

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2020/001/ A - 1269

Date: 29 JAN 2020

OFFICE ORDER

In compliance to FC agenda item no.FC 17.12 dated 29/03/2019, Finance Committee recommends the implementation of DOPT OM no.A-27016/03/2017-Estt.(AL) dated 19.06.2018 issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India and same is approved by the BoG vide agenda item no. BoG 21.12. The rate of Overtime Allowance approved is as follows:

S. No.	Pay Matrix Level & GP	Rate						
		Administrative Staff		Operative Staff			Staff Car Driver	
		1 st Hour	Thereafter	1 st Hour	Working Day	Holiday	1 st Hour	Thereafter
1.	1 (1800)	NIL	₹6.25	NIL	₹7.95	₹10.60	-	-
2.	2 (1900)	NIL	₹7.50	NIL	₹9.95	₹12.75	NIL	₹9.95
3.	3 (2000)	NIL	₹8.95	NIL	₹11.35	₹15.15	NIL	₹11.80
4.	4 (2400)	NIL	₹10.35	NIL	₹13.15	₹17.55	NIL	₹13.70
5.	5 (2800)	NIL	₹11.80	NIL	₹14.95	₹19.55	NIL	₹15.55
6.	6 (4200) 7 (4600) 8 (4800) 9 (5400)	NIL	₹12.50	NIL	₹15.85	₹21.15	NIL	₹16.50

The Overtime Allowance shall be admissible to the eligible employees subject to the conditions mentioned below:

- i) The Section Head/HoD shall take the approval from Registrar regarding extra working hours with due justification.
- ii) The Overtime Allowance shall be paid only when, Section Head/HoD directs the concerned employee(s) in writing for staying back in office to attend urgent nature of work.
- iii) 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.
- iv) The employees shall be granted either Overtime Allowance or Compensatory Off for working on any Closed Holiday/Gazetted Holiday.
- v) A register should be maintained in the each Section/Department regarding extra working hours which shall be duly signed by the concerned staff and Section Head/HoD.
- vi) The grant of Overtime Allowance shall be linked to the Biometric Attendance.

This bears the approval of the Competent Authority.


Registrar

Copy to:

1. All employees – through email
2. Coordinator (Website) – **upload on the Institute website**
3. Assistant Registrar (Estt.)
4. Office of the Director
5. Office of the Registrar
6. Guard file – for record