



INSTITUTE OF PUBLIC ENTERPRISE

IPE/Admn/OT /2018

1st October, 2018

CIRCULAR No.12

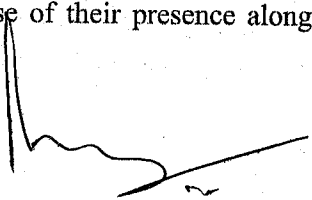
Sub: IPE -Admn - Enhancement Overtime Allowance— Reg.

The rates of Overtime allowance being paid to Class IV and supporting staff (excluding Officers) for attending the office on holidays and working beyond the office hours are hereby revised as under with effect from **1st October, 2018.**

S. No.	Particulars	Class IV	Support Staff
1	On Holidays / Weekly offs Excluding entitlement to food in Shamirpet/OU canteens if available or at actual supported by bills and transport @ Rs.8 per km whatever be the mode of transport	400	500
2	Beyond Office Hours: (Excluding food in canteen and transport only for Shamirpet Campus bus commuters)		
	(a) Less than 2 hours	Nil	Nil
	(b) More than 2 hours but less than 4 hours	150	250
	(c) More than 4 hours	250	350

Note: The Staff required to work after office hours and on holidays should submit the certification from the reporting Officer of Timing and purpose of their presence along with the claim for the OT Allowance.

This has the approval of the Director


M. Phani

Finance and Administrative Officer

To:

All Supporting and Class IV Staff, IPE