

No. A.27016/1/2019-Admn.  
Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 21<sup>st</sup> May, 2019

OFFICE MEMORANDUM

Subject: Implementation of the recommendations of 7<sup>th</sup> CPC on Over Time Allowance (OTA) - reg.

The undersigned is directed to say that in pursuance to DoPT's OM No. A-27016/03/2017-Estt(AL) dated 19.06.2018 and with the approval of JS(A) and JS&FA of the Ministry, the employees holding following posts in the Ministry of Water Resources, RD&GR (Sectt.) are included in the list of 'Operational Staff' for the purpose of grant of Over Time Allowance (OTA):-


- (i) Staff Car Drivers (Special Grade, Grade-I, Grade-II & Ordinary Grade)
- (ii) Dispatch Rider [for duties performed beyond office hours]
- (iii) Multi Tasking Staff (MTS) [for duties performed beyond office hours and night duty]

2. The grant of OTA may be linked to biometric attendance subject to the following conditions:-

- (i) OTA should be paid only when his/her senior officer directs the concerned employee(s) in writing for staying back in office to attend urgent nature of work.
- (ii) The OTA will be calculated on the basis of bio-metric attendance.
- (iii) The OTA for Staff Car Drivers should be linked with bio-metric system as normally, the designated parking is allotted in the office building. However, in cases where the parking lot is provided far from office, the Staff Car Driver would mark his/her attendance while leaving from his office and a grace time of not exceeding 2 hours should be allowed to cover the distance travelled after leaving office, including the time to drop the officer and then reaching the parking lot. In such cases, calculation can be done from log books, duly verified by the officer concerned.
- (iv) The OTA to field officials should be calculated on the basis of bio-metric attendance, as normally, such officers are given facility of official transport to attend the field work. Such officers are supposed to report in office before proceeding to field. In cases, where officials are required to attend the field work directly from home, they may be extended facility of official transport from home in lieu of transport allowance and OTA may be given on the basis of the log book of that vehicle, duly verified by their senior officers.

3. Since, the Government has decided not to revise the rates of OTA, the rates as prescribed in DoPT's OM No. 15012/3/86-Estt.(Allowance) dated 19<sup>th</sup> March, 1991 for Office Staff, Staff Car Drivers and Operative Staff will continue to operate subject to their fulfillment of the above conditions.

Encls.: As above.

  
(A.K. KAUSHIK)

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To

- 1. All Wing Heads/Division Heads/Branch Heads/Sections of the Ministry of Water Resources, RD&GR
- 2. PS to Secretary/PS to AS/PPS to JS(A)/PPS to JS(IC&GW)/PPS to JS&FA, MoWR, RD&GR
- 3. General Admn./Cash Sections, Ministry of Water Resources, RD&GR
- 4. NIC Cell, MoWR, RD&GR - with a request to upload the same on intra-net of the Ministry.