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Preface

This is the Eighteenth Administrative Report of the Office of the Accountant General (A&E)-I, Madhya Pradesh, Gwalior.

The Report presents, in brief, all major activities of the office during the year 2005-06. The purpose of this publication is to develop an awareness and understanding of the working of the office to enable it to improve its performance and discharge its responsibilities in a more meaningful manner, in the years to come.

I would like to convey my appreciation to all my officers and staff of this office for the efforts they have put in and I am confident that our performance would be even better in future.

*(RAKESH JAIN)
Accountant General*

CHAPTER-I

INTRODUCTION

The office of the Accountant General (A&E)-I, Madhya Pradesh, Gwalior in its present form was established in May 1985. The main office is at Gwalior with a branch office at Bhopal headed by Sr.Deputy Accountant General. During the year 2005-06, the office was headed by Shri L.Angam Chand Singh, Accountant General.

MAJOR FUNCTIONS OF THE OFFICE

- Compilation of monthly accounts of expenditure and receipts of the State Government on the basis of monthly accounts received from Treasuries, Public Works, Rural Engineering Service, and Forest divisions and their rendition to the State Government.
- Preparation of annual Finance and Appropriation Accounts of the State Government.
- Inspection/audit of expenditure of treasuries including sub-treasuries.
- Gazetted entitlement work relating to issue of pay slips in respect of Hon'ble Governor, Ministers, Members of Legislative Assembly, Members of Commissions appointed by the State Government, High Court Judges, Chairmen and Members of the State Public Service Commission and Tribunals, etc.
- Maintenance of General/Contributory Provident Fund accounts of State Government employees working in Public Works, Water Resources, Public Health Engineering departments and the M.P. Secretariat.
- Cadre management of Group 'B', 'C' & 'D' officers/staff working in the offices of the Accountants General (A&E)-I & II, Madhya Pradesh & Accountant General, Chhattisgarh.
- Supervision of the Pay and Accounts Office for the offices of I.A. & A.D. in Madhya Pradesh and rendering monthly accounts thereof to the Principal Pay and Accounts Officer, Office of the Accountant General (Audit), Delhi.
- Cadre management of Sr. Divisional Accounts Officers, Divisional Accounts Officers, Grades I and II and Divisional Accountants in Madhya Pradesh.

CHAPTER-II

ACCOUNTING FUNCTIONS

COMPILATION OF MONTHLY ACCOUNTS

The office of the Accountant General (A&E)-I, M.P. receives monthly accounts from 53 treasuries, 368 Public Works divisions, 167 Forest divisions and 50 Rural Engineering Service divisions. In order to compile and consolidate these accounts, there are 23 Treasury Compilation Sections and 2 Forest Compilation Sections in the Accounts Group. The accounts of Public Works divisions are compiled by the Sr.Dy.Accountant General (Works Accounts), Bhopal and submitted to the Gwalior office for their incorporation in the monthly accounts. Monthly Civil Accounts are being rendered to the State Government on or before the due date i.e. 25th of the following month. Apart from compiling accounts, sections also maintain broadsheets of advances granted to government servants and other required miscellaneous broadsheets relating to State accounts. The volume of work during 2005-06 was as follows:

Sl.No.	Nature of Accounts/Accounts rendering entities	Number
1.	Number of Drawing and Disbursing Officers	8,382
2.	P.W.D. Accounts	4,416
3.	Forest Accounts	2,004
4.	Other Accounts (R.E.S. Division)	600
5.	Treasuries – Accounts	636
6.	Pay & Accounts Offices	01
7.	Treasury vouchers	17,60,330
8.	Personal Ledger Account (P.D. Accounts)	2,564
9.	Inward and outward settlement accounts	3,030
10.	Loan accounts maintained	22,340
11.	Broadsheets maintained	1,321
12.	Deposit accounts maintained	2,974

FINANCE AND APPROPRIATION ACCOUNTS

The Finance and Appropriation Accounts for the year 2004-05 of Government of Madhya Pradesh were sent to the Principal Accountant General (Civil & Commercial Audit) M.P., Gwalior on 25.08.2005 and 02.09.2005 respectively and sent to the Headquarter Office on 13.09.2005. **The accounts were signed by the Comptroller and Auditor General of India on 15.09.2005** and presented to the State Legislature on 04.01.2006.

IMPROVEMENT IN TIMELINESS AND QUALITY OF ACCOUNTS

15 treasury and 13 forest division level workshops, covering all the 53 treasuries and two-third of the forest divisions, were organised during the year under report. As a result, substantial improvement has been achieved in reducing outstanding balances under OB suspense, treasury suspense, forest adverse balances etc. Continuous pursuance with the State Government has resulted improvement in timely rendition of treasury, works and forest accounts to this office. The outcome is as below:

- No treasury or forest account was excluded from the Monthly Civil Accounts during the year under report.
- All monthly accounts were generated by the scheduled date of 25th of the succeeding month.
- Outstanding balance of Rs.3589.52 lakh (Dr.) and Rs.73.28 lakh (Cr.), pertaining to the period prior to 1990, under DAA suspense was written off. As on 31.3.2006, there is no outstanding balance under DAA suspense. Outstanding balance of Rs.17.2 crore and Rs.35.2 crore was cleared under OB suspense and PAO suspense, respectively. In addition, outstanding amount of Rs.9.8 crore and Rs.7.6 crore was cleared under adverse balances and MPSSA (under RES divisions).

CHAPTER-III

TREASURY INSPECTION

The office deputed inspection parties to conduct annual inspection of treasuries with a view to verify interalia whether treasuries/sub-treasuries follow the prescribed systems and procedures in honoring claims of DDOs. A total of 193 treasuries and sub-treasuries were inspected during the year under report as against 133 and 37 treasuries and sub-treasuries during 2004-05 and 2003-04, respectively. Details are as follows:

Total no. of units	As per annual plan units to be inspected during the year 2005-06	Units inspected during the year	Arrear as on 31.3.2006
53 Treasury 159 Sub-treasury	42 Treasury Annual 02 Treasury Biennial 145 Sub-treasury Annual 04 Sub-treasury Biennial	42 Treasury Annual 02 Treasury Biennial 145 Sub-treasury Annual 04 Sub-treasury Biennial	Nil

The position regarding outstanding inspection reports and paras as on 31.3.2005 is as follows:

	Inspection Reports	Paras
Opening balance	336	869
Additions during the year	223	1004
Total	559	1873
Clearance	184	573
Closing balance	375	1300

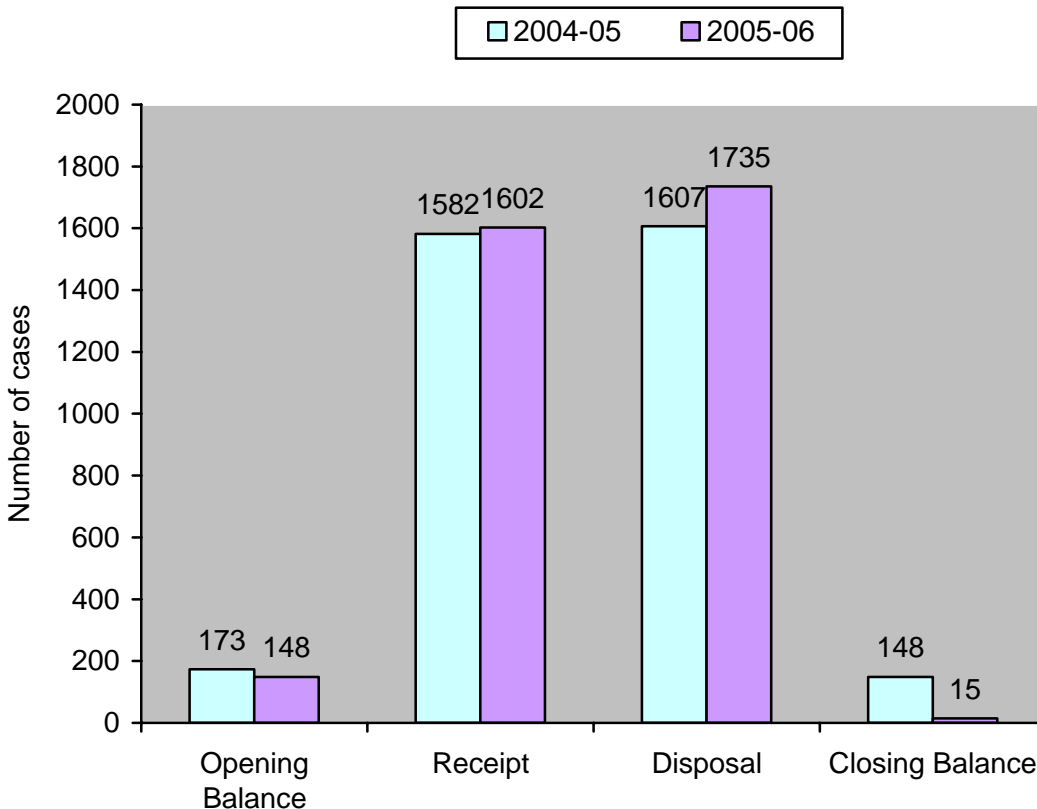
CHAPTER-IV

ENTITLEMENT FUNCTIONS

Gazetted entitlement work relating to issue of pay slips in respect of Hon'ble Governor, Ministers, Members of Legislative Assembly, High Court Judges etc. is performed at the Gwalior office. Maintenance of General/Contributory Provident Fund accounts of State Government employees working in Public Works, Water Resources, Public Health Engineering departments and the M.P. Secretariat is performed at the Branch office, Bhopal.

PROVIDENT FUND

The Funds Group headed by the Sr. Deputy Accountant General (Works Accounts), Bhopal maintains the GPF and CPF accounts of the **subscribers belonging to Public Works, Public Health, Water Resources Departments and State Secretariat Staff (General Administration Department)**. A total of 45,122 Provident Fund accounts of the subscribers (41665 GPF accounts and 3457 CPF accounts) are being maintained in this office. GPF accounts are being maintained on computers while CPF accounts are being maintained manually. Annual Accounts Slips for the year 2004-05 were issued on 29.7.2005 i.e. before the target date of 30.7.2005. The position of disposal of final payment cases during the last two years is as follows:



For prompt disposal of final payment cases, a system has been developed in this office wherein final payment cases received from the departments are thoroughly scrutinised by the concerned fund sections and irregularities/discrepancies in withdrawals/credits and other shortcomings if any, are brought to the notice of the department and the subscriber before the case is prepared and sent for final calculation. This system has yielded good results in the quick disposal of Final Payment cases.

Similarly, computerised GIR is updated regularly with the help of information/biodata of the subscribers received from the department concerned. With the help of this GIR district wise list of subscribers retiring within the next six months is prepared and sent to the concerned district Treasury Officers with the request to instruct the DDOs concerned to stop GPF deductions 4 months before the date of retirement of the subscribers and send the final payment cases to Accountant's General office. They are also requested not to sanction any advance/withdrawal to such subscribers after sending their final payment cases without the prior sanction of AG office. As a result, final payments could be authorised prior to retirement and recovery could be made in case of minus balance before the retirement of the subscriber.

All final payment cases sent to this office with inordinate delay and with serious irregularities are brought to the notice of the finance department of the State Government so that appropriate action could be initiated against erring DDO's. Most of the complaint cases received in this office are being finalised with in the time limit prescribed under citizen charter.

The status of pending items of missing credits/debits as on 31st March 2006 was as under:

	Credit Items	Debit Items
Opening balance as on 1.4.2005	147679	17
Addition	34611	452
Clearance	38035	452
Closing Balance as on 31.3.2006	144255	17

The position of pending unposted items as on 31st March 2006 was as under:

	Credit Items	Debit Items
Opening balance as on 1.4.2005	206815	6790
Addition	15925	225
Clearance	38804	1341
Closing Balance as on 31.3.2005	183936	5674

Concerted efforts are being made to reduce the number of missing/unposted credits/debits items with the help of updated Subscribers Master, Biodata/incumbency details of the subscribers and by undertaking correspondence with Drawing and Disbursing officers concerned. A special action plan is being implemented for the clearance of unposted items/missing items so that maximum number of unposted/missing items may be adjusted and hardship of the subscribers may be mitigated.

CAG COMPLAINTS

10 CAG complaint cases were pending as on 1.4.2005. During the year 2005-06, 130 more complaint cases were received from Head quarter's office. Out of these, 136 complaint cases were settled. Thus, only 04 complaint cases were pending as on 31.3.2006.

CHAPTER-V

IMPROVEMENTS IN SYSTEMS AND PROCEDURES

Internal test Audit wing under the direct charge of Accountant General examines the functioning of various sections of the office including the Branch office at Bhopal. The I.T.A. wing also pursues audit observations of the Director General, Inspection and ensures compliance by the sections.

Some of the important functions performed by ITA wing are as under:

- Test audit of sections within prescribed periodicity as well as surprise check of sections.
- Check of staff proposals.
- Scrutiny of draft Finance & Appropriation Accounts.
- Check of Service Books and Honorarium Bill.
- Review of Cash Book, Compliant Cases and Reservation Roster Registers.

During the year 2005-06, 24 sections of Administration Group, 21 sections of Accounts Group and 08 sections of Bhopal branch office were test checked by ITA wing. Position of Inspection reports and paras is as indicated below:

Particulars	No. of Inspection Reports	Paras
Opening balance (as on 1.4.05)	42	94
Addition (during the year)	27	214
Total	69	308
Clearance (during the year)	23	119
Closing balance (as on 31.3.06)	46	189

Monthly reports on deficiencies noticed during test check were sent to headquarter as prescribed in best practices guidelines.

Half-yearly appraisal reports ending July and December, containing important deficiencies and omissions noticed during the test-checks were submitted to the Headquarters office.

CHAPTER – VI

COMPUTERISATION IN IA&AD

VOUCHER LEVEL COMPUTERISATION

This office is the team leader for Zone 7 of the VLC project that includes office of the Accountant General (A&E), Rajasthan and office of the Accountant General, Chhattisgarh in addition to this office.

M/s A.F. Ferguson, New Delhi was awarded the contract for development of Government Accounting Software in Zone 7 using ORACLE as the RDBMS in UNIX environment having facility of Graphic User Interface. **Implementation of the VLC project has been completed by this office during the year under report.** Change Management items such as generation of Finance and Appropriation Accounts on A-4 size paper, depiction of ledger figures in the broadsheets etc. are being carried out by the Software Vendor.

A total of 246 computers are installed in this office including 34 at Bhopal branch office.

MIS REPORTS GENERATED THROUGH VLC SYSTEM

MIS reports, which are being generated by the VLC system are as follows:

- Report on grant wise monthly and progressive expenditure. The report shows expenditure up to sub-detailed head level against the budgetary allocation.
- Minor head wise Monthly Civil Account as required by the State Government.
- DDO wise expenditure report showing monthly as well as progressive expenditure.
- Quarterly appreciation note depicting quarterly analysis of resources and application of funds of the State Government.

ADMINISTRATIVE SET-UP

VLC system is being managed with the help of VLC section, which looks after database and server management, hardware maintenance, generation and printing of reports, coordination with the vendor, co-ordination with the other offices under Zone-7, co-ordination with different groups, on-site support and change management issues.

IT support cell has also been established and is working under the supervision of the group officer.

ADVANTAGES OF COMPUTERIZATION OF ACCOUNTS

- The Monthly Civil Accounts are finalized within 17 days of the receipt of II List of accounts from the treasuries.

- Efficient monitoring of clearance of Departmental Adjustment Account Suspense, Objection Book and Treasury Suspense.
- Generation of MIS reports such as DDO-wise expenditure statement, monthly report on expenditure etc.
- Effective monitoring of expenditure incurred by various State Government Departments against budget provisions.
- Generation of reports for use in audit especially audit planning.

OFFICE INTRANET

Networking infrastructure with a provision of 55 nodes was created in the office during the year 2004-05 as per project 11 of the IT Plan 2003-06. A small business server has been installed in the office. A total of 25 computers have been connected to the server as part of office internet, project 8 of the IT Plan 2003-06. Remaining nodes will be integrated to the office intranet after allotment of computers by Headquarters office.

COMPOSITE WEBSITE

Design and development of the composite website of AG offices in Madhya Pradesh has been completed. The website has been developed by the National Informatics Centre, Gwalior. The website is being hosted shortly after approval from the Headquarters office.

CHAPTER-VII

HUMAN RESOURCE DEVELOPMENT

PERSONNEL

The persons in position as on 01.03.2006 including the Branch Office at Bhopal are as under:

S.No.	Category of Staff	Group	Working at Gwalior/Bhopal
1.	IA & AS Officers	A	04
2.	Welfare Officer	A	01
3.	Sr. Accounts Officers	B	18
4.	Accounts Officers	B	04+01
5.	Asstt. Accounts Officers/Data Processor	B	57
6.	Section Officers/Supervisors	B	16
7.	Section Officer (Adhoc)	B	104
8.	Sr. Accountants/Sr. Console Operator/WA	C	261+11+1
9.	Accountants/ Console Operator	C	66+05
10.	Clerks/Data Entry Operators	C	98+49
11.	Sr. P.S.	B	01
12.	Private Secretary	B	01
13.	Sr. Hindi Translator	C	01
14.	Stenographer Grade I	C	01
15.	Stenographer Grade II	C	01
16.	Stenographer Grade III	C	02
17.	Record Keepers	C	17
18.	Staff Car Drivers, Sr. Gestatner Operator etc.	C	02
19.	Daftari, Peons, Chowkidars and other Group `D'	D	80

Note: -Eleven officials are working on deputation from the office of the Accountant General, Jammu & Kashmir.

DIVISIONAL ACCOUNTANTS' CADRE

The Divisional Accountants' cadre consists of Divisional Accountants in the ordinary grade, Divisional Accounts Officers, Grade I and Grade II and Senior Divisional Accounts Officers. The management of the cadre of Divisional Accountants, whose salaries and allowances are paid out of State Government funds, rests with the Sr. Deputy Accountant General (Works Accounts), Bhopal, under the overall control of the Accountant General (A&E)-I, M.P.

The position of Divisional Accountants cadre as on 01/03/2006 was as follows:

Post	Group	No. of persons working in Divisions
Sr. Divisional Accounts Officer	B	67
Divisional Accounts Officer Grade-I	B	109
Divisional Accounts Officer Grade-II	C	103
Divisional Accountants	C	14
	Total	293

RECRUITMENT ON COMPASSIONATE GROUNDS

During the period under report, four appointments were made on compassionate grounds.

PROMOTIONS

Following number of officials were promoted in the office during the year in different cadres as indicated below (from 01.03.2005 to 28.02.2006):

Cadre	No. of persons
Sr. Accounts Officers	02
Accounts Officers	02
Asstt. Accounts Officers	07
Section Officer/Supervisor	06+06
Sr. Accountant	16
Accountant	15
Accounts Clerks	08

Cadre	No. of persons
Sr. Grade Record Keeper	01
Record Keeper	02
Daftari	03

EXAMINATIONS

The number of employees of the office of the Accountant General (A&E)-I and II, Madhya Pradesh, Gwalior/Bhopal who appeared and passed in various examinations held during the year 2005-06 is indicated in the table given below:

Name of the Examination	Month/Year	Total No. of candidates	No. of successful candidates
Departmental exam for clerks	6/05	11	04
	1/06	07	01
Departmental exam. for Accountants	8/05	08	02
	2/06	09	03
Incentive exam for Sr. Accountants	4/05	16	04
Section Officer Grade Preliminary Exam.	98/05	27	17
Section Officer Grade Exam (A/cs & Audit)I	05/05	213	76
	03/06	147	Result awaited
Section Officer Grade Exam Audit Part-II	05-06/05	227	28
	03/06	256	Result awaited
Incentive Examination for SO's/AAO's	06/05	16	Nil
	03/06	15	Result awaited
SOGE (Accounts) – Part II	05-06/05	72	12
	03/06	55	Result awaited
Limited , Departmental, Competitive Examination for Matriculate group 'D' for promotion to the post of clerk	09-05	18	06

TRAINING AT RTI, ALLAHABAD

During 2005-06, 80 officials including Sr. Accounts Officers, Accounts Officers, Assistant Accounts Officers, Section Officers, Senior Accountants, Accountants and Clerks were sent for training in EDP & Non-EDP training courses conducted at Regional Training Institute, Allahabad.

IN-HOUSE TRAINING

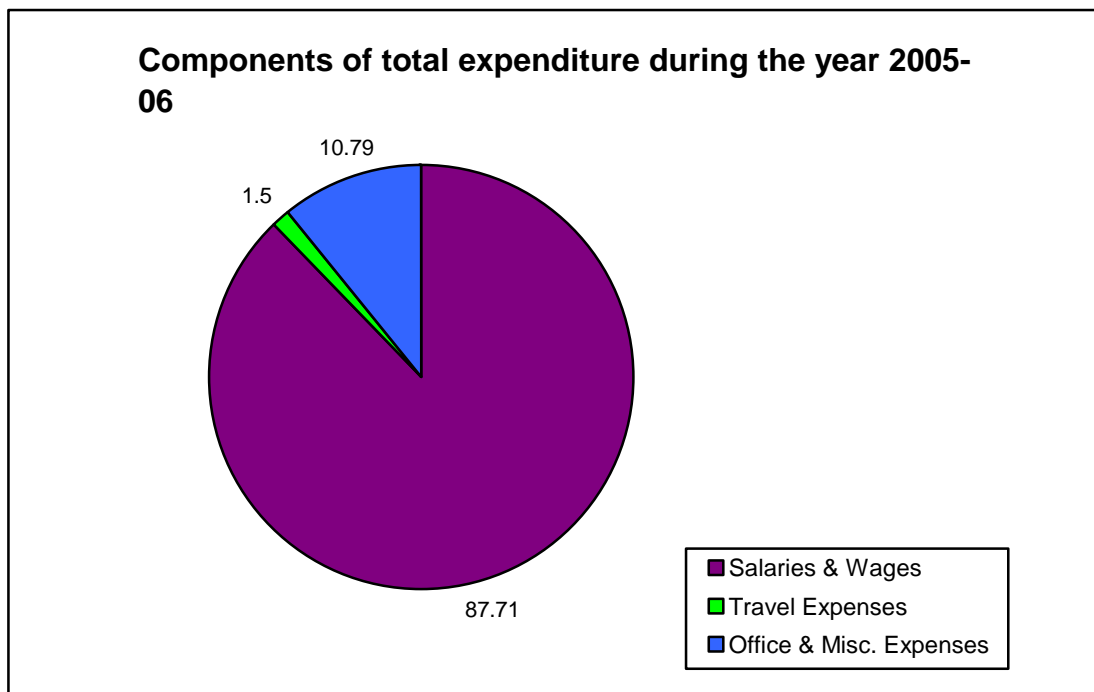
24 in-house training programmes were organised during the year 2005-06 out of which 17 were for 3 days, 5 were for two days and 2 were for one-day. A total of 528 persons were trained during the year in these training programmes. In addition, following pre-examination and induction training programmes were conducted during the year:

Sl.No.	Name and duration of training	Candidates nominated
1	Pre-exam training for Departmental confirmatory examination of Accountants	17
2	Pre training for departmental confirmatory examination of Accountant	07
3	Pre-exam training for SOGE (Part-II) Audit Branch	82
4	Pre-exam training for SOGE. (Part-I)	16
5	Pre-exam training for SOGE. (Part-II) 2006 (Accounts Branch)	07
6	Departmental Type Training for newly recruited/promoted accounts clerks	11
7	Special Pre-training for SOGE (Part-II) 2006 for the SC/ST candidates (Audit Branch)	10

EXPENDITURE DURING THE YEAR 2005-06

Details of expenditure incurred by the office during the year 2005-06 was as follows:

Expenditure Head	Amount (Rs. in thousands)	Percentage
Salaries and wages	1,36,609	87.71
Travel Expenses	2,334	1.50
Office and Misc. expenses	16,810	10.79
Total	1,55,753	100.00



CHAPTER-VIII

WELFARE ACTIVITIES

One Welfare Officer is posted jointly for the Offices of the Accountants General (A&E)-I & II, Madhya Pradesh, Gwalior, who organises and co-ordinates welfare activities. He is assisted by two Welfare Assistants, one from each office. Following amenities are available in the office premises for the employees:

- Departmental Canteen
- Recreation Club
- Government Dispensary
- Branch of the State Bank of India
- Post Office
- Ladies Common Room
- Government Departmental Library
- I.A. & A.D Benovelent Fund
- Crèche

The Welfare Officer also guides and provides administrative support to the Recreation Club for organizing various sports and cultural activities.

PARTICIPATION OF OFFICE EMPLOYEES IN VARIOUS SPORTS COMPETITIONS

Sports tournaments organised by Central Government Employees Welfare Co-ordination Committee, Gwalior.

S.N.	Sports	Organiser's Office	Period	Distinction
1.	Table Tennis	O/o the A.G.(A&E)-I, M.P., Gwalior	20.03.2006 to 21.3.2006	Shri Suchit Kumar Shri Sapan Saha (A.G. Audit)

Departmental west zone and inter-zone sports competitions:

S.N.	Sports	Organizer	Period	Distinction
01	West Zone Chess	O/o the A.G.(A&E)-I, M.P., Gwalior	22.8.2005 to 26.8.2005	Team 'A' Runner up O/o the A.G.M.P., Gwalior
02	Inter Zonal Chess	O/o the A.G. (A&E), Tamilnadu, Chennai	12.9.2005 to 15.9.2005	-----
03	West Zone Carrom	O/o the PDA Central, Mumbai	26.9.2005 to 28.9.2005	Team Manager Shri Kashi Ram (Welfare Assistant)
04	Inter Zone Carrom	--do--	29.9.2005 to 1.10.2005	-----
05	West Zone Badminton	O/o the A.G. (W&RA), M.P., Bhopal	17.10.2005 to 19.10.2005	1. O/o the AG (A&E), Gwalior. Team Runner up 2. Shri Arvind Tripathi Veteran Runner up
06	Inter Zonal Badminton	O/o the P.A.G. (Audit) Kerala	18.11.2005 to 22.11.2005	-----
07	West Zone Table Tennis	O/o the Pr. A.G. (Civil & Commercial Audit) M.P., Gwalior	08.11.2005 to 10.11.2005	Shri Ashok Manjrekar Veteran Runner up Single
08	Inter zonal Table	O/o the A.G. (Audit),HP, Shimla	02.12.2005 to 05.12.2005	----
09	West Zone Football	O/o the A.G.(A&E), Rajkot, Gujrat	25.11.2005 to 27.11.2005	-----
10	West Zone Hockey	O/o the A.G. (A&E), Rajasthan, Jaipur	27.12.2005 to 29.12.2005	-----
11	West Zone Cricket	O/o the A.G. (A&E)-II, Nagpur,	14.1.2006 to 16.1.2006	Team Runner up Shri Ashok Pandey (Manager cum Coach)
12	Inter Zonal Cricket	--do--	18.1.2006 to 20.1.2006	-----

13. West Zone Volleyball O/o the P.A.G. (Audit), 23.1.2006 to -----
Gwalior 24.1.2006

**Selection of Umpires by Headquarter, New Delhi for Supervision of IA&AD
Departmental Tournaments-**

Selection of Umpires/ Referees

S.N.	Sports	Umpire's Name	Organiser's Office	Period
1.	South Zone Carrom	Shri Aatal	O/o the A.G. (A&E), A.P., Hyderabad	11.8.2005 12.8.2005
2.	East Zone Table Tennis	Shri Deepak Tomar	O/o the P.D.A. N.E. Railway, Gorakhpur	25.11.2005 to 28.11.2005
3.	North Zone Hockey	Shri Surendra Sharma	O/o the A.G. (A&E), Punjab, Chandigarh	8.2.2006 to 10.2.2006
4.	North Zone Hockey	Shri N.P. Mahor	--do--	8.2.2006 10.2.2006

National Sports Tournaments:

S.No.	Sports	Participants	Organizer	Period
1.	5 th Lal Bahadur Shastri Memorial Carrom	Shri D.C. Saxena (Asstt. Chief Refree)	All India Carrom Federation	7.6.2005 to 10.6.2005
2.	33 rd Sub-Junior National Carrom Tournament	Shri Kashi Ram (Coach)	All India Carrom Federation	1.9.2005 to 6.9.2005
3.	13 th All India Federation Cup Carrom Tournament	Shri Kashi Ram (Asstt. Chief Referee)	All India Carrom Federation	8.10.2005 to 11.10.2005
4.	Senior National Volley Ball	Shri Uday Vir Singh (Player)	Volleyball Federation of India	10.1.2006 to 20.1.2006
5.	35 th Senior National Carrom Tounament	Shri D.C. Saxena (Referee)	All India Carrom Federation	20.1.2006 to 25.1.2006
6.	35 th Senior National Carrom Tournament	Shri Kashi Ram (M.P. Team Manager)	--do--	20.1.2006 to 25.1.2006

RECREATION CLUB

There is a combined Recreation Club for the offices of the Accountant General (A&E)-I & II, Madhya Pradesh, Gwalior. A sum of Rs.2,51,000 was released during 2005-06 as grants-in-aid to the Recreation Club.

CANTEEN

The Departmental Canteen provides re-freshments (tea-coffee, cold drinks, snacks, sweets etc) at subsidised rates.

CHAPTER-IX

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

Official Language Implementation Committee under the chairmanship of the Accountant General meets every quarter in the months of April, July, October and January to review the progress in achievement of targets fixed in the annual programme intimated by the Official Language Department of Government of India. The office (Region `A') has achieved 100% targets for working in Hindi as fixed by the Rajbhasha Vibhag.

Achievements in use of Hindi during 2005-06 are as follows:

Sl.No.	Details	Gwalior office	Branch office Bhopal
1. (a)	Letters received during 2005-06 in Hindi	39,770	16,929
(b)	Replied in Hindi	15,554	8,681
(c)	Balance letters(reply was not necessary)	24,216	10,948
2.	Percentage of original Correspondence sent in Hindi	99.98%	99.98%
3.	a) Number of Devnagari typewriters	54	11
	b) Number of Roman typewriters	06	01
4.	Number of electronic typewriters (bilingual)	04	01
5.	a) Officials trained in hindi typing	76	10
	Percentage	91.56%	90.90%
	b) Officials trained in Hindi stenography	02	01
	Percentage	100%	100%

'Hindi Day' was observed on 14th September 2005 wherein competitions were organised and a large number of officials/officers participated enthusiastically. 'HINDI WEEK' was observed w.e.f. 14th September 2005 to 20th September 2005 at Branch Office Bhopal.

HINDI WORKSHOP

A workshop was organised during the year 2005-06 from 31th January 2006 to 8th February 2006 in order to promote use of Hindi in the office. 21 trainees participated in the workshop.

CHAPTER-X

PUBLICATIONS

- Four issues of the Hindi magazine "Darpan" were published during the year 2005-06. These editions also contained achievements of the members of this office in the fields of literature, culture and sports.
- Accounts at a Glance for the year 2004-05 (English and Hindi) was published during the year under report.
- Bilingual Administrative Report was published for the year 2004-05.