

ANNUAL ACTION PLAN OF AUDIT SECTION (P&AO)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	All Bills pertaining to Salaries, TA/DA, IAC, Foreign Travels Expenses, Medical reimbursement, LTC Advance, Adjustment, Children Educational Allowance, Honorarium, Telephone, Newspaper reimbursement and all other including contingent bills related to Hon'ble Chairman, Deputy Chairman, Leader of Opposition, Members of Rajya Sabha, officers and staff of Rajya Sabha Secretariat and Pay & Accounts Office.	<p>(i) 3785*</p> <p>(ii) Any bill which is found not in order as per requirements of rules will be returned to the bill raising Section for necessary rectification</p> <p>(iii) Members Information System (MIS) developed by NIC is fully operational in P&A.O.(Audit) through which intimation regarding payment to Members, is generated and forwarded to the Members for updation of their record.</p>	<p>(i) 2523*</p> <p>(ii) Any bill which is found not in order as per requirements of rules will be returned to the bill raising Section for necessary rectification</p> <p>(iii)Members Information System (MIS) developed by NIC is fully operational in P&A.O.(Audit) through which intimation regarding payment to Members, is generated and forwarded to the Members for updation of their record.</p>	<p>(i) 2722*</p> <p>(ii) Any bill which is found not in order as per requirements of rules will be returned to the bill raising Section for necessary rectification</p> <p>(iii)Members Information System (MIS) developed by NIC is fully operational in P&A.O.(Audit) through which intimation regarding payment to Members, is generated and forwarded to the Members for updation of their record.</p>	<p>(i) 3442*</p> <p>(ii) Any bill which is found not in order as per requirements of rules will be returned to the bill raising Section for necessary rectification</p> <p>(iii)Members Information System (MIS) developed by NIC is fully operational in P&A.O.(Audit) through which intimation regarding payment to Members, is generated and forwarded to the Members for updation of their record.</p>
2.	Annual Report	Preparation of Annual Report on the			

* The quantitative figures have been arrived based on year 2013 & 2014 and it may vary.

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		Activities/work done by Pay and Accounts Office in 2015			
3.	Annual Action Plan		Review of previous period of Annual Action Plan 2016	i) Preparation of Annual Action Plan- 2017 ii) Submission of Status of Annual Action Plan-2016 (i.e. from January to October, 2016) to O&M Section	Final Review of Annual Action Plan 2016 by JS & FA
4.	Record Management/ Weeding out of old Records: (i) Number of files pertaining to year(s) to be Recorded/Weeded out				(i) Review of old records for weeding out. (ii) Approximately four thousand vouchers may be weeded out.
5.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	(i) Necessary steps/action will be taken as per office manual. (ii) 52 (approx.) registers books etc. required to	(i) Necessary steps/action will be taken as per office manual.	(i) Necessary steps/action will be taken as per office manual.	(i) Necessary steps/action will be taken as per office manual.

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		be opened for each new financial year for Salary, TA/DA etc and are maintained along with some old ones.			
6.	Annual Office Inspection; ATR on observation of Inspecting Officer	Inspection will be conducted during the quarter.	Observation of Inspection Officer likely to be received.	Compliance will be made and ATR will be prepared.	
7.	Promotion of Hindi	All work in this Section is carried out in the software PAO 2000 and e-lekha which has been made available by CGA. It all relates to figure work, therefore, there is hardly any scope for use of Hindi in the daily routine work. However, where ever it is found feasible, it will be encouraged. Efforts have been made for translation of existing standard forms like medical reimbursement in Hindi.			
8	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/ dealt/pending	This is being dealt by Accounts Section of Pay and Accounts Office.			
9.	New Initiative(s) proposed by the Audit Section	All the activities in the Section are carried out according to the instructions received from o/o CGA. Hence, whatever new initiatives are proposed by them will be implemented immediately. - Rolling out of Payment and Accounting Module of Public Financial Management System (PFMS) in the second quarter of 2016 with the start of new financial year 2016-17.			

**Bifurcation details of estimated figures for first, second, third and fourth quarters
for 2016 based on figures of 2014 & 2015**

ITEM	First Quarter (Jan to Mar'15)		Second Quarter (April to Jun'15)		Third Quarter (Jul to Sep'15)		Fourth Quarter (Oct to Dec'15)	
	MEMBERS	STAFF	MEMBERS	STAFF	MEMBERS	STAFF	MEMBERS	STAFF
.Salary	13	210	14	203	12	156	27	175
TA/DA	910	81	987	35	954	73	995	50
# IAC	926	92	145	-	175	86	840	30
Foreign Travels	1	-	1	-	3	-	5	-
Medical reimbursement	52	216	41	227	28	199	37	225
Contingent	87	372	69	255	118	383	-	650
LTC	-	219	-	77	-	93	-	75
Children Educational Allowance	-	67	-	65	-	24	-	10
Computer bill	44	-	31	-	29	-	12	-
Committee tour	16	16	1	1	8	7	4	4
Honorarium	-	-	-	2	-	2	-	8
Misc	-	57	-	100	-	53	-	25
OTA(SIS)	-	23	-	18	-	28	-	20
RSTV	-	383	-	251	-	291	-	250
TOTAL	2049	1736	1289	1234	1327	1395	1920	1522