

## EAST COAST RAILWAY



प्रधान मुख्य कामक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 114/2020  
पूतरे/कार्मिक/आर/ECOR/Pers/R/Allowance

Date: 03.09.2020

सेवा में,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,  
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
उ.मु.का अधिकारी(नि.)/भुवनेश्वर  
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,  
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

**Sub: Measures to reduce cost and improve savings- Review of cost of Over Time Allowance (OTA) and Travelling Allowance.**

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उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं.- 2020/E(LL)OTA/1 दिनांक 28.08.2020 की प्रतिलिपि सूचना मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr. No. 2020/E(LL)OTA/1 Dated 28.08.2020 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

  
(R.N.A.Parida)

**Chairman Railway Recruitment Cell  
For Principal Chief Personnel Officer**

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(मू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/महा.कार्मिक अधि.(मुख्या.),महा.कार्मिक अधि.(कल्याण), महा.कार्मिक अधि.(विल).

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

No. 2020/E(LL)/OTA/1

New Delhi, dated: 28.08.2020

The General Managers  
All Zonal Railways

**Sub: Measures to reduce cost and improve savings - Review of cost of Over Time Allowance (OTA) and Travelling Allowance (TA).**

**Ref : Railway Board's letter No. 2015-B-235 dated 19.06.2020.**

With the outbreak of COVID-19 pandemic, the budgeted earning target of the current year i.e. 2019-20 has been adversely affected. In view of this, the above referred instructions have been issued by the Board to adopt various economy, austerity and cost control measures so that liabilities are met within available funds.

2. Payment of OTA to Railway Servants governed by Para 10 of the Railway Servants (Hours of Work & Period of Rest) Rules, 2005 and Travelling Allowance is one of the steps to control expenditure and thus, a decision has been taken in a Board meeting held on 29.6.2020 that the cases of OTA and TA should be critically reviewed by the General Managers and a ceiling of 50% be imposed on payment of OTA and TA. A copy of Item No. 4 of the Minutes of the Board Meeting held on 29.06.2020 to discuss "Measures to reduce cost and improve saving" is enclosed for ready reference.

3. It may also be kept in mind that deferment of bills/payment is not expenditure control and maximum utilization of existing manpower within the stipulated working hours should be ensured.

4. It has been desired by the Board that the cases of payment of OTA and TA should be monitored closely by PCPOs and PFAs of the Zonal Railways.

5. Please acknowledge receipt.

DA: as above

  
(Ms. Manju)  
Director Estt.(LL)  
Railway Board

**Enclosure to Board's letter No. 2020/E(LL)/OTA/1 dated 28.08.2020**

Item No. 4 of the Minutes of the Board Meeting held on 29.06.2020 to discuss "Measures to reduce cost and improve saving":

**Item No. 4 :** Impose 50% Ceiling on Over Time (Rs. 1300 Cr) and Travelling Allowance (Rs. 2300). There are other allowances which need to be reviewed by Zonal Railways and controlled. Broadly, such semi-variable allowances would be in the range of Rs. 13000 Cr. per annum.

**Board's decision:** GMs to critically review and impose 50% Ceiling on booking of Over Time and Travelling Allowance."

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