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BIRLA INSTITUTE OF TECHNOLOGY

MESRA : RANCHI

Ref. NO. GO/00/2017-18/ 4960

Date : 23th November, 2017

OFFICE ORDER

(AMENDMENT)

SUB :- ESSENTIAL SERVICES

In partial modification of earlier notification dated 03.09.2015 regarding Extra Remuneration Rates applicable to Transport/ Electricity/ Water Supply/ Communication Services/ Dispensary/ Security & Guest Houses, this is being extended to include Accounts/ Examinations/ Office of the Dean (AP) also for retention beyond normal working hours/ holidays/ emergency duties, subject to following:-

1. Accounts Section

Monthly Salary processing, Compliance of Provident Fund, EDLI, Tax, Preparation of Monthly/ Annual Accounts, Quaterly/Annual Tax Return Filing, Reports on Budget Utilization, Annual Tax Assessment, Internal/ Statutory/ AG/ PF/ Service Tax Audits.

2. Examinations

For requirement of keeping examination section open beyond normal working hours as well as on Holidays, due to contingent requirements of examination, evaluation and result publishing.

3. O/o The Dean (AP)

Staff/ Classroom Peons towards opening & closing of Classrooms.

By Order of the Vice Chancellor,


(Registrar) 23/11/17

Copy to:-

- ✓ 1. Dean (AP)
2. CoE
3. Dy. F.O./ Dy. Comptroller
4. PS to VC
5. File

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

Essential Services


Transport/ Electricity/ Water Supply/ Communication Services/ Dispensary/ Security & Guest House.

Proposed Extra remuneration rates as under

Pay Band/Scale	Extra Remuneration (per hour)
1S (4,440-7,440) and below and consolidated pay Up to Rs. 15000/-	Rs. 40
PB-1 (5,200-20,200) and consolidated pay: Rs. 15,001/- to Rs. 25,000/-	Rs. 50
PB-2 (9,300-34,800) and consolidated pay: Rs. 25,001/- to Rs. 35,000/-	Rs. 60

The following conditions shall apply for the payment of the extra remuneration:

- Transport and Communication service department**
Total extra hours of work in a month shall not exceed 100 hours but in special circumstances upper limit may be increased with the prior approval of the competent authority
 - Water Supply, Electricity and Guest House**
Extra duty on Durga Puja, Dewali, Winter Vacation and emergency duty.
 - Dispensary**
Extra duty on Institute Holidays and emergency duty.
 - Security**
Extra remuneration will continue on daily wages basis.
 - Upto first one hour, extra remuneration shall not be considered, however after completion of one hour in continuation the total hour should be considered for payment of extra remuneration for the work done excluding normal duty. Fraction of more than half an hour to be rounded to the next hour (more than 30 minutes rounded off to 1 hour).
- Note: Weekly off is not an Institute holiday.


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Registrar

Copy to:

1. Dean (AP)
2. P.S. to Vice Chancellor
3. File

To

Dy. Comptroller/ Dy. Finance Officer