

Immediate

No. G-20011/2/2017-Budget/313
Government of India
Central Water Commission
(Budget Section)

Sewa Bhawan, R.K. Puram,
New Delhi-110066

Dated: 19th December, 2017

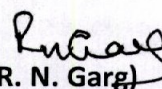
OFFICE MEMORANDUM

Subject : Submission of quarterly return on actual expenditure incurred on Pay and various types of allowance of regular Central Government civilian employees and information in respect of civilian posts in difference pay bank and grade pay - regarding

I am directed to refer to Department of Expenditure (Pay Research Unit) letter dated 1-12-2017 (copy enclosed), wherein they have sought information on the above mentioned subject in prescribed format as enclosed as Annex for the quarter ending June, 2017 (i.e. March, 2017 to June, 2017), Sept, 2017 (July to Sept, 2017) latest by 26-12-2017 positively. Those DDOs/Executive Engineers who have already submitted their quarterly return for the above 2 quarters may ignore this, however, others may kindly do the needful on priority basis.

This issues with the approval of Competent Authority.

Encl : As above.


(R. N. Garg)

Accounts Officer, CWC
☎ 011 – 2958 3735

Copy to:-

1. All DDOs/Executive Engineers in the field offices of CWC.
2. DDO-1, CWC, New Delhi.

By Post

Reminder -1

4888
12/12/17
S-11011/2/2017-PRU
Ministry of Finance
Department of Expenditure
Pay Research Unit

Room No. 510 Lok Nayak Bhawan,
Khan Market, New Delhi - 110 003

Dated: 11.12.2017

Subject: Submission of (i) quarterly return on actual expenditure incurred on Pay and various types of allowance of regular Central Government civilian employees and (ii) information in respect of civilian posts in different pay band and grade pay -- regarding.

Kindly refer to this Department's letter of even No/ dated 19.06.2017 on the above cited subject.

2. It is brought to your notice that we have not received the above report from your organization till date for any quarter for the financial year 2017-18. Due to non-receipt of the report the work for year 2017-18 is held up.

3. You, are, therefore, again requested to furnish the above mentioned report in respect of your organization for the **financial year 2017-18** urgently to this Department.

4. You can also send return on our e-mail i.e. pru-exp@nic.in.

5. This may be treated as **MOST IMMEDIATE**.

Encl: Proforma

(Renu Sarin)
Deputy Secretary (Pay)

Secretary, (CWC)
Ministry of Water Resources
Central Water Commission
Sewa Bhawan, R.K.Puram, New Delhi-66

3110200
11/12/2017
अनुभाग
Budget Section
डायरी नं० 241... दिनांक 12/12/17
Dated 12/12/17
Urgent

Amn
AO, CWC
11/12/17

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फा.सं.एस.11010/2/2017-पीआरयू

वित्त मंत्रालय

व्यय विभाग

वेतन अनुसंधान एकक

कमरा सं. 512, लोकनायक भवन,

खान मार्केट, नई दिल्ली-110003

....., 2017

विषय: (i) केन्द्र सरकार के नियमित सिविल कर्मचारियों के वेतन एवं विभिन्न प्रकार के भत्तों पर किए गए वास्तविक व्यय की तिमाही विवरणी और (ii) विभिन्न वेतन बैंडों और ग्रेड वेतन में सिविल पदों के बारे में सूचना प्रस्तुत किए जाने के संबंध में।

कृपया उपर्युक्त विषय पर इस विभाग के दिनांक 19.06.2017 के समसंख्यक पत्र का संदर्भ लें।

2. आपको सूचित किया जाता है कि वित्त वर्ष 2017-18 की किसी भी तिमाही की उपर्युक्त रिपोर्ट आपके संगठन से आज तक प्राप्त नहीं हुई है। रिपोर्ट प्राप्त न होने के कारण वर्ष 2017-18 का ब्रॉशर तैयार करने का कार्य रुक गया है।
3. अतः आपसे पुनः अनुरोध है कि वित्त वर्ष 2017-18 की अपने संगठन की उपर्युक्त रिपोर्ट इस विभाग को शीघ्र उपलब्ध कराएं।
4. आप यह विवरणी (रिटर्न) हमारी ई-मेल अर्थात् pru-exp@nic.in पर भी भेज सकते हैं।
5. इसे अति तत्काल समझा जाए।

संलग्न: प्रोफार्मा (प्रपत्र)

(रेनु सरीन)

उप निदेशक (वेतन)

रेनु सरीन

(रेनु सरीन)

उप निदेशक (वेतन)

F.No.S-11011/2/2017-PRU
Ministry of Finance
Department of Expenditure
Pay Research Unit

North Block, New Delhi-110001
Dated, the 19th June, 2017

OFFICE MEMORANDUM

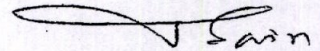
Subject: Manpower Management Information System (MMIS) of Central Government Civilian Employees - (i) Quarterly expenditure on pay and allowances for the year 2017-18, in respect of secretariat/subordinate/attached offices of the Central Government and (ii) information regarding number of civilian posts, pay bands, grade pay etc. as on 01.03.2017.

Ministry of Finance, Department of Expenditure is mandated to monitor the expenditure on pay and allowances of Central Government Civilian Employees for which information is obtained from all the concerned offices. In this context this Department Office Memorandum No. S-11011/2/2016-PRU dated 13.05.2016 also refers.

2. Ministries/Departments are requested to circulate the enclosed proforma to Secretariat (Proper) /Subordinate/Attached Offices under their administrative control and direct them to furnish the information on pay & allowances and manpower in this proforma. Ministries/Departments are further requested to send a list of all the Subordinate/Attached/Field Offices under their administrative control to this Department along with their address, e-mail id & telephone number to enable us to check the completeness of the data.
3. Ministries/Departments of the Government of India are also requested to appoint a nodal officer (not below the level of Under Secretary) in their Ministry/Department to ensure consistency of the data and timely submission of the quarterly returns to this unit. The name and contact details of the nodal officer appointed may be directly sent to Pay Research Unit, Room No. 510, 'A' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
4. The information on actual expenditure incurred on pay and various types of allowances on quarterly basis may be forwarded in Annex-I. Further, information in respect of civilian posts, pay band, grade pay etc. may be furnished in Annex-II. Quarterly report may reach within a month of the close of the every quarter directly to Pay Research Unit, Room No. 510, 'A' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
5. It has been observed that the information supplied by different Departments/Ministries or information consolidated on the basis of the data supplied by the different establishments under a Ministry/Department does not tally with the information available in the Budget Documents although it pertains to the same period. It may, therefore, be ensured that the information is consistent with the information supplied to the Budget Division of the Ministry. It is also noted that a large number of the Ministries/Departments/Secretariat (Proper)/ Subordinate/Attached Offices have not furnished the quarterly report for the FY 2016-17 till date. It is requested that who have not furnished the report till date may kindly furnish the same without further delay.

6. In order to receive the above information online from various offices, a webpage on Manpower Management Information System (MMIS) has been hosted with the new URL link on the home page of Ministry of Finance. The webpage may be accessed on the internet at the address <https://mofapp.nic.in/mmis/Login.aspx> and submit the return online. Pay Research Unit has already allotted and informed the user name and password to all concerned organisations to furnish the information online. The information can also be sent in soft copy in the prescribed proforma to the e-mail ID of the Pay Research Unit "pru-exp@nic.in".

Encl: as above.



(Mitter Sain)
Deputy Director General (PRU)

To

All Ministries/Departments of Government of India (As per standard distribution list).

Copy to :

1. Comptroller and Auditor General of India.
2. Controller General of Accounts.
3. All Financial Advisers in the Ministries/Departments.
4. All Joint Secretaries (Administration) in the Ministries/Departments.
5. President Secretariat.
6. Vice President Secretariat.
7. Prime Minister's Office.
8. All GMs of Ministry of Railways.
9. Union Public Service Commission.
10. Planning Commission.
11. Central Vigilance Commission.
12. Central Information Commission.
13. All Directors (Finance) in the Ministries/Departments.

**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:

GROUP -WISE NUMBER OF THE EMPLOYEES (AT THE END OF THE QUARTER)				
Group A	Group B		Group C & D	Total
	Gazetted	Non-Gazetted		

Contd. 2/-

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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. Encashment 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) Remote Locality		
(b) Bad Climate		
(c) Tribal Area		
(d) Project Allowance		
(e) Washing Allowance		
(f) Disturbed Area Allowance		
(g) Night Duty Allowance		
(h) Risk Allowance		
(i) Hospital Patient Care Allowance (HPCA)/Patient Care Allowance (PCA)		
(j) Detachment Allowance		
(k) Compensation in lieu of Quarters (CILQ)		
(l) Family Accommodation Allowance (FAA)		
(m) High Altitude Allowance		
(n) Field Area Allowance/Counter Insurgency Operations Allowance		
(o) Modified Field Area Allowance		
(p) LWE Risk Allowance		
(q) Running Allowance		
(r) National Holiday Allowance		
(s) Ration Allowance		
(t) Nursing Allowance		
(u) 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/-

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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.

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INSTRUCTIONS FOR FILLING UP THE PROFORMA

1. Information should be furnished only in respect of the Secretariat/Subordinate/Attached/field Offices of the Central Government Ministries/Departments/UTs and not for Autonomous Bodies or Corporations or Undertakings owned or controlled by the Central Government.
2. Information should pertain only to the **regular employees and not to non-regular staff** such as casual labour, part time employees, work-charged staff employed on contract basis, daily wages workers paid out of contingencies, etc.
3. 'Pay' in the revised pay structure means the pay down in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.
4. The quarterly returns should reach this Department within one month of the close of every quarter and this prescribed time schedule should be followed strictly.
5. While specifying the nature of Other Compensatory Allowances, use of abbreviations should be avoided and the name of Compensatory Allowance be written in full.
6. Details of sanctioned/in position of posts have to be provided as on **1st March** of a particular year say **2017**.

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Annex-II

SCALES OF PAY AND NUMBER OF CIVILIAN EMPLOYEES (as on 1.3.2017)

Name of the Ministry /Department/UT				
Name of the organisation for which the information pertains				
Status of the office	Secretariat Proper	Attached Office	Subordinate Office	Others
(Please tick the appropriate box)				
Name, Designation, Postal address, Tel. No. and e-mail of Joint Secretary / Director/official responsible for furnishing the information				

Details of posts in different pay bands and grade pay:

S.No.	Pay Scale (In Pay Matrix)	Level	Regular / Temporary / Adhoc	Group of post A/B/C/D/ unclassified	Gazetted/ Non-Gazetted	Number of sanctioned posts	Number in Position
1	2	3	4	5	6	7	8
Grand Total							