

Government Of West Bengal
Finance [Audit] Department, 10th floor
"NABANNA"
325 S.Chatterjee Road, Howrah – 711 102

No. : 651-F(P1)

Dated, Howrah, 18th February, 2021

MEMORANDUM

Subject : Grant of Tiffin Allowance for overtime work to the Non-Mechanical Staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Pumpman, Chowkidar, Attendant of Kolkata Pool Car Office engaged for emergency duty.

In view of emergent nature of job in Kolkata Pool Car office and in view of revision of Tiffin Allowance for overtime work in respect of Mechanical Staff (Automobiles) vide Memo No. 649-F(P1) dated 18.2.21, the undersigned is directed to state that the revision of the rate of Tiffin Allowance for overtime work in respect of the non-mechanical staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Chowkidar, Attendant employed in the Pool Car establishment was under consideration of the Government for quite sometime past.

2. After careful consideration of the matter, the Governor has been pleased to order in supersession of Transport Department's previous Memo. No. 1301-WT/TR/O/2E-10/2000 dated 15th February, 2001 that regular and whole time non-mechanical staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Pumpman, Chowkidar, Attendant employed in the Pool Car office, Kolkata under the Transport Department will get Tiffin Allowance for duties beyond normal working hours @ Rs. 30/- per hour subject to a maximum of Rs. 180/- per working day and also subject to the following terms and conditions :-

- (a) No allowance shall be payable to an individual for additional hours of works exceeding 6 (six) hours on any day and beyond 46 (forty six) hours in a month ;
- (b) Duties on Sundays and holidays for which weekly off or Compensatory Leave is granted shall not be taken into account for payment of Tiffin Allowance ;
- (c) The total Tiffin Allowance payable to an individual employee shall not exceed one third of the revised basic pay of the individual concerned ;
- (d) Payment of Tiffin Allowance shall have to be made out of the existing budget provision for the concerned Department/Office and no extra allocation will be made on this account.

3. This will be deemed to have taken effect from 1st January, 2020.

Sd/- D.K.Roy
Joint Secretary to the
Government of West Bengal

