

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

No.: 650-F[P₁]

Dated: 18.02.2021.

MEMORANDUM

Subject: Grant of Special Allowance [for overtime work]/Daily Allowance to the Automobile Drivers and Cleaners, Helper and Khalasis accompanying Government Vehicles on duty.

Consequent upon revision of Tiffin Allowance for overtime work in respect of Mechanical Staff [Automobiles] vide Memo No.649-F[P₁], dated 18.2.21, the Governor has been pleased to order in supersession of this Department memo No.11142-F[P], dated 18th December,2009 that all regular and whole time Drivers employed under Government and all regular and whole time Cleaners, Helpers and Khalasis accompanying Government vehicles shall draw Special Allowance/Daily Allowance at the rate and in the manner as prescribed below:

[i] When Drivers, Cleaners, Helpers and Khalasis have to remain on duty with the Government Vehicles continuously for a period exceeding 8 hours a day [including the period of driving in case of Drivers], other than on holidays and half holidays, they may draw for each hour of duty in excess of 8 hours in a day, a Special Allowance of Rs.30/- per hour subject to a maximum of Rs.180/- per working day.

Provided, however, Special Allowance which will be payable to a Driver/ Cleaner/ Helper/ Khalasi shall not in any month exceed one third of the revised basic pay of the Driver/ Cleaner/ Helper/ Khalasi concerned.

[ii] When a Driver/ Cleaner/ Helper/ Khalasi proceeds on duty with the vehicle outside a radius of 8 km. he may draw daily allowance as admissible to other State Government employees performing journey by Government vehicles. The drawal of daily allowance by Drivers/ Cleaners/ Helpers/ Khalasis for the journey mentioned above is subject to the maximum laid down therein or special allowance at the rate mentioned in sub para (i) above subject to maximum as laid down therein or daily allowance on any day on which such journeys are undertaken.

[iii] For the purpose of calculation of Special Allowance, period upto 30 minutes should be ignored and those over 30 minutes in the aggregate should be counted for a full hour.

[iv] (a) Special Allowance to Drivers/ Cleaners/ Helpers/ Khalasis of Government vehicles for duties on Sundays and holidays shall be admissible @ Rs.420/- per day for the entire duty hours subject to ceiling of 14 hours of duty on such days over and above the monthly ceiling of one third of revised 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 overtime admissible for such allowance being limited to 6 hours only. Such allowance will be subject to the overall monthly ceiling of one third of the revised basic pay. In respect of any other half holiday declared by the Government on special occasions, Drivers/ Cleaners/ Helpers/ Khalasis of Government vehicles will be allowed to draw special allowance for overtime work in the same manner.

2. Nothing in this memorandum shall apply to the Drivers/ Cleaners/ Helpers/ Khalasis employed in the Directorate of Tourism, Police and Fire & Emergency Services.

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.

No.650/1(400)-F(P₁)

Dated, Howrah, 18th February, 2021

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Additional Chief Secretary, Governor of West Bengal, Raj Bhawan, Kolkata.
4. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department, Govt. of West Bengal.
5. The Commissioner,.....Division
6. The District Magistrate/District Judge.....
7. The Superintendent of Police.....
8. The Sub-Divisional Officer,.....
9. The Treasury Officer,
10. The Director of Treasury & Accounts, 4, Lyons Range, Kolkata-700001.
11. The Registrar General, Calcutta High Court.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building,P-1, Hyde Lane, Kolkata-700073.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700106.
15. TheDepartment/ Directorate
.....
16. P.A. to Principal Secretary, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
17. The Director of Health Service, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
18. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
19. Office Copy.

Joint Secretary to the
Government of West Bengal