-04-2019
2.	L.S. Parihar, S.A.O.	A/1300	31-05-2019
3.	Vivek Nandan, Sr. Acctt.	D/2543	12-05-2019 (Death)
4.	Jahan Ara, A.A.O.	B/1391	30-06-2019
5.	Shraboni Das, Sup.	C/1329	31-07-2019
6.	Bacchan Lal, M.T.S.	G/3488	11-07-2019 (VRS)
7.	R.K. Gupta, Sr. Acctt.	D/2628	31-07-2019 (VRS)
8.	Triveni Prasad, Sr. Acctt.	D/3222	31-08-2019
9.	D.R. Singh, Sr. Acctt.	D/3442	31-08-2019
10.	S.C. Pal, Sr. Acctt.	D/1413	31-08-2019
11.	Umesh Chandra, A.A.O.	B/2042	30-09-2019 (VRS)
12.	Subhash Chandra, Supervisor	C/1339	30-09-2019
13.	Manoj Kr. Gupta, A.A.O.	B/1336	31-10-2019
14.	Mukesh Kumar, Acctt.	E/3641	25-10-2019 (Death)
15.	S.M.A. Zafari, A.A.O.	B/1659	30-11-2019
16.	Kusumlata Srivastava, Acctt.	E/2614	30-11-2019
17.	Panmati, Acctt.	E/3403	30-11-2019
18.	Phool C. Bhartiya, Supervisor	C/455	30-11-2019
19.	Arun Kr. Srivastava, S.A.O.	A/5621	25-12-2019 (Death)

20.	Anil Kumar, Sr. Acctt.	D/1761	31-12-2019
21.	Ashok Kr. Mishra, S.A.O.	A/1326	31-01-2020
22.	Shripal Singh, S.A.O.	A/1827	31-01-2020
23.	Ashok Kumar, Sr. Acctt.	D/3326	31-01-2020
24.	Lal Ji Sonkar, Sr. Acctt.	D/3360	31-01-2020
25.	Prabhat Kiran, Sr. Acctt.	D/1373	31-01-2020
26.	Mahesh Prasad, Sr. Acctt.	D/2060	31-01-2020
28.	Balbeer Singh, M.T.S.	G/3330	31-01-2020
29.	Sri Ram Shukla, M.T.S.	G/3392	31-01-2020

<u>In-house Training</u>

(General & EDP Courses)

01.04.2019 to 31.01.2020

SI.No	Name of Course	Period	Slots
1.	Basic Training on M.S. Word and M.S. Excel	01-04-2019 to 05-04-2019	04
2.	KFA/KRA	10-04-2019 to 12-04-2019	04
3.	APAR and writing of performance Appraisals	22-04-2019 to 24-04-2019	12
4.	Training on VLC	24-04-2019 to 26-04-2019	04
5.	Working of Pension co-ordination	06-05-2019 to 08-05-2019	06
6.	Basic Training on M.S. Word and M.S. Excel	13-05-2019 to 17-05-2019	04
7.	Office Procedure (As per Hars. Instruction	22-05-2019 to 24-05-2019	07
8.	Special Course on GPF Module	27-05-2019 to 29-05-2019	04
9.	Working of Account Current and RBD Section	12-06-2019 to 14-06-2019	07
10.	Working of P.C. Section	24-06-2019 to 26-06-2019	07
11.	Basic Training on M.S. Word and M.S. Excel	10-06-2019 to 14-06-2019	04
12.	Training on VLC	24-06-2019 to 26-06-2019	04
13.	Record Management of A&E Offices	10-07-2019 to 12-07-2019	10
14.	New Pension Scheme for Central Govt.	24-07-2019 to 26-07-2019	04
15.	Advance Course on MS Office (Word, Excel & Access)	08-07-2019 to 12-07-2019	04
16.	Training on PAO Compact 2000	15-07-2019 to 17-07-2019	04
17.	Training on Powerpoint	29-07-2019 to 30-07-2019	04
18.	RTI Act-2005	07-08-2019 to 09-08-2019	07
19.	Training for MTS and Clerical Staff	21-08-2019 to 23-08-2019	All newly joined MTS

20.	Basic Training on M.S. Word and M.S. Excel	05-08-2019 to 09-08-2019	04
21.	Training on GPF Module	28-08-2019 to 30-08-2019	05
22.	Precis Noting Drafting in Hindi & English	04-09-2019 to 06-09-2019	04
23.	Disciplinary proceedings	18-09-2019 to 20-09-2019	07
24.	Basic Training on M.S. Word and M.S. Excel	16-09-2019 to 20-09-2019	04
25.	Government e-portal for general awareness (BEMS, PFMS)	23-09-2019 to 27-09-2019	04
26.	Working of LA/Book(C) section	09-10-2019 to 11-10-2019	80
27.	Refresher Course for Fund Coordination	23-10-2019 to 25-10-2019	06
28.	Training on VLC	14-10-2019 to 16-10-2019	05
29.	Basic Training on M.S. Word and M.S. Excel	21-10-2019 to 25-10-2019	04
30.	Maintenance of Broadsheet of HBA/MCA	06-11-2019 to 08-11-2019	08
31.	Working of WAD & Forest Coordination	20-11-2019 to 22-11-2019	10
32.	Basic Training on M.S. Word and M.S. Excel	04-11-2019 to 08-11-2019	04
33.	Training on Loan Module	21-11-2019 to 22-11-2019	05
34.	Basic Training on M.S. Word and M.S. Excel	02-12-2019 to 06-12-2019	04
35.	Government e-portal for general awareness (Gem with GFR)	16-12-2019 to 20-12-2019	04
36.	Accounts at a Glance (Finance & Appropriation Accounts)	04-12-2019 to 16-12-2019	07
37.	Awareness about ISSAIs	18-12-2019 to 20-12-2019	04
38.	Seniority and Promotion	08-01-2020 to 10-01-2020	04
39.	Ethical Standards IAAD	22-01-2020 to 24-01-2020	05
40.	Advance Course on M.S. Office (Word, Excel and Access)	06-01-2020 to 10-01-2020	04
41.	Training on Powerpoint	20-01-2020 to 21-01-2020	04

RTI Training

(General & EDP Courses)

01-04-2019 to 31-01-2020

SI. No.	Name of Course	Period	Slots
1.	Seminar on Right to Information Act	11.04.2019 to 12.04.2019	02
2.	Advance Course on MS-Word & Powerpoint	06.05.2019 to 10.05.2019	02
3.	Course on PFMS & BEMS	09.05.2019 to 10.05.2019	02

4.	Course on GPF Module (for AAOs/AOs/SAOs)	09.05.2019 to 10.05.2019	10
5.	Advance Course on MS-Excel	10.06.2019 to 15.06.2019	03
6.	Advance Course on MS-Word & Powerpoint	24.06.2019 to 28.06.2019	02
7.	Course on Treasury Inspection (for AAOs/AOs/SAOs) (Hqrs. Course)	10.06.2019 to 15.06.2019	05
8.	Advance Course on MS-Excel	15.07.2019 to 20.07.2019	01+2
9.	Course on Red Hat Linux Oracle 11g with Developer 11g (Phase-II)	01.07.2019 to 11.07.2019	04
10.	Training on Soft Skills	30.07.2019 to 31.07.2019	15
11.	Advance Course on MS-Access	19.08.2019 to 27.08.2019	01+2
12.	Principles of Networking, Internet and Network Security	05.08.2019 to 09.08.2019	01+3
13.	Gst (HQ Course)	19.08.2019 to 23.08.2019	02
14.	Advance Course on MS-Access	16.09.2019 to 24.09.2019	01+2
15.	Principles of Networking, Internet and Network Security	02.09.2019 to 06.09.2019	01+3
16.	Workshop on Establishment and Administration. (Disciplinary proceedings, maintenance & implementation of rosters, DPC meeting and writing of APARs, GFR, Purchase Procedure, etc.)	02.09.2019 to 07.09.2019	03
17.	IDEA	14.10.2019 to 18.10.2019	01+2
18.	Training on Soft Skills	24.10.2019 to 25.10.2019	25
19.	Advance Course on MS-Excel	18.11.2019 to 23.11.2019	01+2
20.	Gst (HQ Course) (for AAOs/AOs/SAOs)	18.11.2019 to 22.11.2019	02
21.	Advance Course on MS-Access	02.12.2019 to 10.12.2019	01+2
22.	IDEA & Tableau	16.12.2019 to 20.12.2019	02
23.	Audit of Procurement and Contract Management (for AAOs/SAOs)	04.12.2019 to 06.12.2019	05
24.	Training on Soft Skills	09.12.2019 to 10.12.2019	20
25.	Introductory course on Red Hat Linux Oracle 11g with Developer 11g (Phase-II)	20.01.2020 to 30.01.2020	01
26.	Indian Accounting Standard	06.01.2020 to 10.01.2020	02
27.	Training on Soft Skills	16.01.2020 to 17.01.2020	13

MANUALS: -

SI No.	Name of Manuals	Printing Year
1	Procedure manual of VLC	2005
2	Works Manual	2008
3	Pension Manual	2006
4	GE Manual	2006
5	Forest Manual	1992

6.0 General Provident Fund

A Deputy Accountant General is the Head of this group. The General Provident Fund (GPF) accounts of subscribers in respect of Agriculture, Animal Husbandry, Cooperative, Law and Justice, Medical, Public Health, Family welfare, Irrigation, Public works and Forest Department of Uttar Pradesh Government, Other than Class IV employees are maintained by this office.

6.1 General.

- The Government of Uttar Pradesh introduced the system of 6.1.1 maintenance of pass book by all Drawing and Disbursing Officers with effect from 01.04.1985 under the GPF U.P. Rules 1985. Payment of 90% balances standing at credit of the subscribers in his Pass Book is made at the time of the death/retirement by the Drawing and Disbursing Officer. The residual balance of 10% available in GPF account of a retired/expired subscriber is authorized by this office after necessary scrutiny. As a result, work relating to issue of Final Payment Authorities also involves the reconciliation and settlement of discrepancies between the pass book maintained at drawing and disbursing officer's level and the subscribers/account maintained in this office.
- 6.1.2 Annual statement of GPF account in respect of all subscribers are uploaded on official website in the month of July every year. Uploading of accounts statement is given wide publicity. The accounts statement for the year 2018-19 have been uploaded on 28.06.2019 on official website. The subscribers can print out the statement with the help of his/her date of birth. Such statements help the subscribers to get acquainted with each year's account position and

- enables them to take up correspondence with the office for redressal. The increased awareness as well as reconciliation prior to 90% payment, made mandatory by Ministry of Finance, Uttar Pradesh has added to our work load.
- 6.1.3 Besides above, Visitor Facilitation Cell is functioning for prompt redressal of grievances of visiting subscribers and Fund-1 monitors settlement of complaints received from the Headquarters' Office.

System Improvement.

- 1. Various actions have been initiated by A.G. and DAG to improve the working of Fund Wing. Funds Wing have been reorganized major head wise under a Branch Office, posting of GPF details till final payment.
- 2. The matter regarding missing schedules and half filled details in schedule is being taken up with Director of Treasuries at high power committee meeting and doing workshop with TOs/DDOs.
- 3. GPF data is being maintained in Oracle Package.
- 4. The ALPM computer section has been provided a format for proving of monthly account at the end of each month closing.
- 5. DAG (Funds) is regularly holding meeting with Branch Officers & sectional head of Funds Wings for improvement in FP and other cases.
- 6. GPF Authorities have been computerized to reduce the problem of visibility of various details provided in them.
- 7. Posting of GPF details from Establishment Vouchers, is carried out in order to reduce the missing credits.

6.3 Interaction with State Govt.

are:-

We have developed a healthy interaction with some State Govt. Departments. Some of the activities which have been followed up

- 1. Regular meeting with Finance Secretary U.P. with regard to reconciliation of GPF Cases before 90% payment, Minus Balance in Final Payment cases, upto date interest issue after the new Government Order in the year 2000 and fixing the responsibility of Department in delayed submission of Final Payment case to A.G. Office.
- 2. Correspondence and meeting with Director of Treasuries for proper and complete submission of schedules.
- 3. High Power committee for taking up the issue for up to date interest payment. Proper and complete submission of Schedules to the Office.
- 4. Workshop with TOs/DDOs to submit schedules in complete shape.

6.4 **Final Payment Cases**.

Effective measures are being undertaken for the clearance of Final Payment cases at the earliest and within the stipulated time.

The position of receipt and clearance of Final Payment cases up to the month of January 2020 is as under:-

Year	Cases	Cases	Cases	Cases
	outstanding	received upto	Cleared up to	outstanding at
	as on 1 st	31 January	31 January	the end of the
	April 2019	2020	2020	January 2020
2019-20	00	6942	6796	146

6.5 <u>Missing and un posted items.</u>

With a view to reduce the number of the missing and un posted items, all efforts have been made to prevent fresh accretion of missing and un posted items along with speedy settlement of the outstanding balances by posting of full details and correcting the various wrong account numbers.

The position of such items as on 31 January 2020 for ten months is indicated below:-

Item Name & Year	O.B. as	Addition	Clearance	Closing
	on 1 st	during	during	Balance at
	April	the	the	the end of the
	2019	period	period	January 2020
Missing Credits 2019-20,	141126	41048	64720	117454
Upto 31 January 2020				
Missing Debit 2019-20,	Nil	nil	nil	Nil
Upto 31 January 2020				
Un posted Credits	2756	545	2557	744
2019-20, Upto 31 January				
2020				
Un posted Debit 2019-20,	nil	nil	nil	nil
Upto 31 January 2020				

- 6.5.1 Missing credit in the GPF Account are mainly due to non furnishing of sufficient or incorrect information in the General Provident Fund Schedules prepared by Drawing and Disbursing Officers and transferred by treasuries. The matter has been taken up with the State Government and Director (Treasury) for providing the correct and complete schedules.
- 6.5.2 These missing items are being cleared with the help of collateral evidence i.e. pass books of subscribers provide by DDOs. The details of pass book are also being brought by various peripatetic parties send from various fund sections to different DDO's. The details are also being received from DDOs through general correspondence.

6.6 General (Ordinary) letters.

Each and every ordinary letters and other complaint cases are regularly diarized and are cleared as quickly as possible after receiving the wanting details from DDO's. At present these have increased due to subscriber being aware of the missing items. However, in near future these complaints are impacted to go down and subscribers GPF account will be fully rectified.

Details of clearance of ordinary letters for ten months are given below:-

Year	Clearance of OD letters during the period
2019-20, Upto 31 January 2020	19247

6.7 Flow of work & Role of Co-ordinating Section.

The Schedule/Voucher/Challans are received in A.G.(A&E)-I and passed on to A.G.(A&E)-II. Fund-1 section passes it to different section for posting in subscriber's account. DBA Cell provide them technical support. During posting the missing and un posted items are generated due to wanting schedules and incorrect name and GPF number of subscribers. Steps are taken to improve these missing and un posted items.

The manual sections looks after the clearance of Final Payment, 90% reconciliation, CAG cases, and other complaint cases and the Fund-I

keeps close watch of all these. While DAG Funds Cell keeps a check of Final Payment, CAG, AG and DAG cases.

The Fund-I section co-ordinates of these activities and put up various Head Quarters report and weekly reports to DAG and AG. It also controls TEs made by all manual sections. All other miscellaneous work related to fund wings is also managed by this section.

There 1017 minus balance cases were outstanding at the end of January 2020, for which reminder/recovery letter has been sent to concerned DDO/subscribers.

The report of reconciliation cases/CAG cases and final payment cases are uploaded monthly and fortnightly on website of this office, which is helpful to the subscribers to know their GPF status.

TAD Wing

- 1.VLC wing is headed by Dy. Accountant General (TAD & VLC) who is assisted by two Branch Officers.
- 2. TAD Wing deal with the Treasury Accounts of State's Treasuries related with the different Departments and their Major Heads. Compilation work is done by seven D.C. Section in VLC package. This compilation is of primary nature as it is done with initial documents i.e. vouchers and receipts schedules and monthly data sent to O/o the AG(A&E) I for merger.
- 3. Details of Major Head, dealt by this office for compilation work are as under:-

Payments: - 2014, 2030, 2210, 2211, 2215, 2216, 2217, 2401, 2402, 2403, 2404, 2405, 2415, 2416, 2425, 2435, 2501, 2506, 2705, 4210, 4211, 4215, 4216, 4217, 4401, 4402, 4403, 4404, 4405, 4415, 4425 4435 and 7610/8000 related with above revenue expenditure heads.

Receipts: - 0030, 0210, 0211, 0215, 0216, 0217, 0401, 0403, 0404, 0405, 0415, 0425, 0435, 0506 and capital Receipts as per heads shown in payments.

4.Total No. of Vouchers compiled up to 12/2019 in the year 2019-20 as on 01-2020 = 4.38,175

Total receipt schedule compiled up to 12/2019 in the year 2019-20 = 7,518

- 5. Position of outstanding in D.A.A. Suspense to 12/2019 in 2019-20 as on 31.01.2020
 - (i) Payment 0.29 Crore ' (ii) Receipt ' Nil
- 6. Position of outstanding O.B. Suspense up to 12/2019 in 2019-20 as on 31.01.2020 in payment heads 5.83 Crores
- 7. Outstanding amount of A.C. bills up to 12/2019 (ending 31.01.2020) 0.05 Crores

VLC Wing

- 1. VLC wing is headed by Dy. Accountant General (VLC) who is assisted by **two** Branch Officers.
- 2. VLC package is currently running on platform of LINUX and Oracle 11g. Original package was developed by M/s Tata Consultancy Service. Certain components were modified by M/s CMC Ltd. New Delhi in the year 2009-10.
- 3. Project of Technical up-gradation of VLC is completed by M/s CMC Ltd. New Delhi and original platforms are being replaced by Linux and Oracle 11g. The Project is implemented from month Aug.2012.
- 4. VLC set up is presently centralised in a hall at IInd floor of the building where officials of TAD & WAD wings capture their accounts on nodes divided in cabins. There was a plan of decentralization of nodes with their placements in respective, sections of WAD &TAD with modular furniture by 2018-19,but still awaited

AUTHORITY OF PENSION

- 1. The U.P. Govt. has taken over the work related to Pension of State Govt. Employees w.e.f 30/09/1988 and from thereafter. 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 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 (A&E)-II, U.P. Alld.
- 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 (A&E)-II, U.P., Alld, also undertakes the work of issuing orders from time to time regarding enhancement of relief on pension to all the Treasuries of U.P.

5. Settlement of Pension Cases during the m/o January-2020

is as given below:-

YEAR	BALANCE AS ON 31-12-2019	RECEIPT DURING THE MONTH December - 2019	SETTLEMENT DURING THE MONTH January-2020	BALANCE CASES ON CLOSING OF January- 2020
2019-20	05	16	17	04

6. Legal Cell 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 Accountant Generals of other State, Complaint Cases received from Head Quarter, Legal Notices and Court Case during the m/o January-2020

as under:-

CATEGORY	BALANCE	RECEIPT	SETTLEMENT	BALANCE
	AS ON	DURING	DURING THE	CASES ON
	31.12.2019	December MONTH of		CLOSING
		-2019 January-2020		January-
				2020
Revision Cases	26	41	54	13

Special Seal	153	231	327	57
Authorities received				
from other AGs				
Complaint Cases	03	33	34	02
received from CAG				
office				

Accounting Functions of Works Group

- **4.1** <u>Work Accounts Group</u>, consisting of 15 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:-
 - (a) Scrutiny of initial Accounts received from Divisional Offices under the Departments of Public Works, Irrigation, Minor Irrigation, Rural Engineering services and Ground Water of the State of Uttar Pradesh.
 - (b) Preparation of data sheets (month wise and division wise) and their posting on computer.
 - (c) Quarterly reconciliation of accounts with the figures of Division.
 - (d) Maintenance of various works Broadsheets and Broadsheets of HBA & MCA in respect of employees of the Departments of Public Works and Irrigation.
 - (e) Preparation of the statements of the Finance and Appropriation Accounts of the Departments of Public Works and Irrigation
 - (f) Cadre management of DA(s)/DAO(s), finalization of their personal claims and imparting training to newly recruited Divisional Accountants (Probationers).
 - (g) Monthly Account Details are uploaded on website w.e.f. 4/15. This information is communicated to all concern Sr. Secretaries & Divisional Officers.
- **4.1.1** Works Coordination Cell (WC Cell) is 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 (Central) and Administration section of the office on due dates. It also prepares Annual Review. Annual Review for the year 2017-18 has been prepared and sent to U.P. Govt. on 27-02-2019

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.

Further continuing the efforts for improvement further M.I.S. report incorporating various deficiencies / shortcomings noticed in the divisional compiled accounts is sent to respective Finance Controllers, HODs and Secretaries with a request to issue appropriate directions to their subordinates/DOs relating to improvements in accounts.

- **4.1.2** <u>Book (Works) / F&A section</u> 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.
- **4.1.3** Works Accounts Sections There are 8 works accounting sections in the coordination. Seven sections are placed at Allahabad while WA-8 section dealing with accounts of Minor Irrigation, Rural Engineering Department and Ground Water Divisions is placed at Lucknow. These sections are responsible for scrutiny of the compiled monthly Accounts and their posting on the VLC system received from **727** Engineering Divisions detailed below, of the State of Utter 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.,

monitor the clearance of outstanding balances and carry out correspondence related thereto, prepare reports / provide information related to the Broadsheets.

Account up to Nov-2019 has been completed.

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

	Departments	Number of divisions rendering compiled accounts						
(i)	Public Works	234						
(ii)	Irrigation	367						
(iii)	Rural Engineering Departt.	75						
(iv)	Minor Irrigation	37						
(v)	Ground Water	14						
	Total	727						

4.1.4 <u>WE (C) and IE (c) Sections</u> deal with Treasury accounts of Establishment of PWD & Irrigation divisions, Broad-sheets relating to DAA and O.B. Suspense. Suspense raised during the year under DAA suspense & OB suspense are cleared by obtaining requisite information / record from concerned units. The sections are also responsible for maintenance of Broad-sheets of HBA & MCA of the department of Public Works and Irrigation of the State of Uttar Pradesh. Annual Statements and NDCs are issued to all the Loanees by the sections.

4.1.5 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 as on 01.03.2018 was updated and compiled by the section.

Personal claims of DA(s)/DAO(s) are promptly finalised by the WM-2 section.

The grade-wise and category wise incumbents in the cadre of DA(s) as on 01.01.2020 was as under:-

As on 01.01.2020

Designation		Sanct.				Me	n in Pos	ition	Horizontal		ontal
		Srength	male	female	SC	ST	ОВС	UR	Total	PH	Ex SM
(i)	Sr. Divisional Accounts Officer (Gr. 'B' Gazetted)	109 (15%)	107	01	30	11	Nil	67	108	04(UR)	NIL
(ii)	Divisional Accounts Officer Grade-1 (Gr. 'B' Gazetted)	182 (25%)	176	04	41	11	39	89	180	01 (ST) NIL	NIL
(iii)	Divisional Accounts Officer Grade-2	182 (25%)	130	07	12	02	56	67	137	06(UR) 04(OBC)	03(UR)
	Divisional Accountant Divisional Accountant	255 (35%)	106	03	16	03	27	63	109	02(UR) 03(OBC)	01(UR)
(iv)	(Probationers)		43	05	08	02	16	22	48	02(OBC)	Nil
	Total	728	562	20	107	29	138	308	582	22	04