

भारत सरकार/Government of India  
परमाणु ऊर्जा विभाग/Department of Atomic Energy  
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

अणुशक्ति भवन/AnushaktiBhavan,  
छ.शि.म.मार्ग/C.S.M Marg,  
मुंबई/Mumbai - 400 001.

No.1/1/2018-SCS/4620.

April 11<sup>th</sup>, 2018.

**OFFICE MEMORANDUM**


**Subject: Payment of Over Time Allowance to "Operational Staff" of DAE and its constituent Units – Regarding.**

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In accordance with Serial No.17 under title "Overtime Allowance (OTA)" of the M/o Finance, D/o Expenditure Resolution No.11/1/2016-IC dated 06.07.2017 and D/o Personnel & Training OM No.A-27016/01/2017-Estt.(AL) dated 16.11.2017, approval of the competent authority in the Department is hereby conveyed for grant of OTA at the existing rates to the following eligible non-gazetted officials of DAE and its constituent units, except Heavy Water Board and Nuclear Fuel Complex:

1. Auxiliary Staff involved in operation of Office / Plant / Facility.
2. Canteen Staff (including Clerks)
3. Drivers
4. Fire Services Staff
5. Medical Services / Staff (except Admin & Accounts staff)
6. Public Relations Staff
7. Security Staff
8. Technical Staff involved in operation of Office / Plant / Facility
9. Traffic Section (Supervisory staff involved in supervisory work)
10. Work Assistants / Multi Task Staff
11. Staff working in the Office of Chairman/AEC, Heads of Units of DAE and Controller, BARC

2. All Constituent Units of this Department (**except HWB and NFC**) may regulate the Over Time Allowance of the abovementioned category of staff accordingly. This order shall be subject to the issuance of any further guidelines / instructions by DoPT in the matter.

  
(G. Venkatesan)  
Under Secretary (SCS) 11/24  
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**All Heads of Constituent Units (Except HWB & NFC)**

- Copy to:
- (1) Director, Administration, DAE – for further necessary action
  - (2) All officers in DAE Secretariat
  - (3) Guard File No.104