

**Hkkjrh; iksj kfxdh I hFku #Mdh  
#Mdh & 247667 ¼mYkjkpy½  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667 (Uttaranchal)**

**vkøj Vkbž HkRrk gsrq I hFku vknš k I a 08@2002  
INSTITUTE ORDER NO.08/2002 ON OVERTIME ALLOWANCE**

**1. mnns; %&  
Objectives**

fdl h fof'k'B I e; c) @vkdflEd , d s dk; Z dks i jk d jus gsrqftl s l keku; dk; Z l e; ea i wkZ ugha  
fd; k tk l drk Fkk deþkj; ka }kjk vi us l keku; dk; Z l e; ds vfrfjDr l e; @vodk'k eaf d; s  
x; s dk; Z dh eksnd : lk ea ifri frZ djuka

To compensate the Institute employees in monetary form for the work done by them beyond their normal duty hours/holidays to complete a specific time-bound /emergent task which can not be completed during normal hours.

**2. vgrkZ %&  
Eligibility**

¼fo'kšk oru]0; fDrxr oru l fgr¼¼ a kks'ku&i dZ orueku e½ # -2]200 ifrekg rd oru vkgfjr d jus  
okys deþkj h vgz g¼

Employees drawing pay up to Rs.2,200 p.m. (pre-revised scales) [including special pay, personal pay, etc.] are eligible.

fVli .kh% i kposoru vk; kx usLVk¼ dkj Mkbj] l kx kfed LVk¼ rFkk vksj kfxd deþkj; k dks  
NkMdej vU; dsfy; svkøj Vkbž HkRrk jk d us dh l h rfr dh g¼ ; | fi vgrk dksvf/kd  
ifrc¼kRed cukusdv/; /khu] ; FkkfLFkfr tkjh gSA vkosu d jus gsrq l a kks'ku i dZ  
oruekuka ea Lohdk; Z \*orsu^ \*orsu Lyš^ dks /; ku ea jD [kk tkuk pkfg; A

**NOTE :- FIFTH PAY COMMISSION recommended discontinuance of OTA except for Staff Car Drivers, Operational Staff and Industrial Employees. Status quo, however, continued subject to review to make the eligibility more restrictive. For applying 'Pay/Pay Slabs' admissible in the pre-revised scales to be taken into account.**

**ifjyfc/k; k; %&**

BoruP tš k fd ey fu; e 9/21¼¼ ½ ds vlrXr ifj Hkkf'kr fd; k x; k gS rFkk  
eg¼kbZ HkRrk@uxj ifrdj HkRrk@l x fFkr igkM+ifrdj HkRrk A

**Emoluments :-**

'Pay' as defined under Fundamental Rule 9 (21) (a) plus DA/ CCA/ Composite Hill Compensatory Allowances.

I. xj 'k'kd LVkQ  
Non Academic Staff

¼½ nja  
(a) Rates

L'kkku&iwz orueku ea ifjyfC/k; k; Emoluments Pre-revised scales	vkøj Vkke HkRrk ifr ?k/s Overtime Allowance per hour	
	fu/kkjr dk; Zds?k/s svf/kd iEke , d ?k/s ds fy; s For the first one hour in excess of the prescribed hrs of work	rRi 'pkr- Thereafter
#- 1]201 l s de Below Rs.1,201	dN ugh Nil	6-25 6.25
#- 1]201 o vf/kd i jr q#- 1]451 l s de Rs.1,201 and above, but below Rs.1,451	dN ugh Nil	7-50 7.50
#- 1]451 o vf/kd i jr q#- 1]701 l s de Rs.1,451 and above but below Rs.1,701	dN ugh Nil	8-95 8.95
#- 1]701 o vf/kd i jr q#- 1]951 l s de Rs.1,701 and above but below Rs.1,951	dN ugh Nil	10-35 10.35
#- 1]951 o vf/kd i jr q#- 2]201 l s de Rs 1,951 and above, but below Rs.2,201	dN ugh Nil	11-80 11.80
#- 2]201 o vf/kd Rs.2,201 and above.	dN ugh Nil	12-50 12.50

¼½ 'krã %&  
(b) Conditions :-

- (i) i Eke , d ?k/k fu%kYd& fu/kkjr dk; Zds?k/s ds vfrfjDr] pkg s dk; kly; l e; l si gys; k ckn ea dh xbz vfrfjDr M; W/h ea l s , d ?k/k fu%kYd M; W/h ds : lk ea de fd; k tkuk gA ; fn de pkjh dks ml ds vkokl l s vkøj Vkke M; W/h gsrq i tk% cyk; k x; k g\$ rks ; g dVks'h ugha dh Tk; xhA  
First one hour free – One hour to be deducted as free duty from extra duty performed, either before or after office hours, beyond prescribed hours of work. If an official is recalled for O.T. duty from residence, such deduction not to be made.
- (ii) ypcad& ypcad gsrq fy; k x; k okLrfod l e; vkøj Vkke M; W/h ea l s de fd; k tkuk pkfg; A  
Lunch break – Actual time taken for lunch break to be deducted from O.T. duty.
- (iii) nj l smi l Fkr& ; fn vkøj Vkke i j yxkbz Xkbz M; W/h ea de pkjh nj l s vkrk g\$ rks , d ?k/s ds fu%kYd dk; Z dh l eku; dVks'h ds vfrfjDr nj l s vkus ea yxk; s x; s l e; dh Hkh dVks'h dh tkuh pkfg; A  
Late Attendance – If an employee comes late on the day when put on O.T. duty, the time by which he came late to be deducted in additoin to the usual one hour free work.
- (iv) i wkkZau& ¼½ vk/ks ?k/s ds vâk dks vxys vk/ks ?k/s ds : lk ea i wkZ dj fn; k tkuk pkfg; s mnkgj .kkFkZ ; fn , d ?k/s ds fu'kYd dk; Z ds vfrfjDr 2 ?k/s 10 feuV vkøj Vkke dk; Z fd; k x; k g\$ rks bl s i wkZ 25 ?k/s ekuuk pkfg; A ¼½ i R; d fnu ds fy; s vkøj Vkke dh x.kuk 5 i g s ds l ehi orhZ xqkkad ea i wkZ dh tkuh pkfg; A , d ekg ds fy; s dgy v/; FkZu dks l keku; vkns k ds vuq kj l ehi orhZ #lk; sea i wkZ fd; k tkuk gA  
Rounding – (a) Fraction of half an hour to be rounded to next half hour e.g. if O.T. duty beyond one hour free work is for 2 hrs 10 minutes, it should b e rounded to 2½ hrs.

(b) Calculation of OTA for each day to be rounded to the nearest multiple of 5 paise. Total claim for a month to be rounded to the nearest rupee as per general orders.

(v)  $\frac{1}{2}$  day or more but less than 1 day, the driver shall be entitled to draw OTA at the rate of 100 paise per hour. Total claim for a month should not exceed 100 hours.

Maximum Limits – OTA in a month not to exceed one-third of monthly working hours.

(vi) On Sundays/Holidays, OTA duty should not be for more than 8 hours per day. On working days, OTA duty should not be for more than 6 hours a day.

Other forms of compensation not admissible- Compensation like conveyance charges, etc., not admissible in respect of OT duty for which OTA is drawn. In case of recall from residence for O.T. duty, conveyance charges/free conveyance admissible.

## II. Staff Car Drivers

### (a) Rates-

Emoluments (Pre-revised scales)	Rate of OTA per hour	
	Upto the first one hour in excess of the prescribed hours of duty	Thereafter
#- 1451 or below	9.55	9.55
#- 1451 and above but below Rs.1,701	11.80	11.80
#- 1701 and above but below Rs.1,951	13.70	13.70
#- 1951 and above but below Rs.2,201	15.55	15.55
#- 2201 and above.	16.50	16.50

### (b) Conditions -

#### (i) Total OTA payable to a Driver in a month should not exceed 100 hours.

(ii) On Sundays/Holidays, OTA duty should not be for more than 8 hours per day.

(iii) On working days, OTA duty should not be for more than 6 hours a day.

(iv) When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

(v) When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

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(vii) When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

1/4 D; kfd MKbbjka dh M; w/h l fojke gS vr% ; fn yp vnrjky ea os M; w/h ij okfNr gS rks mlga  
dkbz vkj Vkke HkRrk Lohdk; Z ugha gksxA

(d) As the duties of Drivers are intermittent, no OTA is admissible if they are required to be on duty during lunch interval.

1/4 1/2 ; fn fdl h MKbbj dks M; w/h grq vkM&vkoL Z ea jkd x; k gS rFkk ml ds ikl ?kj tkdj] [kkuk  
[kkus ds ckn i p% M; w/h ij vkus ds fy; s le; ugha cpk gS rks l keku; vkj Vkke HkRrk Lohdk; Z  
fd; k tk l drk gS ; fn vLrorhZ l e; 1-5 M/s 1/2 ?ka/s l s de gks rka

(e) When a Driver is detailed for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, he may be granted the normal OTA, if the intervening period is less than 1 & 1/2 hours.

3. **eatjhnkrk i kf/kdkjh %& funskdA**  
**Sanctioning Authority: Director**

4. **ukea ; kx; yqkk&'kh'kz %&**  
**Chargeable Head of Account-**

depkfj; ka dks vkj Vkke HkRrs ds l adk ea HkqRku l l Fku }kj k bl mnas ; grq vkoL Vr vkj Vkke  
HkRrk fuf/k l sfd; k tk; sxA

The payment towards OTA to the employees shall be made out of the OTA Grant allotted by the Institute for this purpose.

5. **vkj Vkke HkRrs ds v/; FkL grq i i = &**  
**Proforma to claim OTA –**

vkj Vkke HkRrs dk v/; FkL fu/kkZjr i i = **vkLvkLZh-vkj i i = vkL/h, &1** ij fd; k tk; sxA  
OTA shall be claimed in the prescribed Proforma **IITR FORM OTA-I.**

6. **ykw %& 29 tu 2002 l sA**  
**Applicable :- 29<sup>th</sup> June 2002**

**(A K SRIVASTAVA)**  
**LT. COL. (RETD.)**  
**REGISTRAR**

I Hk-i kSl #@l keku; @vksVh, -@2002@2111 fnukd 20 vxLr 2002  
No. IITR/Gen/OTA/2002/2111 Dated 20<sup>th</sup> August 2002

**ifrfyi %&**  
Copy to:-

1. l eLr foHkxk/; {k@dlnk/; {k@dk; kZy; k/; {kA  
All Head of the Deptts./ Centres/ Offices.
2. foRr fu; #dA  
Finance Controller.
3. funskd egkn; dsfuf t l fpo dks funskd egkn; ds l pukFkA  
P.S. to Director for Director's kind information please.
4. mi & funskd egkn; ds vk' krfyi d dks mi & funskd egkn; ds l pukFkA  
Steno to Dy. Director for Dy. Director's kind information please.
5. l fefr vuHkxA  
Meeting Section.