



कार्यालय रक्षा लेखा नियंत्रक :  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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No. Paytech/4073/Various Allow's/(Civ)

Date:13/09/2021

**CIRCULAR**

To

1. All AO/AO GE/AGE Offices under CDA, Secunderabad.
2. Pay Section I, II, III & Medical Section Local.
3. The officer-in-charge, RAO (MES) Secunderabad.
4. The officer-in-charge, LAO (A) & LAO (B) Secunderabad.
5. AAO (Army), Visakhapatnam.
6. All units.

Sub: Report on Pay and Allowances for the QE 09/2021-reg,

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Quarterly Report on Actual expenditure incurred on pay and allowances in respect of Defence Civilians for QE 09/2021 is due by 30<sup>th</sup> of the following month to the Ministry of Finance, Department of expenditure, New Delhi. While preparing report, the following points may please be taken into account.

- (a) Telephone (Rent & Calls), Purchase of Vehicles, Fuel and Maintenance of staff cars etc. Should be shown separately.
- (b) Correctness of all columns should be ensured.

The subject report may please be furnished to this office email Id [secd-paysn-cda@nic.in](mailto:secd-paysn-cda@nic.in) in prescribed format (copy enclosed) on or before 08/10/2021 positively so as to enable this office to consolidate the data and furnish the report for QE 09/2021 to the Ministry of Finance, Department of expenditure, New Delhi and Hqrs office, CGDA New Delhi, within stipulated time.

**Please accord priority.**

  
Sr. Accounts Officer  
(Pay Tech)

Copy to:-  
AO IT Section  
Local

For uploading the same on the WEB SITE of CDA, Secunderabad.

  
Sr. Accounts Officer  
(Pay Tech)

Proforma for collecting data on actual expenditure incurred by the ministries/departments and their attached and subordinate offices on pay and various types of allowances of the regular civilian employees.  
(Please read the attached instructions at page number 6 before filling up the proforma)

**OFFICE PARTICULARS**

1	Name of the Establishment with full postal address: <b>O/o THE</b> .....
2	Status of the 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 <b>Min. of Defence</b>
4	Name, designation, postal address, FAX, EMAIL address and Tel. Number of the officer of the level of Deputy Secy./Dir. Who is responsible for furnishing the returns. <b>Shri</b> ....., O/o THE ..... (Contact No. ....)
5	Period of the quarter under report <b>QE</b> ..... (If the report is for the entire year it may please be mentioned) <b>QE</b> .....

**INFORMATION ON EMPLOYEES**

1	Group-wise No. of employees in position to whom the return relates:				
	Group - A	Group - B	Group - C	Group - D	Unclassified
					<b>Total</b>
					<b>0</b>
Sl.No.	Head	Total Employees upto Previous Qtr	During the current quarter under report	During the financial year 2021-22 till the end of the quarter under report	
(1)	(2)	(3)	(4)	(5)	
1	No. of employees who claimed HRA			0	
2	No. of employees who are granted HBA			0	
3	No. of employees who availed LTC			0	
4	No. of employees who availed VRS			0	
5	No. of employees superannuated			0	
6	No. of employees Died			0	
7	No. of posts created			0	
8	No. of posts upgraded			0	
9	No. of posts abolished			0	
10	No. of Employees rendered <b>Surplus</b>				

\* Expenditure on Pay and allowances of the employees of Autonomous Bodies, PSUs and casual employees of Min./Depts. are not to be included



**Details of expenditure on Pay and Allowances: QE- ----- (ANNEXURE-I)**

S No	Head	Exp upto Previous Qtr	During the corrent quarter under report	During the financial year 2021-22 till the end of the quarter under report
(1)	(2)	(3)	(4)	(5)
1	Pay of Gazetted Officers :- (i) Pay in the PB			0
2	Pay of Gazetted Officers :- (ii) Grade Pay			
3	Pay of Non-Gazetted Officers :- (i) Pay in the PB			0
4	Pay of Non-Gazetted Officers :- (ii) Grade Pay			
5	Non-practising Allowance			0
	<b>Sub-Total(SI.No.1 to 5)</b>	<b>0</b>	<b>0</b>	<b>0</b>
6	Dearness Allowance (Gazetted+Non-Gaz)			0
7	House Rent Allowance			0
8	Overtime Allowance			0
9	A/o P&A of Promotions			0
10	<b>Special Pay</b> , Deputation(Duty) Allowance & Central Deputation Allowance			0
11	Transport Allowance			0
12	Govt Contribution towards NPS			0
13	Composite Hill compensatory Allowance			0
14	Children Education Allowance/Hostel Subsidy			0
15	Leave Travel Concession			0
16	Encashment of EL for the purpose of LTC			0
17	Reimbursement of Medical Charges			0
18	Other Compensatory Allowances:			0
	(a) Hill Area/Remote Locality			0
	(b) Bad Climate Allowance			0
	(c) Tribal Area Allowance			0
	(d) Project Allowance			0
	(e) Dress Allowance			0
	(f) Disturbed Area Allowance			0
	(g) Night Duty allowance			0
	(h) Risk Allowance			0
	(i) Hospital/patient care allowance			0
19	Others (if any specify)		0	0
(II)	<b>Sub-Total(SI.No.4 to 17)</b>		<b>0</b>	<b>0</b>
(III)	<b>Total (I+II)</b>		<b>0</b>	<b>0</b>
20	<b>Travelling Allowance</b>			0
(a)	<b>Tours</b>			0
	(i) Domestic Travel Expencc(DTE)			0
	(ii) Foreign Travel Expenccs(FTE)			0
(b)	<b>Transfers</b>			0
	<b>TOTAL (a)+(b):</b>	<b>0</b>	<b>0</b>	<b>0</b>
21	<b>Bonus:</b>			
(a)	Productivity Linked Bonus			0
(b)	Ad-Hoc Bonus			0
22	Honorarium			0
23	Other Allowance & CGEIS/PROJ. All./ A/o DA			0
24	Encashment of EL on Superannuation/Voluntary			0
25	Break up of expenditure on HRA reported against SI.No.5 under Column Number(3) & (4) according to class of cities			
	Class of Cities	Exp upto Previous Qtr	During the corrent quarter under report	During the financial year 2021-22 till the end of the quarter under report
(1)	(2)	(3)	(4)	(5)
	Class " X "			0
	Class " Y "			0
	Class " Z "			0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Details of expenditure on Pay and Allowances: QE ----- (ANNEXURE-II)**

Proforma for collecting data on actual expenditure incurred by the ministries/  
departments and their attached and subordinate offices on Different Items During

S No	Head	Total Nos. upto Previous Qtr	During the corrent quarter under report	During the financial year 2021-22 till the end of the quarter under report
(1)	(2)	(3)	(4)	(5)
(i)	No. of Staff Cars			
(ii)	No. of Drivers			
(iii)	No. of Telephones Installed			

Actual Expenditure Incurred (Amount in Rs.)

S.No	HEAD	Exp upto Previous Qtr	During the corrent quarter under report	During the financial year 2021-22 till the end of the quarter under report
(1)	(2)	(3)	(4)	(5)
(i)	Telephone (Rent & Calls)			0
(ii)	Purchase of Vehicles/ Hired			0
(iii)	Repair/ Maint of Staff Cars			0
(iv)	Fuel for Staff Cars			0
(v)	Purchase/ Maint of Office Machinery- Equipment			0
(vi)	Stationary & Printing			0
(vii)	Advt & Publicity			0
(viii)	Hospitality			0
(ix)	Oth Adminisdtrative Expences			0
<b>Total :</b>		<b>0</b>	<b>0</b>	<b>0</b>

SAO/AO