

INDIAN AUDIT AND ACCOUNTS

DEPARTMENT

ADMINISTRATIVE REPORT

2017-18

Updates upto March, 2018

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

Monthly Administrative Report (Admn. Wing)

Budget: 2017-2018

Heads	Budget (In thousand of Rupees)	Expenditure up to 03/ 2018 (In thousand of Rupees)
Salaries, Wages & OTA	452986.32	452985.93
Travel Expenses	3164.4	3162.72
Rents, Rates & Taxes	-----	-----
Office Expenses	10674.93	10674.13

Retirements:

The details of employees who bade farewell to this office till 31st March – 2018 :-

Sl. No	Name & Designation S/Sri	P.No.	Date of Retirement/Death
1	Syed Saghir Hasan, AO	A/397	30-04-2017
2	Chandan Kumar Chatterjee, AAO	B/625	30-04-2017
3	Prakash Chandra Srivastava, Sr.Acctt	D/725	30-04-2017
4	Ram Kailash Pandey, AAO	B/1316	31-05-2017
5	Ahmad Khalid Nadeem , Supervisor	C/412	30-06-2017
6	Akhilesh Jha, Sr.Acctt	D/578	30-06-2017
7	Phool Chandra, Sr. Acctt	D/3226	31-07-2017
8	Phirtu Ram, Supervisor	C/368	31-07-2017
9	Ms. Asha Srivastava, Supervisor	C/709	31-08-2017
10	Ranveer Singh , Sr. Acctt	D/781	31-08-2017
11	Ramesh Chandra Mishra, Sr. Acctt	D/1836	31-08-2017

12	Hirendra Nandi, AAO	B/490	30-09-2017
13	Ram Sumer Saroj , Sr. Acctt.	D/1731	30-09-2017
14	Munni lal, AAO	B/1943	31-12-2017
15	Man Singh , Supervisor	C/ 626	31-12-2017
16	Uma Shankar Singh, Sr AO	A/1281	31-01-2018
17	Om Prakash Srivastava, Sr.AO	A/213	31-01-2018
18	D C Ravi , Sr. AO	A/1237	31-01-2018
19	Farid Alam Ansari, Sr. Accountant	D/3310	31-01-2018
20	Brij Lal Kushwaha, MTS	G/3313	31-01-2018
21	Ashok Kumar Singh , Sr. Accountant	D/1748	28-02-2018
22	Vinod Kumar Mishra, Sr. Accountant	D/3249	28-02-2018
23	Hari Prakash , MTS	G/3234	28-02-2018
24	R C Malhotra, Sup	C /760	31-03-2018
25	Suresh Chandra, Sr. Accountant	D/1331	31-03-2018
26	Hira Lal, MTS	G/3409	31-03-2018

In-house Training

General & EDP Courses

01.04.2017 to 31.03.2018

i	Name of Course	Period	Slots
1.	KFA/KRA	17-04-2017 to 19-04-2017	04
2	APAR & Writing of Performance Appraisals	26-04-2017 to 28-04-2017	12
3	Training on MS Word	27.04.2017 to 21.04.2017	04
4	Training on VLC	25.04.2017 to 27.04.2016	04
5	Special course on GPF module	03-05-2017 to 05-05-2017	04
6	Training on MS Word	15-05-2017 to 19-05-2017	04
7	Office procedure	15-05-2017 to 17-05-2017	04
8	Working of Account current and RBD section	29-05-2017 to 31-05-2017	07
9	Working of PC Section	07-06-2017 to 03-06-2017	04
10	Reference courses for fund co-ordination	20-06-2017 to 22-06-2017	07

11	Training of MS-Excel	05-06-2017 to 03-06-2017	04
12	Training on VLC	20-06-2017 to 22-06-2017	04
13	Training on M.S.Excel	10.07.2017 to 14.07.2017	05
14	Training on MS-Access	24.07.2017 to 28.07.2017	05
15	Training on Power Point	08.08.2017 to 10.08.2017	05
16	Training on VLC	22.08.2017 to 24.08.2017	05
17	Training on GPF Module	29.08.2017 to 31.08.2017	05
18	Working of LA/Book (C) Section	09-.08.2017 to 11.08.2017	07
19	APAR and writing of performance Appraisals (As per Hqrs. Instructions)	21.08.2017 to 23.08.2017	04
20	Maintenance of Broadsheet of HBA/MCA	12-09-2017 to 14-09-2017	07
21	Working of WAD & Forest Co-ordination	26-09-2017 to 28-09-2017	10
22	Training on M.S.Excel	11-09-2017 to 15-09-2017	05
23	Training on MS Word	25-09-2017 to 29-09-2017	05
24	Right to information Act-2005	10-10-2017 to 12-10-2017	04
25	Awareness about ISSAIs (As per Hqrs. Instructions)	24-10-2017 to 26-10-2017	04
26	Training on M.S.Excel	09-10-2017 to 13-10-2017	05
27	Training on VLC	24-10-2017 to 26-10-2017	05
28	Office procedure (As per Hqrs. Instructions)	14-11-2017 to 16-11-2017	04
29	Finance & Appropriation Accounts	22-11-2017 to 24-11-2017	07
30	Training on MS Word	06-11-2017 to 10-11-2017	05
31	Training on Loan Module	14-11-2017 to 15-11-2017	05
32	Training on GPF Module	21-11-2017 to 23-11-2017	05
33	Seniority & Promotion	12-12-2017 TO 14-12-2017	04
34	Ethical Standards IAAD	19-12-2017 to 21-12-2017	05
35	Training on PAO COMPACT	04-12-2017 to 06-12-2017	05
36	Training on M.S.Excel	18-12-2017 to 22-12-2017	05
37	Refresher course for Fund co-ordination	08-01-2018 to 10-01-2018	07
38	Working of budget & Deposit section	23-01-2018 to 25-01-2018	05
39	Training on M.S.Excel	08-01-2018 to 12-01-2018	05
40	Training on Power Point	23-01-2018 to 24-01-2018	05
41	Précis & Noting/ Drafting in Hindi	07-02-2018 to 09-02-2018	04

42	Working of LA/Book (C) Section	21-02-2018 to 23-02-2018	07
43	Finance & Appropriation Accounts	07-03-2018 to 09-03-2018	05
44	Awareness about ISSAIs (As per Hqrs. Instructions)	13-03-2018 to 15-03-2018	04
45	Sampling Technique	19-03-2018 to 21-03-2018	07
46	Workshop of Suspense clearance, case Study	26-03-2018 to 28-03-2018	04
47	Training on MS-Access	05-03-2018 to 09-03-2018	05
48	Training on M.S.Excel	19-03-2018 to 23-03-2018	05

RTI Training (General & EDP Courses)

01-04-2017 to 31-03-2018

Sl. No.	Name of Course	Period	Slots
1.	GST (HQ course)	17.04.2017 to 21-04-2017	01
2.	Audit in IT Environment	25-04-2017 to 30-04-2017	02
3	Statistics & Sampling in Audit	01-05-2017 to 05-05-2017	02
4	Audit in IT Environment	15-05-2017 to 23-05-2017	03
5	IT Concept ,MS Office & Internet	15-05-2017 to 23-05-2017	03
6	Workshop on Establishment and Administration	19-06-2017 to 24-06-2017	02
7	MS- office(level-1)	05-06-2017 to 14-06-2017	02
8	Audit in IT environment	19-06-2017 to 24-06-2017	01
9	I T Concepts, MS Office & Internet	17-07-2017 to 25-07-2017	03
10	Audit of Public Works & Projects Including Irrigation Projects (for AAOs/AOs/SAOs)	07-08-2017 to 11-08-2017	02
11	Advance Course in MS Access	01-08-2017 to 09-08-2017	02
12	MS Word & Power Point	07-08-2017 to 11-08-2017	04
13	Audit in IT Environment	21-08-2017 to 26-08-2017	01
14	Advance course on MS Access	04-09-2017 to 13-09-2017	03
15	IDEA (Level -2)	06-11-2017 to 10-11-2017	02

16	Audit in IT Environment	20-11-2017 to 25-11-2017	02
17	Principles of Networking, Internet and Network Security	27-11-2017 to 01-12-2017	02
18	Audit of Procurement of Contract Management	04-12-2017 to 06-12-2017	03
19	Audit in IT Environment	11-12-2017 to 16-12-2017	01
20	GST (HQ Course)	08-01-2018 to 12-01-2018	01
21	Advance Course on Ms- Excel	01-01-2018 to 06-01-2018	02
22	Seminar on Right to Information Act	07-02-2018 to 09-02-2018	03
23	Audit in IT Environment	19-02-2018 to 24-02-2018	01
24	All India Seminar on Government Accounting including GASAB and Accrual Accounting	12-03-2018 to 15-03-2018	04

MANUALS:-

SI No.	Name of Manuals	Printing Year
1	Procedure manual of VLC	2006
2	Works Manual	2008
3	Pension Manual	2007
4	GE Manual	2007
5	Forest Manual	2008

6.0 General Provident Fund

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

6.1 General.

- 6.1.1 The Government of Uttar Pradesh introduced the system of maintenance of pass Book by all Drawing and disbursing officers with effect from 01.04.85 under the GPF U.P. rules 1985. Payment of 90% balances standing at credit of the subscribers in his Pass Book is made at the time of the death/retirement by the drawing and disbursing officer. The residual Balance of 10% available in GPF account of a retired/expired subscriber is authorized by this office after necessary scrutiny. As a result, work relating to issue of Final Payment Authorities also involves the reconciliation and settlement of discrepancies between the pass book maintained at drawing and disbursing officer's level and the subscribers/account maintained in this office.
- 6.1.2 Annual statement of GPF account in respect of all subscribers are uploaded on official website in the month of August every year. Uploading of accounts statement is given wide publicity. The accounts statement for the year 2016-17 have been uploaded on official website. The subscribers can print out the statement with the help of his/her date of birth. Such statements help the subscribers to get acquainted with each year's account position and enables them to take up correspondence with the office for redressal. The increased awareness as well as reconciliation prior to 90% payment, made mandatory by ministry of finance, Uttar Pradesh has added to our work load.
- 6.1.3 Besides above, Facilitation Cell and Fund-I (CAG complaint cell) have also been created for prompt redressal of grievances of visiting subscribers and settlement of complaints received from the Headquarters' Office.

6.2 System Improvement.

- 1. During the year various actions have been initiated by A.G. and DAG to improve the working of Fund Wing. Funds

Wing have been reorganized major head wise under a branch office posting of GPF details till final payment. Director of Treasury and CTO/TO are constantly reminded of missing schedules.

2. The matter regarding missing schedules and half filled details in schedule is being taken up with Director of Treasuries at high power committee meeting.
3. GPF data is being maintained in Oracle Package.
4. The ALPM computer section has been provided a format for proving of monthly account at the end of each month closing.
5. DAG (Funds) is regularly holding meeting with Branch Officers & sectional head of Funds Wings for improvement in FP and other cases.
6. Each Accountant has been provided format for maintaining the subscriber-wise missing-Items details.
7. GPF Authorities have been computerized to reduce the problem of eligibility of various details provided in them.
8. Experiment was carried out with some Major Head wise regarding posting of GPF details from Establishment Vouchers. This has proved to be useful.

6.3 **Interaction with State Govt.**

We have developed a healthy interaction with some State Department. However, interaction with subscribers' department is also to be initiated. Some of the activities which have been followed up are:-

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

6.4 **Final Payment Cases.**

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

The position of receipt and clearance of Final Payment cases up to the month of March 2018 is as under:-

Year	Cases outstanding as on	Cases received upto 31 March	Cases Cleared up to 31 March	Cases outstanding at the end of the March 2018

	1 st April 2017	2018	2018	
2017-18	00	8733	8733	00

6.5 Missing and un posted items.

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

The position of such items as on 31 March 2018 of the last twelve months is indicated below:-

Item Name & Year	O.B.as on 1 st April 2017	Addition during the period	Clearance during the period	Closing Balance at the end of the March 2018
Missing Credits 2017-18,Upto 31 March 2018	177329	107922	125927	159324
Missing Debit 2017-18,Upto 31 March 2018	Nil	nil	nil	nil
Un posted Credits 2017-18,Upto 31 March 2018	11743	4917	6025	12274
Un posted Debit 2017-18,Upto 31 March 2018	nil	nil	nil	nil

6.5.1 Missing credit in the GPF Account maintained by this office are mainly due to non furnishing of sufficient or incorrect information in the General Provident Fund Schedules prepared by Drawing and disbursing officers and transferred by treasuries. The matter has been taken up with the State Government and Director (Treasury) for providing the correct and complete schedules.

6.5.2 These missing items are being cleared with the help of collateral evidence provide by pass books of subscribers. The details of pass book are being brought by various peripatetic parties send from various fund sections to different DDO's. The details are also being received from DDOs through general correspondence.

6.6 General (Ordinary) letters.

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

Details of clearance of ordinary letters in the last twelve months are given below:-

Year	Clearance of OD letters during the period
2017-18,Upto 31 March 2018	13937

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

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

The manual sections looks after the clearance of Final Payment, 90% reconciliation, CAG cases, and other complaint cases the Fund-I keeps close watch of all these. While DAG Funds Cell keeps a check of Final Payment, CAG, AG and DAG cases. The authority cell is created for printing computerized authorities.

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

Special drive have been launch for review of minus balance cases as a result of which 1066 cases were outstanding at the end of March 2018, in which reminder recovery letter has been sent to concerned DDO/subscribers.

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

Activity report for the month of March, 2018

TAD Wing

1. VLC wing is headed by Sr.Dy. Accountant General (TAD & VLC) who is assisted by three Branch Officers.
2. TAD Wing deal with the Treasury Accounts of State's Treasuries related with the different Departments and their Major Heads. Compilation work is done by seven D.C. Section in VLC package. This compilation is of primary nature as it is done with initial documents i.e. vouchers and receipts schedules and monthly data sent to O/o the AG(A&E) I for merger.
3. Details of Major Head, dealt by this office for compilation work are as under:-
Major Heads:-
Payments: - 2014, 2030, 2210, 2211, 2215, 2216, 2217, 2401, 2402, 2403, 2404, 2405, 2415, 2416, 2425, 2435, 2501, 2506, 2705, 4210, 4211, 4215, 4216, 4217, 4401, 4402, 4403, 4404, 4405, 4415, 4425 4435 and 7610/8000 related with above revenue expenditure heads.
Receipts: - 0030, 0210, 0211, 0215, 0216, 0217, 0401, 0403, 0404, 0405, 0415, 0425, 0435, 0506 and capital Receipts as per heads shown in payments.
4. Total No. of Vouchers compiled up to 02/2018 in the year 2017-18 as on 31-03-2018 = 5,26,641
Total receipt schedule compiled up to 02/2018 in the year 2017-18 = 9078
5. Position of outstanding in D.A.A. Suspense to 02/2018 in 2017-18 as on 31.03.2018
(i) Payment 0.29 Crore ' (ii) Receipt' Nil
6. Position of outstanding O.B. Suspense up to 02/2018 in 2017-18 as on 31.03.2018 in payment heads 31.69 Crores
7. Outstanding amount of A.C. bills up to 02/2018 (ending 31.03.2018) 3.04 Crores

VLC Wing

1. VLC wing is headed by Sr. Dy. Accountant General (VLC) who is assisted by ~~three~~ Branch Officer.
2. VLC package is currently running on platform of LINUX and Oracle 11g. Original package was developed by M/s Tata Consultancy Service. Certain components were modified by M/s CMC Ltd. New Delhi in the year 2009-10.
3. Project of Technical up-gradation of VLC is completed by M/s CMC Ltd. New Delhi and original platforms are being replaced by Linux and Oracle 11g. The Project is implemented from month Aug.2012.
4. VLC set up is presently centralised in a hall at IInd floor of the building where officials of TAD & WAD wings capture their accounts on nodes divided in

cabins. There is a plan of decentralization of nodes with their placements in respective, sections of WAD & TAD with modular furnitures by 2017-2018

**ADMINISTRATIVE REPORT Manthly(PENSION
COORDINATION)
March-2018**

AUTHORITY OF PENSION

1. The U.P. Govt. has taken over the work related to Pension of State Govt. Employees w.e.f 30/09/1988 and from thereafter. However, the revision of pension, family pension and other related misc. work of those state govt. employees who have retired/died prior to 30/09/1988 are still being done by this office.

2. Though the Central Govt. has transferred the Pension work relating to Central Employees to Central Pay and Accounts Office from 01/01/1990, but still the issue of the Payment Authorities in r/o Pension Revision, Family Pension, Commutation, Ex-Gratia Allowance of Burma Civil Pensioners are still being carried out by this office i.e. by Accountant General (A&E)-II, U.P. Alld.

3. After the implementation of Pay Revision w.e.f. 01/01/1986 by the state govt., keeping view the requirement of revision, the revision work of Pension, Family, Pension revision of pension of death cases and revision of Gratuity of those employees who retired/died after 01/01/1986, but before 30/09/1988, are still being carried out by this office, after receiving the Pension papers from the concerned department.

4. The pension payment authority issued to all the Treasuries of U.P. including those pensioners of U.P. Govt., who want to draw pension from other states, the Special Seal Authority is still being issued by this office to concerned Accountant General Office of that state. Similarly, the govt. employees of other state who want to draw pension from U.P., the Authority is being issued to concerned treasuries by this office on the basis of Special Seal Authority. The other state pensioners drawing pension from various treasuries of U.P., the Accountant

General Office (A&E)-II, U.P., Alld, also undertakes the work of issuing orders from time to time regarding enhancement of relief on pension to all the Treasuries of U.P.

5. Settlement of Pension Cases during the m/o **March.-2018** is as given below:-

YEAR	BALANCE AS ON 28.02.2018	RECEIPT DURING THE MONTH Feb.-2018	SETTLEMENT DURING THE MONTH March-2018	BALANCE CASES ON CLOSING OF March-2018
2017-18	00	20	18	02

6. Legal Cell has been established for settlement of legal notices and court cases in respect of Pension of retired state govt. employees. Settlement of Pension Revision Cases, Authority Letter under Special Seal received from Accountant Generals of other State, Complaint Cases received from Head Quarter, Legal Notices and Court Cases during the m/o **March.-2018as under:-**

CATEGORY	BALANCE AS ON 28-02.2018	RECEIPT DURING Feb-2018	SETTLEMENT DURING THE MONTH of March-2018	BALANCE CASES ON CLOSING March-2018
Revision Cases	24	14	29	09
Special Seal Authorities received from other AGs	00	155	155	nil
Complaint Cases received from CAG office	nil	12	12	nil
Court Cases and Legal Notices	06	05	09	02

CHAPTER-4

Accounting Functions of Works Group

4.1 Work Accounts Group, consisting of 15 sections, function under overall supervision and guidance of a Group Officer designated as Deputy Accountant General (Works). Basic functions of this group are as under:-

- (a) Scrutiny of initial Accounts received from Divisional Offices under the Departments of Public Works, Irrigation, Minor Irrigation, Rural Engineering services and Ground Water of the State of Uttar Pradesh.
- (b) Preparation of data sheets (month wise and division wise) and their posting on computer.
- (c) Quarterly reconciliation of accounts with the figures of Division.
- (d) Maintenance of various works Broadsheets and Broadsheets of HBA & MCA in respect of employees of the Departments of Public Works and Irrigation.
- (e) Preparation of the statements of the Finance and Appropriation Accounts of the Departments of Public Works and Irrigation
- (f) Cadre management of DA(s)/DAO(s), finalization of their personal claims and imparting training to newly recruited Divisional Accountants (Probationers).
- (g) Monthly Account Details are uploaded on website w.e.f. 4/15. This information is communicated to all concern Sr. Secretaries & Divisional Officers.

4.1.1 Works Coordination Cell (WC Cell) is coordinating section of the Works Group. The section is responsible for deployment of personnel and intersectional transfer within wing. The section submits various Returns/Reports due to TM (Central) and Administration section of the office on due dates. It also

prepares Annual Review. **Annual Review for the year 2016-17 has been prepared and sent to U.P. Govt. on 22-01-2018**

The section collects information regarding points to be raised in High Power Committee meetings held from time to time.

Efforts are made to improve the quality of accounts. W.C. Cell issues office orders/ instructions to sections concerned from time to time to keep watch over quality of compiled accounts received from divisions.

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

4.1.2 Book (Works) / F&A section keeps watch over expenditure incurred and sends monthly appropriation along with comments regarding excess expenditure, (-) expenditure, expenditure without budget to the departmental Pr. Secretaries and H O Ds.

4.1.3 Works Accounts Sections There are 8 works accounting sections in the coordination. Seven sections are placed at Allahabad while WA-8 section dealing with account of M.I., R.E.S. and Ground water divisions is placed at Lucknow. These sections are responsible for scrutiny of the compiled monthly Accounts and their posting on VLC system received from **719 Engineering Divisions** detailed below, of the State of Uttar Pradesh at present. W.A sections also carry out Quarterly reconciliation of figures with Divisional Officers.

These sections also maintain Works Broadsheets viz. Public Works Remittance (Head-1, Head-2) Public Works Deposit, MPSSA, CSSA etc., watch clearance of outstanding balances and carry out correspondence related thereto, prepare reports / provide information related to the Broadsheets.

Account upto Feb– 2018 has been completed.

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

	Departments	Number of divisions rendering compiled accounts
(i)	Public Works	227
(ii)	Irrigation	366
(iii)	Rural Engineering Departt.	75
(iv)	Minor Irrigation	37
(v)	Ground Water	14
	Total	719

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

4.1.5 The cadre of Divisional Accountants/DAO(s) is managed by WM-1 Section. The section, in addition to transfer and posting of DA(s) also deals with their promotion to higher grades, confirmation on the post of DA, Disciplinary cases and complaints against DA(s)/DAO(s). The gradation list of the incumbents of the DA's Cadre as on 1.3.2013 was updated and compiled by the section.

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

The grade-wise and category wise incumbents in the cadre of DA(s) as on 01.03.2018 was as under:-

As on 01.03.2018

Designation	Sanct. Srength	Men in Position								Horizontal	
		male	female	SC	ST	OBC	UR	Total	P H	Ex SM	
(i) Sr. Divisional Accounts Officer	109 (15%)	102	02	23	08	Nil	73	104	03(UR)	NIL	

	(Gr. 'B' Gazetted)										
(ii)	Divisional Accounts Officer Grade-1 (Gr. 'B' Gazetted)	182 (25%)	177	03	46	10	24	100	180	03(UR)	NIL
(iii)	Divisional Accounts Officer Grade-2	182 (25%)	167	08	19	06	70	80	175	03(UR) 03(OBC)	03(UR)
(iv)	Divisional Accountant	255 (35%)	104	03	17	02	28	60	107	02(UR) 03(OBC)	01(UR)
	Divisional Accountant (Probationers)		56	06	10	05	17	30	62	02(OBC)	Nil
Total		728	606	22	115	31	139	343	628	20	04

CHAPTER -4

Accounting Functions of Forest Group

4.1 Forest Accounts Group. Consisting of 2 sections function under overall supervision and guidance of a Group Officer Designated as Deputy Accountant General (Works/Forest). Basic functions of this group are as under :-

- (a) Scrutiny of initial Accounts received from Divisional offices under the Departments of Forest of the State of Uttar Pradesh.
- (b) Preparation of data sheets (month wise and division wise) and their posting on computer.
- (c) Quarterly reconciliation of accounts with the figures of Division.
- (d) Maintenance of various forests broadsheets and Broadsheets of HBA & MCA in respect of employees of the Departments of Forest dept.
- (e) Preparation of the statements of the Finance and Appropriation Accounts of the Departments of Forest Department.

4.1.1 Forest Coordination Section (Forest-1) is coordinating section of the Forest Department, Group. The section submits various Returns/Reports

due to Comp(G) A.G.1 ALLAHABAD and Book (C) and Administration section of office on due dates. It also prepares Annual Review for the year 2016-17 has been prepared and sent to U.P. Govt. on 13-03-2018.

The section collects information regarding points to be raised in High Power Committee meetings held from time to time. Efforts are made to improve the quality of accounts Forest-1 issues office orders/instructions to sections concerned from time to time to keep watch over quality of complied accounts received from divisions.

4.1.2 Forest Accounts Sections. There are 2 Forest Accounting sections in the coordination. These sections are responsible for scrutiny of the complied monthly Accounts and their posting on VLC system received from 123 Forest Divisions of the state of Uttar Pradesh at present. Forest sections also carry out Quarterly reconciliation of figures with divisions.

4.1.3 Works Account-8 section is responsible for scrutiny of the complied group monthly Accounts and their posting on VLC system received from only 126 Works Divisions of the state of Uttar Pradesh at present. Works Account-8 section is also carry out Quarterly reconciliation of figures with division.

Accounts up to the month of March(main), 2018 has been completed.

4.1.4 Forest Sections deal with Treasury accounts of Establishment of Forest, Broad-sheets relating to DAA and OB suspense raised during the year under DAA suspense & OB Suspense are cleared by obtaining requisite information/record from concerned units. The sections are also responsible for maintenance of Broad-sheets of HBA & MCA of the department of Forest of the state of Uttar Pradesh. Annual statements and NDC's are issued to all the Loanees by the sections.

4.1.5 These sections also maintain Forest BROADSHEETS viz. Forest Remittance, Forest Deposit, Forest Advance, Forest Cheque, etc., watch clearance of outstanding balance and carry out correspondence related there to, prepared reports/provide information related to the BROADSHEETS.
