

Circular No. 27/ 2022

Sub: Procedure for payment of NDA and NHA

Ref: (i) Circular No 571/2020 dated 17.09.2020

(ii) Circular No 09/2022 dated 14.03.2022

Vide circular dated 17.09.2020, rates of Night Duty Allowance and National Holiday Allowance for rostered staff up to E1 level in DFCCIL were notified.

2. It has been observed that different units have adopted different procedures of payment of NDA and NHA. In order to bring uniformity and to streamline the system, following procedure for claiming NDA and NHA should be followed by rostered staff in all CGM units/Corporate office, wherein, the allowance shall be applied through ESS portal for approval.

3. Procedure for NDA

- i. Employee will fill in the hours put in night duty in a month (total in a month) – and upload attendance register as attachment, which should be duly counter signed by his reporting officer.
- ii. Reporting officer will confirm/edit night duty hours by an employee in a month. (i.e hours worked between 22.00 to 06.00 hours only).
- iii. The amount based on laid down formula and as per Basic Pay and DA of the employee will be calculated through SAP.
- iv. Officer in charge at E5 and above level will approve the hours.
- v. Finance will release the payment with salary or off cycle.

4. Procedure for NHA

- i. Employee will fill in the date of NHA for which he is booked in a month and upload approval letter as attachment.
- ii. Reporting officer will confirm/edit NHA dates claimed by an employee in a month.
- iii. The amount on basis of grade wise laid down rates shall be auto calculated by the system.
- iv. Officer in charge at E5 and above level, shall be the approver for NHA.
- v. Finance will release the payment with salary/ off cycle.



5. Till the time this provision is enabled in SAP, the above-mentioned procedure should be followed as per prescribed formats (attached as annexure) with immediate effect.

This issues with the approval of Competent Authority.


19/7/2022
Sunder Singh
(General Manager/HR)

DA: As above

Email to :-

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/Finance, Director/OP&BD, CVO
3. ED/Infra-I/EDFC, ED/Infra-II/EDFC, ED/Infra/WDFC, ED/AM/WDFC
4. All CGMs/GMs/CGMs/GM CO- for information of all employees

NIGHT DUTY ALLOWANCE (NDA)				
Circular No. 571/2020				
Hourly rate of NDA shall be calculated based on $[(\text{Basic pay} + \text{Dearness Allowance})/200]$ for work put in by eligible rostered staff during the period from 22.00 hour to 06.00. For calculation of rate of NDA, Weightage of 10 min for every hour of duty performed between hours of 22.00 and 06.00 will be applicable. The rate separately worked out for each employee.				
Night allowance for the month of :				
Name :				
Emp ID:-				
Designation :				
Posting Place :				
Basic pay & DA :				
Rate of NDA :				
Date	Night Shift in which employed		Total(hr)	Perid of night duty @10min per hour of night duty
	From	To		
Total hours of Night Duty(hours)				
Total Amount of Night Duty(Rupees)				
Total Amount in words:				

SIGNATURE OF EMPLOYEE

The above duty booking was essential
Reporting officer



Approving authority - E5 and above level

Finance

NATIONAL HOLIDAY ALLOWANCE (NHA)					
S.No.	Emp.Code	Name (Shri)	Designation	Jan-22	
				National Holiday Date (A)	Amount Payable (B)
1				To be Picked from system Calender	As Per defined rates

Grade Wise Rates	
Grade	Rates (C)
N1-N4	384
N5-N7	477
E0-E1	630

SIGNATURE OF EMPLOYEE



The above duty booking was essential
Reporting officer

Approving authority - E5 and above level

Finance