

# Rules for Overtime Allowance of Employees of Gauhati University, 1965

ASSAM

India

## Rules for Overtime Allowance of Employees of Gauhati University, 1965

### Rule

### **RULES-FOR-OVERTIME-ALLOWANCE-OF-EMPLOYEES-OF-GAUHATI** **of 1965**

- Published on 1 January 1965
- Commenced on 1 January 1965
- [This is the version of this document from 1 January 1965.]
- [Note: The original publication document is not available and this content could not be verified.]

Rules for Overtime Allowance of Employees of Gauhati University, 1965Last Updated 11th February, 2020

### **1.**

These Rules be called the Rules for Overtime Allowance of Employees of the Gauhati University, 1965.

### **2. Definitions.**

- For the purpose of these Rules unless the context otherwise requires-(i)"Competent authority" means the Head of the Administrative Department concerned.(ii)"Pay" means substantive pay including special pay and personal pay but excluding dearness or cost of living allowance, house allowance, conveyance allowance, special allowance, travelling daily allowance, permanent travelling allowance, bicycle or similar other allowance and clothing or uniform or dhobi allowance.(iii)"Head of an administrative department" means officers declared as such by the Executive Council.(iv)"Prescribed hours of work" means hours of work prescribed in any office or establishment in respect of employees of that office or establishment.

### **3.**

These Rules shall not apply to the following categories of employees : (i) Employees holding a post not below the status of a Sub-Divisional Officer in the Engineering Department or of comparable status. (ii) Teachers of the University. (iii) Field staff and Inspection staff. (iv) Employees while on tour. (v) Intermittent workers like sweepers, caretakers, plumbers and their helpers, cook-servants and boy-servants and malis and chowkidars. (vi) Persons not in whole-time employment. (vii) Persons paid out of contingencies. (viii) Persons paid otherwise than on a monthly pay including those paid on daily or piece rate basis. (ix) Persons employed on contract basis unless the contract provides otherwise.

### **4. Restrictions.**

- Since payment of overtime allowance involves additional heavy expenditure, it is necessary to ensure that the grant of such allowance is properly controlled. The work in all offices should be so organised as to be capable of being done during normal officer hours. The question requiring overtime work should arise only in special circumstances. Where in special circumstances it does become necessary to perform overtime work the competent authority may authorise such overtime work, for good and sufficient reasons after satisfying itself that the work is of such an urgent nature that it cannot be postponed in the interest of the University, till the next working day. The competent authority also shall, as far as possible, specify before hand the time up to which an employee may be required to perform overtime work.

### **5.**

Where overtime allowance is payable to a University employee for the overtime work performed by him, he shall not be entitled to receive any other remuneration, whether in the form of conveyance charges or compensatory leave or otherwise in respect of such overtime work.

### **6. Work on weekly off day.**

- (i) If an employee has performed duty on his off duty day or on a Sunday in a week during which he also take casual leave, one of the days of the casual leave should be treated as off duty day and one day should not therefore, be debited against the casual leave due to him. In such a case no overtime allowance will be given for the work done on that off day or Sunday. (ii) If, for special reasons (such as the demise of a dignitary) a working day is declared as a holiday before the time prescribed for the opening of the office, it shall be treated just like a Sunday or any other holiday for the purpose of the payment of overtime allowance. But a day, on which the office is closed for special reasons after the prescribed opening time, but before the prescribed closing time, shall be treated as holiday only from the time the orders for closing the office reach that office.

## 7. Refusal to do overtime work.

- The whole time of a University employee is at the disposal of the University and the administration has the right to require any employee to work on a holiday or at any time beyond or outside his normal working hours. It shall not be open to any employee to refuse such work when ordered by the Head of the Administrative Department.

## 8.

Overtime allowance shall be paid at the rate of one-sixth of one day's substantive pay for each completed hour of work.

## 9.

A certificate to be signed by the Head of the Administrative Department in the following form shall be attached to the bill in which overtime allowance is drawn in respect of every University employee to whom the overtime allowance is payable. Form of Certificate as Required Under Section 9

Certificate Certified that the University employee/employees in whose case the overtime allowance has been claimed in this bill was/were required under specific orders to sit late in office after having put in work during prescribed hours on ..... attend office on Sunday/holiday for disposal of urgent work which in the public interest could not be postponed till the next working day. Certified that the amount claimed in this bill is in accordance with the rate specified in the Overtime Allowance Rules, 1965. Also certified that the University employee(s) concerned did not receive any other remuneration/extra conveyance charges or compensatory leave for the performance of that overtime work. Signature of Head of the Administrative Department

## 10. Register of overtime work.

- (i) A register of overtime work shall be maintained in the following form in each office in which entries shall be made as and when overtime work is authorised by the competent authority and is performed by the University employee concerned. (ii) This register shall be examined by the Head of the Administrative Department concerned and shall be liable to examination by audit at the time audit and any instance of undue grant of overtime allowance shall be brought to the notice of the higher authorities. Overtime Register

Serial No.	Name	Designation of the University employee required to perform overtime work	Hours of overtime Pay work authorised by competent authority	Hours of overtime work performed by the University employees	Nature of work performed during overtime hours	Reasons of overtime work	Amount of overtime allowance paid	Initial of the competent authority
------------	------	--	--	--	--	--------------------------	-----------------------------------	------------------------------------

## 11. Work on weekly off days or holidays.

- The grant of overtime allowance to staff for working on usual weekly off days or holidays shall be regulated in accordance with the following conditions : (a) The staff, who work for the full prescribed hours of work on such days shall be allowed compensatory leave. Such compensatory leave should be allowed as early as possible ; provided that in no case shall the compensatory leave at any time accumulate for more than three days. Where it is not feasible to grant compensatory leave, overtime allowance for working on such off days or holidays shall be paid at the prescribed rates. (b) In cases where the employees are required to work for half a day under (a) above (e.g., from 10 a.m. to 1-30 p.m.) two such half days shall be taken as equivalent to one full day for the purpose of grant of compensatory leave.

## 12. Earlier attendance.

(1) If an employee is required to attend office earlier than the prescribed hours of work he should normally be allowed to leave office corresponding early. Where, however, it is not feasible to allow him to leave office correspondingly early he may be paid overtime allowance in accordance with the rules applicable to him. If such an employee is also required to work beyond office hours on that day, overtime allowance may be allowed for the total period of overtime work performed before and after the prescribed hours of work. (2) Late attendance. - If an employee comes to office late with or without previous permission, on any day and is required to work beyond office hours on that day, the hours by which he came late shall be deducted in computing work performed by him.