***Annex – I***

 **PROFORMA FOR COLLECTING DATA ON ACTUAL EXPENDITURE INCURRED ON PAY AND VARIOUS TYPES OF ALLOWANCES ON CENTRAL GOVERNMENT EMPLOYEES POSTED IN THE INDIAN MISSIONS (ALL WINGS) ABROAD**

 (Please read the instructions (given at the end) before filling up the proforma)

1. **OFFICE** **PARTICULARS**

|  |  |
| --- | --- |
| 1.NAME OF THE MISSION/COUNTRY |  |
| 2.YEAR & QUARTER |  |

1. **NUMBER OF EMPLOYEES IN** **POSITION** (for whom the return pertains)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Group A** | **Group B** | **Group C** | **Group D** | **Unclassified** | **Total** |
| **India Based** |  |  |  |  |  |  |
| **Local Recruits** |  |  |  |  |  |  |

1. **EXPENDITURE ON PAY & ALLOWANCES**

|  |  |
| --- | --- |
| S. No. Head | Actual expenditure incurred (In Rupees) |
| During the quarter | During the financial year **\*** till the end of the quarter under report |
| (1) (2) | (3) | (4) |
| 1. Pay of Officers
2. India based
3. Local Recruits
 |  |  |
| 1. Pay of Establishment
2. India based
3. Local Recruits
 |  |  |
| **(I) Sub Total (S. No. 1 & 2)** |  |  |
| 1. Representational Grant
 |  |  |
| 1. Foreign Allowance including AFA
 |  |  |
| 1. Children Education Allowance
 |  |  |
| 1. Reimbursement of Medical Charges
 |  |  |
| 1. Home Leave Fare including CHP
 |  |  |
| 1. Travelling Allowance including cost of Transfer passages, Local tours etc.(including expenses on daily allowance)
 |  |  |
| 1. Bonus
 |  |  |
| 1. Loss in Exchange on Pay & Allow.
 |  |  |
| 1. Other Compensatory Allowance: (Pl. specify the nature of the Allow. like)
 |  |  |
| 1. Overtime Allowance
 |  |  |
| 1. Cost of living allowance paid to local recruits
 |  |  |
| 1. Reimbursement of heating charges during winter months
 |  |  |
| 1. Washing Allowance to office boy (Local recruits)
 |  |  |
| 1. Other Allowances
 |  |  |
| 1. India based
 |  |  |
| 1. Local Recruits
 |  |  |
| **(II) Sub Total II (S. No. 3 to 11)** |  |  |
| **GRAND TOTAL (I) + (II)** |  |  |

**\*** Not to be left blank.

**INSTRUCTIONS:**

1. Details regarding loss in Exchange on Pay and Allowances must be specified i.e. it must be specified that the loss in exchange should be put under what heads/ items of exp.
2. ‘Pay’ in the revised pay structure means the pay drawn in the prescribed pay band **plus** the applicable grade pay but does not include any other type of pay like special pay, etc.
3. The quarterly returns should reach this Department within one month of the close of the every quarter and this prescribed time schedule should be followed strictly.
4. While specifying the nature of other Compensatory allowance, use of abbreviations should be avoided and the name of Compensatory Allowance be written in full.
5. The information should be given as per the items contained in the specified proforma.

***Annex - II***

**SCALES OF PAY AND NUMBER OF POSTS IN INDIAN MISSIONS (ALL WINGS) ABROAD AS ON 1st March of the Year................**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Mission/Country |  |
| 2. | Name, Designation, Postal address, Tel. No. And e-mail address of the officer responsible for furnishing the information |  |

Details of posts in different pay bands and grade pay (as on 1st March of the year .............)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Pay Band | Grade Pay | Regular/Temporary/Adhoc | Group of post A/ B/ C/ D/ Unclassified | Gaz/ Non-Gaz | Wings-Chancery/Trade/Commerce/Defence/Others | India based/ local recruits | Number of sanctioned posts | Number in position |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |