

## List of documents to be disclosed by the office of Accountant General ( A&E ) II :-

|  |   |
|--|---|
| <p><u>Administration</u></p> <ul style="list-style-type: none"> <li>(i) Citizen Charter</li> <li>(ii) Organizational structure up to Branch Officers level.</li> <li>(iii) Administrative Report.</li> <li>(iv) Activity Report.</li> <li>(v) Budget of the A.G.(A&amp;E)-II.</li> <li>(vi) Details of various contracts.</li> <li>(vii) Details of certified vendors.</li> <li>(viii) Details of pay fixation in respect of employees working in O/o A.G.(A&amp;E)-II.</li> <li>(ix) Works related to welfare activity, recreation, promotion and appointment will be supplied by A.G.(A&amp;E)-I who is cadre controlling of A.G.(A&amp;E) U.P. however, information on pay fixation in respect to the employees working in this office can be supplied by this office.</li> <li>(x) Information related to personal matter will not be supplied.</li> <li>(xi) Internal noting of files will not be disclosed.</li> </ul> | <p><u>General Provident Fund</u></p> <ul style="list-style-type: none"> <li>(i) All schedule with covering list of various treasuries.</li> <li>(ii) Detail book figure of various major head from treasuries.</li> <li>(iii) Pay voucher of various treasuries.</li> <li>(iv) Ledger cards of subscribers.</li> <li>(v) Un posted broadsheets.</li> <li>(vi) Part want and full want details.</li> <li>(vii) T.E. number and details relating to subscribers.</li> <li>(viii) General Index Register &amp; Alphabetical Index Register.</li> <li>(ix) Master list of subscribers in VLC (GPF) / ALPM.</li> <li>(x) Debit vouchers of subscribers for last 03 years.</li> <li>(xi) Account slips of various subscribers.</li> <li>(xii) Missing items details of subscribers.</li> <li>(xiii) Form 24 showing the year-wise details of deposit and withdrawal of subscriber.</li> </ul> |
| <p><u>Pension Wing/Co-ordination</u></p> <ul style="list-style-type: none"> <li>(i) Audit Register of Pension.</li> <li>(ii) Register of Pension Payment Order.</li> <li>(iii) Gratuity Register.</li> <li>(iv) Commutation Register.</li> <li>(v) Special Seal Authority Register (outward)</li> <li>(vi) Special Seal Authority Cases (Inward). Which is received from other states:</li> </ul> <p style="padding-left: 40px;">Audit Register of Pension.<br/>Gratuity Register<br/>Commutation Register.</p> <ul style="list-style-type: none"> <li>(vii) Freedom Fighter Pension Cases.</li> <li>(viii) Court cases of pension.<br/>Writ Petition Cases : Hon'ble High court.<br/>Claim Petition : State Tribunal.<br/>Suit : District Court.<br/>Original Application : Central Tribunal.</li> </ul>  | <p><u>WAD</u></p> <ul style="list-style-type: none"> <li>(i) Vouchers/Schedules/Sanction Orders/Dockets etc.</li> <li>(ii) Document related with Accounts Compilation (Monthly Accounts, Data Sheets, Compilation Sheets etc.)</li> <li>(iii) Account Record like Classified and Consolidated Abstracts.</li> <li>(iv) Transfer Entries and Register.</li> <li>(v) AC-DC bill Register.</li> <li>(vi) Grant in aid register and utilization certificate.</li> <li>(vii) Suspense/Remittance broadsheets of all types and related records.</li> <li>(viii) Annual Works Division Review.</li> <li>(ix) Details regarding promotion, appointments, pay fixation, gradation list and roster etc. (Personal details of employee like family details, G.P.F. balance, ACR's etc. are not to be disclosed).</li> <li>(x) Activity Report/ Administration Report.</li> </ul>                   |
| <p><u>GE Co-ordination / Wing:-</u></p> <ul style="list-style-type: none"> <li>(i) HBA/MCA recovery schedules.</li> <li>(ii) HBA Broadshhets.</li> <li>(iii) MCA Broadshhets.</li> <li>(iv) Annual Balance Certificate.</li> </ul>   |   |