

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 10029-F

Calcutta, the 11<sup>th</sup> November 99.

**MEMORANDUM**

*Sub: Grant of Special Allowance (for overtime work) / Daily Allowance to the automobile drivers and cleaners, helpers and khalasis accompanying Government vehicles on duty.*

In view of recommendation of the 4<sup>th</sup> Pay Commission the question of revision of the rate of Special Allowance/Daily Allowance now admissible to the Automobile Drivers, Cleaners, Helpers and Khalasis was under consideration of Government for sometime past. After careful consideration of the matter the Governor has been pleased to order in super session of F.D. Memo No. 9650-F, dt. 21.09.94 that all whole-time Drivers employed under Govt. and all whole time Cleaners, Helpers and Khalasis accompanying Govt. vehicles shall draw Special Allowance/ Daily Allowance at the rate and in the manner as specified below :

i) When Drivers, Cleaners, Helpers and Khalasis have to remain on duty with the Government vehicles continuously for a period exceeding 8 hours (including the period of driving in the case of drivers), other than holidays and half-holidays, they may draw for each hour of duty in excess of eight hours, a special allowance of Rs. 7.50 per hour subject to a maximum of Rs. 45/- per working day.

Provided, however, that the Special Allowance which will be payable to a Driver/Cleaner/Helper/Khalasi shall not be in any month exceed 1/2 of the total monthly pay of the Driver/Cleaner/Helper/Khalasi concerned.

ii) When a Driver/Cleaner/Helper/Khalasi proceeds on duty with the vehicles outside a radius of 8 km., he may draw daily allowance under Finance Deptt. Memo No. 4730-F, dt. 25.5.99 as admissible to other State Government employees performing journey by Govt, vehicle. The drawal of daily allowance of Driver/Cleaner/Helper/Khalasi for the journey mentioned above is subject to the condition that no special allowance would be payable for the period with reference to which daily allowance has been drawn. The Drivers/Cleaners/Helpers/Khalasis will have option to draw either special allowance at the rate mentioned in sub-para (i) above subject to the maximum laid down therein or daily allowance on any day on which such journeys are undertaken.

iii) For the purpose of calculation of special allowance periods upto 30 minutes should be ignored and those over 30 minutes in the aggregate should count for a full hour.

iv) (a) Special allowance to Drivers/Cleaners/Helpers/Khalasis of Govt. vehicles for duties on

Sundays and holidays shall be admissible Rs. 105/- per day for the entire duty hours subject to a ceiling of 14 hours of duty on such days over and above the monthly ceiling of half month's basic pay.

(b) The Drivers/Cleaners/Helpers/Khalasis of the offices where second and fourth Saturdays of every month are observed as holidays will be entitled to draw special allowance for overtime work for the second and fourth Saturdays treating them as holidays.

(c) The Drivers/Cleaners/Helpers/Khalasis of offices in which Saturdays are half working days will be entitled to draw special allowance for remaining on duty continuously for a period exceeding 5 hours, the maximum hours of over-time admissible for such allowance being limited to six hours only. Such allowance will be subject to the overall monthly ceiling of half months basic pay. In respect of any other half-holiday declared by the Govt. on special occasions, Drivers/Cleaners/Helpers/Khalasis of Govt. vehicles will be allowed to draw special allowance for overtime work in the same manner.

2) Nothing in this order will apply to the Drivers/Cleaners/Helpers/Khalasis employed in the Directorates of the Tourism, Police and Fire Services.

3) This order takes effect from 1<sup>st</sup> November, 1999.

*Sd/- S. P. Mukherjee*

O.S.D. & Ex-Officio Dy. Secretary,  
Finance Department.