

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(44)/2017/CDN/TTE/869-72

Dated: 19/09/18

To,

1. All Vice Chancellor/Principal of Colleges/  
Polytechnics/ITIs under DTTE.
2. All Branch In-charges at DTTE (HQ)/BTE.

**Sub:- Implementation of the recommendation of 7<sup>th</sup> CPC on Over Time Allowance-reg.**

Sir/Madam,

Please find enclosed herewith the letter No.31/Fin.(Estb-III)/2017/1604 dt. 23/08/2018 received from Deputy secretary-V (Finance) Deptt, delhi secretariat, New Delhi-02. which is self explanatory. The same is enclosed herewith for information and further necessary action in this regard.

Encl: As above

Yours faithfully,



(RAJEEV KUMAR)  
SECTION OFFICER(CDN)

No.F.5(44)/2017/CDN/TTE/869-72

Dated: 19/09/18

Copy to:-

- ✓ 1. P.S. to Secretary (TTE)
2. P.S. to Director (TTE)
- ✓ 3. The System analyst, DTTE (HQ), with the direction to upload the letter/circular on Department website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in)



SECTION OFFICER(CDN)

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20/09/2018

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F. No. 31/Fin. (Estb-III)/2017/ 1604

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT

4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002

DIRECTOR (ITE)  
Diary No. 3393  
Dated. 04-09-18

CD No:- 012400830

Dated: 23/8/18

Dir. of Trg. & Tech. Education  
Diary No. 2009  
11 4 SEP 2018  
Muni Maya Ram Marg  
Pitam Pura, Near T.V. Tower  
DELHI-110038

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Sr. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any organisation/deptt.)

DIY/TTE Enclosure  
25/09/18  
DCA  
List of paper forwarded

M. Manoj Kumar  
DY. SECRETARY-V (FINANCE)  
23/8/18

S.No.	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India	No.A-27016/03/2017- Estt(AL) dated 19.06.2018.(JS(Admn) and Financial Advisor as referred in para 4 would be Administrative Secretary and Finance Department, GNCTD respectively)	Implementation of the recommendation of 7 <sup>th</sup> CPC on Over Time Allowance - reg.

Separate copy  
SOCT  
MB

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12/09/18  
737/CDN  
14/09/18

do

No.A-27016/03/2017-Estt.(AL)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Block-IV, Old JNU Campus,  
New Delhi - 110067,  
Date: 19<sup>th</sup> June, 2018.

OFFICE MEMORANDUM

Subject: Implementation of the recommendation of 7<sup>th</sup> CPC on Over Time Allowance - reg.

The undersigned is directed to say that as per Dept. of Expenditure's Resolution No. 11-1/2016-IC dated 06.07.2017, following is the decision of Government on Overtime Allowance (OTA) :

"Ministries/Departments to prepare a list of those staff coming under the category of 'Operational Staff'. Rates of Overtime Allowance not to be revised upwards".

2. Further it has been clarified by the Dept. of Expenditure that the Government has decided that given the rise in the pay over the years, the recommendations of the 7<sup>th</sup> CPC to discontinue OTA for categories other than Operational Staff and industrial employees who are governed by statutory provisions may be accepted.

3. Accordingly, it has been decided to implement the aforesaid decision of the Government on Overtime Allowance across all the Ministries/Departments and attached and subordinate office of the Government of India. The following definition shall be used to define Operational Staff.

"All non-ministerial non-gazetted Central Government servants directly involved in smooth operation of the office including those tasked with operation of some electrical or mechanical equipment."

4. The concerned Administration Wing of the Ministries/Departments will prepare a list of operational Staff with full justification based on the above parameters for inclusion of a particular category of staff in the list of operational staff with the approval of JS (Admn.) and Financial Adviser of the concerned Ministry / Department.

5. The grant of OTA may be linked to biometric attendance subject to the conditions mentioned below.

a) 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.

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c) The OTA for Staff Car Drivers should be linked with biometric 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.

d) The OTA to field officials should be calculated on the basis of biometric 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.

6. Since, the Government has decided not to revise the rates of OTA, the rates as prescribed in this Department's OM 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.

7. All the existing instructions, except to the extent superseded by this O.M., will continue to remain in force.

8. These instructions will be applicable with effect from 01 July, 2017.

9. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller & Auditor General of India.

10. Hindi version will follow.

yaj 19/6/18  
(Pramod Kumar Jaiswal)

Under Secretary to the Government of India

To

1. All Ministries/Departments of Govt. of India
2. NIC with a request to upload the O.M. on the website of DoPT.