



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

ADMINISTRATIVE REPORT

2012-13

Updates upto June 2012

Office of The Accountant General (A.& E.) -1, U.P.;

Allahabad

CHAPTER - I

INTRODUCTION

With a view to developing an organizational pattern suited to the maintenance of accounts of the State Government and Audit thereof and consequent upon the restructuring of cadres in the IA&AD with effect from 1st March 1984, the erstwhile offices of the Accountants General, I, II and III UP were reorganized into the offices of the Accountants General (A&E) - I & II UP and Accountants General (Audit) - I & II, UP. All the accounting functions were entrusted to the A&E offices and the functions were accordingly distributed between the two offices.

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

- i) Preparation of annual Appropriation and Finance Accounts and its submission to the Government of U.P.
- ii) Preparation of Monthly Civil Accounts on the basis of vouchers/schedules received from **75** treasuries with over **7500** drawing and disbursing officers and its submission to Finance Department of the Government.
- iii) Maintenance of detailed accounts of various long term Loans and Advances.
- iv) Reconciliation of Accounts with the heads of offices and with those maintained by treasuries under various deposit heads.
- v) Reconciliation of Plan expenditure figures and preparation of statement of plan expenditure.
- vi) Maintenance of Provident Fund Accounts of eighteen departments and of the officers of the All India Services of UP Cadre.
- vii) Inspection of Treasuries.
- viii) Correspondence/discussions with the State Government on matters of policy involving the fundamental concepts/practices of accounting and periodical discussions with State Government representatives in the High Power Committee set up for the 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) Functional and Administrative control of Pay and Accounts Office 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, finalisation of pension cases and maintenance of Broadsheets of long term advances etc.
- xi) **STEPS TAKEN TO IMPROVE THE SERVICE TO STAKE HOLDERS – OPENING OF SINGLE WINDOW CLEARANCE CELL:** In order to give speedy disposal to the grievances of Officers\Employees of Uttar Pradesh Government pertaining to Provident Fund, Pension, Loans & Advances or any other matters, a single window clearance cell, at the entry point of the offices, 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. It's working is being appreciated by all concerned.

CHAPTER - II

ORGANISATIONAL STRUCTURE

Mr. P.K.Tiwari is holding the charge as Accountant General in the office of the Accountant General (A.& E.) – I, U.P., Allahabad.

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

i) Administration:

Shri Madhu Sudan, Dy. Accountant General is holding the charge of the Administration Group.

ii) Treasury Accounts :

Shri A.K.Srivastava, Dy. Accountant General is looking after the charge of the Treasury Accounts Group.

iii) Provident Fund :

Ms.Saumya Parihar, 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 2011-12 along with the corresponding figure for the year 2012-13 (during the period April 2012 to June 2012) is as under :

| Sl. No. | Sub-Heads | Expenditure incurred during the year 2011-12 (in lacs) | | Expenditure incurred during the year 2012-13 (in lacs) during the period April 2012 to June 2012 | |
|--------------|--------------------------------------------|--------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------|----------------|
| | | Budget | Actual | Budget | Actual |
| 1 | Pay & Allowances | 4210.04 | 4210.02 | 3694.29 | 1474.49 |
| 2 | Office expenses | 126.73 | 126.71 | 102.38 | 22.40 |
| | Wages | 14.37 | 14.37 | 8.86 | 3.20 |
| | RRT | 0.41 | 0.41 | 0.45 | 0 |
| | Publication | 8.23 | 8.23 | 9.94 | 0 |
| | Minor Work | 30.41 | 30.41 | 3.43 | 7.82 |
| | Prof. Services | 11.67 | 11.67 | 37.13 | 6.71 |
| | Grant-in-Aid | 14.12 | 14.12 | 0 | 0 |
| | Information Technology | 20.58 | 20.58 | 15.26 | 0 |
| 3 | House Building Advance | 10.94 | 10.94 | 0 | 0 |
| | Motor Conveyance advance/other conveyance. | 3.36 | 3.36 | 6.80 | 0 |
| | Computer | 3.30 | 3.30 | 0.90 | 0 |
| 4 | Overtime Allowance | 0.01 | 0.01 | 0.22 | 0 |
| 5 | Departmental Canteen | 24.87 | 24.87 | 24.30 | 8.83 |
| TOTAL | | 4479.04 | 4479.00 | 3903.96 | 1523.45 |

II- PERSONNEL:

The table shows the sanctioned strength and men-in-position in various categories as on 01.07.2012.

| Categories | Group | Sanctioned Strength | Men-in-position | Shortage(-)/ Excess(+) |
|------------------------------------|-------|---------------------|------------------------------------------------|---------------------------|
| (1) | (2) | (3) | (4) | (5) |
| IA & AS Officer | A | 04 | 04 | - |
| Welfare Officer | A | 01 | 00 | - 01 |
| Sr. Accounts Officer | B | 23 | 11 | - 12 |
| Accounts Officer | B | 08 | 15 | + 07 |
| Private Secretary | B | 01 | -- | -01 |
| Asstt. Accounts Officer | B | 110 | 109 + 01 Sr. DP | -- |
| AAO (Regular Temp) | B | 39 | 38 | - 01 |
| AAO (Adhoc) | B | 08 | 08 | -- |
| Supervisor | -- | -- | 02 | + 02 |
| Sr. Accountant | C | 516 | 453(441+12 EDP)+67HIA for AAO (Adhoc/RT) | +4 |
| Accountant | C | 118 | 120(105+15 EDP) | +02 |
| Welfare Assistant | C | 01 | 01 | -- |
| Personal Assistant | C | 05 | 03 | - 02 |
| Stenographer | C | 03 | 01 EDP | -2 |
| Clerks | C | 188 | 98+2 EDP+42 HIA for TI Party | -46 |
| Record Keepers & Others | | | | |
| SG. Record Keeper | C | 4 | 4 | -- |
| Multi Tasking Staff | C | 116 | 68 | - 48 |
| EDP Posts | | | | |
| Sr. Data Processor | B | 02 | 01 | - 01 |
| Data Processor | B | 04 | - | - 04 |
| Sr. Console Operator | C | 05 | 02 | -03 |
| Console Operator | C | 13 | 01 | -12 |
| Data Entry Operator | C | 59 | 27 | -32 |

The position of various reserved category staff in Group 'C' as on 30.06.2012 and the number of staff recruited during the period April 2012 to June 2012.

was as follows :-

| Category | Total No. as on 30.06.2012 | Number of employees recruited during the period April 2012 to June 2012 |
|------------------------|----------------------------|-------------------------------------------------------------------------|
| | Group 'C' | Group 'C' |
| Scheduled Caste | 449 | Nil |
| Scheduled Tribe | 18 | Nil |
| Other Backward Class | 81 | Nil |
| Physically Handicapped | 34 | Nil |
| Ex-Servicemen | 03 | Nil |

RECRUITMENT:

Recruitment made on compassionate ground and Sports quota during the during the period April 2012 to June 2012 is as follows:-

| | |
|------------|----|
| Accountant | 03 |
|------------|----|

PROMOTIONS:

No promotions were made during the period April 2012 to June 2012.

CONFIRMATION :

No confirmations were made during the period April 2012 to June 2012.

RETIREMENTS :

Following staff under different categories retired during the period April 2012 to June 2012:-

| <i>Sl. No.</i> | <i>Designation</i> | <i>No. of Person</i> |
|----------------|-------------------------|----------------------|
| (i) | Sr. Accounts Officer | 02 |
| (ii) | Accounts Officer | 01 |
| (iii) | Asstt. Accounts Officer | 01 |
| (iv) | Sr. Accountant | 05 |

EXAMINATIONS :

Details of examinations conducted during the period April 2012 to June 2012 and the number of persons who appeared and were declared successful are given below:

| <i>Sl. No.</i> | <i>Name of Examination</i> | <i>Held in</i> | <i>Appeared</i> | <i>Passed</i> |
|----------------|-------------------------------------|----------------|-----------------|---------------|
| 1 | Incentive Exam for Sr. Accountants | April – 12 | 63 | 08 |
| 2 | Departmental Exam for Clerks | April – 12 | 17 | 06 |
| 3 | Typewriting Test for Serving Clerks | April – 12 | 07 | Nil |

DEPUTATIONS :

Following number of staff were sent on deputation during the period April 2012 to June 2012

| Designation | No. of Person |
|--------------------|----------------------|
| Sr. Accountant | 02 |
| Clerk | 01 |

SMALL SAVINGS :

Employees of our office subscribed to Post Office Monthly Small Savings Scheme and saved Rs. 9,00,044/- during the period April 2012 to June 2012.

ASSOCIATIONS:

There are three recognized service associations in the office:-

- I. Sr. Accounts Officers/Accounts Officers (A&E) Association, Allahabad.
- II. Section Officers/Asstt. Accounts Officers Association, Allahabad.
- III. Civil Accounts Association.

CASH AWARD AND MERIT CERTIFICATES:

Twenty nine officers/Officials were awarded on Independence Day 2011 and Thirty Officers/Officials were awarded on Republic Day 2012 for their meritorious services.

III- ORGANISATION AND METHODS:

Administrative Report of our office for the year 2011-12 and updates up to May 2012 is available on office website viz *agup@cag.nic.in*

IV – TRAINING:

The following Departmental and In-House Training programmes were conducted during the period April 2012 to June 2012.

A - DEPARTMENTAL TRAINING COURSES

| Sl. No. | Name of the Course | Duration | | No. of persons to be trained | Level of Participants |
|---------|------------------------------------------------------------------|------------|------------|------------------------------|-----------------------|
| | | From | To | | |
| 1 | Training of Clerks appearing in Departmental Confirmatory Exams. | 26.03.2012 | 20.04.2012 | 5 | Clerks |

B - IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized during the period April 2012 to June 2012.:-

| 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. | Seniority and Promotion | 10.04.12 | 11.04.12 | 2 | 8 | 7 | Sr. Accountant/ Accountant/ Clerks. |
| 2. | Basics of P.F. Act 1925 etc. | 24.04.12 | 25.04.12 | 2 | 8 | 7 | Sr. Acctt./ Acctt. |
| 3. | Monthly Civil Accounts, Finance & Appropriation Accounts | 08.05.12 | 09.05.12 | 2 | 8 | 6 | Sr. Acctt./ Acctt. |
| 4. | Right to information Act.2005 | 23.05.12 | 24.05.12 | 2 | 8 | 7 | Sr. Acctt./ Acctt. |
| 5. | Working of ALPM Section | 12.06.12 | 13.06.12 | 2 | 8 | 7 | Sr. Accountant/ Accountant/ Clerks |
| 6. | Course on Works A/cs & Forest A/cs | 19.06.12 | 21.06.12 | 3 | - | 15 | Sr. Acctt./ Acctt. |

C – EDP - TRAINING COURSES:

The following training programmes in Computer courses were conducted during the period April 2012 to June 2012:-

| S.N. | Name of the course | No. of Courses | No. of persons trained | | Level of participation |
|------|---------------------------------------------------------|----------------|------------------------|--------|--------------------------------------------|
| | | | AG –I | AG –II | |
| 1 | Spl. Course on VLC | 01 | 06 | 06 | Sr. Acctt./ Acctt./ Clerks of VLC/TAD wing |
| 2 | Hindi Typing on Computer | 01 | 06 | 06 | Clerks |
| 3 | M.S.Office & Internet – Email | 01 | 06 | 06 | Sr.AO/AO/AAO |
| 4 | Type Training for Newly Promoted Clerks | 01 | 05 | 01 | Clerks |
| 5 | Special Course on ALPM | 01 | 06 | 06 | AAO/Sr.Acctt./Acctt./ Clerks |
| 6. | Special Course on M.S. Excel & Awareness on IT Security | 01 | 06 | 06 | Sr.AO/AO/AAO |
| 7. | S.A.S.(Civil Audit)/Incentive Exam (PC-4/IE-4) | 01 | 54 | - | SAS Candidates |

V - I.T. CORE Group:

An I.T.Core Group functions to look after all the computer hardware and software requirements of the office and matters related to purchase, physical verification and Annual Maintenance Contract. Maintenance of Computers, UPS, Printers and Servers and networking is being done by computer cell through AMC. Inventory of software and hardware is also being maintained.

An Intranet is functional in this office.

| No. of Hardware under AMC | | |
|---------------------------|-----------|-----|
| (A) | Computers | 375 |
| (B) | UPS | 180 |
| (C) | Printers | 96 |
| (D) | Servers | 10 |

VI – PAY AND ACCOUNTS OFFICE:

The quantum of work done during the period April 2012 to June 2012 is as under:

| Sl. No. | Name of Work | Quantity |
|----------------|---------------------------------------------------------------|-----------------|
| 1 | No. of Cheques issued | 3838 |
| 2 | No. of Pensioners drawing pension from PAO | 970 |
| 3 | No. of bills including pension bills passed | 8418 |
| 4 | No. of GPF A/cs maintained | 3226 |
| 5 | Annual A/cs Slips issued | issued |
| 6 | No. of pension cases including family pension cases finalized | 18 |
| 7 | No. of permanent pension Account No. | 93 |

| Broadsheet of long term advances | Number of loans sanctioned upto the month of June 2012 | Number of No dues certificates issued upto the month of June 2012 |
|-----------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------|
| House Building Advance | 01 | 08 |
| Other Motor Cycle Advance | 09 | 03 |
| Car Advance | -- | -- |
| Computer Advance | 15 | -- |

CHAPTER IV

ACCOUNTING FUNCTIONS

Treasury Accounts Department (T.A.D.)

The main task of the TAD coordination is the preparation of Monthly Civil Accounts and Annual Accounts (Finance and Appropriation Accounts) of Govt. of U.P. It also renders assistance to the State Government in the preparation of their Annual Budget.

Receipt and payments on government account through 7589 DDOs are furnished as initial accounts by 75 treasuries and other offices (IRLA, etc.).

Organisation

The work of the coordination is carried out through the following sections

1. Treasury Miscellaneous Sections:

There are two Treasury Miscellaneous (TM) sections that co-ordinate the function of different sections, maintain uniformity of procedure in the working of the sections, give opinion to State Government wherever sought on financial matters, rules and regulations etc. The sections are responsible for control and deployment of staff and assigning work among sections of the coordination, sending Quarterly Report on complaint cases to Headquarters' office, monitoring embezzlement and court cases and sending of specimen signatures of Sr. Accounts Officers/Accounts Officers issuing payment authorities to Treasuries in the State, sending periodical reports to H.Qrs. office on the state of the work of the office, performance indicator report of TAD coordination and submission of Annual Target & Half-Yearly Achievement Report of the wing to Headquarters.

2. Compilation General Branch:

Initial accounts of the transactions relating to the State Govt. Department, except the Department of Works, Forest and Irrigation, made through the 1st and 2nd list of accounts from 75 treasuries are received and checked in these sections. Thereafter the accounts are received by VLC/DC sections for detailed accounting. The treasury accounts pertaining to Pension, A.C, L.A. and deposit sections are sent to the concerned sections directly by Comp.(G) IV & V sections. The accounts of '8782' PWD Cheques are directly sent to W.E.(C) section of A.G (A&E) II. Treasury Accounts of all the Major Heads dealt in A.G (A&E) II office are then sent to the V.T. (Cell) of that office.

In the VLC setup, the primary function of Compilation General I & II Sections is to ensure correctness of Accounts after going through the subsidiary records received along with the Abstract of Major head totals. A total of 6 broadsheets are maintained by these sections.

3. Voucher Level Computerization (V.L.C.)

VLC-EDP section is providing interface between system and user to remove irritants while working on the software and to obtain backup of daily/monthly data and preserve the backup media in fire proof safe at D.A.G./Admn. cell and ICISA, Noida. The section also helps in generation of monthly civil accounts and in ensuring accuracy of figures shown in monthly civil accounts ; monthly/annual appropriation accounts finance account etc. The section also provides data viz. compilation shets, consolidated abstract, capital receipts etc.in PDF format to Reconciliation Cell to facilitate reconciliation by the government departments. Data in PDF format is also provided for uploading in the official website. The cell is ensuring the compliance of IT Security Policy and Backup Policy as framed by the Headquarters' Office.

Voucher Transmission cell

1-The V.L.C. wing posts the L.O.P./ cash accounts received from all the 75 treasuries and after posting of the same, sends it to V.T. (cell) for their preservation. V.T.(cell) prepares each month a list of such LOP/Cash A/C and makes them available to the D.C section on demand. At the end of every two years, LOP/Cash A/cs of the first one year are transmitted to library and of remaining one year are retained in V.T.(Cell).

2-The VLC wing also provides pay bell vouchers (Estt. Vouchers) to the V.T.(Cell) after posting. Subsequently VT Cell enters the above vouchers in a register and makes them available to the D.C. sections concerned.

4. Departmental Compilation Section:

There are in all 08 Departmental Compilation (D.C.) sections . They maintain the Broadsheets of Departmental Adjusting Account Suspense, Objection Book suspense, Long Term Advances viz. House Building Advances, Motor Car Advances (other than Group 'A' officers) and Permanent Advances. A total of 312 broadsheets are maintained by the DC sections. Clearance of items kept under suspense and removal of misclassifications, objections, errors and other irregularities are effected through reconciliation and examination of different records obtained through correspondence and during Treasury Inspection. The reconciliation of figures compiled is carried out with departmental figures maintained by the Controlling Officers of the State Government, after obtaining and verifying the statement of differences from reconciliation parties visiting this office for reconciliation purpose. All the annual and periodical adjustments in the accounts are also carried out by the respective D.C. Sections.

5. Pension (Compilation) Section:

Pension (C) section deals with the compilation of civil pension vouchers of U.P. Treasuries including interstate pension vouchers. Thereafter, data is fed into VLC software package. Following heads of the Accounts are dealt with the section on manual basis in a prescribed data sheet.

2071 Pension and other retirement benefit.

0071 Contributions and other recoveries Towards Pension and other retirement benefits.

8793 Inter state Inward Suspense Accounts received from AC section to send pension expenditure certificate to AC section.

DAA Broadsheet and OB Broadsheet total 04Broadsheets are being maintained for M H 2071 (P) and 0071 in the section.

6. Account Current Sections:

There are four Account Current Sections which handle 950 Inward Settlement Accounts, 593 Outward Settlement Accounts and nil P L I Accounts and maintain 43 Broad Sheets.

7. Loans and Advances Sections:

Loans and advance wing has two sections. It maintains loan registers and Broadsheets in respect of Major Heads under Loans and Advances. These sections maintain **232** Broadsheets for the **2540** detailed loan accounts. Statements of loan accounts depicting outstanding balances are issued only to 2273 institutional loanees concerned every year for obtaining acceptance of Balances shown therein. Details are being called for in respect of remaining loanees.

8. Deposit (State) Section:

This section maintains the broadsheets relating to Deposit bearing interest and Deposit not bearing interest of the heads 8229, 8338 (Deposit of Local Funds), 8342, 8443 (Civil Deposit) and 8448 (Deposit of Local Funds). On the basis of sanctions issued by the U.P. Government, the section issues authorities which include renewals as well as new authorities.

9. Suspense Cell:

The main Function of this cell is to help Book (C) section in preparation of Monthly progress report regarding clearance of balances under the head 8658 Suspense Account-III DAA Suspense each month after closing of Monthly Civil Account for submission to the Groups Officer and quarterly to the C&AG of India. Details of unadjusted amount of DAA Suspense under each Major Head of accounts are procured from VLC and are sent to concerned DC section of the offices of AG (A&E)- I & II for immediate clearance. Proper liaisoning on any issue pertaining to DAA Suspense between both the offices of (A&E) are done in this cell. The cell also supplies materials for preparation of performance indicator report in respect of DAA suspense as per HQ's direction. Apart from this, the cell also monitors and controls suspense balances. The cell also supplies material for preparation of performance indicator report in respect of DAA suspense as per Headquarters' directions.

10. RBD (Cell):

This section maintains 3 broad sheets - two for Reserve Bank Deposits and one for N - Cash balances. Its job is clearance and adjustment of outstanding differences in respect of above.

Annually the section sends a report on REVIEW OF BALANCES in respect of figures of RBD state –Major Head 8675 to Book Civil section for further necessary action.

11. Adverse Balance Clearance Cell:

The cell was formed with a view to examine the reasons of Adverse Balances appearing in the Finance Accounts under the major head 8443-106. The following were achieved during the year 2011-12:-

(A) Details of entire adverse balances appearing under various Major Head of Deposits heads as appeared in the Finance Accounts have been obtained. Action was taken to rectify/adjust the same by making correspondence with the concerned depts./treasuries against the adverse balances amounting to Rs 5.49 core the deposit heads (shown in Finance Accounts in bold) ,Rs 0.81 crore was located /identified and sent to Audit Office for getting vetting certificates after getting these from Audit Office the matter will be taken up with Hqrs for proforma corrections in Finance Accounts.

(B) Details of adverse balances are obtained from VLC section and a monthly/ quarterly report on adverse balances is sent to T.M.-II section regularly.

12. Record Management Support (R.M.S.) Group:

A section named R.M.S. Group functions to manage the sorting, managing and transmissions of vouchers to Record Room. Bundles of Vouchers have been sent to records after Indexing & Listing. RMSG also provides vouchers to CASS/CAP section for Central Audit.

13. Book (Civil) Section:

Book (Civil) section does the scrutiny of Monthly Civil Accounts of the State Government generated by V.L.C. and after approval by the A.G. forwards the same to State Government on due dates. This section also maintains account of Internal Debt of the State Government.

14. Report Section:

Report section prepares the Finance and Appropriation Accounts in prescribed formats. It also arranges to get them printed in book form in English and Hindi after getting these accounts checked and cleared by I.T.A. Section and Audit Office. These Accounts are sent to the State Government for presentation to the State Legislature after the approval of Comptroller and Auditor General of India.

As per order of Headquarters' office from 1998-99 the work of preparation of Accounts at a Glance (English and Hindi version) and submission of the same to State Government has been assigned to the Report section.

15. Central Assistance Cell:

A Central Assistance cell prepares statements in respect of expenditure figures of Central Plan Schemes, Centrally Sponsored Schemes and externally aided/World Bank Schemes for submission to office of the Principal Accountant General (Audit) for issuing Audit certificates to the concerned state government departments. The cell also prepares the Central Plan Scheme Monitoring Report in respect of above mentioned schemes for submission to Headquarters' office, office of the Principal Accountant General (Civil Audit) U.P., Allahabad and office of the Sr. Dy. Accountant General (Local Bodies – Audit and Accounts), U.P., Allahabad.

16. Budget Section:

The main function of the Budget section is to assist the State Govt. in the preparation of its budget. The section scrutinizes the annual budget of State Government. A monthly report on expenditure is submitted to the State Government.

17. Inspection of Treasuries/ Sub Treasuries:

The Inspection of Treasuries/ Sub-Treasuries of the State is conducted/ managed by Treasury Inspection Cell by **five** parties. The sanctioned strength of Treasury Inspection unit is as under:

| Sl. | Name of Post | Strength |
|------------|---------------------------------------|-----------------|
| A. | Sr. Accounts Officer/Accounts Officer | 05 |
| B. | Assistant Accounts Officer | 10 |

An “Annual Review on working of Treasuries in Uttar Pradesh” is published by the wing.

STATE OF WORK ----- Accounts Wing

The volume of documents handled/work done during this period is given below:

| Sl. | Particulars | Number |
|----------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| 1 | Treasury Vouchers Upto May 2012 | 92925 |
| 2 | Transfer entries Upto May 2012 | 410 |
| Inward and Outward Settlement Accounts | | |
| 3 | (A) Inward Accounts June 2012 | 251 |
| | (B) Outward Accounts June 2012 | 149 |
| | (C) PLI Accounts | 0 |
| 4 | Loan Accounts maintained May-2012 | 2611 |
| 5 | Broad Sheets maintained | 601 |
| 6 | Compilation of monthly Accounts Upto May 2012 | 02 |
| Personal Ledger Accounts for which A.G. issued authority: | | |
| 7 | (A) New PLAs Upto June 2012 | 0 |
| | (B) Renewals Upto June 2012 | 06 |
| Adverse Balances Clearance Cell | | |
| 8 | Amount cleared (Rs. In Crores) | 0 |
| RMSG | | |
| 9 | (A) Month up to which bundles sent to Record | 05/2011 |
| | (B) Month up to which vouchers provided to Audit parties | 03/2012 |
| Report Section | | |
| (i) Finance & Appropriation Accounts for the year 2011-12 | | |
| 10 | (A) Signed by C&AG on | --- |
| | (B) Presented to the State Legislature on | --- |
| (ii) Accounts At A Glance for the year 2011-12 | | |
| | (A) signed by the Accountant General on | --- |
| | (B) sent to the State Government on | --- |
| Treasury Inspection | | |
| 11 | (A) No of Treasuries inspected Upto June 2012 | 21 |
| | (B) No of sub-Treasuries inspected Upto June 2012 | 67 |
| | (C) Annual Review on working of Treasuries in Uttar Pradesh | 2010-11 |
| Budget section | | |
| 12 | (A) Scrutiny of Budget | Completed for FY 2011-12 |
| | (B) monthly report on expenditure to the State Government | Sent for the month of 04/ 2012 |
| | (C) Budget estimates | Sent for FY 2012-13 prepared and sent to UP Govt. |

R.B.D.Cell

Clearance and adjustments of outstanding differences as of April-**2012** under R.B. Deposits were as under:

| Sl. No. | Particulars | Dr Amount (in crores) | Items | Cr Amount (in crores) | Items |
|----------------|----------------------|----------------------------------|--------------|----------------------------------|--------------|
| 1 | Adjusted by RBI | 548. 31 | 127 | 552. 45 | 91 |
| 2 | Settled by A.G.(A&E) | 16.63 | 31 | 16.63 | 27 |
| | Total | 564. 94 | 158 | 569. 08 | 018 |

Monthly Civil Accounts of U.P. :-

Submitted to the State Government by Book © section on the dates given below:-

| Month | Due Dates | Dates of Despatch |
|----------------|------------------|--------------------------|
| March-2012 | 11-05-2012 | 07-05-2012 |
| April-2012 | 25-05-2012 | 23-05-2012 |
| May-2012 | 25-06.2012 | 22-06-2012 |
| March(Sy)-2012 | 29-06.2012 | 28-06-2012 |

CHAPTER V

PROVIDENT FUND

Organisation:

The Provident Fund Group, which performs entitlement functions relating to maintenance of G.P.F. of State Government employees, consists of **33** regular sections. In order to achieve better results, certain items of work have been centralized in particular sections as mentioned below:-

- (i) With a view to ensuring cent percent receipt of G.P.F. schedules, G.P.F. debit vouchers and cash challans arrangements have been made in consultation with Director of treasuries, U.P. to obtain G.P.F. schedules, debit vouchers and cash challans in separate packets from all the treasuries directly in ALPM-VI, ALPM-VII, ALPM-VIII and ALPM-II sections respectively. On receipt of these packets from the treasuries, the sections sort out major Head wise schedules and vouchers and forward to corresponding regular sections of both the A&E offices.
- (ii) Review of balances, closing of consolidated Broadsheets, annual adjustment of interest and accounting of T.Es. are done in Fund-20 section.
- (iii) Receipt of complaint cases from Headquarter Office, their distribution to the concerned sections, watching settlement of these cases and sending fortnightly progress report to C. & A. G. are done in Fund-40 section.
- (iv) Receipt of final payment cases, distribution to the concerned sections and their monitoring is done in computer cell attached with Fund-1 section.
- (v) For proper maintenance of records, R.M.S.G. has been formed in Fund Wing.

Maintenance of G.P.F. Accounts:

- i. The office of the A. G. (A&E)-I, U.P., Allahabad is presently maintaining about **1.60 lakh** G.P.F. Accounts relating to subscribers of the departments of Education, Labour, Employment, Food & Civil Supplies, Police, Land Records, General administration, Community Development, Planning and statistics, Industries, Information, Panchayati Raj, Road Transport, Stamps and Registration, Jail, Scientific and Sales Tax of the U.P. Government. Besides 891 AISPF Accounts of IAS, IPS & IFS officers of U.P. cadre are also maintained by the office of A. G. (A&E) -I.

- ii. Entire P. F. Accounts have been brought under computerized system of posting w.e.f. the accounting year 1994-95. These accounts, including AISPF, are posted by five ALPM sections under the charge of One Branch Officer. From 09.08.2011 posting work has been assigned to Fund Manual Sections and all Sr.Accountants and Accountants are required to do the posting work as well as the work relating to final payment cases, reconciliation cases and correspondence.

Citizens Charter:

With a view to enhance the quality of services being rendered in A&E Offices in respect of maintenance of General Provident Fund accounts a “Citizens Charter” has been formulated as per direction of Headquarters’ office. In order to watch timely redressal of complaints a quarterly report is being sent to Headquarters office from January 2004.

Schedule Management:

A monthly report regarding monitoring of schedule management and consequent posting and reconciliation is also being sent to Headquarters office since February 2004.

STATE OF WORK

Provident Fund wing

(A) Final Payment Cases:-

Position regarding receipt and clearance of final payment cases during the during the period April 2012 to June 2012 is as under:

| Year | Cases outstanding at beginning of year | Cases, received during the year | Cases cleared during the year | Cases outstanding at the end of year |
|---------|----------------------------------------|---------------------------------|-------------------------------|--------------------------------------|
| 2012-13 | 13 | 2290 | 2287 | 16 |

(B) Missing credit and debit items and unposted credit and debit items:-

The number of missing items and unposted items outstanding at the end of *June 2012* is as under:-

| | Unposted credit | Unposted debit | Missing credit | Missing debit |
|-----------------------|-----------------|----------------|----------------|---------------|
| O.B. as on 01.04.2012 | 269824 | 01 | 1049702 | 0 |
| Addition | 30721 | 08 | 0 | 0 |
| Clearance | 20294 | 09 | 40203 | 0 |
| C.B. as on 30.06.2012 | 280251 | Nil | 1009499 | 0 |

(C) C. & A. G. complaint Cases:-

| Period | O.B. | Receipts | Settlement | C.B. |
|-----------------------|------|----------|------------|------|
| 01.04.12 – 30.06.2012 | 14 | 223 | 216 | 21 |

(C) VFC Cases:-

Since the opening of this cell i.e. 11.03.99, **15550** cases of different nature have been received upto 30.06.2012, out of which **15539** cases have been settled leaving the balance as 11.

No. of complaint cases settled by VFC is as under:

| Year/Period | O.B. | Receipts | Settlement | C.B. |
|---------------------|------|----------|------------|------|
| 01.04.07 – 31.03.08 | 130 | 257 | 368 | 19 |
| 01.04.08 – 31.03.09 | 19 | 1377 | 1396 | Nil |
| 01.04.09 – 31.03.10 | Nil | 1892 | 1892 | Nil |
| 01.04.10 – 31.03.11 | Nil | 1327 | 1326 | 01 |
| 01.04.11 – 31.03.12 | 01 | 1081 | 1068 | 14 |
| 01.04.12 – 30.06.12 | 14 | 180 | 183 | 11 |

CHAPTER VI
INSPECTION UNIT

Status of work

1. **Triennial Review of ledger cards of G.P.F.**
(New cycle October 2011 to September 2014)
Number of ledger cards reviewed upto 06/2012:- 12495
2. **Checking of Service Book**
(Fresh Annual cycle from August 2011)
Number of Service Books checked by ITA upto 06/2012: - 147
3. **Checking of Appropriation & Finance Accounts**
for the year 2010-11 Completed.
4. **Half-yearly review of Cash books :-** Completed for the period 10/11 to 03/12.
5. **Test audit of sections upto 06/2012**

| | | |
|-----------------------------------------|---|----|
| No. of sections test checked by ITA | - | 33 |
| No. of Paras initially issued | - | 72 |
| No. of Paras added | - | 09 |
| No. of Paras settled after verification | - | 04 |
| No. of Paras finally issued | - | 77 |
6. **Inspection of this office by D.G. (Inspection)**
Inspection of office was conducted by DG (Inspection) during the period 22.11.2010 to 03.12.2010. The last quarterly compliance report was sent on 16.05.2012.
7. **Checking of JEs drawn in March(sy) 2012 Accounts**
339 JEs were checked and returned back after seeking the approval of Accountant General.
8. **Review of FP/RB cases**
ITA reviewed 210 FP/RB cases of GPF besides honorarium, stepping up, family pension, pay revision & other cases.

CHAPTER VII

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Hindi workshop:

06 officials got trained in Hindi type on Computer.

09 Sections of office were inspected for progressive use of Hindi in official working.

23 officials participated in Hindi Workshop organized from 29-05-2012 to 31-05-2012.

Quarterly/Half yearly reports:

Quarterly Hindi report for quarter ending March 2012 sent to Headquarters' office 23.04.2012.

Half yearly Report on Hindi Shikshan Yojna sent to Headquarters' office on 26.04.2012.

Report for inspection of Sansadiya Sammiti sent in June-2012.

Meetings:

Quarterly meetings of RAJBHASHA KARYANVAYAN SAMITI of office were held on 20.04.2012.

Tarang:

The publication of our quarterly Hindi Magazine 'Tarang' - an endeavour of all the four offices of Audit and Accounts, continued. Contributions are made by serving and retired officers/officials. Material for inclusion in "Lekha Pariksha Prakash" brought out by Headquarters' office contributed by the members of staff.

CHAPTER VIII

WELFARE AND CULTURAL ACTIVITIES

The Welfare Branch of the office works under the Welfare Officer and attends to staff welfare, 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.

Presently, Shri A.K.Srivastava, Dy Accountant General/TAD is looking after the charge in addition to his regular charge.

OTHER ACTIVITIES :

In month of April 2012 Blood pressure and Blood sugar levels of employees were checked.

Arrangements have been made for providing treatment to Officers/officials by Homeopath Doctor two days in a week between 1:30 P.M. to 2:30 P.M. from 24.05.2012 for maintaining their good health.

DEPARTMENTAL CANTEEN:

The departmental Canteen caters to needs of employees and arranges foods and snacks etc. at subsidized 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. It has a very strong financial base with 2878 Share holders and a share capital of over Rs 2crores. It has a total

deposit of about Rs 1.5 Crores Under various categories such as Monthly Thrift Deposit, Term Deposit, Reserve Fund, Daughter's Marriage account and Employees Welfare fund. 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.

ACCOUNTS RECREATION CLUB:

Established in 1935, this is one of the oldest clubs in the city and caters to literary and sports needs of the employees. The club is managed by an elected body with two Vice-presidents, General Secretary, Assistant General Secretary, Outdoor and Indoor Games Secretaries, Treasurer, Joint Treasurer and three Executive Members. The Deputy Accountant General (Admn.) is the Ex-Officio President of the Club. Accountants General (A&E)-I and Accountant General (A&E)-II are the patrons of the Club.

The club also has a very rich library with about 25000 books in Hindi, Urdu, Bangla and English.

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