

MINISTRY OF COMMERCE & INDUSTRY

(Department of Commerce)

THE COFFEE BOARD STAFF CAR RULES

(As amended up to)

These Rules may be called the Coffee Board Staff Car Rules.

[NOTE : The expression 'Staff Car' means and includes Staff Cars, Jeeps, Station Vans, etc., maintained by different Departments of the Board.]

These rules except where otherwise specified shall come into force with immediate effect.

1. Control of Staff Cars and Responsibilities of Controlling Officers :

1. The Staff Car will be under the administrative control of the Secretary/Director of Propaganda/Chief Coffee Marketing Officer/Director of Research or any other officer named by the Chairman who will act as a Controlling Officer in respect of the Staff Car of the concerned Department.

2. The Controlling Officer will be responsible for the proper use, care and maintenance of the car and for regulating its journeys generally in accordance with these rules.

3. He shall maintain :-

- a) a log book in the form enclosed (Annexure – 1);
- b) a record of repairs and replacements indicating the cost and the dates on which they were carried out and of spare parts;
- c) a register showing cost of petrol, etc., consumed and all incidental receipts and expenditure;
- d) an inventory of the equipment.

3-A. The Drawing and Disbursing Officer shall record the following certificates on the contingent bills in support of the expenditure on consumption of petrol:

- a) Certified that the quantity of petrol purchased has been entered in the Log Book of the respective Staff Car.
- b) Certified that the necessary recoveries under Rule 13 have been made/or are being made from the parties concerned using the staff car for non-duty journeys.

- 4) He shall personally check the inventory of equipments every month and arrange to recover any loss arising out of negligence or fault from the persons concerned. He should also have the vehicle tested every six months for fitness for journeys and place a report on record.
- 5) He should report half-yearly to Chairman the expenditure incurred on maintenance of the Car.
- 6) He will be personally responsible for the proper and prompt recovery of all charges recoverable for the use of Staff Cars and their credit to the Board as "Miscellaneous receipts of the Departments".
- 7) On transfer from his post, he will hand over the vehicle to his successor, complete with all spare wheels, tyres, tools, etc., and mention the fact in his charge report.

II. Use of Staff Cars for Official purposes :

- 8 (a) The Staff Cars may be engaged on bonafide official duty within Head Quarters for the following purposes.
 - i) Journeys by the Officers and staff of the Board to places in connection with Board's work;
 - ii) Journeys performed from Air Port/ Railway Station/ Bus Stand to residence, office etc. and vice versa by officers of the Board, and by Central / State Government Officers connected with Board's work or Dignitaries / invitees visiting the Board. This provision is not applicable to members of the Board for attending meetings, Committees etc.
 - iii) Journeys performed by the Chairman and Chief Officers of the Board for attending Parties, receptions etc., for which invitations have been extended by virtue of their office and which, in their discretion, they decide to attend.
 - iv) Journeys performed in cases of emergency, when an employee on being suddenly taken ill or on meeting with an accident is removed from his office / place of work to a hospital or residence. The Officer concerned should place on record a certificate indicating the circumstances necessitating the journey.
 - v) Journeys by non-officials who are asked to attend an official meeting and who, after the meeting is over, have to be dropped at their respective places of business/residence.
 - vi) Journeys performed when officers have to be picked up from their residence or dropped back in cases when they are required to attend meetings.
 - a) during normal working hours if the meetings have been convened at places out-side their normal place of work, or
 - b) outside the normal working hours.
 - vii) In the Research Department where the Head Quarters is situated in a remote locality, journeys performed by the Officers and staff to the nearest Bus-stop /Railway Station from or to the Research Station;

- viii) To and fro journey performed by the children of the staff and mazdoors at the main Research Station for purposes of attending the School and Balehonnur Village.
- ix) Journeys performed to bring or remit cash to Bank / Treasury.

NOTE ;

The Staff Cars / Vans may be used by others on bonafide official duties with prior approval of the Controlling Officers

NOTE ;

In the event of diversion from the normal route or such journeys, e.g. for picking up or dropping the officer's family, charges for the extra mileage involved are recoverable from the Officer concerned as under Rule 13.

- 8(b). Motor Vehicles including Staff Cars provided by the Board for the use of touring Officers may be used by them on tours within their jurisdiction and outside their Jurisdiction with the approval of the Controlling Officer.
- 9. Staff Cars should not be used for official journeys outside Headquarters for which T.A. is admissible except on the written sanction of the Chairman of the Board.
- 9. When cars are used on official duty outside Headquarters no charges will be levied for their use. For such journeys T.A. of the officers of the Board shall be regulated by the provisions in S. Rs. 182 – 186A.

III. Use of Staff Car for non-duty purposes.

- 10. Staff Car may be permitted to be used for non-duty journeys on payment of Prescribed charges to a limited extent by the officers of the Board provided that its use for such purposes would not interfere with the official requirements in any way and duty journeys will have preference over non-duty journeys. The following classes of non-duty journeys will be regarded as permissible.
 - a) Occasional journeys from residence to office and vice-versa
 - b) Urgent visits to hospitals
 - c) Other specific purposes (except those mentioned in Rule 12) with the written permission of the Chairman.

Provided that in the case of the Research Station at Balehonnur and Sub Station at Chettalli which are situated in a remote locality and where normal transport facilities are not available, Staff Cars may be used for journeys to places of entertainment, parties and pleasure trips, pilgrimage, etc., subject to payment of prescribed charges.

11. The use of Staff Car may also be permitted by touring officers of the Central Government on official duty connected with the Board at the halting stations for journeys between places of half / residence and office within municipal limits provided that
 - a) no increase in the number of staff cars is allowed on this account;
 - b) no staff car is exclusively placed at the disposal of the touring officers;
 - c) all journeys are properly logged.

Charges for use of Staff Car

12. A rated of Rs. 0.50 P per mile or 31 paise per kilometer for small cars of not more than 18 horse-power and a rate of Re. 0.70 P. per mile or 44 P. per kilometer for cars of more than 18 horse-power will be charged for the use of Staff Cars on Non-duty journeys. The charges at the said rate are recoverable for the distances covered by the car from the time it leaves office/garage till it returns to office/garage.

NOTE:

The charges recoverable will be for complete miles or kilometers, fractions of a mile or kilometers being rounded off to the next higher integer. The charges so calculated will be rounded off to the nearest multiple of five paise.

13. Detention charges at the rate of Re. 0.60 per hour will be leviable if a staff car is Detained for a non-duty purpose within the normal working hours. However, in all cases of use of staff cars and their detention for non-duty purposes outside normal working hours when it gives rise to a claim for overtime allowance from the driver, the actual amount payable as Overtime Allowance to the driver will be recovered from the party using the staff car in addition to the flat rate per mile or per kilometer prescribed in Rule 13 of the Staff Car Rules.
- 14a. Staff Cars should not be allowed to be used by the Officers on leave.
- 14b. It may be left to the discretion of the Chairman to decide whether any particular journey should be treated as 'Official' or 'Private'.
- 14c. Where it will not be in the public interest to give full details of the journeys in the Log books the insertion of the word 'Secret' in the appropriate columns of the Log Book would suffice. In order, however, to ensure that there is no misuse of Government vehicles in the guise of 'Secret' duties, a separate log book in the same form may be maintained for check of journeys of a secret nature. The Secret Log Book should, however, remain in the custody of the Controlling Officer and need not be made available for check by audit. On the basis of details in the secret Log Book, corresponding entries in the original Log Book, should be countersigned by the

Controlling Officer in token of the fact that the journey was of a secret nature and was performed for official purpose. In case the controlling officer is not satisfied that the journey was performed for official purpose, he should endorse a remark to the effect 'Non-duty' whereupon the officer by whom the staff car was used should be billed treating the journey as having been performed for a private purpose.

IV. Pay and Allowances of Staff Car Drivers.

14. The Drivers of staff cars will be treated as members of the regular establishment Belonging to Coffee Board Class III cadre and will be employed on a scale of pay of Rs.110-3-131-4-155-EB-4-175-5-180. They will be entitled to dearness and other allowances at the rates applicable to other Class III employees of the Board.

V. Duties and Working hours of Staff Car Drivers

- 16.1 The Staff Car Drivers will attend to the cleaning and washing of staff car also as these Form part of his duties. No cleaners should be separately appointed for keeping the Staff car cleaned and washed.
- 16.2 Normal working hours of the driver will be from 9.30 A.M. to 6.30 P.M. with an interval of half an hour, from 2 P.M. to 2.30 P.M. for lunch.

NOTE:

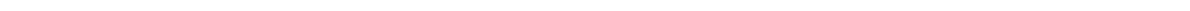
The Controlling Officer may, however, so prescribe the working hours of the drivers according to administrative convenience and requirements that the total number of hours of effective duty do not exceed 8 ½ hours per day.]

VI. Overtime Allowance for Staff Car Drivers:

17. *Overtime allowance will be admissible to the drivers, on a certificate from the Controlling Officer that it has been earned, at the rates and subject to the conditions prescribed by Government of India for its employees from time to time. The rates now in force are given below:

(a) On working Days:

* For rates during the present emergency please see Addendum.



Emoluments Overtime(as defined in Note 1 below)	Overtime Allowance per hour			
	upto the 1 st one hour in Excess of the Prescribed Hours of work	For the next 2 hours	For the 2 hours following the peroid mentioned In column 3	Thereafter
1	2	3	4	5

Rs.	Rs.	Rs.	Rs.	Rs.
50 & above but below 100	Nil	0.45	0.55	0.65
100 & above but below 150	Nil	0.75	0.95	1.10
150 & above but below 200	Nil	1.05	1.30	1.55
200 & above but below 250	Nil	1.00	1.75	2.10
250 & above	Nil	1.00	2.10	2.55

(b) * On Sundays & Holidays

* For rates during the present
emergency please see
Addendums

Emoluments	Overtime Allowance per hour Rs.
50 & above but below 100	0.65
100 & above but below 150	1.10
150 & above but below 200	1.55
200 & above but below 250	2.10
250 & above	2.55

NOTE: 1

‘Emoluments’ mean pay as defined in Fundamental Rule 9(21)(a) and all allowances excluding house rent allowance / conveyance allowance/horse allowance, travelling/ daily allowance, permanent travelling allowance, clothing/uniform allowance and children’s Educational Allowance.

NOTE: 2

‘Prescribed hours of work’ mean hours of work as laid down in Rule 16.

NOTE: 3

When overtime allowance is paid to a driver for overtime work performed by him he shall not be entitled to receive any other remuneration (whether in the form of Conveyance charges of compensatory leave or otherwise) in respect of such overtime Work.

Provided that where a driver has been recalled from his residence to perform overtime Work, the Controlling Officer may allow Conveyance charges to him in addition to the Overtime allowance admissible to him.

NOTE: 4

- (i) The first one hour of overtime work on a working day shall be free only where the Driver performs overtime work immediately prior to or in continuation of the prescribed hours of work. Such a deduction of one hour shall not be made when a driver is recalled from his residence to perform overtime work and there is a gap between the overtime duty performed and the prescribed hours of work.
- (ii) The total duration of all overtime work rendered in one or more spells during a day shall be first computed and then a deduction of one hour in terms of (i) above made to arrive at the duration of overtime work put in on that day for which overtime allowance will be admissible. The deduction is not to be made from each spell of overtime duty performed during the day.

A few examples are given below to illustrate how overtime allowance on a working day is to be calculated.

Example 1

- (i) Overtime duty performed prior to the prescribed hours, from 8.30 A.M. to 9.30 A.M.....1 hour.
- (ii) Overtime duty performed in continuation of the prescribed hours from 6.30 P.M. to 9.15 P.M.....2 hours & 45 mins.

(iii) Total overtime duty (i) + (ii) above...3 hours & 45 mins.

(iv) Deduct one hour from the total

Thus, overtime allowance for 2 hours and 45 minutes may be paid.

Example 2

(i) Overtime duty performed in the morning, from 6.30 A.M. to 8.30 A.M...2 hours

(ii) Overtime duty performed in the evening from 10 P.M. to 11 P.M.....1 hour

(iii) Total overtime duty performed on recall from residence as indicated in (i) and (ii) above will be 3 hours for which overtime allowance may be paid.

Example 3

(i) Overtime duty performed prior to the prescribed hours, from 7.45 A.M. to 9.30 A.M.
.....1 hour & 45 mins.

(ii) Overtime duty performed after recall from residence – 9.30 P.M. to 11.30 P.M.
....2 hours

(iii) Total overtime duty performed prior to /in continuation of prescribed hours as indicated in (i) and (ii) above.....3 hours & 45 minutes.

(iv) Deduct one hour from the total

Thus, overtime allowance for 2 hours and 45 mins. may be paid.

NOTE: 5

For the purpose of sub-rule (a) the overtime work in excess of one hour upto half An hour may be reckoned as half an hour and thereafter every period upto half-an-hour may be reckoned as half-an-hour, e.g. a driver working for 2 hours and 10m mins. in excess of one hour beyond the prescribed hours of work will get overtime allowance for 2 ½ hours.

NOTE: 6

For the purpose of sub-rule (b) also, the periods shall be reckoned in half hours, e.g. A driver working for 2 hours and 10 minutes will get overtime allowance for 2½ hours.

NOTE: 7

The overtime allowance payable to a driver shall be calculated to the nearest multiple of five naye lpaise, the fractions of three naye paise and more being rounded off to the next higher multiple of five naye paise and fractions below three naye paise being ignored.

NOTE: 8

A chauffeur who is outside his Head quarters and is entitled to draw daily allowance, will not be eligible for any overtime allowance, in addition, if he is required to work overtime. However, the time spent by him on driving duty from his Head Quarters Station to the outstation and from outstation to H.Qs. may be reckoned for purposes of computing his entitlement to O.T. Allowance for the day of department and the day of arrival, respectively. In addition he would be entitled to draw daily allowance also for these days as admissible to him under the rules.

Example:

A Chauffeur having H.Qs. at Bangalore is required, after putting in duty from 9 a.m. to 4.30 P.m. (with lunch break of half an hour), to drive the Staff Car to Chikmagalur from 4.30 p.m. to 9 p.m. The over time work performed by him on that day will work out to ½ hour from 9.00 to 9.30 a.m., plus 1 ½ hours from 7.30 to 9.00 p.m. i.e. 2 hours. He will not draw any O.T. Allowance for overtime duty, if any, rendered by him at Chikmagalur. For this, he will get only daily allowance.”

NOTE: 9

The overtime allowance payable to a chauffeur in respect of the working days in a month and the first three of the Sundays/Holidays on which he performs O.T. duty will be limited to 50% of his monthly emoluments. The O.T.Allowance in respect of overtime work performed on Sundays/Holidays subsequent to the first three of such days will not be included in the amount which is subject to the 50% limit.

Example:

A Chauffeur performed overtime duty during February, 1964, on three Sundays viz. on 2nd, 16th and 23rd and on two holidays viz. the 15th and 28th. He will draw overtime allowance for the month including that earned for the 2nd, 15th and 16th restricted to 50% of his emolument and, in addition, overtime allowance earned by him for the 23rd and 28th,”

18. No Overtime allowance is admissible if the drivers are required to be on duty during lunch interval as their duties are intermittent.

19. In cases where the driver is detained for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, the driver may be granted the normal overtime allowance, if the intervening period is less than 1 ½ hours.

VII. LOG BOOK;

20. Log Books shall be maintained in the form enclosed. (Annexure 1).
21. All journeys whether on duty or non-duty shall be recorded in the Log Book clearly. Entries in the Log Books should be made in ink or copying pencil, but preferably in ink.
22. Officers using staff cars should note in the Log Book in their own handwriting the mileage at the start and at the completion of their trips after verifying the milometer and give sufficient particulars to indicate that the journeys were on official or non-official business.
23. In the case of Chairman and Chief Officers of the Board, the entries in the Log Book May be made and signed by his Personal Assistant/Personal Stenographers on behalf of officers. The Officers, will, however, be responsible for the certificates regarding the purpose of the journeys performed which will be noted by the Personal Assistant / Personal Stenographers in consultation with them.
24. The Log Book in respect of each staff car should be closed at the end of the month and a summary prepared in the Log Book showing the details of duty and non-duty journeys performed during the month as in proforma enclosed (Annexure 1).
- 24a. The Log Books may be preserved for a period of five years reckoned from the date of the last entry in them or one year after their examination in Local Audit whichever is earlier, provided, however, that no Log Book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

VIII. Miscellaneous

25. Staff Cars should carry prominently plate in front and at the rear indicative of the fact that they are Staff Cars of the Board.
26. Old and unserviceable cars will be disposed off to the best advantage of the Board in accordance with the provisions of the General Financial Rules or any other relevant rules for the time being in force, or which may be brought into force.

Annexure 1

Coffee Board

Petrol Account

Dept. Staff Car No.			Date	Milometer Kilometer Reading	Petrol drawn (Litres)	Initials of Officer I/C of Car	
Date	Time		Milometer Kilometer Reading	Miles Kilometers covered	Period of detention included in Cols. 2 & 3 (for non- duty jour- neys only)	Name and designation of officer using staff car	Pla- ces visi- ted
	From	To					
1	2	3	4	5	6	7	8
Purpose of Journey – if Official full Details.			Signature of officer using car, his remarks If any.		No. of hours after normal duty hours or on Sundays and closed holidays		Initials of officer I/C of vehicle his remarks, if any
9			10		11		12

Annexure-II

Summary of Log Book

For the Month of.....

Sl No.	No. of Staff Car.	Miles /Kms. Covered for		Total	Time spent on non-duty Journey		Amount due for non- duty journey includig detention Charges if any
		Duty	Non -duty		Within Normal duty hours	outside normal duty hours or on Sundays & Closed Holidays	
1	2	3	4	5	6	7	8

Details of bills & amounts realised (by cash/Cheque)	Particulars of credit to Govt. A/c.(Challan No. & date)	Total quantity of petrol consumed (Litres)	Reading of milometer /Kilometer		Average miles/kms per litre (Col.5-11)	Remarks
			on 1 st Day	on last Day		
9	10	11	12	13	14	15

ADDENDUM

(Please See Rule No.17)

SUB: Reduction of expenditure on Overtime Allowance of Staff Car Drivers during the Present emergency.

With a view to effecting economy in the expenditure on Overtime Allowance during the present emergency, the President has been pleased to decide that the rates of overtime allowance indicated in Rule 26 of the Staff Car Rules (3rd Edition) issued by this Ministry will be revised as in the Annexure. The Overtime Allowance will be allowed uniformly at the revised rates on working days, Sundays and all other Holidays. The grant of overtime allowance will, however, continue to be subject to all other existing conditions.

2. These orders will take effect from the date of issue.
3. Necessary amendments to the Staff Car Rules will be issued in due course.

ANNEXURE

Emoluments Rs.	Overtime Allowance per hour	
	Upto the first one hour in excess of the prescribed hours of work	Thereafter
	Rs.	Rs.
50 & above but below 100	Nil	0.40
100 & above but below 150	Nil	0.65
150 & above but below 200	Nil	0.95
200 & above but below 250	Nil	1.25
250 & above	Nil	1.55

**COFFEE BOARD
BANGALORE**

No.SE/EB.I/91/1386

Dt. 23.5.91

The copy of the O.M.No. 150 12/3/86 – Estt. (Allowances) dated 19.3.91 from Ministry of Personnel Public Grievances and Pension, Govt. of India regarding Overtime Allowance to Central Govt. Employees is forwarded to all departments at Head Office with sufficient number of copies for circulation at H.O./its sub-offices/units, for reference and needful.

(SECRETARY)

Copy to :

1. PS to Chairman/CCMO/DF
2. All Accounts Section
3. IAP
4. SE/Guard File

A copy of Office Memorandum No. 150 12/3/86-Estt (Allowances) dated the 19th March, 1991 received from the Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training), New Delhi addressed to All the Ministries and Departments of the Government of India etc. etc.

Subject : Overtime Allowance to Central Government Employees.

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure's OM. No. 150 11/2 – E.II(B) 76 dated 11.8.1976 and this Ministry's O.M.No. 15020/4/80 – Estt (Allowances) dated 23.12.1982 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 13.11.1986, the rates of Overtime Allowance shall be revised as indicated below:-

2. Office Staff

- i) The office staff covered under Ministry of Finance, Department of Expenditure's O.M. No. 150 11/2/E-II(B)/76 dated 11.8.1976, 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	OTA Per hour	
	Upto the first one hour in excess of the prescribed Hours of Work	Thereafter
Upto Rs.1200	Nil	6.25
Rs.1201 - 1450	Nil	7.50
Rs.1451 – 1700	Nil	8.95
Rs.1701 – 1950	Nil	10.35
Rs.1951 – 2200	Nil	11.80
Rs.2201 & above	Nil	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 F.R.9 (21) (A). In case of employees 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 prorevised 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 mean pay as defined in para 2 (iii) above including Dearness Allowance, Compensatory (City) Allowance and Composite Hill Comensatory Allowance but excluding all other allowance/incentives.
- v) All other conditions contained in Ministry of Finance Department of Expenditure's O.M.No 150 11/2/E.!!(B)/76 dated 11.8.1976, shall continue to be applicable for the grant of Overtime Allowance under these orders.

3. Staff Car Drivers :-

- i) Staff Car Drivers and Chauffeurs, covered under this Department's O.M.No. 15020/4/80-Estt. (Allowance) dated 23.12.1982 shall be paid Overtime Allowance on the following basis :-

Emoluments Range	OTA Per hour	
	Upto the first one hour in excess of the prescribed Hours of Work	Thereafter
Rs. 1201 – 1450	Nil	9.95
Rs. 1451 – 1700	Nil	11.80
Rs. 1701 – 1950	Nil	13.70
Rs. 1951 – 2200	Nil	15.55
Rs. 2201 & above	Nil	16.50

- ii) The term 'Emoluments' mean emoluments as defined in para 2 (iv) above.
- iii) All other conditions contained in this Department's O.M. No. 150 20/4/80-Estt. (Allowances) dated 23.12.1982 shall continue to be applicable for the grant of Overtime Allowances under these orders.

4. Operative Staff

- i) Operative staff drawing pay (as defined in F.R. 9(21) (a) upto Rs.2200/-per month under CCS (RP) Rules, 1986 and falling in the categories already identified by the concerned Departments as Operative Staff, shall be paid OTA at the following rates

Emoluments Range	OTA per Hour Working Day	Holidays
	Rs.	Rs.
Upto Rs. 1200	7.95	10.60
Rs. 1201 – 1450	9.55	12.75
Rs. 1451 – 1700	11.35	15.15
Rs. 1701 – 1950	13.15	17.55
Rs. 1951 – 2200	14.95	19.95
Rs. 2201 & above	15.85	21.15

- 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 under them.
5. The Expenditure of Overtime Allowance shall be compiled under separate sub-Head of Account from 1.4.1991. No reappropriate into 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 11.8.1976 and 13.11.1986, Ministries/Departments etc. are advised to organise 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 inspite of all measure taken into re-organise 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 circumstance where compensatory off cannot be given and it is inescapable to employ staff OTA overtime work, after satisfying himself that the work is of such an urgent nature that it cannot be postponed in the public interest till the next working day, the competent authority shall, as far as possible specify beforehand 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.

