

Overtime Allowance/ Daily Allowance to Driver, Cleaner, Helper, Khalasi

Government of West Bengal
Finance Department
Audit Branch

No. 11142-F(P) Dated: 18.12.2009

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

Consequent upon the recommendation of the Fifth Pay Commission in respect of the rate of Special Allowance/ Daily Allowance now admissible to the Automobile Drivers, Cleaners, Helpers and Khalasis the Governor has been pleased to order in supersession of Finance Department Memo. [No 10029-F dated 11th November, 1999](#) that all whole-time Drivers employed under Government and all whole-time Cleaners, Helpers and Khalasis accompanying Government Vehicle" 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 on holidays and halfholidays they may draw for each hour of duty in excess of eight hours a Special Allowance of Rs. 10/- per hour subject to a maximum of Rs. 60/- per working day.

Provided, however, Special Allowance which will be payable to a Driver/ Cleaner/ Helper/ Khalasis shall not be 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 Vehicle. The drawal of daily allowance by Drivers 'Cleaners/Helpers /Khalasis for the journey mentioned above is subject to the maximum laid down therein or daily 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 Government Vehicles for duties on Sundays and holidays shall be admissible Rs 140/- 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 one third of the 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 order will apply to the Drivers/Cleaners/Helpers/Khalasis employed in the Directorates of Tourism, Police and Fire Services.

3. This order will take effect from the 1st December, 2009.

Sd/- S.K. Chattopadhyay
Special Secretary to the
Government of West Bengal
Finance Department

No. 11142-F dated 18.12.2009