

Swamy's Compilation
on
OVERTIME ALLOWANCE
To
Central Government Employees

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and

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SWAMY'S COMPILATION
ON
OVERTIME ALLOWANCE
TO
CENTRAL GOVERNMENT EMPLOYEES
[Incorporating orders received up to June, 2006]

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AND
BRINDA

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OVERTIME ALLOWANCE

TO CENTRAL GOVERNMENT EMPLOYEES¹

1. In supersession of all the previous orders on the subject, the grant of overtime allowance to Central Government employees will be governed by the following orders. The Ministry of Home Affairs, etc., are requested that these orders may be brought to the notice of all the Administrative Authorities under them for information/guidance and compliance.

2. Eligibility

All non-Gazetted Central Government servants and also Gazetted Government servants who fall in the excepted category mentioned at Paragraph 5 (a) of these orders, paid from Civil Estimates (including those working in the Union Territories Administration) of the following categories, viz., (i) "office staffs" and (ii) those staffs whose prescribed hours and nature of work are comparable to those of "office staff" shall, in future, be governed by these orders.

Administrative Ministries will be competent to decide in consultation with their Internal Financial Advisers, as to which staff falls in category (ii) above. The Comptroller and Auditor-General of India will exercise that power in respect of the staff of the Indian Audit and Accounts Department.

GOVERNMENT OF INDIA'S DECISION

OTA to be paid in the pre-revised scales of pay/pay slabs until further orders.—The Fifth Central Pay Commission have observed (Para. 118.13 of their Report) that there is no justification for the continued payment of Overtime Allowance in the Central Government Offices, and have recommended its discontinuance. It has also been recommended by the Commission that in lieu of cash compensation in the form of OTA, staff deployed on weekly off days may be entitled only to compensatory leave. However, the Staff Car Drivers, Operational Staff and Industrial Employees have been

1. G.I., M.F., O.M. No. 15011/2/E. II (B)/76, dated the 11th August, 1976 as amended by O.M. No. 15012/3/86-Estt. (Allowances), dated the 19th March, 1991.

recommended to be governed by the existing rules and instructions on the subject.

2. The Government has, however, decided to continue the status quo in regard to payment of OTA, subject to a review of the matter to make the eligibility for OTA more restrictive and commensurate with the interests of Government work. Accordingly, payment of Overtime Allowance may continue to be made as per the existing orders on the basis of notional pay admissible to the concerned Government employees in the pre-revised scales of pay/pay slabs as laid down in the existing orders.

3. These instructions will apply until further orders. Pending cases of OTA bills, if any, may also be regulated under these instructions.

[G.I., Dept. of Per. & Trg., O.M. No. 21017/3/97-Estt. (Allowances), dated the 21st November, 1997.]

3. Conditions for the grant

(a) The work in all offices should be so organized as ordinarily to be capable of being done during the normal office hours. The question of overtime work to be done should arise only in special circumstances and where working beyond the prescribed office hours is a regular feature, the offices and the officers should so stagger the working hours that the staff working in the office or attached to officers attend to such work by rotation.

(b) Where, in special circumstances, it becomes necessary to perform overtime work, the Competent Authority may authorize such overtime work, after satisfying himself that the work is of such an urgent nature that it cannot be postponed in the public interest till the next working day and the Competent Authority shall, as far as possible, specify beforehand the time up to which a Government servant may be required to perform overtime work. In this regard, following further instructions may be strictly observed:—

(i) If any employee is required to attend office earlier than the prescribed hours of work, he should normally be allowed to leave office correspondingly early. Where, however, it is not feasible to allow him to leave office early, he may be paid overtime allowance after deducting the normal one hour of free work. If such an

employee is also required to work beyond office hours on that day, overtime allowance may be allowed for the total period of overtime work performed before and after the prescribed hours of work after deducting from the total the normal one hour of free work.

- (ii) The staff who are required to perform overtime duty for the full prescribed hours of work on Sundays (or other weekly or fortnightly off days or Second Saturdays) or on other holidays/Public holidays should, as a rule, be granted compensatory leave in lieu. Employees who are required to work on such days beyond a full day may be allowed a day's compensatory leave in lieu of the full day's work and paid overtime allowance for the excess time put by them *minus* one hour free duty. In cases where an employee is required to work for half a day or less, e.g., from the time the office opens till lunch time, two such half days should be taken as equivalent to one full day for the purpose of grant of compensatory leave. Where necessary, half a day's compensatory leave may be given.

Cash Compensation in the form of overtime allowance for duty on Sundays/Weekly or Fortnightly off-days/Second Saturdays/Public holidays may be granted only in very exceptional circumstances where an officer not below the rank of Joint Secretary in the Secretariat Offices or the Head of the Department in the case of Attached, Subordinate or other office is satisfied and certifies that it is not possible to grant compensatory leave.

NOTE 1.— Whenever duty is performed beyond a full day (beyond full prescribed hours of work), overtime allowance for such duty is to be granted only after deducting one hour free duty. If an employee comes to office late, with or without previous permission, on any day and is required to work beyond office hours on that day, the following deductions should be made in calculating overtime allowance:—

- (a) the normal one hour of free work; and
- (b) the time by which he comes late.

NOTE 2.— Normally, compensatory leave under these orders should be granted within one month of its becoming due. The conditions may be relaxed in exceptional circumstances to be decided upon by an officer of the rank of Joint Secretary in the case of Secretariat staff and Head of the Department in the case of staff of Attached, Subordinate or other offices, who will satisfy himself and certify that the grant of compensatory leave to all the staff within a month would cause serious dislocation of current work. There will be no limit up to which compensatory leave may be allowed to accumulate but not more than two days compensatory leave be allowed to be availed of at a time.¹

- (iii) The maximum overtime allowance admissible to an employee in a month shall not exceed the amount corresponding to overtime allowance payable for $\frac{1}{3}$ rd of monthly working hours. While the ceiling referred to above will normally apply to personal staff also, in special cases, such staff may be paid overtime allowance in excess of the ceiling if the officers to whom they are attached certify that they have satisfied themselves that the overtime work performed by their personal staff necessitating the payment of overtime allowance in excess of the ceiling was necessary in the public interest.² [But in any case it should not exceed 50% of their “emoluments” as defined in these orders.]

NOTE.— Payment of overtime allowance up to the ceiling of 50% of ‘emoluments’ referred to above will not be applicable to the personal staff posted by informal arrangements. The concession will be limited to the personal staff posted/sanctioned by the Department of Personnel and Administrative Reforms or authorized by the Competent Authority.

Clarification.— The term “Personal staff” used in these orders will mean only to those staff attached to Ministers and Officers of the rank of Joint Secretary and above and not in the case of staff of other officers.

[G.I., D.P. & A.R., O.M. No. 15011/1/79-Allowances Unit, dated the 30th April, 1979.]

1. See Order (3) below for grant of compensatory leave to the extent available in relaxation of the limit of two days at a time.

2. The ceiling of 50% of emoluments requires revision in the light of the change effected in the fixation of ceiling on the basis of OTA payable with reference to fraction of monthly working hours *vide* O.M. No. 15012/3/86-Estt. (Allowances), dated the 19th March, 1991.

- (iv) In calculating overtime allowance under these orders, the actual time taken for lunch break should be deducted from the total hours for which the staff concerned is eligible for the allowance.
- (v) Overtime allowance under these orders may not be paid to Government servants required to perform duty at the site of an exhibition fair, in addition to his normal duty.
- (vi) All the regular Group 'D' staff, including Waiters, Cooks, Sweepers, Farashes and Chowkidars, whose hours of work have been prescribed by the Competent Authority and who are at present eligible to overtime allowance may be paid overtime allowance at the same rate admissible to other Group 'D' staff working in offices except those who are paid overtime allowance under any statutory rules in force.

GOVERNMENT OF INDIA'S DECISIONS

(1) Overtime allowance to be paid in exceptional cases only.— 1. Reference is invited to the Fourth Pay Commission's Recommendations as contained in Para. 26.11 of Chapter 26 of their Report regarding discontinuance of the present schemes of grant of Overtime Allowance to Central Government employees. The Government have accepted this recommendation. The modalities of implementation of this recommendation are being separately worked out. Final orders on this will issue after details are worked out.

2. In the meantime, Ministries/Departments are advised to arrange their work in all offices in such a way as to finish it during the normal working hours. A new work culture has to be evolved in each office so as to obtain the optimum utilization of the office time and standards of supervision should be tightened to fulfil this objective.

3. In spite of all measures taken to reorganize the work schedule as above, there may be cases of work on holidays and beyond office hours. The Government employees should normally be allowed compensatory off days.

4. In exceptional cases where compensatory off days cannot be given, compensation for the extra work beyond the prescribed working hours may be made to them under the existing orders as overtime allowance.

[G.I., Dept. of Per. & Trg., O.M. No. 15012/3/86-Estt. (Allowances), dated the 13th November, 1986.]

(2) Economy in Overtime Allowance to non-Industrial employees.—

(a) Special care should be taken by supervisory staff to see that the working hours are put to full and effective use by the staff below them.

(b) The staff required to attend on Sundays and holidays should be granted Compensatory Leave instead of OTA.

(c) The duty hours of the personal staff attached to senior officers should be so adjusted that only those not entitled to OTA are retained outside office hours or the staff work with staggered hours, so that the need for OTA is eliminated.

(d) The system of retaining peons after office hours should be discontinued.

(e) The duty hours of Staff Car Drivers and other operational staff, e.g., Gestetner Operators, etc., should be so phased that work outside office hours can be carried on without payment of OTA to the maximum feasible extent. The question of introducing a shift duty system should also be explored in the case of such staff.

[G.I., M.F., O.M. No. F. 14 (4)-E. Co-ord./77, dated the 27th May, 1977-Para. 2, III.]

(3) Mode of Compensation for work performed on Sundays/Holidays by “non-industrial employees”.— 1. While instructions contained in terms (a), (c), (d) and (e) of Decision (2) above are in the nature of guidelines for effecting strict economy in the expenditure on OTA, the instructions contained in Item (b) thereof which lay down that the staff required to attend on Sundays and holidays should be granted compensatory leave instead of OTA are of a mandatory nature. In spite of these instructions, it has come to the notice of this Ministry that OTA is paid to non-industrial employees for work on Sundays and holidays instead of compensatory leave. This Ministry once again emphasize the imperative need for strict enforcement of these instructions and that no departure should be made from these instructions in any case. In other words, OTA should under no circumstances be paid for work on Sundays and holidays to non-industrial Government employees and only compensatory leave should be allowed for such work. In case, however, the employees are required to work on Sundays and holidays beyond the normal working hours, there is no objection to the payment of OTA in accordance with the provisions contained in Para. 3 (b) (ii) of the above orders for work done beyond the normal working hours. It may also be added that compensatory leave may be granted to the extent available in relaxation of the limit of two days at a time provided in Note 2 under Para. 3 (b) (ii).

2. The above instructions apply to all categories of non-industrial staff including personal staff of Ministers.

[G.I., M.F., O.M. No. 15011/2/E. II (B)/76, dated the 8th May, 1978.]

3. A doubt has been raised regarding the precise scope of the term “Non-industrial staff” used in the above O.M., which seeks to clarify the instructions contained in Decision (2) above. It is clarified that the instructions including those relating to the non-payment of OTA for work on Sundays and holidays do not apply to the following categories of staff:—

- (i) operative staff of the Departments like Railways, P & T, Civil Aviation, etc.;
- (ii) the non-industrial staff who have the same hours of work and holidays as the industries staff and the nature of whose duties is such that their presence throughout is necessary for the efficient working of the industrial staff.

[G.I., M.F., O.M. No. 15011/3/78-E. II (B), dated the 27th June, 1978.]

With the enhancement of the rates of Overtime Allowance (effective from 1-12-1990), a need has been felt that the expenditure on OTA is strictly controlled. It is, therefore, imperative that work in all offices is so organized that it is capable of being done during the normal office hours. All Ministries/Departments are, therefore, advised to utilize the services of staff to the optimum level during office hours and also tighten the standard of supervision so as to increase the output and to reduce the need for putting staff on overtime work. Attention is also invited to order above according to which it is mandatory to give compensatory off to staff required to work on Saturdays, Sundays and all holidays. OTA should be paid only for the work performed beyond normal office hours on working days.

[G.I., M.F., O.M. No. 21011/32/89-E. II (B), dated the 18th April, 1991.]

It is clarified that the instructions regarding control of expenditure on OTA issued in the above OM shall also be applicable to the employees governed under the Factories Act.

[G.I., M.F., O.M. No. 21011/32/89-E. II (B), dated the 20th June, 1991.]

(4) Need for utmost economy while ordering overtime.— As the Ministries/Departments are aware, deployment of staff on overtime work beyond the prescribed office hours is not to be resorted to as a matter of course and as far as possible the work in all the offices has to be so organized that there is no need to employ staff on overtime at all. However, in exceptional circumstances, when it is decided, at the appropriate level, that the nature of work is such that it cannot be postponed till the next working day, minimum staff required to do that work should be employed on overtime. In view of the utmost need of economy in administrative expenditure of the Government, it is necessary that the amount spent on overtime is kept to the minimum even in cases where it is necessary to employ staff to do a particular job on overtime duty. The ceiling that a Government employee shall not get OTA exceeding the limit in a particular month has been prescribed keeping in mind the above requirement of economy.

It is once again reiterated that the ceiling prescribed for an individual is not an indication of the amount that a person should be allowed to work for and claim as a matter of course. It is the maximum amount for which a person may be put to work on overtime in exceptional circumstances as normally the efforts should be to manage the work by redistribution or by redeployment of staff without the need to employ anyone on overtime. In view of this, it is requested that the need for utmost economy may be kept in view in incurring expenditure on overtime.

[G.I., M.H.A., Dept. of Personnel & A.R., O.M. No. 15024/4/79/Establishment (Allowances), dated the 31st March, 1981.]

(5) No objection for fixing limit lower than the limit.— 1. It was brought to the notice by the Staff Side of the Departmental Council of this Department, that some offices had issued internal instructions, regulating grant of OTA and had lowered the ceiling limit for the payment of OTA to their employees.

2. It is hereby clarified that the various economy instructions issued from time to time on expenditure of OTA strictly emphasize the need for organizing the work of an office in such a way that there is the minimum incidence of OTA payment. The ceiling is the maximum limit and there is no objection for fixing any lower limit by the various offices if they can arrange the work in their offices in such a way that the OTA payable for that work does not exceed that ceiling fixed by them. However, if an employee has actually been authorized to work overtime during a particular month that entitles him to the payment of OTA up to the limit during that month, it will not be in order to pay the employee concerned less than his entitlement under the OTA orders.

[G.I., M.H.A., (Dept. of Personnel & A.R.), O.M. No. 15024/4/79-Allowances Unit, dated the 13th June, 1979.]

(6) Higher ceiling of fifty per cent not applicable to staff posted by informal arrangements.— 1. Note below Paragraph 3 (b) (iii) lays down that the payment of OTA up to the ceiling of ¹[50% of 'emoluments'] will not be applicable to the personal staff posted by informal arrangements. The concession will be limited to those members of the personal staff posted/sanctioned by the Department of Personnel and Administrative Reforms or authorized by the Competent Authority.

2. It has, however, been brought to the notice of the Department of Personnel and A.R., that in some Ministries, overtime in excess of the normal ceiling during a month is being granted to the personal staff posted by informal arrangements. This is not in conformity with the rule position brought out in Para. 1 above.

1. See Footnote with reference to the relevant para.

3. The maximum OTA payable to the staff posted by informal arrangements with the Ministers/Ministers of State/Deputy Ministers should not exceed one-third of monthly working hours during the month and such staff is not entitled to the concession of ¹[50% of emoluments] as OTA during a month. This concession will be admissible only to the personal staff posted by formal arrangements, that too under special circumstances as laid down in Para. 3 (b) (iii).

[G.I., M.H.A., Dept. of Personnel & A.R., O.M. No. 15011/13/80-Estt. (Allowances), dated the 21st April, 1982 and O.M. No. 15012/3/86-Estt. (Allowances), dated the 19th March, 1991.]

4. Definitions

For the purpose of these orders, unless the context otherwise requires—

(a) A “*Competent Authority*” means—

- (i) in the case of Secretariat and attached offices, an officer not below the rank of an Under Secretary to the Government of India or comparable status;
- (ii) in the case of an office under the supervision of a Government servant holding a non-Gazetted post, a Government servant authorized by the Head of the Department to exercise the powers of a Competent Authority;
- (iii) in the case of any other office, the Head of Office declared as such for that office under the appropriate rule of GFR or under Rule 10 (A) of the DFP Rules, 1958 (*now Rule 14 DFP Rules, 1978*) or any other officer in that office of a rank not lower than that of the Head of Office; and
- (iv) in respect of the personal staff of Ministers and Officers above the rank of Joint Secretary, their Private Secretary, if the Private Secretary is a Gazetted Officer, will be the Competent Authority under these orders.

In respect of the personal staff of officers of the rank of Joint Secretary, the Joint Secretary concerned (or an officer of his rank) may be regarded as the “*Competent Authority*”.

1. See Footnote with reference to the relevant para.

(b) “*Emoluments*” mean pay as defined in Clause (e) below including Dearness Allowance, Compensatory (City) Allowance and Composite Hill Compensatory Allowance but excluding all other allowances/incentives.

(c) “*Head of a Department*” means the authority declared as such under Supplementary Rule 2 (10).

(d) “*Overtime Work*” means work done in excess of one hour over the prescribed hours of work on any working day and includes work done on any Sunday or any other holiday.

(e) “*Pay*” means pay as defined in Fundamental Rule 9 (21) (a). In case of employees who continue to draw pay in scales of pay which prevailed prior to 1st January, 1986, it will include, in addition to pay in the pre-revised scales, Dearness Pay, Dearness Allowance, Additional Dearness Allowance, *Ad hoc* Dearness Allowance and Interim Relief appropriate to that pay, admissible under the orders in existence on 31-12-1985.

NOTE.— As the overtime allowance payable in terms of these orders is based on ‘emoluments’ which term includes dearness allowance, it will have to be recalculated, if any change, upwards or downwards, in ‘emoluments’, is given effect from a retrospective date. As a result of recalculation of overtime allowance, arrears are to be paid or, as the case may be, recoveries of overpayments are to be effected.

(f) “*Prescribed hours of work*” means hours of work prescribed in any office in respect of employees working in that office.

5. Categories of Government servants to whom these orders shall not apply even though they may be of the nature of ‘office staffs’ or staff whose prescribed hours and nature of work are comparable to those of ‘office staffs’

These orders shall not apply to—

(a) Government servants holding Gazetted posts except that the concession of overtime allowance may be extended to officers holding the post of Private Secretaries, Additional Private Secretaries, Assistant Private Secretaries, or First Personal Assistants to Ministers,

Deputy Ministers, even though these posts are Gazetted posts, in those cases in which—

- (i) just before their appointment to such posts, they had held non-Gazetted posts;
- (ii) they have not been allowed full pay of the said Gazetted posts but their pay has been restricted under FR 35 to below the minimum of the pay of those posts;
- (iii) their pay, as defined in Paragraph 4 (e) above does not exceed Rs. 2,200; and
- (iv) the grant of overtime allowance in above cases will also be subject to these orders, including ceiling limits, etc.

NOTE.— The Overtime Allowance will also be admissible to officers of the Central Secretariat Stenographers Service, not approved for appointment to Grade I of the Service, but appointed as First Personal Assistants to Ministers, if the total pay *plus* the special pay admissible falls below the minimum of the Grade I of the Central Secretariat Stenographers Service.

- (b) Government servants holding non-Gazetted posts whose pay, as defined under these orders, exceeds Rs. 2,200 p.m.
- (c) Government servants who hold supervisory posts not excluded by Clauses (a) and (b) above, unless they fulfil the following conditions:—
 - (i) they are in direct and continuous contact with staffs they supervise;
 - (ii) they work the same hours as the staff under them; and
 - (iii) they are themselves subject to the kind of supervision which would enable them ordinarily to obtain prior approval for overtime.
- (d) Field staff and Inspection staff.

- (e) Government servants who are governed by the Factories Act, 1948, or the Minimum Wages (Central) Rules, 1950, and are paid overtime allowances in accordance with the provisions of Section 59 of the Factories Act, 1948 or Rule 25 of the Minimum Wages (Central) Rules, 1950, as the case may be.
- ¹(f) Staff Car Drivers.
- ²(g) Resident (night duty) clerks and peons attached to them in the Secretariat and certain other offices.
- (h) Persons not in whole-time employment.
- (i) Persons paid out of contingencies.
- (j) Persons paid otherwise than on a monthly basis including those paid only on a piece-rate basis.
- (k) Persons employed on contract except when the contract provides otherwise, and
- (l) Such of the Government servants employed in the Government of India Presses, the Government Controlled Ports, the Mercantile Marine Department, the Customs (including Land Customs) Department, the Central Excise Department and the Overseas Communication Service, as are already in receipt of overtime allowance under other schemes.

GOVERNMENT OF INDIA'S DECISION

(1) Scope and extent of admissibility of overtime allowance to Gazetted Officers.— A doubt has been raised regarding the precise scope and extent of the admissibility of overtime allowance to Gazetted Officers as specified in Para. 5 (a) of these orders. It is hereby clarified that this concession of overtime allowance would be admissible to the Gazetted Officers holding the posts of Private Secretaries, Additional Private Secretaries, Assistant Private Secretaries or First Personal Assistants to Ministers, Deputy Ministers who have not been allowed full pay of the said Gazetted posts but whose pay has been restricted under FR 35 to below the minimum of the pay of these posts, only so long as their pay remains restricted to below the minimum of the scale of these posts and once their pay crosses the minimum of

1. Overtime for Staff Car Drivers is regulated under Rule 26 of the Staff Car Rules.
2. See Orders in Annexure-II.

the pay scale of the said posts or Rs. 2,200 whichever is less, the concession will cease to be admissible in their case.

[G.I., M.F., O.M. No. 15011/2/E. II (B)/76, dated the 5th January, 1978 and O.M., dated the 19th March, 1991.]

6. (a) Re-employed Pensioners

The drawal of overtime allowance in the case of re-employed pensioners shall be regulated as indicated below—

- (i) In the case of officers whose pay *plus* pension exceeds the sanctioned maximum pay of the post, overtime allowance, shall be calculated on that maximum *plus* the includible allowance referred to in Paragraph 4 (b) above as may be admissible to them.
- (ii) In the case of officers whose pay on re-employment in Civil posts is fixed without taking into account the entire pension or part thereof, the amount of pension so ignored shall be ignored for calculating emoluments under Paragraph 4 (b) above.
- (iii) In other cases, the overtime allowance shall be calculated on pay *plus* pension *plus* the includible allowances referred to in Paragraph 4 (b) above as may be admissible to them.

(b) Persons in receipt of emoluments from foreign Governments

Persons in receipt of any emoluments of the nature of pay, leave salary or pension from foreign Governments (e.g., Burma, Sri Lanka, Pakistan, etc.) in addition to pay from the Government of India shall, subject to the total emoluments not exceeding the limits prescribed for eligibility for overtime allowance, draw the allowance on the basis of their pay *plus* the includible allowances referred to in Paragraph 4 (b) above as may be admissible to them from the Government of India alone.

NOTE.— For the purpose of sub-paragraphs (a) and (b)—

- (i) “*Pension*” means gross pension including temporary increase in pension, death-cum-retirement gratuity and other retirement benefits, if any.

- (ii) The amount of pension shall be the amount originally sanctioned (i.e., before commutation, if any) less the amount of pension, if any, held in abeyance as a condition of re-employment.

(c) Workshop Staffs

(1) Where the payment of overtime allowance is regulated under the Factories Act or other statutory enactment, it will continue to be so regulated.

(2) In the case of the overtime allowance payable otherwise than according to the statutory provisions, the Third Pay Commission have made the following recommendations:—

- (i) Where the system of overtime work continues, the period of overtime should be calculated on a weekly basis and overtime allowance should be made admissible only if the work put in during a working week of 6 days exceeds 48 hours; in reckoning these 48 hours, the period allowed for meal breaks should be included.
- (ii) In the Government Presses, where the prescribed weekly hours are less than 48, the work done between the prescribed hours and the weekly norm of 48 hours is compensated in the form of overtime allowance at double the time rate. Compensation for such work should be only at the time rate in future.

It has been decided that these recommendations will not apply to existing employees working in the industrial establishments of the Government. They may continue to be governed by existing rules. Attempts should, however, be made to apply the recommendations to those who join service on or after 8-12-1974 and to employees of new industrial units. For this purpose, it may be necessary to amend standing orders, given notice of change, etc. The Administrative Ministries are requested to try the system as recommended by the Pay Commission wherever they find it feasible and in any case wherever a new industrial unit is established. In such cases, the rates of overtime allowance which may be prescribed by rules or

orders should also be in accordance with the Pay Commission's recommendations.

(d) Non-industrial staffs in workshops

(i) In the case of non-industrial staffs in workshops whose hours of work and holidays are the same as those of industrial staffs, the existing rates of overtime allowance may continue, if such non-industrial staffs are already covered by a scheme of overtime allowance.

(ii) If such non-industrial staffs are not at present covered by any scheme of overtime allowance, they may be allowed overtime allowance but only at the time rate for work in excess of the prescribed hours but not in excess of 48 hours in a week or 9 hours on any day. For work in excess of 9 hours on any day or 48 hours in a week, the non-industrial staffs in workshops may be given overtime allowance at the same rate as is admissible to the industrial staffs, provided the Head of the establishment certifies that—

- (a) the non-industrial staffs have the same hours of work and holidays as the industrial staffs; and
- (b) the nature of duties of the non-industrial staffs is such that, their presence throughout is necessary for the efficient working of the industrial staffs.

Where the above two conditions are not fulfilled, the rate of overtime allowance for the non-industrial staffs for work in excess of 9 hours a day or 48 hours a week will be the time rate.

(iii) If the hours of work and holidays of the non-industrial staffs are not the same as for industrial staffs, the rate of overtime allowance for the non-industrial staffs shall be the time rate for overtime work done in excess of one hour over the prescribed hours of work, unless there already exists any scheme for payment of overtime allowance to such employees which is more liberal, in which case the existing scheme will continue in force.

NOTE 1.— For this purpose, “*time rate*” shall mean the single hourly rate of overtime allowance admissible in similar circumstances to the corresponding industrial staffs, in the same workshop/establishment.

NOTE 2.— “*Industrial staffs*” in the above clause refers to “workers” as defined in Section 2 (1) of the Factories Act, 1948 and non-industrial staffs refer to the staff other than “workers”.

NOTE 3.— The term “*workshop*” for this purpose shall mean a factory registered as such under the Factories Act, 1948.

NOTE 4.— Where under the relevant enactments of the State Legislatures, the term “*worker*” includes also the non-industrial staff in the industrial establishments, payment of overtime allowance will be regulated according to the provisions contained in those enactments.

7. Rates of Overtime Allowance

Where a Government servant to whom this order applies is required to perform overtime work, he shall be entitled to overtime allowance in respect of the overtime work done by him in accordance with the following rates:—

The rates of overtime allowance and the basis of reckoning them will, for the present, be as under—

(a) Office Staff.—

Emoluments Range	Overtime allowance per hour	
	Up to the first one hour in excess of the prescribed hours of work	Thereafter
Up to Rs. 1,200	Nil	Rs. 6.25
Rs. 1,201 to Rs. 1,450	Nil	7.50
Rs. 1,451 to Rs. 1,700	Nil	8.95
Rs. 1,701 to Rs. 1,950	Nil	10.35
Rs. 1,951 to Rs. 2,200	Nil	11.80
Rs. 2,201 and above	Nil	12.50

(b) Operative Staff.—

Emoluments Range	Overtime allowance per hour	
	Working day	Holidays
	Rs.	Rs.
Up to Rs. 1,200	7.95	10.60
Rs. 1,201 to Rs. 1,450	9.55	12.75
Rs. 1,451 to Rs. 1,700	11.35	15.15
Rs. 1,701 to Rs. 1,950	13.15	17.55
Rs. 1,951 to Rs. 2,200	14.95	19.95
Rs. 2,201 and above	15.85	21.15

The above rates shall be applicable in respect of Operative Staff whose prescribed hours of weekly duty are 48 hours. In respect of Operative Staff whose prescribed hours of weekly duty are different, the proportionate rates with reference to the aforesaid rates for 48 hours may be prescribed by the concerned Ministries/Departments in consultation with their Financial Advisers.

The detailed instructions for the grant of Overtime Allowance to operative staff will be issued separately by the respective Ministries in respect of Operative Staff serving under them.

AUTHORS' NOTE.— Regarding orders on P & T Operative staff see Appendix-IV.

GOVERNMENT OF INDIA'S ORDER

Rates of OTA to casual employees.— The question of revision of rates of OTA for casual employees has been under consideration of the Government for sometime past. Keeping in view the Government policy regarding casual employees, these employees have been classified into the following categories and the formula/rate to be adopted for the purpose of payment of OTA is specified against each:—

Category	Hourly Rate of OTA
(i) Casual employees drawing minimum of wages as notified by the Ministry of Labour or the State Government/UT Administration, whichever is higher.	$\frac{1}{8}$ th of the daily wage.

Category	Hourly Rate of OTA
(ii) Casual employees drawing $\frac{1}{30}$ th of the pay at the minimum of the relevant pay scale + DA read with Para. 1 (iv) of this Department's O.M. No. 49014/2/86-Estt. (C), dated 7-6-1988.	Minimum of the relevant pay scale + DA admissible at the current rates divided by 30×8 .
(iii) Casual workers having temporary status under this Department's O.M. No. 51016/2/90-Estt. (C), dated 10-9-1993.	As admissible for office staff at the rates contained in this Department's O.M. No. 15012/2/86-Estt. (Allowances), dated 19-3-1991.

2. Other conditions regarding deduction of one hour as free duty over and above the prescribed hours per day of duty, ceiling on earnings of OTA, etc., as applicable to regular staff *vide* this Department's O.M. No. 15012/3/86-Estt. (Allowances), dated 19-3-1991 and Ministry of Finance's O.M. No. 15011/2/E. II (B)/76, dated 11-8-1976, as amended from time to time shall equally apply to the casual staff.

3. These orders will take effect from the date of issue.

4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the C & AG of India.

[G.I., Dept. of Per. & Trg., O.M. No. 15011/4/90-Estt. (Allowances), dated the 9th June, 1994.]

8. Where overtime allowance is payable to a Government servant for the overtime work performed by him, he shall not be entitled to receive any other remuneration (whether in the form of conveyance charges or compensatory leave or otherwise), in respect of such overtime work:

Provided that where a Government servant has been recalled from his residence to perform overtime work, the Competent Authority may allow conveyance charges to such a Government servant in addition to the overtime allowance admissible to him.

EXPLANATION 1.— The first one hour of overtime work on a working day shall be free only where a Government servant works in continuation of the prescribed hours of work. Where a Government servant is recalled from his residence to perform

overtime work, overtime allowance may be paid for the entire period of overtime work including the first one hour.

EXPLANATION 2.— The overtime work in excess of one hour up to half an hour and thereafter every period up to half an hour be reckoned as half an hour, e.g., a person working for 2 hours and 10 minutes in excess of one hour beyond the prescribed hours of work will get overtime allowance for $2\frac{1}{2}$ hours.

EXPLANATION 3.— The overtime allowance payable to a Government servant shall be calculated to the nearest multiple of five paise, the fractions of three paise and more being rounded off to the next higher multiple of five paise and fractions below three paise being ignored.

EXPLANATION 4.— If, for special reasons (such as the demise of a dignitary), a working day is declared as a holiday before the time prescribed for the opening of the office, it shall be treated just like a Sunday or any other holiday for the purpose of the payment of overtime allowance. But, a day, on which the office is closed for special reasons after the prescribed opening time but before the prescribed closing time, shall be treated as a holiday only from the time the orders for closing the office reach the office.

EXPLANATION 5.— The overtime allowance payable under these orders shall be classified as “*honorarium*” under FR 9 (9) and shall not be treated as ‘*pay*’ as defined in FR 9 (21), or for the purpose of the Supplementary Rules.

EXPLANATION 6.— Government servants will also be eligible for overtime allowance for performing overtime work while on tour, subject to observance of the conditions prescribed under these orders, namely, limit applicable to total overtime earnings, deduction of one hour’s free work, maintenance of overtime register, grant of compensatory off, etc., and also subject to strict compliance with the conditions indicated below—

- (i) Employees who are not at present entitled to overtime allowance at their headquarters under the existing

rules or schemes, shall not be entitled to overtime allowance on tour.

- (ii) Subject to (i) above, an employee would be entitled to overtime allowance on tour, provided overtime work is ordered on the spot (a) by his superior official in the tour party; or (b) where an employee on tour is attached to a local office at his tour station by the Competent Authority in such local office at the tour station.

NOTE.— Where the superior official, who orders his subordinate official on tour to perform overtime work, is a non-Gazetted officer, or is not the Competent Authority to order overtime work at the headquarters under the existing rules, he shall, on return to headquarters, submit a report to his controlling Gazetted Officer and/or to the Competent Authority, as the case may be, explaining the circumstances necessitating the detailing of staff on overtime duty, and seeking his approval.

- (iii) Subject to (i) above, an employee on temporary transfer not exceeding 90 days [*now 180 days*] would also be entitled to overtime allowance, provided the overtime work has been ordered by his superior official on the spot.
- (iv) For purposes of calculation of overtime, the time spent on travel shall be excluded. In other words, overtime shall be restricted to the period between the time when a halt on tour begins and the time when such halt ends.
- (v) Overtime allowance regulated under any statutory rules will continue to be governed by such rules only.

9. Certificate

A certificate to be signed by the Drawing Officer in Form I shall be attached to the bill in which overtime allowance is drawn in respect of every Government servant to whom the overtime allowance is payable.

10. Register

(i) A register of overtime work shall be maintained in Form II in each office in which entries shall be made as and

when overtime work authorized by the Competent Authority is performed by the Government servant concerned.

(ii) This register shall be examined by superior officers and shall be liable to examination by Audit at the time of inspection or audit and any instance of undue grant of overtime allowance shall be brought to the notice of the higher authorities. The superior officer shall particularly scrutinize cases where the same employee has been paid overtime allowance for more than 10 days in a month.

NOTE.— The Administrative Ministries/Departments concerned will take decision as to who should be regarded as “Superior Officer” for the purpose of these orders.

11. If, in respect of any of the categories of staff excluded from the purview of these orders, there is no scheme of overtime allowance already in force and it is considered necessary to have such a scheme, a suitable scheme may be evolved in consultation with the Ministry of Finance, provided (a) the staff in question has prescribed hours of work; (b) the nature of work performed by the staff lends itself to a scheme of overtime allowance; (c) the staff is subject to the kind of supervision which would enable it ordinarily to obtain prior approval for working overtime; and (d) the scheme is in conformity with the principle laid down in this Office Memorandum.

GOVERNMENT OF INDIA'S DECISION

(1) **Applicability to certain categories of staff engaged on operation duties.**— Para. 11 of the above orders lays down that if, in respect of any of the categories of staff excluded from the purview of these orders, there is no scheme of Overtime Allowance already in force and it is considered necessary to have such a scheme, a suitable scheme may be evolved in consultation with the Ministry of Finance. Pursuant to this provision, some Ministries/Departments have evolved Overtime Allowance schemes for their operational staff prescribing Overtime Allowance at higher rates for such staff. A question has been raised whether certain categories of Class IV staff like Safaiwalas, Chowkidars, Farashes who are required to work along with other categories of operational staff are entitled to Overtime Allowance at the rates applicable to operational staff. It is clarified in consultation with the Staff Side of the

National Council (JCM) that where such categories of staff are an integral part of the operational requirements and are engaged on operational duties, they should be paid Overtime Allowance at the rates applicable to the operational staff under the Overtime Allowance Scheme evolved by the Ministry/Department for such staff.

[G.I., M.F., O.M. No. 15024/2/76-E. II (B), dated the 12th April, 1978.]

12. If any doubt arises relating to the interpretation of these orders, it may be referred to the Ministry of Finance.

13. These orders shall take effect from the date of issue.

APPENDIX – I

(1)

FORM OF CLAIM FOR OVERTIME ALLOWANCE

Date	Whether Working day or holiday	Period From To	Actual Time charged	Time charged after deducting one hour and the time by which the official attended office late or lunch, as the case may be	Rate per hour	Amount claimed
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Certified that I, (*Name and Designation*) was on duty for the period mentioned against each date above after office hours/on Sundays/Holidays for official works. My pay and allowances during the period are as under—

Pay Rs. DA Rs. CCA Rs.
 Total Rs. Amount of OTA claimed Rs.
 [limited amount corresponding to OTA payable for $\frac{1}{3}$ rd of monthly working hours]

Station:
 Date:

Signature of the Government servant
Designation

(2)

FORM I

Certificate

[See Paragraph 9]

Certified that the Government servant/Government servants in whose case the Overtime Allowance has been claimed in this bill was/were required under specific orders to sit late in office after having put in work during prescribed hours on _____

attend office on _____ Sunday/holiday
 for disposal of urgent work which, in public interest, could not be postponed till the next working day.

Certified that the amount claimed in this bill is in accordance with the rates specified in Paragraph 7 of the Government of India, Ministry of Finance (Department of Expenditure's) Office Memorandum No. 15011/2/E. II (B)/76, dated the 11th August, 1976, as modified by O.M. No. 15012/3/86-Estt. (Allowances), dated the 19th March, 1991, and is according to the principles laid down therein and does not exceed the ceiling of overtime earnings prescribed in those orders, necessary certificates having been obtained from the officers concerned for payment of Overtime Allowance to the "personal staff" in excess of the prescribed ceiling.

Also certified that the Government servant(s) concerned did not receive any other remuneration/conveyance charge or compensatory leave for the performance of that overtime work.

(Signature of Drawing Officer)

(3)

FORM II

Overtime Register

[See Paragraph 10]

Sl. No.	Name	Designation of the Government servant required to perform overtime work	Emoluments	Hours of overtime work authorized by the Competent Authority	Hours of overtime work performed by the Government servant	Nature of work performed during overtime hours	Why the work could not be performed during the prescribed hours of work	Amount of overtime allowance paid	Initials of the Competent Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX – II**MISCELLANEOUS ORDERS**

(1) Weightage for night duty on the recommendations of the Fourth Pay Commission.— In Paragraph 26.13 of its report, the Fourth Pay Commission has recommended, as below, on the above subject—

“Government employees eligible for grant of various allowances are given ‘Night Duty Allowance’ or weightage for hours of work performed during night. It has not been possible for Government to introduce a uniform system of weightage for ‘Night Duty’ because the requirements of each organization are different. Suggestions have been received for prescribing uniform standard for ‘Night Weightage’ and ‘Night Duty’ hours. Government may consider the advisability of having the entire matter examined as it has various aspects and implications. In the meantime, Government may refix the rates of night duty allowance.”

2. In pursuance of the above recommendation, a Committee was constituted in the Department of Personnel and Training associating representatives of the major employing Ministries/Departments, where the staff is required to perform night duty. After careful consideration of the Committee’s recommendations, the President is pleased to decide as follows:—

- (i) Wherever the working hours have been arrived at after taking into account the night weightage factor, no further compensation may be admissible.
- (ii) Night Duty may be defined as duty performed between 22.00 hours and 6.00 hours.
- (iii) A uniform weightage of 10 minutes may be given for every hour of night duty performed.
- (iv) The ceiling of pay for entitlement of Night Duty allowance shall be Rs. 2,200 per month. There will, however, be no ceiling for entitlement of Night Duty Allowance in respect of the officials who are, at present, getting this benefit as per existing criteria.
- (v) Night Duty Allowance shall be computed as per the following formula:—
 - (a) For continuous and intensive duty. Rates calculated on the basis of current rates of pay including DA and CCA divided by the number of working hours in a month. For administrative convenience, the pay scales may be fitted into convenient slabs at the option of the Department.
 - (b) For intermittent and excluded Class III. $\frac{2}{3}$ rd of the rate worked out under (a) above.
- (vi) Where in revising the pay scales of any category in improvement over replacement scale has been granted after taking into account night duty or where the night duty factor has already been taken into account for grant of any allowance such as Nursing Allowance in the case of Nurses, no further compensation may be allowed for night duty.

3. The existing orders on the subject in so far as they relate to night duty should be deemed to have been modified accordingly.

4. In respect of employees of Department of Telecommunications and Department of Posts, separate orders will be issued by the Ministry of Communications.

5. These orders shall come into force with effect from 1-1-1996.

[G.I., Dept. of Per. & Trg., O.M. No. 12012/4/86-Estt. (Allowances), dated the 4th October, 1989.]

(2) Night Duty Allowance to Resident (Night Duty) Clerks and Peons in the Central Secretariat and Allied Offices and implementation of the Award of the Board of Arbitration.— With reference to O.M. No. 12012/4/86-Estt. (Allowances), dated 12-1-1990, on the above subject, the question of upward revision of rates payable to Resident (Night Duty) Staff in the Central Secretariat and Allied Offices had been under reference to the Board of Arbitration in CA. Ref. No. 8 of 1992. The Board of Arbitration have given the following Award on 30-7-1993 in the above CA. Ref.

“The Night Duty Allowance admissible to Clerks (LDCs/UDCs) and Peons in the Central Secretariat and Allied Offices shall henceforth be payable for 50 per cent of the overtime put in by the particular employee per day at the rate of overtime and subject to the conditions laid down in relevant order of Government of India.

This Award will have effect with effect from date of Award.”

2. The above Award of Board of Arbitration has been accepted by the Government. The President is, accordingly, pleased to decide that the Night Duty Allowance admissible to Resident Clerks (LDCs/UDCs) and Peons in the Central Secretariat and Allied Offices shall henceforth be payable for 50 per cent of the hours of overtime work put in by the particular employee per night at the rates prescribed in Para. 2 of this Department's O.M. No. 15012/3/86-Estt. (Allowances), dated 19-3-1991 (*see* Para. 7 of OTA Orders), subject to all other conditions prescribed therein and all other OMs on the subject.

3. The Night Duty hours being $15\frac{1}{2}$ hours a day, including half an hour dinner break (from the close of the office till the office reopens, i.e., 5.30 p.m./6.00 p.m. to 9.00 a.m./9.30 a.m. next day), the maximum amount of Night Duty Allowance admissible per night shall be limited to OT for 3 hours (night duty $15\frac{1}{2}$ hours *minus* $8\frac{1}{2}$ normal duty hours = 7 hours *minus* one hour free duty = 6 hours, 50 per cent of which is 3 hours) and the maximum amount payable for a month also shall not exceed the amount corresponding to OTA payable to office staff for 59 hours a month.

3. No night duty staff should be engaged to work during the normal working hours, i.e., before or after the night duty hours.

4. These orders shall take effect from 30-7-1993, i.e., from the date of the said Award of the Board of Arbitration.

[G.I., Dept. of Per. & Trg., O.M. No. 15020/2/92-Estt. (Allowances), dated the 5th May, 1994.]

APPENDIX – III

ORDERS ON HOLIDAYS

(1) Holidays to be observed in the Government of India Offices.—

2. The holidays policy has been reviewed and it has been decided that in supersession of the earlier instructions of this subject, the following holidays policy would be followed in the Central Government offices:—

(i) Central Government offices will observe 17 holidays in a calendar year.

(ii) Of these 17 holidays, 14 holidays consisting of 3 National holidays, namely, Republic Day, Independence Day and Mahatma Gandhi's Birthday and the following 11 occasions will be compulsorily observed in all Central Government offices throughout India:—

- | | |
|------------------------------|---------------------------------|
| 1. Buddha Purnima | 7. Idu'l Fitr |
| 2. Christmas Day | 8. Bakrid (Idu'l Zuha) |
| 3. Diwali | 9. Mahavir Jayanti |
| 4. Dussehra (Vijaya Dashami) | 10. Muharram |
| 5. Good Friday | 11. Prophet Mohammed's Birthday |
| 6. Guru Nanak's Birthday | (Id-e-Milad) |

(iii) The three remaining holidays may be chosen from out of the following festive occasions on year-to-year basis:—

- | | |
|--|--|
| 1. An additional day for Dussehra | 8. Rath Yatra |
| 2. Holi | 9. Onam |
| 3. Janmashtami | 10. Pongal |
| 4. Ram Navami | 11. Sripanchmi/Vasant Panchmi |
| 5. Maha Shivratri | 12. Vishu/Vaisakhi/Vaisakhadi/
Bahag Bihu/Meshadi/Ugadi/
Chaitra Sukladi/Cheti Chand/
Gudi Padava/1st Nabratra/Nauraj |
| 6. Ganesh Chaturthi/Vinayak
Chaturthi | |
| 7. Makarasankranti | |

The remaining nine occasions, after choosing the three optional holidays out of the occasions indicated in sub-para. (iii) above, will be included in the list of Restricted Holidays.

(iv) Central Government employees will also be entitled as before, to avail of two restricted holidays from out of a list of such holidays. Such a list of restricted holidays, may be drawn up each year by including the remaining occasions as mentioned in sub-para. 2 (iii) above, as also other occasions of local importance.

(v) The lists of holidays will be notified by the Department of Personnel and AR in respect of Central Government offices in Delhi/New Delhi and in respect of offices outside Delhi/New Delhi by the Central Government Employees' Welfare Co-ordination Committees where they exist or by the Heads of Offices in consultation with the employees' representatives on the basis of local importance of occasions.

3. The principles mentioned above will be applicable to the offices of Government of India doing work of Secretariat nature.

4. Central Government organizations which include industrial, commercial and trading establishments (i.e., other than those doing work of Secretariat nature) would observe 17 holidays in a year out of which three, namely, Republic Day, Independence Day and Mahatma Gandhi's Birthday will be compulsory. The remaining 14 occasions may be determined by such establishments/organizations themselves on year-to-year basis.

[G.I., M.H.A., D.P. & A.R., O.M. No. 9/37/82-JCA, dated the 11th November, 1982; No. 12/20/87-JCA, dated the 19th May, 1988 and No. 12/8/91-JCA, dated the 11th October, 1991.]

(2) Change of holidays: (a) Normally not permissible.— The dates of various occasions for holidays, etc., are fixed on the basis of the findings of astronomical computation made by the professional official agency of the Central Government, i.e., Positional Astronomical Centre, which also makes extensive consultations with various acknowledged authorities operating in the field, before tendering advice to the Government, and once such dates of occasions are decided, no change can be allowed.

[G.I., M.H.A., D.P. & A.R., O.M. No. 12/32/84-JCA, dated the 13th March, 1985.]

(b) When permissible.— *(i) Muslim holidays.*— For offices in Delhi/New Delhi, any change in the date of holidays in respect of Idu'l Fitr, Idu'l Zuha, Muharram and Id-e Milad, if necessary depending upon sighting of the Moon, would be notified by the Ministry of Personnel and Training after ascertaining the position from the Delhi Administration.

For Offices outside Delhi/New Delhi, the Central Government Employees' Welfare Co-ordination Committees or the Heads of Offices (where such Committees are not functioning) are authorized to change the dates of holidays, if necessary based on the decision of the concerned State Governments/Union Territories in respect of Idu'l Fitr, Idu'l Zuha, Muharram and Id-e-Milad.

It may be happen that the change of dates of the above occasions has to be notified at a very short notice. In such a situation, announcement could be made through TV/AIR/Newspaper and the Heads of Departments/Office of the Central Government may take action according to such an announcement without waiting for a formal order, about the change of date.

(ii) Diwali (Deepavali).— In certain States, the practice is to celebrate the occasion a day in advance, i.e., on "Narakachaturdasi Day". In view of this there is no objection if holiday on account of Deepavali is observed as Narakachaturdasi Day (in place of Deepavali Day) for the Central Government offices in a State if in that State that day alone is declared as a compulsory holiday for Diwali for the offices of the State Government.

[G.I., Dept. of Per. & Trg., O.M. No. 12/1/92-JCA, dated the 27th July, 1992, Paras. 4, 4.1 and 5.]

(3) Closing of Offices and industrial establishments on the death of high dignitaries.— The Fifth Central Pay Commission had recommended, *inter alia* discontinuance of the practice of declaring a holiday on the demise of leaders and dignitaries except in the case of death of President or Prime Minister in harness. The relevant recommendation of the Commission is reproduced below:—

“Having regard to the adverse implications of closure of offices due to the demise of leaders and political personages, the imperative need to develop a more committed work ethos and culture and to the fact that there are other respectful and dignified methods of paying homage, except in the case of death of the President or Prime Minister in harness, no holidays should be declared on the demise of any other leader or dignitary.”

[Para. 118.20, Vol. III]

2. The above recommendation has been accepted by the Government of India and it has been decided that no holiday may be declared in future on the demise of any leader or dignitary except in the case of death of the President or Prime Minister in harness.

3. The Ministry of Agriculture, etc., are requested kindly to comply with these instructions scrupulously and also bring these instructions to the notice of all Attached and Subordinate Offices under their control.

4. This supersedes all earlier instructions on the subject.

[G.I., M.H.A., O.M. No. 3/2/97-Public, dated the 21st November, 1997.]

Instructions regarding closure of Government offices and industrial establishments in the event of the death of high dignitaries

1. President.— In the event of the death of the President—

(1) all offices of the Central Government will be closed throughout India on the day on which death occurs; and

(2) on the day of the funeral—

(a) all offices of the Central Government will be closed throughout India;

(b) Industrial Establishments of the Central Government will be closed at the place where the funeral takes place; and

(c) a public holiday under the Negotiable Instruments Act, 1881, will be declared by the Ministry of Home Affairs at the place where the funeral takes place, if it is not already a public holiday.

2. ***

3. Prime Minister.— In the event of the death of the Prime Minister, all offices of the Central Government will be closed throughout India on the day on which death occurs and also on the day of the funeral.

SPECIAL INSTRUCTIONS

1. On receipt of the intimation of the death of the President, or Prime Minister, the Ministry of Home Affairs will inform the Central Ministries and Departments, State Governments, etc. The All India Radio will also make an announcement. Heads of Offices throughout India will arrange for closure of their offices as soon as intimation is received from the Ministry of Home Affairs or over the All India Radio, whichever is earlier.

2. If intimation of the death of the President, or Prime Minister is received after office hours, Central Government offices will be closed throughout India on the following day if it is otherwise a working day.

3. If intimation of the death of the President, or Prime Minister is received during office hours late in the afternoon, offices will be closed for rest of the day; but if it is not possible to effect closure for more than three hours, Ministry of Home Affairs may issue instructions for closing the offices on the following day also if it is otherwise a working day.

4. ***

5. ***

6. ***

7. In the event of death of the President or Prime Minister, offices and industrial establishments of the Governments/Administrations of Union Territories will follow the above instructions. ***

[EXTRACT FROM G.I., M.H.A., O.M. No. 3/10/70-Pub.-III, dated the 25th January, 1972.]

(4) Guidelines for closure of offices/industrial establishments of the Central Government in connection with elections to Parliament/State Assemblies/Local Bodies.— Instructions already exist regulating closure of Central Government offices on the polling day(s) in connection with various elections and the same have been consolidated in the enclosed statement (Annexure) for information.

[G.I., Dept. of Per. & Trg., O.M. No. 12/4/86-JCA, dated the 9th March, 1987.]

ANNEXURE

I. GENERAL ELECTIONS TO LOK SABHA/STATE ASSEMBLY

1. Facilities/Privileges to Central Government employees: (a) Holiday/closure of offices.— In connection with General Elections to Lok Sabha

or a State Assembly, a local holiday is usually declared by the State Government on the date(s) of polling, if held on day(s) other than Sunday or other closed holiday. When such a holiday is declared, the Central Government offices located in such place should also be closed on the polling day(s) in accordance with the practice adopted by the State Government.

(b) *Grant of Special Casual Leave.*— Every eligible voter is entitled to be registered in the electoral roll of a constituency in which he ordinarily resides. In some cases, it may happen that the Central Government employees residing, and enrolled as a voter, in a particular place/constituency, say, Delhi (where the election is to be held), may be employed in any office located at some other place, say, Faridabad/Ghaziabad, etc. In such cases, the individual Central Government employee may be granted special casual leave, if his office does not happen to be closed on that particular day, to enable him to exercise his franchise.

II. BYE-ELECTIONS: (i) LOK SABHA

II. (a) *Holiday/closure of offices.*— State Government normally/declares a local holiday in that particular area/constituency on the polling day(s) if the election is held on day(s) other than Sunday/closed holidays. Central Government offices may also follow the State practice in such cases.

(b) *Grant of Special Casual Leave.*— Permissible on the same grounds/circumstances as in the case of general elections [of I (b) above].

(ii) STATE ASSEMBLIES

(a) *Holiday/closure of offices.*— In bye-elections to State Assemblies, Central Government offices should not be closed. It would be sufficient if only those Central Government employees who may be placed on election duty are permitted to absent themselves from office on the polling day(s). All other employees should be given facility to exercise their franchise either by way of coming late to office or by being allowed to leave office early or a short absence on that day, subject to the exigencies of the service.

(b) *Grant of Special Casual Leave.*— Permissible on the grounds/circumstances as in the case of general elections [of I (a), (b) above].

III. PANCHAYAT/CORPORATION/MUNICIPALITIES OR OTHER LOCAL BODIES

III. The Central Government offices shall not be closed. The Government employees who are bona fide voters and desire to exercise their franchise should, however, be offered reasonable facility, subject to the normal exigencies of service, either by way of coming late to office or by being allowed to leave office early or a short absence on that day.

NOTE.— Heads of Central Government Offices located in places outside Delhi may also permit the staff detained on election duty to remain away from their normal duties on polling day(s) as also on the day(s) required for performing journeys which might be undertaken in order to perform such election duty.

(5) 12 holidays, including 3 National holidays, to excluded/other categories of employees.— According to Department of Personnel and Administrative Reforms, O.M. No. 14/12/71-Estt. (C), dated 17-6-1972, the excluded categories of staff were allowed 9 public holidays (including three National holidays). The question of granting additional public holidays to Chowkidars, etc., had been under consideration in the National Council, set up under the scheme for Joint Consultative Machinery. As a result of agreement reached therein, it has been decided that Chowkidars and other excluded categories of staff should be allowed a minimum of 12 public holidays (including 3 National holidays) in addition to uniform 15 days casual leave in a year.

2. However, where a more favourable practice is being followed, the same may continue.

[G.I., Dept. of Per. & Trg., O.M. No. 49019/2/86-Estt. (C), dated the 17th December, 1990.]

(6) Additional paid holiday to Industrial workers on the day of poll.— During the General Elections to the Lok Sabha and State Legislative Assemblies, an additional paid holiday may be granted to the employees of various Industrial Establishments under Central Government on the respective polling day(s) in the particular area(s) if it does not fall on a Sunday or paid holiday, provided the State Government /Union Territory Administration concerned has declared that day as a local holiday in the area.

[G.I., M.F., O.M. No. 7 (14)/E. III/91, dated the 10th May, 1991.]

APPENDIX – IV

COMPILATION OF ORDERS ON “WEEKLY OFF” FOR THE STAFF IN OPERATIVE OFFICES OF POSTAL DEPT.

[D.G., P & T No. 24/11/65-TE, dated the 5th October, 1966]

1. General.— The Government decided that, with effect from the 7th May, 1950, Sunday should be given as a complete holiday to as many Government employees as possible. If Sunday cannot be given due to the requirements of services, one other day should be given as a complete holiday in a week. It is assumed, however, that the staff who are on call duty without regular working hours have enough leisure hours and hence such staff have been excluded from consideration of giving one day off in a week.

[D.G., P & T No. TE-28/13/50, dated the 29th April, 1950.]

2. P. O. Staff.— They are granted weekly off on Sundays on which days the Post Office remains closed and no public transactions are carried out.

[D.G., P & T No. TE-28/13/50, dated the April, 1950.]

3. R.M.S. Staff.— **1.** RMS Running Sections, except the Sections with single set which are working daily, are not granted weekly off because sufficient rest is allowed on rest days.

Weekly off is allowed to staff of RMS Sections as have single sets and who have to remain on the line on duty every day of the week by making the following arrangements:—

- (1) By employing substitutes from amongst the leave reserve staff available at the station.
- (2) If no leave reserve is available, by drawing substitutes from amongst the regular staff at the station, i.e., from Record Office, Sub-Record Office, etc.
- (3) If neither (1) nor (2) above is possible, the staff of RMS Sections themselves may be employed and paid OTA in lieu of the weekly off.

NOTE.— In the case of categories of (2) and (3) above, OTA will be paid at the weekly off rates irrespective of the number of hours of duty performed on week days. No OTA is permissible to leave reserve staff mentioned against Item (1) above.

The grant of weekly off and payment of OTA in lieu thereof will be subject to the fulfilment of the following conditions:—

- (1) that there is only one set in the RMS Sections concerned.
- (2) that it is not possible to suspend despatch of mails on the route on one of the days of the week so as to allow a weekly off to the staff concerned.
- (3) that it is not possible to give a weekly off by rotation with other RMS staff at the same station.
- (4) that the authority competent to order OT duty certified that no leave reserve is available at the station.

The Drawing Officers should furnish the following certificate in all OTA bills wherein OTA for weekly off days to staff of RMS Sections is drawn.

‘Certified that the conditions prescribed in Para. 3 of D.G.’s letter No. 45/1/61-PE., dated the 20th July, 1964 have been fulfilled.’

[D.G., P & T No. 45/1/61-PE, dated the 20th July, 1964.]

2. A weekly off may be allowed to such of the staff of RMS running sections also as have two sets and have to remain on duty on every day of the week, by making the following arrangements:—

- (1) By employing substitutes from amongst the leave reserve available at the station.
- (2) If no leave reserve is available, by drawing substitutes from amongst the regular staff at the station, i.e., from Record Offices and Sub-Record Offices, etc.
- (3) By payment of OTA to staff of running sections itself for duty performed on weekly off days, if above two probabilities are not feasible.

The OTA in cases of Items (2) and (3) above will be paid at the weekly off rates. No OTA will be granted to the leave reserve staff referred to at Item (1) above.

The grant of weekly off and payment of OTA in lieu thereof will be subject to the fulfilment of the following conditions:—

- (1) that it is not possible to suspend the line on the route on Sundays so as to allow the staff concerned to take rest on one day in a week;
- (2) that it is not possible to give weekly off by rotation with other RMS staff based upon the same station;
- (3) that it does not involve creation of additional posts; and that the authority competent to order overtime duty certifies that no leave reserve staff is available at the station.

[D.G., P & T No. 45-3/65-PE, dated the 6th August, 1966.]

3. The staff in the RMS Sorting and Mail Offices working on alternate nights should be allowed a fortnightly off equivalent to their full duty *plus* the rest attached to that duty, provided that each set working in such Mail Offices performs a net duty of 186 hours in a cycle of four weeks after the grant of fortnightly off. If the net duty of a set after allowing for a fortnightly off falls below 186 hours in a cycle of four weeks, the staff working in such sets should be allowed a fortnightly off equivalent to a full duty term but not the rest attached to it.

[D.G., P & T No. 45-5/55-PE, dated the 28th March, 1960.]

4. There is no objection to regular staff of mail office being allowed to perform duty in the Running Sections, provided the duty performed by them is after the prescribed hours of duty in the mail offices. However, the S.R.Cs being in charge of the office should not be deployed on overtime duty in the Running Section in such contingencies.

[D.G., P & T No. 10-117/67-PE. II, dated the 7th February, 1969.]

4. **Chowkidars.**— All Chowkidars irrespective of the office to which they are attached should be granted a weekly off. When compensatory off cannot be granted to Chowkidars in lieu of duty performed by them on their weekly off days or on the three National Holidays, they may be paid OTA at the rate of Rs. 1.85 per diem.

[D.G., P & T No. 45/2/61-PE, dated the 29th October, 1962.]

5. Malies, Bhisties, Rest House Attendants.— A fortnightly off should be allowed to these officials. Where it is not possible to grant a fortnightly off, a compensatory off should be allowed in lieu. If, due to reasons of public interest, a compensatory off also cannot be granted, OTA should be granted to such staff at the rate of 15 paise for every half hour or fraction thereof subject to a maximum of Rs. 1.85 per day. The grant of OTA to these categories of staff should be kept to the minimum.

[D.G., P & T No. 45/2/61-PE, dated the 28th July, 1964.]

The above orders ceased to be applicable to Malies and Bhisties employed in Administrative Offices, with effect from 28th March, 1966.]

[D.G., P & T No. 10-32/64-PE, dated the 28th March, 1966.]

6. Sweepers and Farashes.— A fortnightly off should be allowed to Sweepers and Farashes in operative offices. Where, however, it is not feasible to grant a fortnightly off, a compensatory off shall be allowed in lieu. If due to reasons of public interest, a compensatory off also cannot be granted, OTA shall be granted to such staff at the rate of 30 paise for every hour or fraction thereof subject to a maximum of Rs. 2.75 per day. These orders, however, do not apply to the above categories of staff employed in Administrative Offices since they already avail of off on Sundays on which these offices remain closed. It should be ensured that payment of OTA is resorted to in special circumstances and the expenditure on this account is kept to the minimum.

[D.G., P & T No. 10-32/64-PE, dated the 28th March, 1966, No. 45-1/68-PE. II, dated the 5th August, 1968 and No. 10-21/70-PE., II, dated the 10th August, 1970.]

7. Inspection Quarters Attendants.— Inspection Quarters Attendants may be treated at par with Rest House Attendants in regard to OTA. Fortnightly off should be allowed to such officials. Where, however, it is not feasible to grant a fortnightly off, a compensatory off shall be allowed in lieu. If due to reasons of public interest, a compensatory off also cannot be granted, OTA shall be granted at the rate of 15 paise for every half hour or fraction thereof subject to a maximum of Rs. 1.85 per day. For work done on National Holidays, they would be entitled to payment of OTA at these rates straightway.

[D.G., P & T No. 10-16/62-PE. II, dated the 2nd September, 1968.]

8. Watermen.— A fortnightly off should be allowed to watermen in operative offices. Where, however, it is not feasible to grant of fortnightly off, a compensatory off shall be allowed in lieu. If due to reasons of public interest, a compensatory off also cannot be granted, OTA shall be granted to such staff at the rate of 15 paise for every half an hour or fraction thereof subject to a maximum of Rs. 1.85 per day. These orders, however, do not apply to the above category of staff employed in Administrative Offices since they already avail of off on Sundays on which these offices remain closed. It should be ensured that payment of OTA is resorted to in special circumstances and the expenditure on this account is kept to the minimum.

For duty performed on the three National Holidays, watermen may be allowed OTA at 15 paise for every half an hour or fraction thereof subject to a maximum of Rs. 1.85 per day. Since watermen are entitled to only three National Holidays and no other holiday, they will not be paid any OTA, if they are called upon to work on the holidays other than three National Holidays. The duties of watermen should, however, be so regulated that it should not be necessary to ask them to work overtime on National Holidays and such circumstances should be extremely rare and exceptional.

[D.G., P & T No. 45-4/68-PE. II, dated the 5th August, 1968 and No. 45-4/66-PE. II, dated the 28th January, 1970.]

9. Casual Mazdoors.— All daily rated work-charged staff, all casual workers including daily rated mazdoors on muster roll or otherwise, NDTLs on daily rates and staff paid from contingencies on daily rates are eligible for a paid weekly off subject to the conditions laid down in Rule 23 of Minimum Wages Rules, 1950.

[D.G., P & T No. TE-30/1/62, dated the 28th July, 1962 read with No. 30/1/62-TE, dated the 5th February, 1963.]

10. Definition of Week for purposes of weekly off.— For purposes of giving a weekly off, the week commences from zero hours on Sunday morning and ends at the 24th hour on Saturday night.

Generally, if no duty is performed between zero and 24 hours on any day, it may be considered that an off has been given on that day. For example, if Shri 'A' has completed his normal duty at 15 hours according to the duty chart prepared in a particular office, his one day off will commence at midnight on that day and he will not be required to perform duty for the next 24 hours that is, till midnight at the end of the next day. In cases where it is not possible to give one day off from zero hour, the officials whose duty commences from such an hour that it goes into the next day as for example if Shri 'B' commences his duty at 20.00 hours on Sunday and completes it at 02.00 hours on Monday, the Head of the office concerned may allow officials to miss one duty on one day of the week for purpose of giving them weekly off.

[D.G., P & T No. TE-28/13/50, dated the 7th August, 1950 and the 22nd September, 1950.]

11. Duty Charts and treating officials on casual/earned leave in P & T operative offices.— In modification of previous orders/instructions on the above-mentioned subject, it has now been decided to clarify the position as under:—

- (a) Day starts from 00.00 hours and ends at 24.00 hours.
- (b) Calendar week starts from 00.00 hours on Sunday and ends at 24.00 hours on Saturday.
- (c) Duty chart for P & T Operative offices should be drawn up in advance from Sunday to Saturday.

- (d) (i) Casual leave should be treated as duty for the purpose of granting weekly off; the name of the member of the staff should be retained on the duty chart and his weekly off should be marked like the employees on duty.
- (ii) It will be permissible to prefix and suffix the weekly off day with casual leave.
- (iii) If an official performs duty on his weekly off day and also takes casual leave during the same calendar week whether before or after the performance of such duty, one of the days of casual leave should be treated as an off day and one day should not be debited against the casual leave due to him. In such a case, no overtime will be given for the work done on weekly off day.
- (e) (i) Weekly off day falling within the duration of regular leave form part of the leave.
- (ii) For an official on regular leave, the same day of the week which was his weekly off day before proceeding on leave will remain his weekly off day for the week in which he joins duty even after expiry of leave.
- (iii) If the day preceding the commencement or following the termination of regular leave, has been earmarked as an weekly off day for an official, it may be prefixed or suffixed with prior permission of the competent authority.
- (f) It has also been decided in modification of the provisions of this office letter No. 10-48/73-PE-II, dated the 21st August, 1978, that if the compensatory off for duty performed on a weekly off day is not granted up to the end of the next calendar week, then OTA may be allowed for duty performed on weekly off day. However, the subsequent weekly off should not be postponed.

[D.G., P & T No. 10-46/79-PE-II, dated the 23rd December, 1980.]

Preparation of duty chart and grant of weekly off to officials proceeding on casual/earned leave in RMS.— Instructions were issued *vide* this office letter No. 10-34/71-PE-II, dated the 1st April, 1972 (*not printed*) that a duty chart of the staff working in RMS Office should be prepared by the Record/Sub-Record Officer and fix the weekly off days of the staff for each week well in advance and notify the same for their information.

It has now been brought to the notice of this office that the instructions issued from time to time regarding grant of weekly off to the operative staff proceeding on casual/earned leave are not being followed in most of the Circles.

In order to bring uniformity in the application of instructions issued from time to time, extracts from relevant orders on the subject are forwarded herewith for reference and necessary action (*since modified as at Item 11 above.*)

[D.G., P & T No. 10-67/79-PE-II, dated the 4th January, 1980.]

12. Restriction on number of hours of OTA admissible to Sorting Postmen/Group 'D' staff on holidays.— Please refer to this office letter No. 9-25/92-CI, dated 10-9-1992 *vide* which detailed guidelines were issued for effecting delivery of mails on holidays so that mails are not detained for more than a day on account of occurrence of successive holidays.

2. While examining the proposal for enhancement of "Fixed Monetary Compensation" admissible to Postmen staff on such days, the reports received from the circles show wide Inter-Circle as well as Intra-Circle variation in the number of hours of OTA granted to sorting Postmen/Group 'D' staff in similar categories of offices. In some of the Circles, OTA up to 6 hours is being granted, whereas in others it has been restricted to a maximum of 3 hours, for the large offices.

3. For bringing about Intra-Circle and Inter-Circle uniformity in the number of hours of OTA admissible to Sorting Postmen/Group 'D' staff, in similar categories of offices, it has been found necessary to fix a ceiling on the maximum number of hours of OTA admissible to Sorting Postmen/Group 'D' staff when called to perform duty on a postal holiday for ensuring that mails are not detained for more than a day. Accordingly, it has been decided that the maximum limit for grant of OTA may be restricted to 3 hours, which will be applicable to the larger offices. In some cases, for smaller offices, the limit may be fixed taking into account the quantum of mails involved (but should not exceed 3 hours).

4. It may also be ensured that the minimum numbers of staff for minimum number of hours are brought on duty on such days in order to avoid unnecessary additional expenditure. Other terms and conditions as stipulated in this regard *vide* Directorate letter No. 9-25/92-CI, dated 10-9-1992, should be strictly adhered to.

5. These orders come into effect from 1-9-2002.

[G.I., Dept. of Posts, Lr. No. 10-7/2001-PE. II, dated the 11th October, 2002.]

13. Compensation for duty performed on weekly off days.— The grant of OTA/Compensatory off to staff working on Sundays or other weekly off days shall be regulated in accordance with the following conditions:

(1) Compensatory off should be allowed as early as possible. It should be ensured that in no case the compensatory leave is allowed to be accumulated at any time for more than three days. Where it is not feasible to grant compensatory leave, OTA may be paid at the appropriate rates.

(2) If an employee is required to work for half the term of duty on a weekly off day, two such off days should be taken as equivalent to one full day for the purpose of grant of compensatory leave.

(3) If an employee is required to work for a period in excess of his daily prescribed hours on a weekly off day, he may be allowed a day's compensatory leave in lieu of full day's work and paid OTA at working day rates for the excess time put in by him.

(4) In calculating overtime allowance, the actual time taken for lunch break should be deducted.

[D.G., P & T No. 10/1/64-PE-II, dated the 12th February, 1964, General Circular, dated the 25th February, 1964, No. 10/26/64-PE/TE., dated the 30th June, 1966 and No. 10/63/66-PE., dated the 16th September, 1966.]

14. Weekly off *vis-a-vis* Holidays.— The entitlement of staff for holidays and weekly off are different. These should be kept separate. If a holiday falls on a weekly off day, the official has to be granted weekly off on some other day in the week in addition to the holiday.

[D.G., P & T No. 12/5/60-TE., dated the 25th July, 1964.]

APPENDIX – V

DUTY HOURS OF CHOWKIDARS/GATEMEN

The question regarding duty hours of Chowkidars/Gatemen in the Posts and Telegraphs Department has been under consideration of this office in past and several orders have been issued from time to time in this regard. It may be mentioned that despite clear instructions on the subject, complaints continue to be received from the Staff Side of the J.C.M. that the duties of Chowkidars/Gatemen continue to be on 12 hours even though the duties involve sustained mental alertness/physical efforts. It has been clarified under D.G., P & T, letter No. 24-6/60-TE, dated 6-8-1992 (1) that Chowkidars are employed for maintaining a general watch over buildings at night and they are also employed for maintaining a general watch over property or store. Such officials may be ordinarily given 12 hours of duty. It has been mentioned that Gatemen employed to control the movement of members of public and/or of staff or of stores (with pass in/pass out slips) through gates and therefore may require a certain amount of literacy should have 8 hours of duty a day.

2. It has been decided under D.G., P & T, Memorandum No. 43-36/72-PE. I, dated 16-7-1973 (2) that the Heads of Circles should fix duty hours of Chowkidars in individual cases keeping in view the instructions contained in the Department of Personnel O.M. No. 14-11/71-Ests., dated 31-12-1971. It has been clarified therein that the working hours of Chowkidars should be 48 hours a week in cases in which sustained mental and/or physical effort and/or alertness is involved and the working hours of Chowkidars be reviewed keeping in view these guidelines and refix where necessary. Perhaps due attention was not given to these instructions with the result complaints from Staff Unions and Staff Side of the JCM (Departmental Council) are continued to be received.

It was also instructed under this letter No. 43-36/72-PE. I, dated 16-7-1973 that Chowkidars sanctioned for open offices and entrusted with some other duties like checking of entries of persons coming to the office, etc., should have their duties reviewed and refixed to 8 hours a day.

It was also pointed out in this office letter No. D.G., P & T No. 24-19/73-TE, dated 12-8-1977 that cases of Chowkidars who are employed to keep watch in the store depots in Telegraph Engineering Sub-Divisional and Divisional offices required consideration as their duties will involve sustained efforts and alertness as they are required to check the stores taken in/out during the working hours and such duties should be reviewed and re-fixed observing the guidelines issued.

In spite of the above clarifications Chowkidars, as a general rule, it appears are doing 12 hours of duty a day without taking into account the nature of duties assigned. The following clarifications are therefore issued reiterating the earlier instructions referred to above.

(i) Chowkidars employed to keep a general watch over buildings at night which are locked and secured may be given 12 hours only as no strain would be involved.

(ii) In offices, which are open all the 24 hours and where there is a need to check public staff or stores moving in/out duties of Chowkidars when employed will be 8 hours as mental and physical strain would be involved.

(iii) In store depots/dumps, where the Chowkidars not only look after the custody of stores but also help in checking stores taken in/out during the working hours may be allotted 8 hours of duty.

(iv) In certain store/cable dumps, Chowkidars who are required to go round constantly to keep proper vigil on Stores on custody may be allotted 8 hours of duty taking into account the physical strain involved. In cases where Chowkidars employed on dual duties of looking after the office and the Stores/dumps in the vicinity may be given 8 hours of duty.

The Heads of Circles are, therefore, requested to ensure that Chowkidars whose duties involve mental and/or physical strain may be only allotted 8 hours of duty keeping in view the D.O.P's instructions on the subject.

[D.G., P & T No. 34-11/28-TE. II, dated the 18th June, 1983.]

1. **Letter No. 24-6/60-TE, dated the 6th August, 1962.**— The question regarding the duty hours of Watch & Ward staff in the P & T Department has been under consideration in this office for some time past.

2. For purpose of security, two types of people are employed, viz., (a) Chowkidars and (b) Gatemen. The duties of these categories are, briefly, as follows:—

Chowkidars.— To maintain a general watch over property or stores. They may also be employed to keep a general watch over the building at night. On some other occasions, for instance, when stores for installation of automatic exchanges are kept well secured in large packing cases in a building (which has not been made over to the P & T completely by the Contractor of the PWD), they may be employed round the clock.

Gatemen.— They are employed to control the movement of members of the public and/or of staff or of stores (with pass in/pass out slips) through gates. A certain amount of literacy will have to be insisted upon for the recruitment of Gatemen.

3. It has been decided that Chowkidars may ordinarily be given 12 hours of duty. But in special cases, they may be employed so as to suit local conditions. The Gatemen are employed for 8 hours of duty a day.

4. The type and number of staff required in each case should be decided according to requirements and circumstances of each case. It has, however, to be ensured that minimum number of staff is employed.

2. Letter No. 43-36/72-PE. I, dated the 16th July, 1973.— Kindly refer to Para. 3 of this office letter No. 43-36/72-PE-I, dated the 28th February, 1973, on the subject noted above. It has been decided that the Heads of Circles, should fix duty hours of Chowkidars in individual cases keeping in view the instructions contained in the Department of Personnel O.M. No. 14-21/71-Ests-(C), dated 31-12-1971. The following broadlines may however be kept in mind while fixing the duty hours.

Where a Chowkidar is required to keep a watch over the closed buildings, the duty hours should be 12 hours per day. Normally, there should be no occasion to have Chowkidars to keep watch over the buildings while the offices are open but where Chowkidars are sanctioned even during the working hours of offices, they are probably entrusted with some other duties like checking the entries of persons coming to the offices, etc., likewise in case of Mail Motor Service where a Chowkidar is required to keep a watch over the vehicles which are not all parked in one place, he will necessarily be on the move throughout. In such cases, the condition of sustained mental and/or physical effort and/or alertness may be satisfied. Similarly in the RMS offices if the Chowkidars are not required merely to keep a watch over the building but are entrusted with the duty of keeping a watch over the mails lying at different places, their duties can also be said to involve sustained mental and/or physical effort and/or alertness.

It is requested that all cases where the duty hours of Chowkidars are at present 12 hours may be reviewed in the light of the orders referred to and guidelines indicated above.

Our Publications

Catalogue No.	Title of the Books	Catalogue No.	Title of the Books
Reference Books		Reference Books (Contd.)	
Swamy's — FR & SR (Parts I to V) Set of 5 Books		C-18-A	Swamy's — Overtime Allowance Rules
C-1	Part I — General Rules	C-19	Swamy's — Contributory Provident Fund (India) Rules
C-4	Part II — T.A. Rules	C-20-A	Swamy's — CCS (Revised Pay) Rules, 1997 — Fifth Pay Commission
C-6	Part III — CCS (Leave) Rules	C-21	Swamy's — Central Treasury Rules, Vol. I
C-23	Part IV — DA, DR and <i>ex gratia</i> to CPF Beneficiaries	C-22	Swamy's — CCS (Temporary Service) Rules, 1965
C-23-A	Part V — HRA and CCA	C-28	Swamy's — P & T Financial Handbook, Vol. I
C-2	Swamy's — Pension Compilation	C-30	Swamy's — Introduction to Indian Government Accounts and Audit
C-2-A	Swamy's — CCS (Commutation of Pension) Rules	C-31	Swamy's — Service Rules for Postal Gramin Dak Sevak
C-2-B	Swamy's — CCS (Extraordinary Pension) Rules	C-36	Swamy's — Central Administrative Tribunal (Act, Rules and Orders)
C-3	Swamy's — Central Government Employees' Group Insurance Schemes	C-38	Swamy's — Central Government Departmental Canteens
C-5	Swamy's — Staff Car Rules	C-40	Swamy's — Re-employment of Pensioners — Civilians and Ex-Servicemen
C-7	Swamy's — Medical Attendance Rules	C-42	Swamy's — Advances to Central Government Servants
C-7-A	Swamy's — List of Medicines (Admissible and Inadmissible)	C-43	Swamy's — Central Government Account (Receipts and Payments) Rules
C-8	Swamy's — CCS (CCA) Rules	C-44	Swamy's — Seniority and Promotion in Central Govt. Service
C-9	Swamy's — CCS (Conduct) Rules	C-45	Swamy's — Reservations and Concessions for SCs and STs, OBC (Mandal Commission), etc.
C-10	Swamy's — General Provident Fund (Central Services) Rules	C-53	Swamy's — Confidential Reports
C-11	Swamy's — Leave Travel Concession Rules	C-56	Swamy's — Uniforms for Groups 'C' and 'D' Employees
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C-13	Swamy's — General Financial Rules		
C-14	Swamy's — Delegation of Financial Powers Rules		
C-15	Swamy's — House Building Advance Rules		
C-17	Swamy's — Suspension and Reinstatement		

<i>Catalogue No.</i>	<i>Title of the Books</i>	<i>Catalogue No.</i>	<i>Title of the Books</i>
Reference Books (Contd.)		Special Books (Contd.)	
C-59-C	Swamy's Pension Revision Manual and Updating of Pre-1986 Pensions	S-5	Swamy's Know Your Retirement Benefits
C-62	Swamy's — New Pension Scheme	S-7	Swamy's Master Manual for DDOs and Heads of Offices — Part-I — Finance and Accounts
C-63	Swamy's — Allotment and Licence Fee of Government Residences	S-8	Swamy's Master Manual for DDOs and Heads of Offices — Part-II — Establishment
Swamy's Annual — Orders on Service Matters		S-12-A	Swamy's Interpretation on Service Rules, Vol. II
C-86	Swamy's Annual — 1986	S-12-B	Swamy's Interpretation on Service Rules, Vol. III
C-87	Swamy's Annual — 1987	S-21	Personal Service Record
C-88	Swamy's Annual — 1988	BVSN	Sri Vishnu Sahasranama Stotram
C-95	Swamy's Annual — 1995	Guidebooks	
C-96	Swamy's Annual — 1996	G-1	Swamy's T.A. Rules Made Easy
C-98	Swamy's Annual — 1998	G-2	Swamy's Pension Rules Made Easy
C-99	Swamy's Annual — 1999	G-3	Swamy's Leave Rules Made Easy
C-100	Swamy's Annual — 2000	G-4	Swamy's Pay Rules Made Easy
C-101	Swamy's Annual — 2001	G-6	Swamy's Master Guide to FR & SR and Service Rules
C-102	Swamy's Annual — 2002	G-7	Swamy's Income Tax on Salaries
C-103	Swamy's Annual — 2003	G-16	Swamy's Handbook for Central Government Staff
C-104	Swamy's Annual — 2004	G-20	Swamy's Precise and Draft Made Easy
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Special Books			
S-1	Swamy's Manual on Disciplinary Proceedings		
S-2	Swamy's Complete Manual on Establishment and Administration		
S-3	Swamy's Manual on Office Procedure (with Notes and Instructions)		

Postal Manuals

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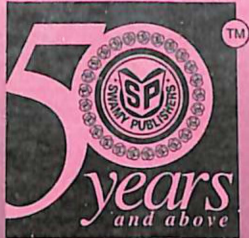
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