

Administrative Report (Admn. Wing)

1. About us : As already uploaded

2. Report on Citizen Charter (Annual) : A copy of gazetted charge as on 01.05.2012 has already been sent to I.T. Core Group.

3. Budget : The details of budget will be intimated on its allotment by Hqrs' office..

4. Time Scale of Pay of officers & staff : Time Scale of pay of the officials/officers of the office is same as that of office of the AG (A&E)-I, U.P., Allahabad.

5. Manuals :

Sl. No.	Name of Manual	Year of printing	Remark
1.	Procedure Manual of VLC	2006	-
2.	Works Manual	2008	-
3.	Pension Manual	2007	-
4.	GE Manual	2007	-
5.	Forest Manual	2008	-

PERSONNEL

- (i) The staff of the office comprises of group 'A' officers belonging to Indian Audit & Accounts services and group 'B', 'C' and 'MTS' officials.
- (ii) The composition of the personnel in the office as on 01.05.2012 is given in the table below :-

Sl. No.	Category of Staff	Group	Persons in position as on 01.05.2012	Sanctioned Strength
1.	Sr. Accounts Officers	'B'	13	18
2.	Accounts Officers	'B'	08	04
3.	Asstt. Accounts Officers	'B'	80	89
4.	Private Secretary	'B'	01	01
5.	Sr. Accountants	'C'	337	405
6.	Accountants	'C'	72	90
7.	Clerks	'C'	63	137
8.	Stenographer Grade-I	'C'	01	01
9.	Stenographer Grade-II	'C'	03	04
10.	Stenographer Grade-III	'C'	01	04
11.	Welfare Assistant	'C'	01	01
12.	Caretaker	'C'	01	01
13.	Staff Car Driver	'C'	01	01
14.	Records Keeper	'C'	10	14
15.	Peon, Daftari, Farrash, Chowkidar, Safaiwala, Jr. Gestetner Operator, Guard, Waterman	'MTS'	47	79
		Total	639	849

Note : Apart from the above 04 Group 'A' Officers, 21AAOs (RT & Ad-hoc) and 05 Supervisors are also posted in this office.

Retirements

The details of employees who bade farewell to this office during the year 2011-12 after rendering full service are given below :-

Sl. No.	Name S/Shri	Designation	Personal No.	Date of Retirement
1.	R. K. Srivastava	Sr. Acctt.	D/588	30.04.2011
2.	M.D. Gupta	AAO	B/546	31.5.2011
3.	J.P.N. Tiwari	Sr. Acctt.	D/1946	30.6.2011
4.	Tribhuvan Nath	Sr. Acctt.	D549	30.6.2011
5.	Lalta Prasad Singh	Sr. Acctt.	D714	30.6.2011
6.	Kali Prasad	Sr. Acctt.	D/806	31.7.2011
7.	L.K. Dwivedi	AAO	B/1087	31.7.2011
8.	Smt Suman Lata	Supervisor	C/273	31.7.2011
9.	Ajai Kumar	Sr. Acctt.	D/442	31.7.2011
10.	Ram Dhan	Sr. Acctt.	D/1406	31.7.2011
11.	G.C. Mehrotra	Sr. Acctt.	D/1224	31.8.2011
12.	P.D. Mishra	Sr. A.O.	A/112	31.8.2011
13.	C.K. Dubey	Sr. Acctt.	D/328	30.9.2011
14.	Vijai Kumar	Sr. Acctt.	D/432	31.10.2011
15.	Samsul Islam	Supervisor	C/269	31.10.2011
16.	Shiv Shankar	AAO	B/352	31.10.2011
17.	Shamshad Ahmad	Sr. Acctt.	D/601	31.10.2011
18.	V.K. Srivastava	Sr. Acctt.	D/478	31.10.2011
19.	Ran Bahadur Singh	Car Driver	E/2101	30.11.2011
20.	Bhullu Ram Pal	Sr. Acctt.	D/761	30.11.2011
21.	Rajendra Kumar	AAO	B/535	30.11.2011
22.	P.K. Biswas	Sr. Acctt.	D/653	31.12.2011
23.	Rasheed Akhtar	Supervisor	C/284	31.12.2011
24.	Jagdip Kumar	Supervisor	C/201	31.12.2011
25.	Mohd. Zafar Khan	Sr. Acctt.	D/580	31.12.2011
26.	K.D. Bichpuria	AAO	B/337	31.1.2012
27.	Govind Jaiswal	Sr. A.O.	A/108	31.1.2012
28.	B.D. Dohere	Sr. Acctt.	D/1752	31.1.2012
29.	V.S. Bhatnagar	Sr. Acctt.	D/560	31.1.2012
30.	S.C. Lal	Sr. A.O.	A/636	29.2.2012
31.	Kailash Chandra	Sr.Acctt.	D/531	31.03.2012

In-house Training

General Courses

01.04.2011 to 31.03.2012

Sl. No.	Name of Course	Period	Slots
1.	Course on TAD Coordination	18.04.2011 to 19.04.2011	07
2.	Refresher Course for Fund Coordination	25.04.2011 to 26.04.2011	07
3.	Course on TAD Coordination	10.05.2011 to 11.05.2011	07
4.	Course on WAD Coordination	23.05.2011 to 24.05.2011	10
5.	Working on ALPM Section	30.05.2011 to 31.05.2011	05
6.	Course on Admn. Coordination	09.06.2011 to 10.06.2011	07
7.	Right to Information Act, 2005	25.07.2011 to 26.07.2011	07
8.	Refresher Course for Fund Coordination	10.08.2011 to 11.08.2011	07
9.	Working of LA/Book (C) Section	24.08.2011 to 25.08.2011	05
10.	Working of Account current and RBD Section	12.09.2011 to 13.09.2011	05
11.	Procurement of Goods & Services, Stock Management	22.09.2011 to 23.09.2011	07
12.	Refresher Course for Fund Coordination	11.10.2011 to 12.10.2011	07
13.	Record Management of A&E offices	20.10.2011 to 21.10.2011	07
14.	Working on ALPM Section	14.11.2011 to 15.11.2011	07
15.	Working of VLC Section	28.11.2011 to 29.11.2011	07
16.	Working of Pension Coordination, New Pension Scheme	12.12.2011 to 13.12.2011	07
17.	Course on TAD Coordination	21.12.2011 to 23.12.2011	07
18.	Training for MTS staff, general duties	16.01.2012	07
19.	General Principle of Government Accounting	24.01.2012 to 25.01.2012	07
20.	Working of PC Section	09.02.2012 to 10.02.2012	07
21.	Workshop on change of Mindset	27.02.2012 to 28.02.2012	15
22.	Refresher Course for Fund Coordination	13.03.2012 to 14.03.2012	07
23.	Right to Information Act, 2005	22.03.2012 to 23.03.2012	07

RTI Training

01.04.2011 to 31.03.2012

Sl. No.	Name of Course	Period	Slots
1.	MS-Office Level-1	04.04.2011 to 15.04.2011	01
2.	Special Course covering IT Concept, MS-office & Internet	18.07.2011 to 28.07.2011	02
3.	Course on Corporate Governance & Internal Control	19.07.2011 to 23.07.2011	02
4.	Settlement of Suspense & Remittance Balances and Maintenance of Broadsheet	16.08.2011 to 20.08.2011	04
5.	EDP Akshar Naveen Multilingual Software Package	08.08.2011 to 11.08.2011	01
6.	Oracle RDBMS 8(i) with Developer 2000	16.08.2011 to 27.08.2011	04
7.	Course on General Procedure regarding formation, prescription and recommendation of Accounting Standard of India	13.09.2011 to 15.09.2011	01
8.	Motivation & Leadership in Human Resources Management	12.10.2011 to 14.10.2011	03
9.	Oracle RDBMS 8(i) with Developer 2000	21.11.2011 to 02.12.2011	03
10.	Course on Management Training	16.01.2012 to 21.01.2012	02
11.	Maintenance of GPF Account, Disposal of complaint & Court case of Fund and Pension	13.02.2012 to 18.02.2012	06
12	Seminar on Right to Information Act	03.03.2012 to 04.03.2012	03

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).

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 2010-11 has been prepared and sent to U.P. Govt. on 19.12.2011**

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 723 Engineering Divisions detailed below, of the State of Utter Pradesh at present. W.A sections also carry out Quarterly reconciliation of figures with Divisional Officers.

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

Account up to the month of February 2012 has been completed

Department-wise position of Divisions is as under:-

	Departments	No. of divisions rendering compiled accounts
(i)	Public Works	248
(ii)	Irrigation	362
(iii)	Rural Engineering Services	72
(iv)	Minor Irrigation	34

(v)	Ground Water	12
Total		728

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 1.3.2011 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 01.04.2012 was as under:-

As on 1.4.2012

Designation		SC	ST	OBC	P H	GC	Total
(i)	Sr. Divisional Accounts Officer (Gr. 'B' Gazetted)	26	07	Nil	02	71	106
(ii)	Divisional Accounts Officer Grade-1 (Gr. 'B' Gazetted)	49	03	Nil	06	122	180
(iii)	Divisional Accounts Officer Grade-2	37	04	49	–	88	178
(iv)	Divisional Accountant	05	10	31	–	39	85
(v)	Divisional Accountant (Probationers)	03	02	06	–	14	25
Total		120	26	86	08	334	574

Sr. Accounts Officer/Admn.

पेंशन समन्वय

पेंशन का प्राधिकरण

- उत्तर प्रदेश सरकार द्वारा 30.09.88 या उसके बाद सेवा निवृत्त राजकीय कर्मचारियों का पेंशन सम्बन्धी कार्य ले लिया गया है। तथापि 30.09.88 से पूर्व सेवा निवृत्त अथवा मृत कर्मचारियों की पेंशन के पुनरीक्षण, पारिवारिक पेंशन आदि का कार्य इस कार्यालय द्वारा सम्पादित किया जाता है।
- यद्यपि केन्द्रीय सरकार द्वारा केन्द्रीय कर्मचारियों का कार्य भी केन्द्रीय वेतन एवं लेखा अधिकारी को 01.01.90 से स्थानांतरित किया जा चुका है, तथापि पेंशन पुनरीक्षण पारिवारिक पेंशन, सारांशीकरण, वर्मा एक्स ग्रेसिया भत्ता के भुगतान हेतु प्राधिकरण का कार्य इस कार्यालय द्वारा किया जाता है।
- प्रदेश सरकार द्वारा 01.01.86 से नये वेतनमान में पुनरीक्षित किये जाने के परिणाम स्वरूप पेंशन तथा मृत्यु एवं निवृत्ति उपादान के पुनरीक्षण की आवश्यकता को ध्यान में रखते हुए 01.01.86 या उसके बाद और 30.09.88 से पहले सेवा निवृत्त पेंशन भोगियों एवं दिवंगत राजकीय कर्मचारियों के पेंशन प्रकरणों का पुनरीक्षण उनके संबंधित विभागों से पेंशन प्रपत्र आदि प्राप्त होने के बाद इस कार्यालय द्वारा किया जाता है।
- राज्य के अंतर्गत कोषागारों से पेंशन हेतु भुगतान प्राधिकार पत्र निर्गत किये जाने के साथ – साथ उत्तर प्रदेश के उन पेंशन भोगियों को जो प्रदेश के बाहर अन्य राज्यों के कोषागारों से पेंशन प्राप्त करना चाहते हैं, भुगतान हेतु सम्बन्धित महालेखाकारों को विशिष्ट मुद्रा प्राधिकार पत्र निर्गत करने तथा अन्य राज्यों के कर्मचारियों द्वारा उत्तर प्रदेश में भुगतान प्राप्त करने के निमित्त अन्य महालेखाकारों से प्राप्त विशिष्ट प्राधिकार पत्रों के आधार पर पेंशन भुगतान प्राधिकार पत्र निर्गत करने का कार्य इस कार्यालय से सम्पादित होता है। उत्तर प्रदेश के समस्त कोषागारों से भुगतान पा रहे अन्य राज्यों के पेंशन भोगियों को समय – समय पर सम्बन्धित राज्य सरकारों द्वारा देय राहत की स्वीकृति कोषागारों को परिचालित करने का कार्य भी महालेखाकार (लेखा व हकदारी) द्वितीय के कार्यालय से ही होता है।

- विगत तीन वर्षों की अवधि में निस्तारित किए गए पेंशन प्रकरणों का विवरण निम्नवत है।

वर्ष	वर्ष के प्रारम्भ में बकाया प्रकरण	वर्ष के दौरान प्राप्त प्रकरण	वर्ष के दौरान निस्तारित प्रकरण	वर्ष के अंत में अवशिष्ट प्रकरण
2008-09	शून्य	214	214	शून्य
2009-10	शून्य	285	285	शून्य
2010-11	शून्य	265	265	शून्य

- प्रदेशीय सरकारी कर्मचारियों सेवा निवृत्त द्वारा दायर पेंशन संबंधी न्यायालयीय प्रकरणों तथा कानूनी नोटिसों के निपटान के लिए लीगल सेल की स्थापना की गई है। वर्ष 1997-1998 की अवधि में पेंशन लेखा संवर्ग द्वारा निम्नलिखित पुनरीक्षण प्रकरण , अन्य महालेखाकारों से प्राप्त विशिष्ट मुद्रा प्राधिकार पत्र तथा मुख्यालय से प्राप्त शिकायती प्रकरणों के साथ ही कानूनी नाटिस एवं न्यायालयीय प्रकरणों का निपटान किया गया है।

कोटि	01.04.2010 को अवशिष्ट	वर्ष के दौरान प्राप्तियाँ	वर्ष के दौरान निस्तारित प्रकरण	01.04.2011 को अवशिष्ट प्रकरण
1.पुनरीक्षण प्रकरण	शून्य	91	91	शून्य
2.अन्य महालेखाकारों से प्राप्त विशिष्ट मुद्रा प्राधिकार पत्र ।	शून्य	2806	2806	शून्य
3.नियंत्रक महालेखा परीक्षक कार्यालय से प्राप्त शिकायती प्रकरण।	शून्य	217	217	शून्य
4.न्यायालयीन प्रकरण तथा कानूनी नाटिस ।	शून्य	124	124	शून्य
