

CIRCULAR

Sub. : Overtime Allowance and Night Duty Allowance in BMHRC, Bhopal.

Appended below is the rule position applicable on the issue of Overtime Allowance and Night Duty Allowance for compliance :

(1) Overtime Allowance (OTA)

Employees Eligible for OTA

- (i) Office staff drawing Basic Pay (in the pre-1996 scale) less than or equal to Rs. 2200/-
- (ii) Operating staff drawing emoluments as in (i) above\
- (iii) Staff car drivers
- (iv) Casual employees

Conditions for payment of OTA

- (i) For Office Staff
 - (a) Employee called from residence to perform overtime work, will get OTA for the entire period of extra work.
 - (b) If the employee works in continuation of the prescribed office hours, before or after, one hour of extra work will be free of cost.
 - (c) In case of a late comer working in the evening in continuation of office hours, besides one hour of free work the amount of time by which he was late is to be deducted.
 - (d) Time taken for lunch break if any during the overtime work is also to be deducted for OTA calculations.
 - (e) The overtime work in excess of free work as in (b) and deductions as in (c) and (d) above shall be accounted in units of half an hour each (work for 15 minutes or more in excess of a half-hour unit shall be counted one half-hour unit and the work for less than 15 minutes shall be omitted).
 - (f) OTA for an employee in a month shall not exceed the amount of OTA payable for one-third of monthly working hours.

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(ii) For Operative staff

Categories operating staff must be identified by the concerned office/Departments.

(iii) For Car Drivers

Rules 26 to 28, Staff Car Rules

(a) OTA to driver should not exceed 100 hours. However staff Car Drivers who have either been already deployed since 26.4.1991 or are not deployed on overtime duty beyond 100 hours in a month shall be eligible for OTA beyond the ceiling of 100 Hours in a month (including work done on Sunday/Holidays) subject to certificate of essentiality from the officer who uses the staff car or from P.S. to Minister/Joint Secretary/Head of Department.

(b) On Sunday and holidays. OTA should not be exceed 8 hours.

(c) On working days. OTA should not exceed 6 hours.

(d) If driver could not return the same day and has to halt outside, he may draw Daily Allowance as well as OTA.

(e) No OTA is to be given for any duty during lunch hour.

(f) If detained for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, normal OTA can be granted to him if intervening period is less than one and a half hour.

(iv) For Casual employees

Conditions as in the case of office staff above will apply.

Rates of Overtime Allowance'

(i) For Office Staff

Emoluments*	OTA for the first one hour in excess of prescribed hours of work	OTA for each hour beyond the first one hour (Rs.)
UptoRs. 1,200	NIL	6.25
Rs. 1,201 to 1,450	NIL	7.50
Rs. 1,451 to 1,700	NIL	8.95
Rs. 1,701 to 1,950	NIL	10.35
Rs. 1,951 to 2,200	NIL	11.80
Rs. 2,201 and above	NIL	12.50

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(ii) For Operative Staff

Emoluments*	OTA per hour (Rs.) for those with a duty of					
	48 hours		44 hours'		42½ hours'	
	On working Days	On Other Days	On working Days	On Other Days	On Working Days	On Other Days
Upto Rs. 1,200	7.95	10.60	8.65	11.50	8.95	11.45
Rs. 1,201 to Rs. 1,450	9.55	12.75	10.40	13.85	10.75	14.40
Rs. 1,451 to Rs. 1,700	11.35	15.15	12.35	16.50	12.80	17.10
Rs. 1,701 to Rs. 1,950	13.15	17.55	14.35	19.10	14.85	19.80
Rs. 1,951 to Rs. 2,200	14.95	19.95	16.30	21.70	16.90	22.50
Rs. 2,201 and above	15.85	21.15	17.25	23.05	19.90	22.85

- (a) Other days include Sundays, weekly off days and effective holidays.
(b) For operative staff whose weekly duty is less than 48 hours, the proportionate rates with reference to the rates for 48 hours have to be prescribed by the concerned Ministers/Departments.

(iii) For Staff Car Drivers.

Emoluments*(rs.)	OTA for the first one hour in excess of the prescribed hours of work	OTA for each hour beyond the first one hour
Below Rs. 1,451	NIL	9.95
Rs. 1,451 to 1,700	NIL	11.80
Rs. 1701 to 1,950	NIL	13.70
Rs. 1,951 to 2,200	NIL	15.55
Rs. 2,201 and above	NIL	16.50

Note:- These rates are not applicable to staff car drivers in Department of Telecommunication and Department of posts. For them OTA at the rates allowed for other category of staff in their offices will be applicable.

(iv) For casual labourers'

- (a) Those drawing minimum wages as Notified by Ministry of Labour Or the concerned State/UT Administration. One-eighth of the daily wage per hour
- (b) Those drawing 1/30 of the pay at The minimum of the relevant pay Scale + DA for 8 hours work a day Minimum of the relevant Pay Scale + DA divided by (30x8) per hour
- (c) Those having temporary status OTA as admissible to office staff

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The Government has decided to continue the status quo in regard to payment of OTA pending a review of the matter. OTA may be paid on the basis of notional pay admissible to the employee in the pre-revised scale of pay/pay slabs as per the existing order.

(2) NIGHT DUTY ALLOWANCE

Eligibility

Night duty Allowance is given to the employees-

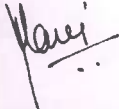
- (i) whose basic (pre-1996) pay is upto Rs. 2200 p.m. , and
- (ii) Who perform duties between 22.00 hours and 6.00 hours

Night Duty allowance is not available where the working hours have been arrived at, after taking into account the night weightage factor of 10 minutes for every hour of night duty performed.

For the purpose of night duty allowance, a uniform weightage of 10 minutes is given for every hour of night duty performed.

Rate of Night duty Allowance

- (i) For continuous and intensive duty
Rates per hour are calculated on the basis of current rate of Pay + DA+ CCA divided by number of working hours in a month
- (ii) For intermittent duty: 2/3 of the rates worked out in (i) above



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Copy to :

- (i) All HODs, BMHRC
- (ii) All In-charges of Mini Units 1 – 8
- (iii) Deputy Director - Finance
- (iv) Administrative Officer
- (v) राजभाषा अधिकारी : -प्रतिलिपि प्रेषित