



DELHI TRANSCO LTD.

A GOVT. OF NCT OF DELHI UNDERTAKING

REGD. OFFICE: SHAKTI SADAN,
KOTLA ROAD, NEW DELHI-110002.
HR-POLICY SECTION, 6TH FLOOR,
SHAKTI SADAN, TEL.23230152.

No.F.DTL/108/24/08-HR(Policy)/ 293

Dated: 18/06/08

OFFICE ORDER

Subject: Payment of overtime/holiday pay – reg.

In order to implement the first module of MIS reg. automation of Employee Payroll – Personnel – Finance domain in DTL and make salary processing and allied activities online, it has been decided that procedure reg. payment of overtime and holiday pay will be as under:

Procedure:

1. An employee will apply to his reporting officer for granting permission to work after/before office hours or attend office on a holiday only online.
2. If permission granted, the employee after attending office after/before office hours or on a holiday as the case may be, will apply for sanction of overtime/holiday, pay only online. It has to be verified and counter checked by an officer not below the rank of Assistant Manager.

Conditions:

- (i) An employee after attending office after/before office hours or on a holiday must apply for overtime/holiday pay, as the case may be, within three working days.
- (ii) As the information punched is counterchecked by the Assistant Manager concerned, there is no need of auditing it by the Audit Section.
- (iii) Accountability for incorrect online entry reg. overtime/holiday pay will be with the sanctioning authority and the officer who is counterchecking it.
- (iv) Work flow chart regarding existing and proposed Overtime/ Holiday pay sanction procedure are enclosed as Annexures I & II.

This office order supersedes all the existing instructions on the subject.

This issues with the approval of the competent authority.

Encl: As stated.


 (R.K.VERMA)
 ASSTT.MANAGER(HRP)

Copy to:

1. OSD to CMD.
2. Dir(HR)/Dir(Oprs.)/Dir(Fin.).
3. All GMs/DGMs.
4. All Sectional/Departmental Heads.
5. Office order folder of HRP Section.

**EXISTING OVERTIME / HOLIDAY PAY SANCTION PROCEDURE
WORKFLOW**

Annexure-I



