

**RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE ANNEXE,  
NEW DELHI - 110001

Dated the 23<sup>rd</sup> February 2011

**RECRUITMENT AND CONDITIONS OF SERVICE ORDER**  
**ORDER NO.1/2011**

**Subject: Special Incentive Scheme for non-gazetted employees of the Rajya Sabha Secretariat.**

In exercise of the powers conferred by Rule 33 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman has accorded approval for introduction of Special Incentive Scheme for non-gazetted employees of the Rajya Sabha Secretariat. The Scheme shall be called Special Incentive Scheme (SIS) and is aimed to compensate employees who perform long hours of extra work. Salient features of the Scheme are as under:

**(a) Applicability :**

The Scheme shall be applicable to all non-gazetted employees of the Rajya Sabha Secretariat who perform long hours of extra work. No Over Time Allowance (OTA) shall be admissible to them.

**(b) Amount of incentive :**

The amount of incentive shall be Rs.30 (Rupees Thirty only) for every eligible hour of extra work.

**(c) Calculation of number of eligible hours of extra work :**

Calculation of number of eligible hours of extra work shall be made month-wise after deducting the following:

- (i) One hour of rest after normal working hours for each day of extra hours of work; and
- (ii) Forty hours of extra work which are counted as being compensated by grant of Parliamentary Allowance every month.

**(d) Sanctioning Authority :**

The incentive shall be sanctioned by an Officer of the level of Joint Secretary/Additional Secretary.

**(e) Compensation for extra hours of work on holidays :**

In case an employee is granted Compensatory Leave for performing duties on Saturday(s)/Sunday(s)/Holiday(s), extra hours of work, if any, in excess of the normal working hours performed by him on such days may be counted for the purpose of the incentive under this Scheme.

.....2/-

(f) **Rounding :**

Fraction of the extra hours of work of less than half-hour on a day shall be rounded off to the next half-hour. For example, 2 hours and 10 minutes will be taken as 2½ hours. Similarly 2 hours and 40 minutes will be taken as 3 hours.

(g) **Time limit for claiming incentive :**

The incentive shall be claimed within one year of its becoming due. The incentive may be considered to have fallen due for payment on the 1<sup>st</sup> day of the month following the month to which it relates. However, in exceptional circumstances, the time barred claim may be settled with the approval of Secretary-General. In any case, the claim preferred after two years of its becoming due shall stand forfeited.

(h) **Procedure for payment :**

- (i) Each Section/Branch shall maintain a Register in the prescribed proforma (Annexure-I) in which entries shall be made as and when extra hours of work is performed by the employee concerned. The register shall be initialled by the Head of the Section/Branch/Competent Authority.
- (ii) Each Section/Branch shall prefer a consolidated bill for a particular month by 15<sup>th</sup> of the following month to Estt. (A/Cs.) & Budget Section in the prescribed proforma (Annexure-II) along with the certificate given in Annexure-III. The certificate shall be signed by the Head of the Section/Branch and countersigned by the Branch Officer.
- (iii) Estt.(A/Cs.) & Budget Section shall prepare the bills in convenient batches and send the same to P&AO, Rajya Sabha for audit and preparation of cheques thereto. After the cheques are received by Estt. (A/Cs.) & Budget Section from P&AO, Rajya Sabha, the same will be sent for crediting in the respective accounts of the employees maintained in the State Bank of India, Sansadiya Soudha, New Delhi.

2. **Interpretation :**

If any question arises in regard to the interpretation of and/or inadequacies in this Order, the decision of the Secretary-General shall be final.

3. This Order shall be effective from 15.2.2011.

4. Para 1 III (iv) of R&CS Order No. 1/2009 dated 20.04.2009 stands modified to the above extent.

**V.K. AGNIHOTRI**  
**SECRETARY-GENERAL**

.....3/-

No.RS.36/3/2011-Perl.

Dated the 23<sup>rd</sup> February 2011

**Copy to:-**

1. Office of the Hon'ble Chairman, Rajya Sabha
2. P.S. to Secretary-General
3. P.S. to Secretary
4. P.S. to AS&FA
5. P.A. to J.S. (D)
6. Gradation List File
7. Estt.(G) Section
8. Estt.(A/Cs) and Budget Section
9. D.G.A.C.R (CAP), New Delhi
10. All Officers/Sections/P.Ss./P.As. and Pay & Accounts Office, Rajya Sabha

**(S. RANGARAJAN)**  
**DEPUTY DIRECTOR**

ANNEXURE -I TO R&CS ORDER NO. 1/2011 DATED 23.2.2011

SPECIAL INCENTIVE SCHEME REGISTER

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Date on which worked beyond prescribed hours of duty</b>	<b>No. of extra hours of work done</b>	<b>Nature of work performed</b>	<b>Why the work could not be performed during the prescribed hours of work</b>	<b>Initials of Head of the Section/ Branch/ Competent Authority</b>

**ANNEXURE-II TO R&CS ORDER NO.1/2011 DATED 23.2.2011**

SECTION / BRANCH \_\_\_\_\_ MONTH \_\_\_\_\_

**CLAIM UNDER SPECIAL INCENTIVE SCHEME FOR NON-GAZETTED EMPLOYEES OF THE  
RAJYA SABHA SECRETARIAT**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Employee No. \_\_\_\_\_

Sl. No.	Date (s)	Time of arrival	Time of departure	Total duty hours	No. of extra hours of work excluding 08 normal working hours	Total no. of extra hours of work in the month	No. of eligible hours of extra work after deductions	Rate per hour	Total amount claimed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	<b>TOTAL</b>								

Certified that I \_\_\_\_\_ was on duty for the period mentioned against each date above before/after office hours on Saturdays/Sundays / Holidays for official works.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE -III TO R&CS ORDER NO. 1/2011 DATED 23.2.2011**

**C E R T I F I C A T E**

Certified that the non-gazetted Officer(s) who has/have been granted incentive in this bill performed long hours of extra work during the month of \_\_\_\_\_ for disposal of urgent office work.

2. (i) Certified that the official(s) concerned was/were not granted Compensatory Leave for the performance of the work on Saturday(s)/Sunday(s)/Holiday(s).

or

(ii) Certified that where Compensatory Leave has been granted for performing duties on Saturday(s)/Sunday(s)/Holiday(s), the extra hours of work have been calculated after excluding the normal working hours.

3. Also certified that necessary entries have been made in the Special Incentive Scheme Register and that the incentive claimed in this bill has not been claimed before.

4. In term of R&CS Order No.1/2011 dated 23.2.2011, the incentive has been sanctioned by Joint Secretary/ Additional Secretary *vide* order dated \_\_\_\_\_.

**Sign. of Head of the Section/Branch**

**Counter Sign. of Branch Officer**