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DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ADMN. OFFICER (GEN.)
VARUNALAYA PH-II, KAROL BAGH, N.DELHI

NO.DJB/AO (G)/W-Dist./2003/OTA/

35735

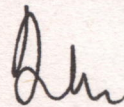
Dated: 22.4.2003

INSTRUCTIONAL ORDER

Member (Admn.) has observed that the proposal for sanction of OTA where the amount is beyond 10% and upto 22% of the emoluments for which the Member (Admn.) is the competent authority for granting OTA as special case in terms of Instructional Orders No. DJB/F&G/OTA/2002-111577 dated 23.12.2002 issued by Director (F&A) are put up on single sheets on separate files every time. He has desired that the following procedure should be adopted for submitting such cases: -

1. The concerned Chief Engineers and other respective officers will submit the cases of OTA pertaining to their respective sections to the Member (Admn.) for sanction, for which the Member (Admn.) is the delegated authority, in a continuing file, giving file number & details of the OTA sanctioned month wise to the workman/employee for the preceding 12 months.
2. The OTA bills should be duly verified, checked & recommended by the concerned Jr.Acctt./Accountant./ACA.
3. The OTA bills should contain necessary certificates 1 to 5 as given overleaf.
4. Necessary precautions regarding economy should be taken before forwarding the OTA bill in terms of GNCTD instructions dated 01.8.2002.
5. A photocopy of the logbook on proper format duly filled in by the officer concerned for the concerned month/vehicle should also be placed on record alongwith the OTA bill of the month.

This issues with the approval of the Competent Authority.



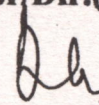
(B.K.PANDEY)

ADMINISTRATIVE OFFICER (G)

ALL CEs/Directors

Copy for information to:

1. Vice Chairman/CEO/Member (A)/(Fin.)/(WS)/(DR.)/Addl. CEO.
2. SEs/Jt.Directors/Dy. A&Fos/EEs.
3. LWO (W)/PRO (W)/All ACs/AOs/ADOV/LO/Project Director/Dir.(Summer) CWAs/CSO.
4. All ACAs/ACCTTs. /JR.ACCTTs



22.4.3
ADMINISTRATIVE OFFICER (G)

M/2003/2798
23/4/3

B. K. Pandey
encl 4

It is also certified that:- (^{fr}period _____ to _____)

1. The work for which aforesaid employees were detained were of emergent nature and could not be postponed for next day in public interest.
2. It will not be possible to give compensatory leave to the workers in lieu of overtime allowance.
3. The aforesaid workers have not been given any remuneration for the work done by them in the overtime.
4. The OTA of the aforesaid workers have already been approved by the Competent Authority.
5. The normal duty hours of the aforesaid employees is _____ a.m. to _____ p.m.

Admin. Officer(D)