



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

क.नं.211 (संकाय भवन)

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Room No. 211 (Faculty Building)

PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2015/IITK/316

Date : April 07, 2015

OFFICE ORDER

Subject: **Overtime Allowance**


The Director has approved that the Allowances Committee comprising the following examine and approve claims of overtime received with the recommendation of Heads of Departments/ Sections :-

Deputy Director	Chairman
Finance Officer	Member
Registrar	Member
Deputy Registrar (F & A)	Member
Officer-in-charge (Admin.)	Member-Secretary

2. The terms of reference of the above Committee include inter alia to examine and finally approve the overtime claims received with the recommendation of Heads of Departments/ Sections. (*HOD/HOS here are as defined in the Delegation of Financial Power Rules, 2014*).

3. As approved by the Director, the Heads of Departments/ Sections shall continue to assume accountability for justified performance of overtime by their staff with the above Committee ensuring consistent implementation of OTA related orders, discovering Departments/ Sections with surplus/ deficit staff and suggesting suitable HR strategies, and also recommending refinements in OTA related guidelines based on experience and feedback.

4. All concerned are requested to take note of the above.


(C P Singh)

Deputy Registrar (Admin.)

To

Chairman & all members of Allowance Committee

Copy to:

1. officers@lists.iitk.ac.in
2. File – Office Order
3. ✓ Web Master- for posting on Institute website within Administration Section's Office Order link