

OFFICE OF THE DIRECTOR
ENGLISH LANGUAGE TEACHING INSTITUTE, ASSAM
■ Kahilipara ■ Guwahati - 781019.
☎ 91-361-2380771 ■ email: eltiassam@rocketmail.com

BUDGET REQUIREMENT FOR THE FINANCIAL YEAR 2017 -2018

1. 3 Day Doorstep Course for rural & tribal areas for 50 teachers : 12 nos	
(a) Stipend (Rs.80 x 50 teachers x 3 days)	= 12,000/-
(b) TA (Rs.50 x 3 days x 50 teachers)	= 7,500/-
(c) Honorarium including TA to RPs (Rs.1,000x3 days)	= 3,000/- (one RP per day)
(d) Oil & Fuel (Rs.2,000x 3 days)	= 6,000/-
(e) Inaugural & Valedictory	= 2,000/-
(f) Tea expense (25 x 50 x 3)	= 3,750/-
(g) Stationery	= 1,500/-
(h) Postage	= 50/-
(i) DA to Officers & Staff of ELTI	= 2,000/-

	37,800/- X 12 = Rs. 4,53,600/-
2. 5 Day training programme at ELTI, Assam for 40 teachers : 12 Nos.	
(a) Stipend (Rs.80x 40 teachers x 5 days)	= 16,000/-
(b) T.A/D.A (10 teachers x Rs.50x5 days) Kamrup (M)	= 2,500/-
(10 eachers x Rs.100x5 days) Kamrup (R)	= 5,000/-
(20 teachers x 1,200) out station teachers	= 24,000/-
(c) Hon. to RPs (Rs.1,000 x 5 days)	= 5,000/- (one RP per day)
(d) Inaugural & Valedictory	= 3,000/-
(e) Tea expense (25 x 40 x 5)	= 5,000/-
(f) Stationery	= 1,500/-
(g) Postage	= 300/-

	62,300/- X 12 = Rs. 7,47,600/-
3. Publication (ELTI NEWS LETTER) (approx)	= Rs. 10,000/-
4. Internet & Telephone	= Rs. 24,000/-
5. Audit fee	= Rs. 18,000/-
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Grand Total	= Rs. 12,53,200/-
Rounded off	= Rs. 12,54,000/-

(Rupees twelve lakh, fifty four thousand only)

Chitra Lekha Sarma

(Chitra Lekha Sarma)
Director I/c
ELTI, Assam, Kahilipara
Guwahati – 781 019

Requirement of fund for ELTI, Assam as Grants-in-Aid for the financial year 2017 – 2018

ABSTRACT

<u>Head of A/c</u>	<u>Amount (Rs.)</u>	<u>Justification</u>
1. <u>01 -Salaries</u> :		
01 – Pay	Rs. : 22,09,720/-	
02 – Dearness Allowances	Rs. : 28,63,293/-	
06 – Medical Allowances	Rs. : 93,600/-	
07 – House rent Allowances	Rs. : 3,13,950/-	
2. Traveling expenses	Rs. : 50,000/-	
3. Office expenses	Rs. : 1,00,000/-	
4. Equipments (2 Airconditioners and 1 Laptop & 2 Desktop Computers)	Rs. : 2,00,000/-	
5. Furniture for Hostel	Rs. : 50,000/-	
6. Teachers Training purpose	Rs. : 5,00,000/-	
7. House rent	Rs. : 1,20,000/-	
8. (a) 12 - Arrears of Pay Revision for 6 months w.e.f. 1.10.2007 to 31.3.2008 for 8 employees of ELTI, Assam.	Rs. : 1,11,612/-	Arrears released by the Govt. of Assam vide order No : FPC.109/2010/211 dtd. 29.02.2016 couldn't be drawn during the current financial year by the employees of ELTI, Assam due to shortage of fund sanctioned by the Govt. of Assam.
(b) 12 - Arrears D.A. for 6 months w.e.f. 1.10.2007 to 31.3.2008 for 8 employees of ELTI, Assam.	Rs. : 37,134/-	Arrears released by the Govt. of Assam vide order No :FEG.4/2010/168 dtd. 03.11.2016 couldn't be drawn during the current financial year by the existing employees of ELTI, Assam due to shortage of fund sanctioned by the Govt. of Assam.
G. Total	Rs. : 66,49,309/-	
Round off	Rs. : 66,50,000/-	

(Rupees sixty six lakh and fifty thousand only)

Chitra Lekha Sarma

(Chitra Lekha Sarma)
Director i/c
ELTI, Assam, Ghy-19

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FORM 'L'

Statement showing the details of the provision for existing officers and establishment in the budget estimate under the head of account "2202-Genl Edn-II- other State Plan and non-Plan scheme-80-Genl-SCERT-003 training-9-Grant-in-aid(Plan)" for the year 2017 - 2018

Number of posts sanctioned			Name of incumbents	Designation (Name of the post held)	Gezetterd/ Non-Gazetterd	Class (I/II/ III/ IV)	Scale of pay		Basic Pay as on 1.3.2017	Total Basic pay for the year (col 10 x 12 months)	Amount of Increment for the year	Total pay for the year (col.11 + 12)	D.A. (131%) for the year	H.R.A. for the year	M.A. for the year	S/P for the year	Total Pay & Allowances for the year (13+14+15+16 = 18)
Filled up	Vacant	Total					Pay band	Grade Pay									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
--	1	1	--	Director			12,000/- 40,000/-	6,400/-	18,400/-	2,20,800/-	--	2,20,800/-	2,89,248/-	33,120/-	7,200/-	--	5,50,368/-
--	1	1	--	Reader			12,000/- 40,000/-	6,100/-	18,100/-	2,17,200/-	--	2,17,200/-	2,84,532/-	32,580/-	7,200/-	--	5,41,512/-
1	--	1	Chitra Lekha Sarma	Lecturer/ Director i/c			12,000/- 40,000/-	5,900/-	25,330/-	3,03,960/-	6,080/-	3,10,040/-	4,06,152/-	46,506/-	7,200/-	--	7,69,898/-
--	1	1	--	Lecturer			12,000/- 40,000/-	5,900/-	17,900/-	2,14,800/-	--	2,14,800/-	2,81,388/-	32,220/-	7,200/-	--	5,35,608/-
--	1	1	--	Lecturer			12,000/- 40,000/-	5,900/-	17,900/-	2,14,800/-	--	2,14,800/-	2,81,388/-	32,220/-	7,200/-	--	5,35,608/-
1	--	1	Hiran Chandra Das	U.D.A- cum-Acctt		III	5,200/- 20,200/-	3,100/-	18,540/-	2,22,480/-	4,480/-	2,26,960/-	2,97,318/-	34,044/-	7,200/-	--	5,65,522/-
1	--	1	Purnima Das (Kalita)	LDA-cum- Typist		III	5,200/- 20,200/-	2,400/-	13,000/-	1,56,000/-	3,120/-	1,59,120/-	2,08,447/-	--	7,200/-	--	3,74,767/-
1	--	1	Pradip Baruah	Driver		III	5,200/- 20,200/-	2,100/-	10,830/-	1,29,960/-	2,640/-	1,32,600/-	1,73,706/-	19,890/-	7,200/-	--	3,33,396/-
1	--	1	Pabitra Kalita	Machine Man		IV	4,560/- 15,000/-	1,500/-	9,690/-	1,16,280/-	2,320/-	1,18,600/-	1,55,366/-	17,790/-	7,200/-	--	2,98,956/-
1	--	1	Paresh Das	Cook		IV	4,560/- 15,000/-	1,500/-	9,690/-	1,16,280/-	2,320/-	1,18,600/-	1,55,366/-	17,790/-	7,200/-	--	2,98,956/-
1	--	1	Payodhar Deka	Night Guard		IV	4,560/- 15,000/-	1,500/-	9,690/-	1,16,280/-	2,320/-	1,18,600/-	1,55,366/-	17,790/-	7,200/-	--	2,98,956/-
1	--	1	Minati Deka	Grade IV		IV	4,560/- 15,000/-	1,500/-	6,440/-	77,280/-	1,600/-	78,880/-	1,03,333/-	15,000/-	7,200/-	--	2,04,413/-
--	1	1	--	Library Attendant		IV	4,560/- 15,000/-	1,500/-	4,560/-	54,720/-	--	54,720/-	71,683/-	15,000/-	7,200/-	--	1,48,603/-
1	--	1	Rita Basfar	Part-time sweeper			---	---	Fixed pay Rs. 2,000/- P.M.	24,000/-	---	24,000/-	---	---	--	--	24,000/-
			G. Total Rs.							2184840/-	24880/-	2209720/-	2863293/-	313950/-	93600/-	--	5480563/-

Chitra Lekha Sarma

Director
English Language Teaching,
Institute, Assam
Kahilipara, Guwahati-19

etc

The statement of the Arrears Pay, D.A. etc. of Pay revision in respect of the employees of the office of the Director, ELTI, Assam, Kahilipara, Guwahati – 19 with effect from 01-10-2007 to 31.03.2008 vide Govt. Notification No. FPC.109/2010/211 dated 29.02.2016 and arrears D.A. with effect from 01-09-2016 to 28.02.2017 vide Govt. Notification No. FEG.4/2010/168 dated 03.11.2016 is as follows.

	<u>Arrears of Pay Revision</u>	<u>Arrears D.A.</u>
1. Mrs Chitra Lekha Sarma, Lecturer / Director i/c	Rs. 40,243/-	9,114/-
2. Sri Hiran Chandra Das, UDA-cum-Accountant	Rs. 14,496/-	6,672/-
3. Mrs Purnima Das (Kalita), LDA	Rs. 13,047/-	4,680/-
4. Sri Pabitra Kalita, Machine Man	Rs. 7,883/-	3,486/-
5. Sri Paresh Das, Cook	Rs. 7,883/-	3,486/-
6. Sri Payodhar Deka, Night Guard	Rs. 7,883/-	3,486/-
7. Sri Pradip Baruah, Driver	Rs. 12,294/-	3,894/-
8. Mrs Minati Deka, Grade IV	Rs. --	2,316/-
9. Mrs Sabitri Bala Das, Ex-Lib. Attendt	Rs. 7,883/-	--
Grand Total	Rs. 1,11,612/- +	37,134/- = 1,48,746/-

(Rupees one lakh, fourty eight thousand, seven hundred and forty six only)

Chitra Lekha Sarma

(Chitra Lekha Sarma)
Director I/c
ELTI, Assam, Kahilipara
Guwahati – 19

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