No. 70-74/2026-PW(CPC)

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

****

Port Blair, dated the 21st May, 2026.

CIRCULAR

To,

All Head of Departments,
A&N Administration.

Sub: Submission of requisite data to the Eight Central Pay Commissions (8CPC) through Data Collection portal – reg.

Sir/Madam,

The Commission is in the process of collecting data pertaining to personnel in position, employees profile, MACP and details of Consultant & Contractual etc. from all Ministries/ Departments/ UTs through a data collection portal.

All HoDs are requested to prepare the data pertaining to your department in the prescribed format enclosed herewith.

A link/Google sheet will be shared shortly to all concerned along with necessary instructions for uploading the data. No physical copies are required to be submitted to this Administration.

This is issues with approval of Nodal Officer(CPC)/ Secretary(Finance).

Yours faithfully,

Digitally signed by
M. V. Rameshan
Date: 21-05-2026
12:53:25

(M.V. Rameshan)

Deputy Secretary (Perl.)

Copy to: The Assistant Manager (IT), Secretariat, along with its enclosures with request to forward the same to all HoDs through mail.

DANKAR-A - PERSONNEL

Data of Personnel at different levels	Sanctioned Strength as on 01.01.2018 (1)	Number in Position as on 01.01.2018 (2)	Vacancy Position as on 01.01.2018 (3)	Sanctioned Strength as on 01.01.2026 (4)	Number in Position as on 01.01.2026 (5)	Vacancy Position as on 01.01.2026 (6)	Superannuation (On achieving age of retirement) in last 3 calendar years i.e., 2023, 2024 & 2025 (7)	Voluntary Retirment (before attaining age of retirement) in last 3 calendar years i.e. 2023, 2024 & 2025 (8)	Compulsory Retirement/ Terminations in last 3 calendar years i.e., 2023, 2024 & 2025 (9)	Total Resignation in last 3 calendar years i.e., 2023, 2024 & 2025) (10)	Total Resignation within first five years of joining in service in last 3 calendar years i.e., 2023, 2024 & 2025) (11)	Total Technical Resignations in last 3 calendar years i.e., 2023, 2024 & 2025 (12)
Level 1												
Level 2												
Level 3												
Level 4												
Level 5												
Level 5A												
Level 6												
Level 7												
Level 8												
Level 9												
Level 10												
Level 10A												
Level 10B												
Level 11												
Level 12												
Level 12A												
Level 12B												
Level 13												
Level 13A												
Level 13B												
Level 14												
Level 15												
Level 16												
Level 17												
Level 18												

ANNEXURE 'B' - PROFILE

Age profiles at different levels	Number of employees less than 20 years of age as on 01.01.2018	Number of employees between 20 and 30 years of age as on 01.01.2018	Number of employees between 30 and 40 years of age as on 01.01.2018	Number of employees between 40 and 50 years of age as on 01.01.2018	Number of employees between 50 and 60 years of age as on 01.01.2018	Number of employees more than 60 years of age as on 01.01.2018	Number of male employees less than 20 years of age as on 01.01.2026	Number of female employees less than 20 years of age as on 01.01.2026	Number of male employees between 20 and 30 years of age as on 01.01.2026	Number of female employees between 20 and 30 years of age as on 01.01.2026	Number of male employees between 30 and 40 years of age as on 01.01.2026	Number of female employees between 30 and 40 years of age as on 01.01.2026	Number of male employees between 40 and 50 years of age as on 01.01.2026	Number of female employees between 40 and 50 years of age as on 01.01.2026
Level 1														
Level 2														
Level 3														
Level 4														
Level 5														
Level 5A														
Level 6														
Level 7														
Level 8														
Level 9														
Level 10														
Level 10A														
Level 10B														
Level 11														
Level 12														
Level 12A														
Level 12B														
Level 13														
Level 13A														
Level 13B														
Level 14														
Level 15														
Level 16														
Level 17														
Level 18														

Number of male employees between 50 and 60 years of age as on 01.01.2026	Number of female employees between 50 and 60 years of age as on 01.01.2026	Number of male employees more than 60 years of age as on 01.01.2026	Number of female employees more than 60 years of age as on 01.01.2026

ANNEXURE -I - MACP

Data on Promotions through MACP in last three Calendar years	Number of financial upgradation through 1st MACP in last 3 years (2023, 2024, 2025)	Number of financial upgradation through 2nd MACP in last 3 years (2023, 2024, 2025)	Number of financial upgradation through 3rd MACP in last 3 years (2023, 2024, 2025)	Total Number of MACP promotions in last 3 years (2023, 2024, 2025)
Level 1 to Level 2				
Level 2 to Level 3				
Level 3 to Level 4				
Level 4 to Level 5/5A				
Level 5/5A to Level 6				
Level 6 to Level 7				
Level 7 to Level 8				
Level 8 to Level 9				
Level 9 to Level 10/10A/10B				
Level 10/10A/10B to Level 11				
Level 11 to Level 12/12A/12B				
Level 12/12A/12B to Level 13/13A/13B				
Level 13/131A/13B to Level 14				
Level 14 to Level 15				

ANNEXURE - J - CONSULTANTS

Data on Number of Individual Consultants/ retired consultants/ professionals (other than Contractual/ Outsourced Manpower)	Count (No of Man months of Manpower deployment) for FY 2022-23	Count (No of Man months of Manpower deployment) for FY 2023-24	Count (No of Man months of Manpower deployment) for FY 2024-25
a. Less than Rs. 50,000 per month			
b. Between Rs. 50,000 and Rs. 1,00,000 per month			
c. Between Rs. 1,00,000 and Rs. 1,50,000 per month			
d. Between Rs. 1,50,000 and Rs. 2,00,000 per month			
e. More than Rs. 2,00,000 per month			
TOTAL (a, b, c, d and e above)			

ANNEXURE 'K' - CONTRACTUAL

Data on number of contractual/ outsourced Manpower (Other than consultants/ retired consultants/ professionals) (including MTS, Housekeeping Staff, DEO's, Drivers, Security Guards, Gardners, etc)	Count (No of Man months of Manpower deployment) FY 2022-23	Count (No of Man months of Manpower deployment) FY 2023-24	Count (No of Man months of Manpower deployment) FY 2024-25
a. Skilled			
b. Semi-skilled			
c. Unskilled			
TOTAL (a, b and c above)			