

CENTRAL RAILWAY

Sr.DFM BB's office  
Mumbai, CSMT

Date : 27/9/2021

No: AC/BB/ENG/OTA/2021-22

Sr DPO, Sr.DEN/CO, Sr.DEN HM,  
Sr.DEE/G, Sr.DEE/CoG, Sr.DEE(TD), Sr.DEE/TRSO,  
Sr.DME/Coaching, Sr.DME, Sr.CDO/LTT,  
Sr.DOM/CO, Sr.DOMIG)  
Sr.DCM, Sr.DME/Fr& Op.,  
Sr.DSTE (Co), Sr.DSC.  
CSMT

Sub: Expenditure Management -Economy measures and Rationalization  
of Expenditure for travelling, overtime allowances and other allowances.

With reference to above, Railway Board's instructions for controlling the overtime allowance, travelling Allowance/Daily Allowance and other allowances are as follows:

Sr. No	Allowance	Existing practice	Suggested practice
1.	OTA	Currently OT payments beyond 70 hours in respect of the running staff and over 60 hours in respect of other than running staff over a period of 28 days are to be put up for ADRM/OSD'S approval along with the enclosed check list.	<p>As Per Railway Board's letter no: 2015-B-235 dated 27/11/2015 Annex 1, 3(1)xii and Model SOP 2018 part F ESTT Non-Gaz, Sr.33, if monthly Overtime allowance is more than Rs 5000 -, approval of DRM/SAG officer would be required.</p> <p><u>Following measures need to be followed strictly to contain expenditure.</u></p> <ol style="list-style-type: none"><li>1. Single OT is payable for fortnightly working hours of 104-108 hours for running staff and 96-108 hours for AC coaching /ETL staff. Double OT is payable for fortnightly working hours beyond 108 hrs. It should be ensured by executive while sending OT for approval of DRM/SAG. Double OT cases shall be resorted only when all available staff is utilized for single OT Hours.</li><li>2. Manual sign on and sign off, PDD should be controlled for crew OT.</li></ol>

वरिष्ठ मंडल वित्त प्रबंधक  
का कार्यालय, छ.शि.म.ट.

23 SEP 2021

प्राप्त

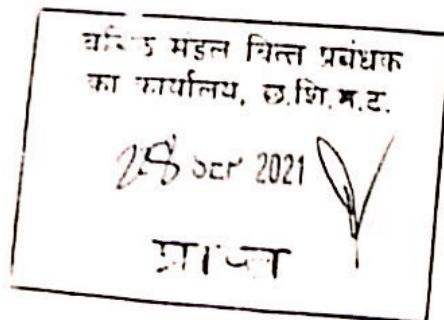
2.	TA	TA claims over 15 days are to be put up for ADRM/OSD'S approval along with the enclosed checklist for each TA claim for those who are not inspectors by designation.	As per Railway Board's letter No .2015-B-235 dated 16/10/2017, all TA/DA to be approved by the controlling officer and a summary report on all TA/DA for more than 15 days in a month to be put up to DRM CWMs in field and to PHODs in HQR for perusal by Sr.DPO.  <u>Following measures need to be followed strictly to contain expenditure.</u>  1. It needs to be ensured that booking of staff for carrying daks, files etc. from field to HQRs to be stopped.  2. Virtual meetings can be conducted wherever possible to avoid TA.
3.	NHA	Sanction for previous cases is required for payment	Only bare minimum staff for train operations to be booked with prior sanction as per SOPGEN part F SR.no.68.

This is issued with the approval of DRM for kind information and necessary action.

*gaurvk*  
ADFM III 28/9/2021  
/Sr.DFM BB

CC : DRM. For kind information please.

CC : ADRM(OP), ADRM(Sub), ADRM(Admin), ADRM(Infra). For kind information please.



*gaurvk*  
ADFM III 28/9/2021  
/Sr.DFM BB

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