



# **INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

## **ADMINISTRATIVE REPORT**

**2020-21**

**For April, 2020**

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 **79** treasuries and **03** other offices (IRLA etc.) 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 16<sup>th</sup> November, 2010 on the eve of the 150<sup>th</sup>

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 FSD and Director of Treasuries on issues relating to improving quality of accounts:** Entry conference on budget scrutiny for the year 2018-19 and Exit conference on Annual Accounts (2017-18) was held with the State Government officials (Principal Secretary, Finance) on 14.05.2018 and 25.06.2018 respectively.
- e. **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 PSC (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.
- 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.
- g. An Exit Conference was organized on 10.07.2019 on Finance and Appropriation Accounts for 2018-19. All the relevant points on Finance and Appropriation Accounts were discussed among the principal Secretary (Finance), Government of U.P. and Accountant General (A&E)-I.
- h. A Treasury Workshop was organized on 07.06.2019 for correctness of Accounts received from treasuries and bridges the gap between treasuries and Accountant General Office with TOs/DDOs of State of U.P. presided over by the Sr.Dy. Accountant General (TAD&VLC).

- i. Reconciliation of M.H. 8675 :- A meeting was held with RBI and State Government officials with Accountant General on 17.01.2020 regarding adjustment of pending RBD (State) discrepancies and claim for penal interest on late remittances of Government receipts into Govt. Accounts by Agency Banks
- j. Workshops/ Seminar have been organized with objective to sensitize the TOs/DDOs and discuss the important matter such as Minus Balance cases, clearance of unposted items and full want/part want of the GPF schedule, adjustment of missing credits, registration of mobile no and updation of master data etc. as detailed below:-

Place of workshop	Date of workshop	Details of Participants
Gorakhpur	13/11/2019	T.O. and DDOs of Gorakhpur
PAO, UP Bhawan, New Delhi	27/11/2019	T.O. and DDOs of PAO, UP Bhawan, New Delhi
Ghaziabad	29/11/2019	T.O. and DDOs of Ghaziabad
Chitrakoot	22/01/2020	T.O. and DDOs of Chitrakoot
Fatehpur	28/01/2020	T.O. and DDOs of Fatehpur
Hamirpur	05/02/2020	T.O. and DDOs of Hamirpur
Ambedkar Nagar	05/02/2020	T.O. and DDOs of Ambedkar Nagar
Lucknow	07/02/2020	D.O.T, T.O. and DDOs of Lucknow
Jhansi	18/02/2020	T.O. and DDOs

## **Chapter - II**

### **Organizational Structure**

**Ms. S. Ahladini 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 2019-20 along with the corresponding figure for the year 2020-21(during April 2020) is as under:

Sl. No.	Sub-Heads	Expenditure incurred during the year 2019-20 (in lakhs)		Expenditure incurred During April, 2020 (in lakhs)	
		Budget	Actual	Budget	Actual
1	Pay & Allowances	6777.43	6777.43	6440.57	1063.68
2	MT Charges	156.10	156.10	135.30	0
3	DTE	126.06	126.05	94.43	0
4	Office expenses	197.71	197.71	151.26	0.80
	Wages	0	0	0	0
	RRT	29.53	29.53	213.55	0
	Publication	0	0	0	0
	Minor Work	40.18	40.18	0	0
	Prof. Services	102.78	102.78	67.75	6.49
	Grant-in-Aid	7.53	7.53	0	0
	Information Technology	39.48	39.48	0	0
5	House Building Advance	11.00	11.00	0	0
	Motor Conveyance advance/other conveyance.	0	0	0	0
	Computer	1.00	1.00	0	0
6	Overtime Allowance	0	0	0	0
7	Departmental Canteen	31.39	31.39	28.78	5.23
<b>TOTAL</b>		<b>7520.19</b>	<b>7520.18</b>	<b>7131.64</b>	<b>1076.2</b>

**SANCTIONED STRENGTH & PERSONS IN POSITION AS ON 01.05.2019**  
**NAME OF THE OFFICE: Office of the Accountant General (A&E)-I, U.P., Allahabad.**

	Sanctioned Strength				Men in Position				Vacancy			
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	Posts HIA	Net Vacancies	Remarks
Sr. AO	29	1	2	32	24	0	2	26	-06		-06	On Deputation-01
Sr. AO ( Ex-Cadre)		1		1		1		1	0		0	
AAO	96	1	6	103	76	0	6	82	-21		-21	On Deputation-02
AAO ( RT )		1		1	1			1	0		0	
Supervisor	4			4	7			7	3		3	
<b>TOTAL</b>	<b>129</b>	<b>4</b>	<b>8</b>	<b>141</b>	<b>108</b>	<b>1</b>	<b>8</b>	<b>117</b>	<b>-24</b>	<b>0</b>	<b>-24</b>	<b>On Deputation-03</b>
Sr. Accountant	317			317	405			405	88	10	98	Excess Interim SS in combined cadre of Sr.Acctt/Acctt is 58 One (1) HIA for AAO(RT), 2 for Jr. Translator, 4 for RTI Ald and 03 for Sr.AO & AO (Legal), On Deputation-10
Accountant	79			79	49			49	-30		-30	On Deputation-01
Clerk/Typist	129			129	32			32	-97	67	-30	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
<b>TOTAL</b>	<b>597</b>	<b>0</b>	<b>0</b>	<b>597</b>	<b>521</b>	<b>0</b>	<b>0</b>	<b>521</b>	<b>-76</b>	<b>77</b>	<b>1</b>	<b>On Deputation-12</b>
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	
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>-6</b>	<b>0</b>	<b>-6</b>	<b>On Deputation-02</b>
SG Record Keeper	4			4	0			0	-4		-4	
<b>Total SG Record Keepers</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4</b>	<b>0</b>	<b>-4</b>	
Hindi Officers	1			1	0			0	-1		-1	
Jr. Hindi Translators	2			2	2			2	0		0	
<b>Misc./Other Posts</b>												
Welfare Assistant	1			1	1			1	0		0	
Staff Car Driver	2			2	2			2	0		0	
<b>TOTAL Misc./Other Posts</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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	
<b>GRAND TOTAL</b>	<b>872</b>	<b>4</b>	<b>8</b>	<b>884</b>	<b>744</b>	<b>1</b>	<b>8</b>	<b>753</b>	<b>-131</b>	<b>77</b>	<b>-54</b>	<b>On Deputation-17</b>

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

(2). Total 16 officers/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	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	(Sanctioned vide Hqrs. letter No.....dated.....)
Data Manager										
Data Entry Operator Gr.F	2			2		0		0	-2	1250/623/DAI/BRS/3-94 dt.25.3.94 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.E	4			4		0		0	-4	1250/623/DAI/BRS/3-94 dt.25.3.94 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Faculty (SO)										
Data Entry Operator Gr.D	5			5		2		2	-3	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.B	14			14		0		0	-14	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96 & 1678/DAI/BRS/3-94/A&E dt.3.5.94
Data Entry Operator Gr.A	58			58	35	0	0	35	-23	724/DAI/BRS/619-1-94 dt.25.2.94, 109/619/1-94 Vol.II dt.18.1.96, 1678/DAI/BRS/3-94/A&E dt.3.5.94 & 597 BRS/13-2000 dt.27.2.2003
<b>TOTAL</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>35</b>	<b>2</b>	<b>0</b>	<b>37</b>	<b>-46</b>	

**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	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	Govt. of India Ministry of Personnel Public Grievances & Pension Dept
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	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>-15</b>	



## **II- PERSONNEL:**

The position of various reserved category staff in Group 'C' as on 30.04.2020 and the number of staff recruited during the month of April 2020 is as follows:

Category	Total Number as on 30.04.2020	Number of employees recruited during April 2020
	Group 'C' *	Group 'C'
Scheduled Caste	114	00
Scheduled Tribe	09	00
Other Backward Class	116	00
Physically Handicapped	14	00
Ex-Servicemen	14	00

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

**RECRUITMENT:** No recruitment was made during the month of April, 2020.

**PROMOTIONS:** Following promotions were made during the month of April, 2020.

Designation	No. of Person
Sr. Accountant to Supervisor	01
DEO Gr A/ Acctt/ Sr. Acctt. to AAO	13

**RETIREMENTS:** Following number of staff retired during the month of April 2020.

Designation	No. of Person
AAO	01
Supervisor	02
Sr. Accountant	01

**EXAMINATIONS:** Detail of examinations conducted during the month of April, 2020.

Sl. No.	Name of Examination	Held in	Appeared	Passed
3	Departmental Exam for Accountants	Feb – 2020	11	Result awaited

**DEPUTATIONS:** No official was sent on deputation during the April, 2020.

### **SMALL SAVINGS:**

Employees of our office subscribed to Post Office Monthly Small Savings Scheme and saved **Rs. 20020/-** during the month of April, 2020.

### **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:

**i) 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 2019-20 is available on office website (<http://agup.nic.in/ag1-admr-1920.pdf>)

**Conduct of studies:**

The section conducts various studies:

**ii)** 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).

**iii)** During the year 2019-20, studies on the following topics have been completed:-

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

**iv) 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.

**v) 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 month of April 2020* is as under:

Sl. No.	Name of the Course	Duration		No. of persons trained	Level of Participants
		From	To		
1	Nil				

**vi) 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.

#### IV) – TRAINING:

The following Departmental and In-House Training programmes were conducted during *the April 2020*:

##### A – DEPARTMENTAL TRAINING COURSES: NIL

##### B – IN-HOUSE TRAINING COURSES:

The following In-house Programmes were organized during *the April 2020*:

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	Nil						

##### C – EDP – TRAINING COURSES:

The following training programmes in Computer courses were conducted during *the April, 2020*.

Sl. No.	Name of the course	Period		No. of Courses	No. of person		Level of participation
		From	To		AG-I	AG-II	
1	Nil						

#### 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 3<sup>rd</sup> 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 April, 2020* is as under:

##### **1) Quantum of work for Pre-Check, Compilation, Fund and Pension Sections:**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Quantity</b>
1	No. of Cheques issued	26
2	No. of Pensioners drawing pension from PAO	483
3	No. of bills including pension bills passed	257
4	No. of GPF A/cs maintained	1826
5	Issue of Annual A/cs Slips	00
6	No. of pension cases including family pension cases finalized	06

##### **2) LONG TERM ADVANCES:**

<b>Broadsheet of long term advances</b>	<b>Number of loans sanctioned (During <i>the April, 2020</i>)</b>	<b>Number of No dues certificates issued (During <i>the April, 2020</i>)</b>
House Building Advance	NIL	NIL
Other Motor Cycle Advance	NIL	NIL
Car Advance	NIL	NIL
Computer Advance	NIL	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 6278 DDOs are furnished as initial accounts by **79** treasuries and **03** other offices (IRLA, etc.). 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

**[Note:** Hqrs has decided the date of March closing on 30/06/2020 for state Government accounts. Hence it will updated later.]

## 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	156	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	97006(79.44%)

### **Status of Work**

#### **1. (A) Final Payment Cases:-**

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

Year	Cases outstanding at the beginning of year	Cases received during the year	Cases cleared during the year	Cases outstanding as on 30.04.20
2020-21 (During April 2020)	386	119	128	157 (216cases were not due for disposal)

#### **1. (B) Reconciliation Cases:-**

Period	O.B.	Receipts	Settlement	C.B.
During April 2020	892	130	170	315 (519 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 at the end of April, 2020 is as follows:

	Unposted credit	Unposted debit	Missing credit
O.B. as on 01.04.2020	128722	NIL	245957
Addition	NIL	NIL	NIL
Clearance	481	NIL	316
C.B. as on 30.04.2020	128241	NIL	245641

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

Period	O.B.	Receipts	Settlement	C.B.
During April 2020	16	01	16	01

**2.(C) VFC Cases:-**

Period	O.B.	Receipts	Settlement	C.B.
01.04.20 - 30.04.2020	04	NIL	NIL	04

**CHAPTER VI**  
**INSPECTION UNIT**

**Status of work:**

Sl. No.	Item	Status
1	Number of ledger cards reviewed:- during April 2020	4050
2	Number of Service Books checked : during April 2020	1
3	Checking of Appropriation & Finance Accounts for the year 2017-18	Completed
4	Half-yearly review of Cash books :-	In progress
5	Test audit of sections during April 2020 No. of sections test checked by ITA No. of Paras initially issued No. of Paras settled after verification No. of Paras finally issued	04 33 20 13
6	Honorarium Claims: during April 2020	NIL
7	Review of CAG cases during April 2020	09
8	Review of AG cases during April 2019	00
9	Review of DAG cases during April 2019	00
10	Review of VFC cases during April 2019	00
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 Jan/2019)	Completed
14	Quadrennial Cycle/Annual Audit Programme/ Verification	Completed
15	(Programme from 04/2018 to 06/2018).	Completed



## **CHAPTER VII**

### **IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY**

#### **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.

## 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 with the technical help of the office recreation club.

#### **WELFARE ACTIVITIES:**

- Arrangements have been made for providing first aid treatment to Officers/officials for maintaining their good health. Checking of B.P. & Sugar levels is also being done regularly in the Welfare section.

#### **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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