

**GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 649-F(P<sub>1</sub>)

Dated, Howrah, the 18<sup>th</sup> February, 2021.

**MEMORANDUM**

**Subject : Grant of Tiffin Allowance for overtime work to the Mechanical Staff (Automobiles) engaged in maintenance and repair of Government Vehicles**

Consequent upon the recommendation of the Sixth Pay Commission in respect of Tiffin Allowance for overtime work admissible to the Mechanical Staff (Automobiles) employed in the Pool Car Establishment, the Governor has been pleased to order in supersession of this Department Memo.No.11141-F(P) dated 18<sup>th</sup> December,2009 that the regular and whole time Mechanical Staff employed in the Pool Car Establishment in the Districts including Kolkata under the Transport Department and other Departments will get Tiffin Allowance @ Rs.30/- per hour subject to a maximum of Rs.180/- per working day and also subject to the following terms and conditions:-

- a) No allowance shall be payable to an individual for overtime work beyond 6 hours on any day and beyond 46 hours in a month;
  - b) Duties on Sundays and holidays for which weekly off or Compensatory Leave is granted shall not be taken into account for payment of Tiffin Allowance;
  - c) The total Tiffin Allowance payable to an individual employee in a month shall not exceed one third of the revised basic pay of the individual concerned;
  - d) Payment of Tiffin Allowance shall have to be made out of the existing budget provision for the concerned Department/Office and no extra allocation will be made on this account.
2. Nothing of this memorandum shall apply to the Mechanical Staff employed in the Directorate of Tourism, Police and Fire & Emergency Services.
  3. This also supersedes the provisions laid down under para 20 of Finance Department's Memo. No.5563-F dated 25.09.2019.
  4. This will be deemed to have taken effect from 1<sup>st</sup> January, 2020.

Sd/- D.K.Roy  
**Joint Secretary to the  
Government of West Bengal.**

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No.649/1(400)-F(P<sub>1</sub>)

Dated, Howrah, 18<sup>th</sup> February, 2021

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Additional Chief Secretary, Governor of West Bengal, Raj Bhawan, Kolkata.
4. The Additional Chief Secretary/Principal Secretary/Secretary, .....  
.....Department, Govt. of West Bengal.
5. The Commissioner,.....Division
6. The District Magistrate/District Judge.....
7. The Superintendent of Police.....
8. The Sub-Divisional Officer,.....
9. The Treasury Officer, .....
10. The Director of Treasury & Accounts, 4, Lyons Range, Kolkata-700001.
11. The Registrar General, Calcutta High Court.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building,P-1, Hyde Lane, Kolkata-700073.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700106.
15. The .....Department/ Directorate  
.....
16. P.A. to Principal Secretary, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
17. The Director of Health Service, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
18. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
19. Office Copy.

Joint Secretary to the  
Government of West Bengal