



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
Central Warehousing Corporation  
(A Govt. Of India Undertaking)



4/1, Siri Institutional Area, Hauz Khas, New Delhi - 110016

No.CWC/IRO-8(25)/93

Dated: 05.07.2011

CIRCULAR

With the approval of Competent Authority, it has been decided to revise the payment of over time charges to Group C & D Employees. The matter has been examined and following formulae alongwith other terms & condition have been formulated to regulate the over time payment to Group C & D employees.

1. The formula for calculation of overtime where Local Shops and Establishments Acts are not applicable is as under:

$$\text{O.T.A. per hour} = \frac{\text{Month's wages}}{182} \times 1.1$$

2. The formula for calculation of overtime where Local Shops and Establishments Acts are applicable is as under:


$$\text{O.T.A. per hour} = \frac{\text{Month's wages}}{182} \times 1.25$$

3. The "Monthly Wage" for this purpose, shall include the element of Basic Pay and Dearness allowance only.

4. In order to have a strict control over the engagement of employees on overtime in the statutory/non-statutory areas all the controlling authorities shall adopt the following measures:

**A. Measures for engagement of employees on overtime in the Corporate Office and Regional Offices.**

- i) The engagement of employees on overtime is so regulated that no employee is permitted to be engaged on overtime beyond the maximum ceiling of 1/3rd of the wages during the month. The Controlling Officers are directed to regulate the engagement of employees on overtime accordingly.
- ii) Overtime payment would be on specific prior authorization with full particulars of job expected to be carried out during such overtime.

- 
- iii) The employees should be allowed Compensatory Leave only in case they are engaged on holidays/closed days. However in extreme cases where they are to be allowed OTA for engagement on holidays/closed days specific prior approval of the HODs/RMs concerned in the Corporate Office/Regional Offices should be obtained after giving full justification for the same.

**B. Measures for engagement of employees on overtime at ICDs/CFSs and Warehouses.**

- i) All the Controlling Officers are directed to restrict the engagement of employees on overtime to the extent of actual requirement for loading/unloading operations of rail wagons. The employees be engaged on overtime on rational basis so as to ensure that no employee/employees are forced to work on overtime continuously. In any case engagement of employees on overtime in anticipation of work like placement of wagons on the basis of programme need not be resorted to. The engagement of employees on overtime wherever needed shall be as per work norms.
- ii) Under normal circumstances, engagement of employee on overtime for activities like issues to the State Govt. and other agencies, receipt/loading of trucks shall not be resorted to. In case such engagement on overtime is called for it would be at the cost of customers/contractors only.
- iii) While the staff need not be engaged on overtime on holidays/closed days in the normal course, in case need arises, it should be with the specific prior approval of the concerned Regional Manager.

5. In both cases whether engagement of employees on overtime is at CO/RO or in the field, the Competent Authority shall inter-alia, certify as to extent of completion of the job assigned to the employees at the time of their engagement on overtime, while forwarding the OTA claim for payment.

6. All the employees should scrupulously follow the procedure to mark their time of arrival and departure at the main gate of the office/warehouse and the OTA payments shall be released only after verifying the same from the Gate Register.

7. All the Regional Managers are advised to identify the areas in the Region, where there is a heavy incidence of OTA with least turn over/operations and take necessary action to curb incurrence of the overtime allowance since substantially in such areas.

(7)

8. All the Regional Managers are also advised to submit a quarterly statement showing the details of budget provision, expenditure on OTA and the control mechanism, etc.

The above revised rates of OTA will come into force with immediate effect.

*Arvind*  
05-07-11

(ARVIND CHAUDHRI)  
GENERAL MANAGER (PERSONNEL)

**DISTRIBUTION:**

1. PS to MD, CWC, CO, New Delhi.
2. PS to Dir (Fin)/Dir(Pers) & PA to Dir (MCP) CWC, CO, New Delhi.
3. All Head of Divisions, CWC, Corporate Office, New Delhi.
4. DGM(F)/AGM(F), CWC, Corporate Office, New Delhi.(Two copies)
5. All Regional Managers, CWC, Regional offices, (five copies).
6. All CC Heads, Construction Cells, (two copies).
7. Secretary General, Fed. CWCEUs, WZ-677, Shiv nagar Extn. ,  
Jail Road, New Delhi.