

From:

The Addl. Director General (F) &HoD  
Geological Survey of India,  
Central Headquarters,  
27, Jawaharlal Nehru Road,  
Kolkata- 700 016.



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 & Head,  
RSAS, Bangalore/TI, Hyderabad / DGCO,  
Delhi/ Head of Office, CHQ, Kolkata  
The Controller of Accounts, Central Accounts  
Office, Ministry of Mines, Kolkata/ New  
Delhi.

Sub: Manpower Management Information System (MMIS) of Central Government Civilian Employees- (i) Each Quarterly expenditure (April to June, July to September, October to December- 2019 and January to march 2020) on Pay & Allowances for the F.Y 2019-20 in respect of GSI offices (ii) Information regarding number of Civilian posts, pay bands, grade pay etc.

Ref: No- S.11011/2/2018-PRU, Govt. of India, Ministry of Finance dated 10.12.2018.  
No: 716/G-20012/I/Budget/Misc./2018-19 dated 08. 04. 2019  
No. 782/ G-20012/I/Budget/Misc./2018-19 dated 07. 06. 2019

Sir,

With reference to the above referred letter on the caption subject it is requested to furnish the required information as per enclosed of "New Proforma", for onward transmission to MoM. The first Quarter Report has been received from PAO, DGCO, NRO, WRO & SRO, and data from remaining regions are still awaited. All regions including PAO, DGCO, NRO, WRO & SRO are requested to submit/resubmit in the revised format as annexed.


*Further, quarterly information in respect of New Pension Scheme for the FY-2018-19 may also be submitted in the following format:-*

New Pension Scheme	During the Quarter under the report	During the financial year till the end of the quarter under the report.
(a) No. of Employees for whom Contribution paid		
(b) Employers Contribution		

In view of the above, the ADG &HoDs of all the concerned Regions /Divisions are requested to give necessary instruction to the concerned officers for timely submission of the MMIS report on completion of each quarter to CHQ, GSI in the revised format through fax or mail at [dirfinance.chq.@gsi.gov.in](mailto:dirfinance.chq.@gsi.gov.in). So that it can be forwarded to the MoM/MoF without any delay.

Enclose: as mentioned above.

Yours sincerely,

  
(N.R. Bhattacharjee)  
Director(Finance)  
for Addl. Director General (F) &HoD  
GSI, CHQ, Kolkata

Copy forward to:

The DDG IT, GSI, CHQ with a respect to upload this letter on GSI portal

**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 sanction strength and in position at the end of the quarter					
Manpower	Group A	Group B		Group C & D	Total
		Gazetted	Non-Gazetted		
Sanction strength					
In position					

### 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		
<b>(I) Sub-Total (S.No.1 to 3 )</b>		
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)		
<b>(II) Sub-Total (S.No. 4 to 17)</b>		
<b>(III) Grand Total (I + II)</b>		

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

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

<b>19. Bonus</b>	<b>During the Quarter under the report</b>	<b>During the financial year till the end of the quarter under the report .</b>
(a) Productivity linked bonus		
(b) Ad-Hoc Bonus		
<b>20. Honorarium</b>		

### **21. Retirement**

(a) Encashment of Earned Leave

(b) Gratuity

(c) Commutation of Pension

### **22. New Pension Scheme**

(a) No. of Employees for whom Contribution paid

(b) Employers Contribution

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

Signature of the officer  
Name and Designation  
Tel .No.