



No. G-21011/19/2019/FW
CENTRAL ADMINISTRATIVE TRIBUNAL
PRINCIPAL BENCH
FINANCE WING

E-mail/Post

Room No. 15,15-A, 4th Floor
Jeevan Deep Building,
Parliament Street,
New Delhi-110001,
Dated : 31.07.2019

To,

The Principal Registrar, Registrar, Joint Registrar,
Central Administrative Tribunal,
All outlying Benches,


Sub: Revised proforma for Monthly/ Quarterly Expenditures as prescribed by Pay Research Unit Ministry of Finance –Reg.-

Sir/Madam,


I am to invite a reference to the Email dated 16.07.2019 received from Ministry of Personnel, Public Grievances and Pensions, Budget and Accounts Section, Department of personnel & Training, New Delhi on the subject cited above and to say that the proforma on furnishing details of Monthly/Quarterly Expenditure Statement has been slightly modified by the Pay Research Unit, Ministry of Finance. The Benches are, therefore, advised that there should not be alteration in r/o serial number and Heads etc. in the modified proforma for Monthly/ Quarterly Expenditures statements as it is duly prescribed by Pay Research Unit, Ministry of Finance.

The modified proforma has been uploaded on the official Website of the CAT. However, a copy of the modified proforma is also being e-mailed to the existing E-Mail ID of the Bench concerned. The Benches are, therefore, advised to furnish the desired information from the month of July, 2019 onwards as per the modified proforma.

Yours faithfully,


(Vineet Sharma)
FA & CAO

Copy to:- The Principal Registrar, Central Administrative Tribunal, Principal Bench, New Delhi for information with the request to ensure implementation of modified proforma as prescribed.


FA & CAO

Central Administrative Tribunal

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, and e-mail address of the officer of the level of Deputy Registrar/Joint Registrar /Registrar. Who is responsible for furnishing the return.	0
5	Period of the quarter under the report: (If the report is for the entire year, it may please be mentioned)	

II. In 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
		Gazett.	Non-Gazett.			
Sanction Strength						
In position						

Signature of the Officer
Name and Designation
Tel No.

III Expenditure on Pay and various Allowances

S.No.	Head	Actual Expenditure		
		During the Previous Quarter under the report	During the Quarter under the report	During the financial year till the end of the Quarter under the report
1	2		3	5
1	Pay of Gazetted Officers			
2	Pay of Non-Gazetted Staff			
	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 E. L. 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 Allowance :			
	(a) Remote Locality			
	(b) Bad Climate			
	© 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			
	© National Holiday Allowance			
	(s) Ration Allowance			
	(t) Nursing Allowance			
	(u) Uniform Allowance			
17	Others if any (Specify)			
	(i) Sumptuary Allowance			
	(ii) Split Duty Allowance			
	(iii) Composite Transfer Allowance			
	(iv) Cash Handling Allowance/Hindi Incentive etc.			
	(v) Hindi Incentive etc.			
(II)	Sub-Total (S.No. 4 to 17)			
(III)	Grand Total (I+II)			
18	Travel Expenses :			
	(a) Tours			
	(i) Domestic Travel Expenses (DTE) (Within India)			
	(ii) Expenditure on Air Travel (out of (a) (i) above)			
	(iii) Foreign Travel Expenses (FTE)			
	(b) Transfers			
	Total (a) + (b)			
19	Bonus :			
	(a) Productivity Linked Bonus			
	(b) Ad-hoc Bonus			
20	Honorarium			
	Encashment of Earned Leave on			
21	Superannuation/Voluntary Retirement			
	Grand Total (I+II+III)			

Signature of the Officer
Name and Designation
Tel No.

(Revised)

22 (A) -Expenditure of House Rent Allowance

	Class of Cities	Number of cities	During the Previous Quarter under the report	Expenditure of House Rent Allowance in Rs	
				During the quarter Under the Report	During the financial year till the end of the quarter under the report
	1	2		4	5
	X Category				
	Y Category				
	Z Category				
	Total				

Signature of the Officer
Name and Designation
Tel No.

**Categoriwise break-up derived from Bench Figures
House Rent Allowance**

	HRA upto the previous quarter (June'18)		Progressive Expenditure till the end of quarter (Sept'18)
X Category			
Bangalore			
Calcutta			
Hyderabad			
Bombay			
Madras			
Principal Bench			
Total : Y Category	0		0
Y Category			
Ahmedabad			
Allahabad			
Chandigarh			
Cuttack			
Guwahati			
Jabalpur			
Jaipur			
Jodhpur			
Lucknow			
Patna			
Total : Y Category	0		0
Z Category			
Ernakulam			
Total : Z Category			
Grand Total	0		0

Account Officer

**Categoriwise break-up derived from Bench Figures
Expenditure on Transport Allowance**

	Transport Allowance upto the previous quarter (June'18)		Progressive Expenditure till the end of quarter (Sept'18)
A and A-1 Class Cities			
1 Ahmedabad	0		0
2 Bangalore	0		0
3 Calcutta	0		0
4 Hyderabad	0		0
5 Jaipur	0		0

6	Lucknow	0		0
7	Bombay	0		0
8	Madras	0		0
9	Principal Bench	0		0
Total : A and A1 Class Citi		0		0
Other places				
1	Allahabad	0		0
2	Chandigarh	0		0
3	Cuttack	0		0
4	Ernakulam	0		0
5	Guwahati	0		0
6	Jabalpur	0		0
7	Jodhpur	0		0
8	Patna	0		0
Total		0		0
Grand Total		0		0

CENTRAL ADMINISTRATIVE TRIBUNAL**SCALES OF PAY AND NUMBER OF CIVILIAN EMPLOYEES AS ON**

1	Name of the Ministry/Department/UT				CENTRAL ADMINISTRATIVE TRIBUNAL							
2	Name of the Bench											
3	Status of the Office (Please tick the appropriate box)				Secretariat Proper		Attached Office		Subordinate Office		Others	
4	Name, Designation, Postal Address, Tel. No. and e-mail of Registrar/Joint Registrar/Official responsible for furnishing the information						Z		3		(4)	

Details of Posts in different Pay Bands and Grade Pay/ Level in the Pay Matrix

S. No.	Pay Band	Grade Pay	Revised pay as per 7th CPC Pay Level (in Pay Matrix)	Regular/ Temporary/ Ad-hoc	Group of Post A/B/C/D/ Unclas-sified	Gazetted/ Non Gezettered	Numbers of Sanctioned Posts	Number in Position	Number of Vacant Position
1	2	3		4	5	6	7	8	9
1	90000(Fixed)	-	250000 (Fixed)	Gaz.	A				0
2	80000(Fixed)	-	225000 (Fixed)	"	A				0
3	37400-67000	10000	Level 14 (Rs 144200-218200)	"	A	Gaz.			0
4	37400-67000	8700	Level 13 (Rs 118500-214100)	"	A	Gaz.			0
5	15600-39100	7600	Level 12 (Rs 78800-209200)	"	A	Gaz.			0
6	15600-39100	6600**	Level 11 (Rs 67700-208700)	"	A	Gaz.			0
7	9300-34800	5400##	Level 10 (Rs 56100-177500)	"	B	Gaz.			0
8	9300-34800	4800	Level 8 (Rs 47600-151100)	"	B	Gaz.			0
9	9300-34800	4600	Level 7 (Rs 44900-142400)	"	B	Gaz.			0
Total									
							0	0	0
1	9300-34800	4600	Level 7 (Rs 44900-142400)	Non-Gaz	B	Non-Gaz.			0
2	9300-34800	4200	Level 6 (Rs 35400-112400)	"	B	Non-Gaz.			0
3	5200-20200	2800	Level 5 (Rs 29200-92300)	"	C	Non-Gaz.			0
4	5200-20200	2400	Level 4 (Rs 25500-81100)	"	C	Non-Gaz.			0
6	5200-20200	1900	Level 2 (Rs 19900-63200)	"	C	Non-Gaz.			0
7	5200-20200	1800	Level 1 (Rs 18000-56900)	"	D	Non-Gaz.			0
Total									
							0	0	0
Grand Total									
							0	0	0

##On Completion of 4 year in Grade Pay Rs. 4800

Signature of the Officer Officer
Name and Designation
Tel No.

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 2019.
