

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

Sl. 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) 2762*</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) 2551*</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) 2695*</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) 2869*</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 Activities/work done by Pay and Accounts Office in 2017			
3.	Annual Action Plan		Review of previous period of Annual Action Plan 2018	Submission of Status of Annual Action Plan- 2018 (i.e. from January to September, 2018) to O&M	<p>i) Preparation of Annual Action Plan- 2019</p> <p>ii) Final Review of Annual</p>

				Section	Action Plan 2018 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 be opened for each new financial year for Salary, TA/DA etc and are maintained along with some old ones.	(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.
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, PFMS and e-lekha which have 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.			

* The quantitative figures have been arrived based on year 2016 & 2017 and these may vary.

APPENDIX TO AAP 2018

Bifurcation details of estimated figures for first, second, third and fourth quarters for 2018 based on figures of 2016 & 2017

ITEM	First Quarter (Jan to Mar'18)		Second Quarter (April to Jun'18)		Third Quarter (Jul to Sep'18)		Fourth Quarter (Oct to Dec'18)	
	MEMBERS	STAFF	MEMBERS	STAFF	MEMBERS	STAFF	MEMBERS	STAFF
.Salary	12	176	12	253	20	268	15	282
TA/DA	767	66	948	29	1040	78	884	59
# IAC	35	19	09	47	06	57	117	74
Foreign Travels	02	-	2	-	3	-	03	-
Medical reimbursement	38	224	53	171	37	240	32	236
Contingent	122	538	90	276	94	296	338	105
LTC	-	218	-	100	-	137	-	161
Children Education allowance	-	70	-	101	-	34	-	06
Computer bill	25	-	20	-	13	-	38	-
Committee tour	21	25	10	08	08	09	20	22
Honorarium	-	-	-	03	-	08	-	12
Misc	10	42	-	99	07	70	07	143
OTA(SIS)	-	24	-	18	-	41	-	24
RSTV	-	328	-	302	-	229	-	291
TOTAL	1032	1730	1144	1407	1228	1467	1454	1415