

MOST URGENT

No. G-20012/1/Budget/Misc/2017-18

Date: 17th July 2017

From:

The Addl. Director General (F) & HoD,
Geological Survey of India,
Central Headquarters,
Kolkata-700016

To:

The Addl. Director General & HoD,
Geological Survey of India,
ER, Kolkata/ CR, Nagpur/
NR, Lucknow/ WR, Jaipur/
SR, Hyderabad / NER, Shillong/
M & CSD, Mangalore.



The Deputy Director General &
HoD, RSAS, Bengaluru /
TI, Hyderabad/ DGCO, Delhi.

The Controller of Account, Central
Accounts Office, Ministry of Mines,
Kolkata

Director (Administration), CHQ
Kolkata

Sub. : Manpower Management Information System (MMIS) of Central Government Civilian Employees- (i) First Quarterly expenditure (April to June 2017) on Pay & Allowances for the F.Y 2017-18 in respect of GSI offices & (ii) information regarding number of Civilian posts, pay bands, grade pay etc.

Ref. : No- 22/3/2012-IF (249), Govt. of India, MOM dated 26.05.2017.

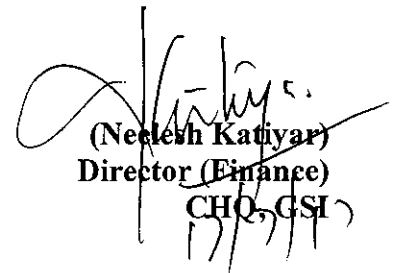
Sir,

As you are aware that a Quarterly Report on the subject mentioned above has to be submitted to the Ministry of Mines for onwards submission to the Ministry of Finance.

Form the past trends, it has been observed that most of the Regions/Divisions of GSI usually furnish the above Quarterly Report only after a number of reminders. This leads to the significant delays in forwarding the same to the Ministry of Mines and the Ministry of Finance. The delay in submission of this Report is taken seriously by the Ministry of Mines and the Ministry of Finance and directed GSI to submit this Report timely.

In this connection, all the ADG & HoDs of all Regions/Divisions are requested that the timely submission of the Subject Report in the appropriate format (enclosed) may please be ensured. As the Report for the Quarter ending June 2017 is due. You are requested to forward the same through fax or mail by 20.07.2017 to the Finance Division, CHQ, GSI.

This issues with the approval of Addl. Director General (F), GSI.


(Neelish Katiyar)
Director (Finance)
CHQ, GSI

Encls : as mentioned above

**PROFORMA FOR COLLECTING DATA ON ACTUAL EXPENDITURE INCURRED BY THE MINISTRIES/
DEPARTMENTS/UTs AND THEIR ATTACHED AND SUBORDINATE OFFICES ON PAY AND VARIOUS TYPES OF
ALLOWANCES OF THEIR REGULAR CIVILIAN EMPLOYEES**

(Please read the attached instructions before filling up the proforma)

I. OFFICE PARTICULARS*

1. Name of the Establishment with full postal address:	
2. Status of Establishment**: (Secretariat proper/Attached office/Subordinate office/others)	
3. If the Establishment is an Attached or Subordinate Office, please write the name of the Min./Deptt. under which it is functioning	
4. Name, designation, postal address, tel. no., fax, email address of the officer of the level of Deputy Secy./Dir. who is responsible for furnishing the return	
5. Period of the quarter under the report: (If the report is for the entire year, it may please be mentioned)	

* Mandatory.

** Expenditure on pay and allowances of the employees of Autonomous Bodies, PSUs and casual employees of
the Min./Deptt. is not to be included.

II. INFORMATION ON EMPLOYEES:

1 GROUP-WISE NUMBER OF THE EMPLOYEES (at the end of the quarter)				
Group A	Group B	Group C	Group D	Total

Contd. 2/-

III. EXPENDITURE ON PAY AND VARIOUS ALLOWANCES:

(In Rupees)

Head	Actual Expenditure	
	During the Quarter under the report	During the financial year till the end of the quarter under the report*
1. Pay of Gazetted Officers		
2. Pay of Non-Gazetted Staff		
3. Non-Practising Allowance		
(I) Sub-Total (S.No.1 to 3)		
4. Dearness Allowance		
5. House Rent Allowance		
6. Overtime Allowance		
7. Family Planning Allowance		
8. (a) Special Pay		
(b) Deputation(Duty) & Central Deputation Allowance		
9. Transport Allowance		
10. Composite Hill Compensatory Allowance		
11. (a) Children Education Allowance (CEA)		
(b) Hostel Subsidy		
12. Leave Travel Concession(LTC)		
13. Encashemt of EL for the purpose of LTC		
14. Reimbursement of Medical Charges		
15. (a) Special(Duty) Allowance for NE Region & Ladakh		
(b) Island Special(Duty) Allowance for A&N and Lakshadweep		
16. Special Compensatory Allowances:		
(a) Hill Area		
(b) Remote Locality		
(c) Bad Climate		
(d) Tribal Area		
(e) Project Allowance		
(f) Washing Allowance		
(g) Disturbed Area Allowance		
(h) Night Duty Allowance		
(i) Risk Allowance		
(j) Hospital Patient Care Allowance (HPCA)/Patient Care Allowance (PCA)		
(k) Detachment Allowance		
(l) Compensation in lieu of Quarters (CILQ)		
(m) Family Accommodation Allowance (FAA)		
(n) High Altitude Allowance		
(o) Field Area Allowance/Counter Insurgency Operations Allowance		
(p) Modified Field Area Allowance		
(q) LWE Risk Allowance		
(r) Running Allowance		
(s) National Holiday Allowance		
(t) Ration Allowance		
(u) Nursing Allowance		
(v) Uniform Allowance		
17. Others(if any specify)		
(II) Sub-Total (S.No. 4 to 17)		
(III) Grand Total (I + II)		

* Expenditure on pay and allowances of the employees of Autonomous Bodies, PSUs and casual employees of the Min./Deptt. is not to be included.

Contd. 3/-

18. Travel Expenses:	During the Quarter under the report	During the financial year till the end of the quarter under the report
(a) Tours		
(i) Domestic Travel Expenses(DTE)		
(ii) Foreign Travel Expenses (FTE)		
(b) Transfers		
Total (a)+(b)		

19. Bonus	During the Quarter under the report	During the financial year till the end of the quarter under the report
(a) Productivity Linked Bonus		
(b) Ad-Hoc Bonus		
20. Honorarium		
21. Encashment of Earned Leave on Superannuation/Voluntary Retirement		

22. Expenditure on HRA			
Class of Cities	Number of Cities	During the Quarter under the report	During the financial year till the end of the quarter under the report
X			
Y			
Z			
Total			

Signature of the Officer

Name and Designation

Tel No.