



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

2019-20

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

Chapter - I

Introduction

The Accountant General (A&E) - I UP has been entrusted with the following functions:

- i. Preparation of annual Finance and Appropriation Accounts and its submission to the Government of U.P.
- ii. Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from **82** treasuries with over **6000** drawing and disbursing officers and its submission to Finance Department of the Government.
- iii. Maintenance of Provident Fund Accounts of eighteen departments and the officers of the All India Services of U.P. Cadre.
- iv. Maintenance of detailed accounts of various long term Loans and Advances.
- v. Reconciliation of Accounts with the heads of offices and with those maintained by treasuries under various deposit heads.
- vi. Reconciliation of expenditure figures and preparation of statement of expenditure.
- vii. Annual Inspection of Treasuries.
- viii. Correspondence/discussions with the State Government on matters of policy involving financial management and accounting. Periodical meetings with State Government representatives in the High Power Committee set up for this purpose.
- ix. Cadre control of 'B', 'C' & 'D' (MTS) categories of staff, staff welfare, recognition of service associations, recreational activities and departmental canteen, etc., for both the (A&E) offices.
- x. **MEASURES TAKEN TO IMPROVE THE SERVICE TO STAKE HOLDERS –**
 - a. **SETTING UP OF SINGLE WINDOW CLEARANCE CELL:** In order to ensure speedy disposal of grievances of employees of Uttar Pradesh Government pertaining to Provident Fund, Pension, Loans & Advances or any other matter, a single window clearance cell, at the entry point of the office, was inaugurated by Hon'ble Governor of Uttar Pradesh on 16th November, 2010 on the eve of the 150th

anniversary of Indian Audit & Accounts Department. It is functioning under the direct control of Accountant General through the Secretary.

- b. **SMS BASED SERVICE:** GPF related information such as subscription, recovery, receipt of reconciliation cases, Final Payment cases, dispatch of Reconciliation/FP cases are sent via SMS to GPF Subscribers.
- c. **WEB-BASED SERVICE-** This office has made provisions to download/view facility for GPF account Statements, Missing credit details, monthly OB/CB etc. Facility to view Final Payment Authority has been added. Subscribers can also register their mobile numbers on office website to get information as mentioned above.
- d. **Continuous engagement with Financial Statistical Directorate (FSD) and Director of Treasuries on issues relating to improving quality of accounts:** Exit conference on Annual Accounts (2018-19) was held with the State Government officials (Addl. Chief Secretary, Finance) on 10.07.2019.
- e. **Programme Steering Committee (PSC) for IFMS:** The State Government of U.P. is in the process of implementing Integrated Financial Management System (IFMS). The State Government has constituted a Programme Steering Committee on 14.03.2019 under the chairpersonship of the Additional Chief Secretary (Finance) with AG (A&E)- I and other stakeholders as members for effective implementation of IFMS. The first meeting was held on 18.09.2019.
- f. **Pension Adalat:** Pension Adalat was organized on 23-08-2019 in which 06 nos. of DDO's located at Allahabad had participated. In this programme 33 nos. of Pensioner/ family pensioner or their dependants submitted their grievances to respective DDOs.

Chapter - II

Organizational Structure

Ms. S. Ahlladini Panda is holding the charge as Accountant General in the office of the Accountant General (A. & E.) – I, U.P., Allahabad.

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

1. Administration:

Shri Pankaj Verma, Dy. Accountant General is holding the charge of the Administration Group.

2. Treasury Accounts:

Shri Chatur Kisku, Sr. Dy. Accountant General is holding the charge of the Treasury Accounts Group.

3. Provident Fund:

Shri Rajendra Kumar Khare, 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 2018-19 along with the corresponding figure for the year 2019-20 is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2018-19 (in lakhs)		Expenditure incurred during the year 2019-20 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6667.33	6667.30	6777.43	6777.43
2	MT Charges	135.38	135.38	156.10	156.10
3	DTE	147.83	147.82	126.06	126.05
4	Office expenses	191.00	190.99	197.71	197.71
	Wages	0.00	0.00	0.00	0.00
	RRT	132.79	132.79	29.53	29.53
	Publication	23.55	23.54	0.00	0.00
	Minor Work	28.56	28.56	40.18	40.18
	Prof. Services	95.87	95.86	102.78	102.78
	Grant-in-Aid	2.00	2.00	7.53	7.53
	Information Technology	19.64	19.64	39.48	39.48
5	House Building Advance	7.50	7.50	11.00	11.00
	Motor Conveyance advance/other conveyance.	0.00	0.00	0.00	0.00
	Computer	2.00	2.00	1.00	1.00
6	Overtime Allowance	0.00	0.00	0.00	0.00
7	Departmental Canteen	32.99	32.99	31.39	31.39
TOTAL		7486.44	7486.37	7520.19	7520.18

STATEMENT-I
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.04.2020

NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Allahabad.

	Sanctioned Strength				Men in Position				Vacancy	Posts HIA	Net Vacancies	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total			
Sr.AO	29	1	2	32	24	0	2	26	-6		-6	On Deputation-01
Sr.AO (Ex Cadre)		1		1		1		1	0		0	
AAO	96	1	6	103	64	0	6	70	-33		-33	On Deputation-02
AAO (RT)		1		1		0		0	-1		-1	
Supervisor	4			4	8			8	4		4	
TOTAL	129	4	8	141	96	1	8	105	-36	0	-36	On Deputation-03
Sr. Accountant	317			317	408			408	91	10	101	Excess Interim SS in cadre of Sr. Acctt/Acctt. Is 67(one1) HIA for AAO(RT), 2 for Jr .Translator, 4 for RTI Alld and 03 for Sr.AO & AO (Legal), On Deputation-10
Accountant	79			79	53			53	-26		-26	On Deputation-01
Clerk/Typist	129			129	34			34	-95	67	-28	42 HIA for TI Party, 3 for RTI Alld & 22 for iCISA Noida ,
DEO Gr.B	14			14	0			0	-14		-14	
DEO Gr.A	58			58	35			35	-23		-23	On Deputation-01
TOTAL	597	0	0	597	530	0	0	530	-67	77	10	On Deputation-12
PS	1			1	0			0	-1		-1	On Deputation-01
Stenographer-I	4			4	3			3	-1		-1	On Deputation-01
Stenographer-II	4			4	0			0	-4		-4	
TOTAL	9	0	0	9	3	0	0	3	-6	0	-6	On Deputation-02
SG Record Keeper	4			4	0			0	-4		-4	
Total SG Record Keepers	4	0	0	4	0	0	0	0	-4	0	-4	
Hindi Officers	1			1	0			0	-1		-1	
Jr. Hindi Translators	2			2	2			2	0		0	
Misc./Other Posts												
Welfare Assistant	1			1	1			1	0		0	
Staff Car Driver	2			2	2			2	0		0	
TOTAL Misc./Other Posts	3	0	0	3	3	0	0	3	0	0	0	
Multi Tasking Staff	116			116	96			96	-20		-20	
Multi Tasking Staff(RTI Alld)	6			6	6			6	0		0	
Multi Tasking Staff(iCISA Noida)	5			5	5			5	0		0	
GRAND TOTAL	872	4	8	884	741	1	8	750	-134	77	-57	On Deputation-17

(1).02 post of DEO Gr .D included in MIP of Sr. Accountant Cadre.

(2). Total 17officers/Officials are on deputation to other offices from the cadres mentioned against it in the Remarks column.

(3).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.

(4).01 Post of Hindi Officer & 02 posts of Jr.Hindi Translator have been sanctioned to this office vide Hqrs' letter No.533-Creation(Hindi)/Budget Anubhag/21-2011 dated 05.05.2011

(5), 10 Posts of Sr. Accountants kept in abeyance against 1 AAO (RT), 02 posts for Jr. Translator, 4 for RTI Alld and 03 for Sr.AO/AAO (Legal).

(6). 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.

(7) 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, Allahabad.

(8) Post of AO has been merged with Sr.AO cadre vide HqrsCircular No Staff Wing/50-2019 circulated vide letter No 1327-Staff(Aptt)/213-2019 dated25/11/2019

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

	Sanctioned Strength				Men in Position				Vacancy Total	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total		
Data Manager										
Data Entry Operator Gr.F	2			2		0		0	-2	
Data Entry Operator Gr.E	4			4		0		0	-4	
Faculty (SO)										
Data Entry Operator Gr.D	5			5		2		2	-3	
Data Entry Operator Gr.B	14			14		0		0	-14	
Data Entry Operator Gr.A	58			58	35	0	0	35	-23	
TOTAL	83	0	0	83	35	2	0	37	-46	

STATEMENT -III**NAME OF THE OFFICE : Office of the Accountant General (A&E)-I, U.P., Allahabad.****CANTEEN STAFF ('A' TYPE)**

	Sanctioned Strength				Men in Position				Vacancy Total	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total		
Manager	1			1	0			0	-1	
Asstt. Manager cum Store Keeper	1			1	0			0	-1	
Halwai cum Cook	2			2	0			0	-2	
Clerk	3			3	0			0	-3	
Asstt.Halwai cum Cook	2			2	0			0	-2	
Canteen Attendant	11			11	5			5	-6	
TOTAL	20	0	0	20	5	0	0	5	-15	

II- PERSONNEL:

The position of various reserved category staff in Group 'C' as on 31.03.2020 and the number of staff recruited **during the year 2019-20** is as follows:

Category	Total Number as on 31.03.2020	Number of employees recruited (during the year 2019-20).
	Group 'C' *	Group 'C'
Scheduled Caste	118	00
Scheduled Tribe	09	01
Other Backward Class	119	08
Physically Handicapped	14	00
Ex-Servicemen	16	00

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

RECRUITMENT: Following recruitments were made **during the year 2019-20**

Post	No. of Persons
DEO GR A	01
MTS	07

PROMOTIONS: Following promotions were made **during the year 2019-20**

Designation	No. of Person
AAO to Sr.AO	06
Sr. Accountant to AAO	07
JHT to AAO	01
Accountant to AAO	10
DEO GR A to AAO	04
DA to AAO	01
Sr. Accountant to Supervisor	08
MTS to Clerk	04

RETIREMENTS: Following number of staff retired **during the year 2019-20**.

Designation	No. of Person
Sr.AO	10
AAO	07
Supervisor	10
Sr. Accountant	29
Accountant	04
MTS	05

EXAMINATIONS: Detail of examinations conducted **during the year 2019-20**.

Sl. No.	Name of Examination	Held in	Appeared	Passed
1	Incentive Exam for Sr. Accountants	April – 2019	106	07
2	Typewriting Test for Serving Clerks	April – 2019	07	02
		July – 2019	06	01
		Oct – 2019	02	NIL
		Jan – 2020	05	NIL

3	Departmental Exam for Accountants	Feb – 2019 Aug – 2019 Feb – 2020	21 28 11	09 15 Result awaited
4	SAS Pre-Test (Civil Accounts) Exam	June – 2019	51	49
5	SAS (Civil Accounts) Exam	June – 2019 Nov – 2019	30 86	11 19
6	SAS (Civil Audit) Exam	Nov – 2019	04	01
7	Incentive Exam for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	June – 2019 Nov – 2019	62 85	13 04
8	CPD-I Test for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	June – 2019 Nov – 2019	30 50	NIL 03
9	CPD-II Test for Sr. AOs/ Sr. DAOs/ AAOs/ DAOs	June – 2019 Nov – 2019	08 12	01 01
10	MCQ Test on IT Audit	July – 2019 Jan – 2020	09 25	07 12
11	Department Exam for Intermediate Pass MTS	Sept-2019	08	NIL

DEPUTATIONS: One AAO has joined this office on deputation **during the year 2019-20.**

SMALL SAVINGS:

Employees of our office subscribed to Post Office Monthly Small Savings Scheme and saved **₹3,13,320/- during the year 2019-20.**

ASSOCIATIONS:

Sr. Accounts Officers/Accounts Officers (A&E) Association, Allahabad 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 2018-19 is available on office website (<http://agup.nic.in/ag1-admr-1819.pdf>)

- **Conduct of studies:**

The section conducts various studies:

- During the year 2018-19 a study on the topic **“Application of GST on Procurement of Goods and Services along with role of A.G, in accounting of GST proceeds”** has been completed. (A copy of the study is uploaded on the Office Intranet).
- During the year 2019-20, studies on the following topics have been completed:-

- “Role and utilization of PFMS(Public Financial Management System) in PAO”,
- “Speedier Grievances Redressal”,
- “Implementing NEFT/RTGS in GPF and making GPF maintenance more dynamic” and
- “Accounting of Loan and Advances”. (Under Process)

i) Revision of Manuals:

- The section coordinates the works relating to revision of manuals, their digitisation and preparation of their diglot versions. All the manuals have been revised and their digital versions have also been prepared.
- Para 7(IV), para 8(b)(a)(I to XII) & 8(B)(b) in OPM has been abundant and correction slip for para 8(B)(a)(XIV) in OPM has been issued with the approval of Competent Authority.

ii) Training at RTI, Allahabad :

The section assesses the training needs of the office and nominates Officers/ Officials for various General and EDP training programmes conducted at RTI, Allahabad. The number of Officers/ Officials trained **during the year 2019-20** is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	IT Concepts & M.S. Office, Internet	01.04.19	09.04.19	06	Sr.AO / AAO
		22.04.19	30.04.19	06	
2	Right to Information Act.	11.04.19	12.04.19	10	Sr.AO / AAO/ Supervisor
3	Advance course on MS Word & Power Point	06.05.19	10.05.19	04	Sr. Acctt. / Acctt./ DEO/Clerks
		24.06.19	28.06.19	04	
4	Course on GPF Module	09.05.19	10.05.19	10	Sr.AO / AAO/ Sr. Acctt. / Acctt.
5	Course on PFMS & BEMs	09.05.19	10.05.19	02	AAO/ Sr. Acctt. / Acctt./DEO
6	Course on Treasury Inspection	10.06.19	15.06.19	06	Sr.AO / AAO
7	Advance Course on MS Excel	10.06.19	15.06.19	04	Sr. Acctt. / Acctt./DEO/Clerk Sr. Acctt. / Acctt./DEO/Clerk Sr. Acctt. / Acctt./DEO/Clerk
		15.07.19	20.07.19	04	
		18-11-19	23.11.19	05	
8	Introductory course on Red Hat Linux Oracle 11g with developer 11g	01.07.19	11.07.19	08	Sr. Acctt. / Acctt./DEO/Clerk
		20.01.20	30.01.20	13	
9	Training of Soft Skills	30.07.19	31.07.19	15	Group Officer/Sr.AO / AAO
		24.10.19	25.10.19	06	
		09.12.19	10.12.19	07	
		16.01.20	17.01.20	07	
10	Principles of Networking Internet & Network Security	05.08.19	09.08.19	04	Sr. Acctt. / Acctt./DEO/Clerk
		02.09.19	06.09.19	04	
11	Advance Course on MS Access	19.08.19	27.08.19	04	Sr. Acctt. / Acctt./DEO/Clerk
		16.09.19	24.09.19	04	
		02.12.19	10.12.19	04	

12	Workshop on Establishment and Administration	02.09.19	07.09.19	10	Sr.AO / AAO
13	GST	23.09.19 18.11.19 10.02.20	29.09.19 22.11.19 14.02.20	02 01 01	Sr.AO / AAO/ Sr. Acctt
14	Workshop on e-procurement (GeM)	30.09.19	01.10.19	12	Sr. Acctt. / Acctt./DEO/Clerk
15	IDEA	14.10.19	18.10.19	08	AAO/ Sr. Acctt. / Acctt./DEO
16	Indian Accounting Standard	06.01.20	10.01.20	01	Sr.AO / AAO
17	Workshop on IT Audit & IDEA	13.01.20	23.01.20	03	Sr. Acctt. / Acctt./DEO/Clerk
18	All India Seminar on Government Accounting including GASAB and Accrual Accounting	02.03.20	05.03.20	03	Sr.AO / AAO

iii) 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.
- A training programme on **Government Finance Statistics (GFS) and Public Sector Debt Statistics (PSDS)** by IMF was organised during the period 15.05.2019 to 17.05.2019 at RTI Allahabad.

(iv) TRAINING:

The following Departmental and In-House Training programmes were conducted **during the year 2019-20**

A – DEPARTMENTAL TRAINING COURSES:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	SAS (Civil Accounts) Pre	27.05.19	06.06.19	52	Sr. Acctt./ Acctt./Clerks
2	Treasury Inspection Training	01.07.19	09.07.19	19	Sr.AO / AAO/ Sr. Acctt.
3	Induction Training For Newly Accountant	03.06.19	04.07.19	16	Accountant
4	SAS (Civil Accounts)Main Exam-2019	22.07.19	30.08.19	63	Divisional Accountant/ Sr. Acctt. / Acctt/ DEO/ Clerks

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	KFA/KRA	10.04.19	12.04.19	3	06	04	Sr.AO / AAO/ Sr. Acctt. / Acctt.
2	APAR and Writing of Performance Appraisal	22.04.19	24.04.19	3	18	12	AAO/ Sr. Acctt./ Acctt./ Clerks

3	Working of Pension Co-ordination	06.05.19	08.05.19	3	04	08	Sr. Acctt. / Acctt/ DEO/ Clerks
4	Office Procedure	22.05.19	24.05.19	3	08	07	Sr. Acctt. / Acctt/ DEO/ Clerks
5	Working of Account Current and RBD Section	12.06.19	14.06.19	3	08	07	Sr. Acctt. / Acctt/ DEO/ Clerks
6	Working of P.C. Section	24.06.19	26.06.19	3	08	07	Sr. Acctt. / Acctt/ DEO/ Clerks
7	Records Management of A&E Offices	10.07.19	12.07.19	3	06	10	Sr. Acctt. / Acctt/ DEO/ Clerks
8	New Pension Scheme for Central Govt.	24.07.19	26.07.19	3	06	04	Sr. Acctt. / Acctt/ DEO/ Clerks
9	RTI Act 2005	07.08.19	09.08.19	3	08	07	Sr. Acctt. / Acctt/ DEO/ Clerks
10	Training for MTS and Clerical staff	21.08.19	23.08.19	3	19	19	Clerks/MTS
11	Précis Noting Drafting in Hindi, English	04.09.19	06.09.19	3	06	04	Sr. Acctt. / Acctt/ DEO/ Clerks
12	Disciplinary Proceeding	18.09.19	20.09.19	3	08	07	Sr. Acctt. / Acctt/ DEO/ Clerks
13	Working of LA/Book © Section	09.10.19	11.10.19	3	08	08	Sr. Acctt. / Acctt/ DEO/ Clerks
14	Refresher Course for Fund Co-ordination	23.10.19	25.10.19	3	06	06	AAO/ Sr. Acctt. / Acctt./ DEO/ Clerks
15	Maintenance of Broadsheet HBA/MCA	06.11.19	08.11.19	3	08	08	AAO/ Sr. Acctt. / Acctt./ DEO/ Clerks
16	Working of WAD and Forest Co- ordination	20.11.19	22.11.19	3	05	10	Sr. Acctt. / Acctt/ DEO/ Clerks
17	Accounts at a Glance	04.12.19	06.12.19	3	08	07	Sr.AO / AAO/ Sr.Acctt. / Acctt.
18	Awareness about ISSAIS	18.12.19	20.12.19	3	06	04	Sr.AO / AAO
19	Seniority & Promotion	08.01.20	10.01.20	3	06	04	AAO/ Sr. Acctt. / Acctt./ DEO/ Clerks
20	Ethical Standards in IAAD	22.01.20	24.01.20	3	05	05	Sr.AO / AAO
21	Working of Budget and Deposit Section	06.02.20	07.02.20	2	10	08	AAO/ Sr. Acctt. / Acctt./ DEO/ Clerks
22	Sampling Technique	19.02.20	20.02.20	2	06	04	Sr.AO / AAO/ Sr.Acctt. / Acctt.
23	Working of Suspense clearance , case study	04.03.20	06.03.20	3	06	08	Sr. Acctt. / Acctt/ DEO/ Clerks/MTS

C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted **during the year 2019-20.**

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
1	Basic Training on MS Word & MS Excel	01.04.19	05.04.19	01	06	04	AAO/Sr. Acctt./ Acctt/ DEO/ Clerks
		01.05.19	05.05.19	01	06	04	
		10.06.19	14.06.19	01	06	04	

		05.08.19 16.09.19 21.10.19 04.11.19 02.12.19	09.08.19 20.09.19 25.10.19 08.11.19 06.12.19	01 01 01 01 01	06 06 06 06 06	04 04 04 04 04	
2	Training on VLC	24.04.19 24.06.19 14.10.19	26.04.19 26.06.19 16.10.19	01 01 01	06 06 06	04 05 05	Sr. Acctt. / Acctt/ DEO/ Clerks
3	Special Course on GPF Module/Training on GPF Module	27.05.19 28.08.19 24.02.20	29.05.19 30.08.19 26-02-20	01 01 01	06 06 06	05 05 05	Sr.AO /AAO/Sr. Acctt. / Acctt/ DEO/ Clerks posted in fund Co- ordination
4	Advance Course on MS Office	08.07.19 06.01.20	12.07.19 10.01.20	01 01	06 06	04 04	Sr. Acctt. / Acctt/ DEO/ Clerks
5	Training on PAO Compact 2000	15.07.19	17.07.19	01	06	04	Sr. Acctt. / Acctt/ DEO/ Clerks
6	Induction Training For Newly Accountant	10.07.19	29.07.19	01	11	06	Accountant
7	Training on Power Point	29.07.19 20.01.20	30.07.19 21.01.20	01 01	06 06	04 04	Sr. Acctt. / Acctt/ DEO/ Clerks/ Sr.AO /AAO
8	Government e-portal for general awareness (BEMS,PFMS)	22.09.19 16.12.19	27.09.19 20.12.19	01 01	06 06	05 05	Sr.AO /AAO
9	Training on Loan Module	21.11.19	22.11.19	01	06	05	Sr. Acctt. / Acctt/ DEO/ Clerks posted in TAD Co- ordination
10	M.S. Office, Internet and E-mail.	10.02.20	14.02.20	01	06	04	Sr.AO /AAO

(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	629
3	Printers	147
4	UPS	285

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

1. Procurement of computer hardware/software, networking & maintenance of their web based Inventory.
2. Maintenance of office intranet. All manuals, Gradation List, Leave Accounts, Circulars & office orders etc. have been placed on the office Intranet and are being updated regularly.
3. Composite website, SMS Service and I.T. Security related matters.
4. Change management of VLC & GPF
5. Technical part of development of Interface under IFMS.

6. With a view to strengthen the GPF Software and to facilitate working of manual sections through computer, a change management was carried out and these were implemented on live server.
7. Final Payment & Milan cases status is hoisted on office website. Further, for subscribers' convenience, Speed Post No. & Date of forwarding Authority letter to DDOs is also being hoisted fortnightly on the office website.
8. Annual maintenance of Computer hardware and networking is being done by 3rd party vendor.

(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 Allahabad 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 2019-20** 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	492
2	No. of Pensioners drawing pension from PAO	1431
3	No. of bills including pension bills passed	7746
4	No. of GPF A/cs maintained	5513
5	Issue of Annual A/cs Slips	1898
6	No. of pension cases including family pension cases finalized	124

2) LONG TERM ADVANCES:

Broadsheet of long term advances	Number of loans sanctioned (during the year 2019-20)	Number of No dues certificates issued (during the year 2019-20)
House Building Advance	07	46
Other Motor Cycle Advance	NIL	02
Car Advance	NIL	NIL
Computer Advance	05	NIL

Chapter IV

Accounting Functions

Treasury Accounts Department (T.A.D.)

The main task of the TAD coordination is preparation of Monthly Civil Accounts and Annual Accounts (Finance and Appropriation Accounts) of Govt. of Uttar Pradesh. Schedules and Vouchers in support of receipt and payment on government account through over 6000 DDOs are furnished as initial accounts by **82** 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 **upto March 2020** is given below:

1. VLC-EDP	Upto February 2020
i) Treasury Vouchers	711280
ii) Transfer Entries	2117
iii) No. of DDOs/ CCOs operated in the month	110
2. Inward and Outward Settlement Accounts (AC)	Upto March 2020
I) Inward Accounts	878
II) Outward Accounts	585
III) PLI Accounts	Nil
3. Loan Accounts (LA)	Upto February 2020
i) Loan accounts maintained	6822

4. Personal Ledger Accounts (Deposit)

Upto March 2020

I)	New PLA	Nil
II)	Renewals	11
III)	Adverse Balance Clearance (In Lakhs)	February 2020

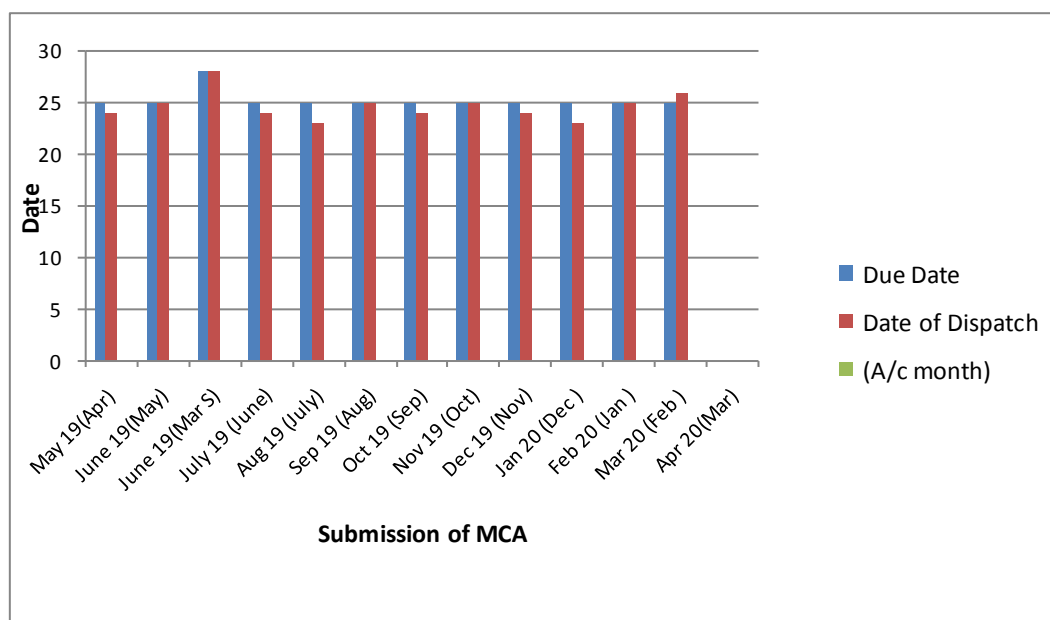
Opening Balance (01.02.2020)	181721.49
Receipt	2659.18
Payment	11979.47
Closing Balance (29.02.2020)	172401.20

5. Budget Section

- i) Scrutiny of Budget - Scrutiny of Budget for the Financial Year 2019-20 has been completed and sent to State Government on 24.05.2019.
- ii) Budget Estimates - Preparation of Budget Estimates for the Financial Year 2020-21 have been sent to State Govt. on 15.01.2020

6. Book (C)

Monthly Civil Accounts submitted to State Government:



7. TM-I/RBD

Clearance and adjustment of outstanding differences **upto February 2020**

SI No	Particulars	Debit		Credit	
		Items	Amounts (in crores)	Items	Amounts (in crores)
i	Adjusted by RBI	268	40.70	353	388.19
ii	Settled by AG(A&E)	17	314.93	17	400.12
	Total	285	355.63	370	788.31

8. Treasury Inspection

upto March 2020

- | | |
|---|---------|
| i) Number of Treasuries Inspected | 78 |
| ii) Number of Sub-treasuries Inspected | 207 |
| iii) Annual Review on working of treasuries | 2018-19 |

9. R.M.S. Group

- | | |
|---|---------|
| i) Month upto which bundles sent to Record/Library | 11/2018 |
| ii) Month upto which vouchers provided to Audit Parties | 12/2019 |

10. Report Section

- (a) Monthly Report on expenditure to the State Government for the month of **02/2020** has been submitted on **24.04.2020**.
- (b) Finance & Appropriation Accounts for the year 2017-18
- | | | |
|---|---|------------|
| i) Signed by C. & A.G. on | - | 03.09.2019 |
| ii) Presented to the State Legislature on | - | 19.12.2019 |
- (c) Accounts at a Glance for the year 2017-18
- | | | |
|-------------------------------------|---|------------|
| i) Signed by the A.G. on | - | 19.09.2019 |
| ii) Sent to the State Government on | - | 03.10.2019 |

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	9	Steno	1	D.E.Os	14
Asst. Accounts Officers	21	Sr. Accountants	157	MTS/R.K	28
Supervisors	5	Accountants	16		
Consultants	3	Clerks	10		

Maintenance of GPF Accounts:-

i. No. of live Accounts

AISF	815
OTHER THAN AISF	122106

ii. Subscribers updated in Masters.

AISF	651 (79.88%)
OTHER THAN AISF	97000(79.43%)

Status of Work

1. (A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases **during the year 2019-20:-**

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 31.03.2020
2019-20 (during the year 2019-20)	323	8422	8359	50 (336 cases were not due for disposal)

1. (B) Reconciliation Cases:-

Period	O.B.	Receipts	Settlement	C.B.
2019-20 (during the year 2019-20)	866	9601	9575	88(804 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 2019-20(during the year 2019-20) is as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.03.2020	156984	NIL	279672
Addition	6536	NIL	66090
Clearance	34798	NIL	99805
C.B. as on 31.03.2020	128722	NIL	245957

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

Period	O.B.	Receipts	Settlement	C.B.
2019-20 (During the year 2019-20)	14	250	248	16

2.(C) VFC Cases:-

Period	O.B.	Receipts	Settlement	C.B.
2019-20 (During the year 2019-20)	02	92	90	04

CHAPTER VI
INSPECTION UNIT

Status of work:

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- during the year 2019-20	44939
2	Number of Service Books checked : during the year 2019-20	204
3	Checking of Appropriation & Finance Accounts for the year 2017-18	Completed
4	Half-yearly review of Cash books :-	Completed
5	Test audit of sections during the year 2019-20 No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	 58 505 368 137
6	Honorarium Claims: during the year 2019-20	NIL
7	Review of CAG cases during the year 2019-20	439
8	Review of AG cases during the year 2019-20	02
9	Review of DAG cases during the year 2019-20	00
10	Review of VFC cases during the year 2019-20	02
11	Review of IT Security	Completed
12	Report of ADAI (Sent to HQs in 08/17)	Completed
13	Half Yearly Appraisal Report (Sent to HQs in July/2019)	Completed
14	Quadrennial Cycle/Annual Audit Programme/ Verification	Completed
15	(Programme from 04/2019 to 06/2019).	Completed

CHAPTER VII
IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Inspection of sections for progressive use of Hindi:

- **24** Sections of office were inspected **during the year 2019-20**, for progressive use of Hindi in official working.

Report:

- Half yearly report for Hindi Sikshan Yojna was sent to Rajbhasha and Hqrs on 07.05.2019 & 12.12.2019.
- Material for annual appraisal report sent to Headquarters' office on 07.05.2019.
- Half yearly report was sent to NAGAR RAJBHASHA KARYANVAYAN SAMITI on 19.06.2019 & 11.09.2019.
- Report for departmental **Rajbhasha Shield 2018-19** sent to Headquartes' office on 23.07.2019.
- Quarterly Hindi progressive Report upto December 2019 was sent to Rajbhasha Vibhag & Headquarters' on 29.01.2020.

Meetings:

- Quarterly meeting of **RAJBHASHA KARYANVAYAN SAMITI** of office for the quarter ending March, June, September & December 2019 was held on 26.04.2019, 23.07.2019 , 22.10.2019 & 23.01.2020 respectively.

Programme for Hindi :

- **Hindi Karyashala** was organized from 28.05.2019 to 30.05.2019, 04.09.2019 to 06.09.2019 & 18.12.2019 to 20.12.2019.
- Hindi Pakhwara was organized from 13.09.19 to 27.09.19 in the office and various programmes and competitions were organized during the Pakhwara.

Achievements:

- **Rajbhasha Gaurav Samman** was conferred by **Nagar Rajbhasha karyanvayan Samiti** to Accountant General for excellent work in Rajbhasha.

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 12th & 13th edition of 'Lekha Sangam' was released on respectively 26.04.2019 & 15.10.2019.

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 etc.

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.
- Financial Planning Seminar was organized on 22.05.2019, 27.08.2019 & 27.11.2019 by the Officers of S.B.I for retired/working officers/officials of A.G.(A&E) I & II.
- **The yoga programme** was organized in the office on **5th International Yoga day** on 21.06.2019 in which the officers/ officials of both the offices participated.
- **Tobacco Prohibition Program** was organized in the office on **18.07.2019** in which the officers/ officials of both the offices participated.
- **North zone Table Tennis tournament** was organized by this office from 29.09.2019 to 01.10.2019. AGUP, Allahabad won the trophy of Team event championship.
- A lecture on **"Stress management"** was held on **23.10.2019** by **Join for Smile** organisation for the officers/ officials of A.G. I & A.G. II offices.
- **Cloth distribution** programme was organized in office for needy people on **04.12.2019**.
- **Sports** were organized in the office on 07.01.2020 in which the officers/official of both the offices i.e. O/o the A.G.(A&E)-I U.P., Allahabad and O/o the A.G.(A&E)-II U.P., Allahabad were participated.
- A free health checkup, Acupressure and Physiotherapy was held on **28.02.2020** by Vatsalya Hospital in office for the officers/ officials of A.G. I & A.G. II offices.

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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