

ANNUAL ACTION PLAN OF PAY AND ACCOUNTS OFFICE (ACCOUNTS SECTION)

Sl. No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Retirement Pension Cases (i) Number of Superannuation Pension cases (ii) Number of Voluntary Retirement Pension cases (iii) Number of Compulsory Retirement Pension cases (iv) Number of Family Pension cases	(i) 11 (ii) As and when received (iii)As and when received (iv) As and when received	(i) 10 (ii)As and when received (iii)As and when received (iv)As and when received	(i) 8 (ii)As and when received (iii)As and when received (iv) As and when received	(i) 14 (ii)As and when received (iii)As and when received (iv) As and when received
2.	Ex-MPs Pension cases (i) Number of fresh Pension cases (ii) Number of Family Pension cases (iii) Number of Residuary Pension cases (iv) Number of Stoppage of Pension cases (v) Number of revision of Pension cases (vi) Number of Miscellaneous Receipts cases	(i) As and when received (ii) As and when received (iii) As and when received (iv) As and when received (v) As and when received (vi) As and when received	(i) As and when received (ii) As and when received (iii) As and when received (iv) As and when received (v) As and when received (vi) As and when received	(i) As and when received (ii)As and when received (iii) As and when received (iv) As and when received (v) As and when received (vi) As and when received	(i) As and when received (ii)As and when received (iii) As and when received (iv) As and when received (v) As and when received (vi) As and when received
3	Budget Estimate & Revised Estimate (i) Number of statement under Major Head 2071-Pension and other Retirement Benefits & under Sub Head-wise 2235 – Social Security and Welfare Programme (ii) Number of Report of Estimates of Revenue Receipts (iii) Number of Report of Interest Payments. (iv) Number of Report of Interest	---	(iii) 1	(i) 1	(ii) 1 (iv) 1 (v) 1 (vi) 1

Sl. No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
	Receipts/Recoveries (v) Number of Report of Public Accounts Receipts/Payments (vi) Number of Report of cases of minor losses, write-off, ex-gratia payments etc.				
4.	Submission Of Accounts to CGA (i) Number of statement of Daily Account (ii) Number of statement of Monthly Flash Figure Accounts (iii) Number of statement of Monthly accounts (iv) Number of statement of Monthly Expenditure (v) Number of statement of Provisional Accounts for the year 2017-2018 (vi) Number of statement of supplementary Account-I for the year 2016-2017 (vii) Number of statement of supplementary Account-II for the year 2016-2017	(i) 65 (ii) 3 (iii) 3 (iv) 3	(i) 65 (ii) 3 (iii) 3 (iv) 3 (v) 1 (vi) 1 (vii) 1	(i) 65 (ii) 3 (iii) 3 (iv) 3	(i) 65 (ii) 3 (iii) 3 (iv) 3
5.	Finance Accounts and its audit (i) Number of Report of Statement No.3 of Finance Account for the year 2017-2018 (ii) Number of Report of Statement No. 4 of Finance for the year 2017-2018 (iii) Number of Report of Statement Nos. 5 & 13 of Finance for the year 2017-2018 (iv) Number of Report of Statement	---	(i) 1 (ii) 1 (iii) 1 (iv) 1 (v) 1	(vii) 1	---

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		January-March	April-June	July-September	October-December
	Nos. 10, 14, 14A and 17 of Finance for the year 2017-2018 (v) Number of Report of Statement No. 11 of Finance for the year 2017-2018 (vi) Number of Report of Statement No. 15 of Finance for the year 2017-2018 (vii) Number of Report of Physical Audit of Accounts by DGACR (viii) Statement No. 9 of Finance for the year 2017-2018		(vi) 1 (viii) 1		
6	Appropriation Accounts and its Audit (i) Number of report of Appropriation Accounts (Stage-I- Grant Statement) (ii) Number of report of Appropriation Accounts (Stage-II-Headwise Appropriation Accounts) (iii) Number of report of Appropriation Accounts (Stage-III-Audited Headwise Appropriation Accounts) for the year 2016-2017 (iv) Number of report of Appropriation Accounts (Stage-IV) (v) Number of report of Audit of Appropriation Account for the year 2016-2017 by DGACR	---	(i) 1 (ii) 1 (iv) 1	(iii) 1 (v) 1	---
7	Long term advance cases (i) Number of long term HBA advance cases (ii) Number of long term Computer advance cases	(i) 2 (ii) 15	(i) 2 (ii) 15	(i) 2 (ii) 15	(i) 2 (ii) 15

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		January-March	April-June	July-September	October-December
8	GPF withdrawal/Advance Bill (i) Number of final settlement of GPF cases (ii) Number of GPF Withdrawal Bills (iii) Number of GPF Advance Bills (iv) Number of GPF transfer cases (v) Number of Miscellaneous cases	(i) 11 (ii) 60 (iii) 20 (iv) 6 (v) 0	(i) 10 (ii) 65 (iii) 25 (iv) 5 (v) 8	(i) 8 (ii) 63 (iii) 22 (iv) 7 (v) 11	(i) 14 (ii) 70 (iii) 27 (iv) 4 (v) 10
9	Posting of recoveries in Broadsheet and completion of Broadsheet (i) Number of recovery of Scooter advance cases (ii) Number of recovery of Computer Advance cases (iii) Number of recovery of Car advance cases (iv) Number of recovery of HBA cases (v) Number of Postal Life Insurance cases	(i) 475 (ii) 1200 (iii) 450 (iv) 650 (v) 150	(i) 475 (ii) 1200 (iii) 400 (iv) 650 (v) 150	(i) 450 (ii) 1250 (iii) 400 (iv) 650 (v) 155	(i) 400 (ii) 1250 (iii) 400 (iv) 650 (v) 155
10	Statement of Central Transactions (SCT) and Journal Entry (JE) (i) Number of report of SCT for the year 2016-2017 (ii) Number of report of J.E for the year 2016-2017	---	(i) 1 (ii) 1	---	---
11	Review of Balances (i) Number of statement of review of balance	---	---	(i) 1	---
12	New Pension Scheme (i) Number of monthly entry of recovery towards Tier-1 (ii) Number of Miscellaneous receipts	(i) 1150 (ii) 30	(i) 1160 (ii) 25	(i) 1160 (ii) 40	(i) 1165 (ii) 35

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		January-March	April-June	July-September	October-December
13	Settlement of Inward and Outward Debit Claims (i) Number of settlement of Inward Claims (ii) Number of settlement of Outward Claims	(i) 10 (ii) 100	(i) 8 (ii) 100	(i) 12 (ii) 100	(i) 15 (ii) 100
14	Work related to Cheque and Challan reconciliation (i) Number of cheques reconciled (ii) Number of challans reconciled	(i) 800 (approx.) (ii) 200 (approx.)	(i) 700 (approx.) (ii) 200 (approx.)	(i) 700 (approx.) (ii) 200 (approx.)	(i) 700 (approx.) (ii) 200 (approx.)
15	Annual Report	Data in respect of this Section for preparation of Annual Report of 2017 of P&AO, Rajya Sabha will be furnished to Audit Section for preparation of consolidated report in the month of January, 2018.			
16	Annual Action Plan		(i) Monitoring the implementation of the Annual Action Plan ending March, 2018.	(i) Monitoring the implementation of the Annual Action Plan ending June, 2018. (ii) Preparation of Annual Action Plan for the year 2019.	(i) Monitoring the implementation of the Annual Action Plan ending September, 2018.
17	Record Management/Weeding Out of old records (i) Number of files pertaining to year(s) to be Recorded/Weeded out	---	---	---	(i) 100

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		January-March	April-June	July-September	October-December
18	*(i) Computerised Diary (ii) Details of records updated/uploaded as per Office Manual and orders issued from time to time	(ii) As and when received/adopted	(ii) As and when received/adopted	(ii) As and when received/adopted	(ii) As and when received/adopted
19	Annual Office Inspection; ATR on observation of Inspecting Officer	Observations made by the Inspecting officer on the Annual Inspection Report of 2017 will be taken up for implementation.	Action will be taken on the suggestions and observations of the inspecting Officer		
20	Promotion of Hindi in Official work	All work in this Section is carried out in the software Compact-2000, PFMS 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.			
21	Work relating to Information sought under RTI Act, 2005 (i) Number of receipt received/dealt/pending	(i) 50	(i) 50	(i) 50	(i) 50
22	New Initiative(s) proposed by the Pay & Accounts Office	No new initiative can be undertaken as all our activities are directly connected with CGA and monitored by Ministry of Finance. However, any initiative taken by them to improve the service will be implemented immediately.			

* Computerised Diary of this Section is done by Audit Section (P&AO). Compact Software is used for processing of all the cases pertaining to GPF/Pensions/Loan & Advances/NPS etc.