

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No. : CEO/S.M.(Sys.)/813.

Dated : 05-01-2002

Office-Order

Management Information System of HRD & Administration Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediately effect.

Sd/-

(Brijesh Kumar)

Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

HRD & ADMINISTRATION DIVISION

MIS-HRD-01

REPORT OF LEAVE

MONTH

SNO	NAME OF EMPLOYEES	EARNED LEAVE			MEDICAL LEAVE			EXTRA ORDINARY LEAVE			OTHER KINDS OF LEAVE		
		From	To	Total Days	From	To	Total Days	From	To	Total Days	From	To	Total Days

INCHARGE/GM (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-02

REPORT OF ACTION TAKEN ON GOVT. REFERENCES

To,
CEO/DCEO

S No	Letter No. & Date	From Whom Received	Date of First Submission to higher Officer	Date of receipt from higher officer	MONTH				Date of Final Disposal	Remarks
					CATEGORY					
					I	II	III	IV		

INCHARGE /GM (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-03

REPORT ON EMPLOYEE’S STRENGTH IN DIFFERENT CATEGORIES OF OFFICERS/EMPLOYEES

MONTH

SNO	NO. OF REGULAR OFFICERS/EMPLOYEES				NO. OF DEPUTATION OFFICERS/EMPLOYEES				NO. OF EMPLOYEES ON SERVICE CONTRACT				NO. OF EMPLOYEES FROM PLACEMENT				NO OF EMPLOYEES ON DAILY WAGES				NO OF EMPLOYEES / OFFICERS ON 89 DAYS							
	CATEGORY				CATEGORY				CATEGORY				CATEGORY				CATEGORY				CATEGORY							
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				

VARIATION REPORT IN :-

SNO	NO. OF REGULAR OFFICERS/EMPLOYEES				NO. OF DEPUTATION OFFICERS/EMPLOYEES				NO. OF EMPLOYEES ON SERVICE CONTRACT				NO. OF EMPLOYEES FROM PLACEMENT				NO OF EMPLOYEES ON DAILY WAGES				NO OF EMPLOYEES / OFFICERS ON 89 DAYS							
	CATEGORY				CATEGORY				CATEGORY				CATEGORY				CATEGORY				CATEGORY							
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				

INCHARGE/GM (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-04

DEPARTMENTAL PROCEEDINGS

SNO	NAME OF THE EMPLOYEE	DIVISION CONCERNED	SUBJECT MATTER OF INQUIRY	NAME OF INQUIRY OFFICER	MONTH PRESENT STATUS

INCHARGE/GM (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-05

REPORT ON PENDING REFERENCES

SNO	SUBJECT	TO WHOM SENT	DATE OF FIRST SUBMISSION	DATE OF IST REMINDER	MONTH				PRESENT STATUS	REMARKS
					I	II	III	IV		

INCHARGE/GM (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-06

REPORT ON PERMISSION GRANTED FOR LONG TREATMENT/HOSPITALIZATION

S.No.	Name of Officer/ Employee	Name of Disease	Hospital Recommending Long Treatment/ Hospitalisation	Expenses Incurred (In Rs.)	Remarks
1	2	3	4	5	6

MONTH

INCHARGE/G.M. (HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-07

REPORT OF LOAN SANCTIONED TO OFFICERS/STAFF OF GNIDA

MONTH

S. NO.	NAME OF OFFICER/EMPLOYEE	HOUSE BUILDING ADVANCE		C.P.F.		REMARKS
		AMT. SANCTIONED WITH DATE	NO. OF INSTALMENTS (FOR RECOVERY)	AMT. SANCTIONED WITH DATE	NO. OF INSTALMENTS (FOR RECOVERY)	

INCHARGE/G.M.(HRD)

DCEO

HRD & ADMINISTRATION DIVISION

MIS-HRD-08

REPORT ON INCREMENT

S. NO.	NAME OF OFFICER/ EMPLOYEE	SCALE OF PAY	DATE OF INCREMENT DUE	BASIC PAY		MONTH	REMARKS
				BEFORE INCREMENT	AFTER INCREMENT	REASON, IF INCREMENT IS WITH HELD	

INCHARGE/G.M. (HRD)

DCEO