STATE CODE	DEPTT.CODE	CG-I

DISTRIBUTION OF CENTRAL GOVERNMENT EMPLOYEES (EXCLUDING CASULA LABOUR) BY RANGES (BASIC PAY) AS ON 31ST MARCH, 200
(Return in respect of total staff employed)

Name of Office …………………………………………………………………………………………….

Full Address   …………………………………………………………………………………………….

Name of Ministry / Department …………………………………………………………………………….

Location ………………………….. to which attached ……………………………………………………

Sl No	Monthly pay ranges (Basic pay ranges)+	Regular Staff				Total (Col.2 to 5)	Non-regular staff + +	Total Regular and non-regular staff (col.6 & 7)	Total regular employees of the previous year i.e.as on 31.3.200 Corresponding to Col.6
		Non-Gazetted		Gazetted					
		Men	Women	Men	Women				
0	1	2	3	4	5	6	7	8	9
01 02	Below 3049 3050-3499								
03	3500-4499								
04	4500-5499								
05	5500-6499								
06	6500-7999								
07	8000-9999								
08	10000-14299								
09	14300-18399								
10	18400& above								
11	TOTAL								

@No.of Casula Labour……………….. For details about@ and   (Please see definitions given overleaf)

FOR INDIAN OFFICES ABROAD ONLY
1. No. of locally recruited staff (included in col.7 above). 2. Their consolidated Monthly Pay (Rs.)…………………………

No…………………………………………. Dated ………………………….. Signature of forwarding authority……………
Forwarded to the Employment Exchange ……………………………… Designation…………………………………….
Code no to be filled in by Establishment.

Office Seal

**DETAILS IN RESPECT OF STAFF EMPLOYED IN CLASSA A-1, A, B-1, B-2 AND C CITIES
AS ON 31ST MARCH, 200**

(Separate return in respect of each city enumerated overleaf)

Name of Office ……………………………………………………………………………………….

Full Address   ……………………………………………………………………………………….

Name of Ministry / Department …………………………………………………………………….

Location ………………………….. to which attached ………………………………………………………

Sl No	Monthly pay ranges (Basic pay ranges)+	Regular Staff				Total (Col.2 to 5)	Non-regular staff + +	Total Regular and non-regular staff (col.6 & 7)	Total regular employees of the previous year i.e.as on 31.3.200 Corresponding to Col.6
		Non-Gazetted		Gazetted					
		Men	Women	Men	Women				
0	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
01	Below 3049								
02	3050-3499								
03	3500-4499								
04	4500-5499								
05	5500-6499								
06	6500-7999								
07	8000-9999								
08	10000-14299								
09	14300-18399								
10	18400 & above								
11	**TOTAL**								

@No.of Casula Labour……………….. For details about@ and   (Please see definitions given overleaf)

FOR INDIAN OFFICES ABROAD ONLY

2. No. of locally recruited staff (included in col.7 above). 2. Their consolidated Monthly Pay
    (Rs.)…………………………

No…………………………………………. Dated ………………………….. Signature of forwarding authority……………
Forwarded to the Employment Exchange …………………………… Designation……………………………………….
Code no to be filled in by Establishment.

Office
Seal

DISTRIBUTION OF CENTRAL GOVERNMENT EMPLOYEES (REGULAR STAFF ONLY) BY CATREGORY CLASS OF POSTS AS ON 31ST MARCH 200

Name of Office …………………………………………………………………………………………….

Full Address   ………………………………………………………………………………………….

Name of Ministry / Department ………………………………………………………………………….

Location …………………………….. to which attached ……………………………………………………

Code	Category of post	No. of persons who are permanent in post held		Permanent in any other post		Not permanent in any other post		Total (Col 2 to 7)	No. of persons included in cols.4 & 5 who are on deputation from State Govt.	No. of Sch Caste /Tribe employees include col.8		Total Regular employees on the previous year i.e. as on 31.3.200 (Corresponding to col.8)
		Men	Women	Men	Women	Men	Women			Sch. Caste	Sch. Tribe	
0	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
	1.Gazetted											
11	1.1Group-A											
12	1.2 Group-B											
13	Sub-Total-I											
21	Non-Gazetted Group-B											
22	2.2 Group-C											
23	2.3 Group-D											
24	Sub-Total-II											
GRAND TOTAL (I+II)												

No……………………..   Signature of forwarding authority…………………………………………………….

Forwarding to the employment Exchange…………………………. Designation

Note: The information furnished in the return should be consistent with that in C.G.-I particularly total figures for Gazetted, Non-Gazetted I and their Men and Women Break-up in respect of Regular Staff.

Office Seal

INSTRUCTIONS

Census of Central Government Employees as on 31st March 200……..

While filling up the returns CG-I, CG-IA and CG-II the following points for guidance may please be kept in view;-

1. CG-1 form is meant for collection of data on all employees in the establishment both regular and non-regular staff by pay-ranges. It may be mentioned here that a few establishments show distribution of employees, which is totally wrong. The distribution of employees must be shown by pay ranges on the basis of the basic pay drawn by each employee as on 31st March, 200_____.

2. Form CG-II is though identical to CG-I but the purpose of this return is to collect data on distribution of Central Government Employees by pay ranges according to the class of cities-A1, A, B1, B2 and C in which the staff is stationed. In case the staff of an establishment is stationed in different classified cities, separate CG-1A return is to be filled in for each classified city. No CG-1A return is required to be filled in for the staff stationed in unclassified city. Complete lists of classified cities are given at the back of CG-1A form. In case the staff of the establishment is located in only one city even then a separate CG-1A return is to be furnished apart from the CG-I since the CG-1A returns are completed separately.

3. CG-II return is meant for collection of data on distribution of Central Government Employees (Regular staff only) by category / class of post.

4. Before submitting the Returns it must be ensured that the total of regular staff shown in CG-I return must tally with those of the total in CG-II returns, similarly Gazetted and non-Gazetted and men and women total must also tally.

5. **Before submitting the returns, relevant year may be mentioned.**

6. Few establishments do not write clear and complete address of the establishments which create difficulties in condition of the returns. It is, therefore, requested that clear and complete address of the establishments with name of Ministry or Department and also the name and designation of the officer forwarding the Returns must be mentioned at appropriate place in Returns.

7. It is fact that this Census is conducted by the Directorate General of Employment and Training on behalf of the Department Expenditure, Ministry of Finance, Government of India and the results are utilized in making decisions on the matters concerning the payment of Dearness Allowance, H.R.A. and C.C.A. and other service matters concerning Central Government Employees.