To

The Officer in Charge,

1. AO GE (U) Ambala Cantt
2. AO GE (N) Ambala Cantt
3. AO GE (S) Delhi Cantt
4. AO GE (P) Mamun PKT.
5. AO GE (AF) Sarsawa
6. AO GE (I) R & D, Delhi Cantt
7. LAO (Army) (OD) Shakurbasti

Sub: Manpower Management Information System (MMIS) of Central Govt. Civilian Employees- Quarterly Expenditure on Pay & Allowances for the year 2018-19, in respect of secretariat / subordinate / attached offices of the Central Government and information regarding number of sanctioned posts and employees in position as on 31.03.2019.

The above mentioned report for QE March-2019 received from your office is incomplete. Information of employees (i.e. group wise number of employees) have not been found enclosed with the report.

It is therefore, requested to forward the same immediately on the enclosed proforma through NIC mail (NIC mail ID pcdawcpay_dad@hub.nic.in)/Zimbra Mail (Zimbra mail ID pcdawc-pay@cgdamail.org) /Fax, as the consolidation of the report and submission to the Ministry is held up in want of the same from your office.

The matter may please be treated as MOST URGENT.

Copy to:
1. The Officer in charge, IT & S (Local)

For uploading on the website of this office, please.
**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./Dept. 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./Dept. is not to be included.

**II. INFORMATION ON EMPLOYEES:**

<table>
<thead>
<tr>
<th>Manpower</th>
<th>Group A</th>
<th>Group B</th>
<th>Group C &amp; D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>position</td>
<td>Gazetted</td>
<td>Non-Gazetted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>strength</td>
<td></td>
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