

No. 15012/3/86-Estt. (Allowance)
Government of India
Ministry of Personnel, Public Grievances and Pension
(Department of Personnel & Training)

New Delhi, the 19th March, 1991

OFFICE MEMORANDUM

Subject:- Overtime Allowance to Central Govt. employees

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure's OM No. 15011/2/ E.II (B)/76, dated 11.8.1976 and this Ministry's OM No.15020/4/80- Estt. (Allowance), dated 23.12.82 on the subject mentioned above and to say that the question of revision of the rates of Overtime Allowance has been under consideration of the Government for some time past. The matter has been considered and the President is pleased to decide that in partial modification of the above mentioned O.Ms and this Department's O.M. of even number dated 13.11.86, the rates of Overtime Allowance shall be revised as indicated below:-

Office Staff:-

(i) The office staff covered under Ministry of Finance, Department of Expenditure's O.M. No.15011/2/E.II(B)/76, dated 11.8.76, who are drawing pay upto Rs. 2200/- per month under CCS (RP) Rules, 1986 shall be paid Overtime Allowance on the following basis:-

Emoluments Range	Upto the first one hour in excess of the prescribed hours the work	Thereafter
Upto Rs. 1200	Nil	Rs. 6.25
Rs.1200 – 1450	Nil	Rs. 7.50
Rs 1451 – 1700	Nil	Rs. 8.95
Rs. 1701 – 1950	Nil	Rs. 10.35
Rs. 1951 – 2200	Nil	Rs. 11.80
Rs.2201and above	Nil	Rs. 12.50

(ii) The maximum Overtime Allowance admissible to an employee in a month shall not exceed the amount corresponding to Overtime Allowance payable for 1/3rd of monthly working hours.

(iii) The term 'Pay' for the purpose of these orders means pay as defined in FR 9(21) (a). In case of employee 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 31.12.85.

(iv) The term 'Emoluments' for the purpose of these orders means pay as defined in para 2 (iii) above including Dearness Allowance, Compensatory (City) Allowance and Composite Hill Compensatory Allowance but excluding all other allowances/ incentives.

(v) All other conditions contained in Ministry of Finance, Department of Expenditure's OM No. 15011/2/ E.II (B)/76, dated 11.8.76, shall continue to be applicable for the grant of Overtime Allowance under these orders.

Staff Car Drivers:-

(i) Staff Car Drivers and Chauffeurs, covered under this Department's O.M. No.15020/4/80- Estt. (Allowance), dated 23.12.82 shall be paid Overtime Allowance on the following basis:-

Emoluments Range	Upto the first one hour in excess of the prescribed hours the work	Thereafter
Rs.1201 – 1450	Nil	Rs. 9.95
Rs 1451 – 1700	Nil	Rs. 11.80
Rs. 1701 – 1950	Nil	Rs. 13.70
Rs. 1951 – 2200	Nil	Rs. 15.55
Rs.2201and above	Nil	Rs. 16.50

(ii) The term 'Emoluments' means emoluments as defined in para 2(IV) above.

(iii) All other conditions contained in this Department's OM No. 15020/4/80-Estt. (Allowances) dated 23.12.82 shall continue to be applicable for the grant of Overtime Allowance under these orders.

Operative Staff:-

(i) Operative staff drawing pay (as defined in FR 9(21) (a) upto Rs2200/- per month under CCS (RP) Rules, 1986 and falling in the categories identified by the concerned Departments as Operative Staff, shall be paid OTA at the following rates:-

Emoluments Range	OTA per hour Working day holidays	
Upto Rs. 1200	Rs. 7.95	Rs. 10.60
Rs.1200 – 1450	Rs. 9.95	Rs. 12.75
Rs 1451 – 1700	Rs. 11.35	Rs. 15.15
Rs. 1701 – 1950	Rs. 13.15	Rs. 17.55
Rs. 1951 – 2200	Rs. 14.95	Rs. 19.95

(ii) 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.

(iii) 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 them.

5. The Expenditure on Overtime Allowance shall be compiled under separate Sub-Head of Account from 1.4.91. No re-appropriation to this Head of Account will be made without the approval of Ministry of Finance. Suitable instructions for the opening of a separate Sub-Head will be issued by the Ministry of Finance separately.

6. As already laid down in the above mentioned O.Ms dated 11.8.76 and 13.11.86, Ministries/ Departments etc. are advised to organize their work in all offices in such a way as to complete it during the normal working. Hours. The standards of supervision should be tightened to achieve this objective. If in spite of all measures taken to re-organize the work and tightening of supervision, there are cases of work on holidays and excessive duty hours, the Government employees should normally be allowed compensatory off days. However, in exceptional circumstances where compensatory off cannot be given and it is inescapable to employ staff on overtime week, after satisfying himself that the work is of such an urgent nature that it cannot be postponed in the public interest till the nest working day, the competent authority shall, as far as possible, specify before-hand the time upto which a Government servant may be required to perform overtime work..

7. These orders shall take effect from 1st December, 1990.

8. In their application to employees serving under Indian Audit and Accounts Department, these orders issue in consultation with C & AG.

(P.V. VALSALA G. KUTTY)
Under Secretary to the Govt. of India

To,

All Ministries & Departments of the Government of India

(As per standard list)