

**PANJAB UNIVERSITY, CHANDIGARH**

<b>From</b> The Registrar Panjab University Chandigarh-160014.	<b>To</b> 1. All Heads of Deptts / Branches / Offices of P.U 2. A.C.L.A, Panjab University Chandigarh 3. All Superintendents of Accounts and Establishment Branches 4. Incharge, Data Entry Unit
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No: 14239-14438/A

Dated: 16/12/22

**Subject : Revision of rates of overtime allowance to University employees.**

Dear Sir/Madam

In continuation of this office circular Nos. 11167-11366/A dated 19.12.2012 on the recommendation of the Board of Finance dated 14.10.2022 (Item No 26) and as per authorization of the Syndicate dated 07.11.2022, the Vice-Chancellor is pleased to enhance the existing rates of overtime allowance of the Panjab University employees in anticipation of approval of the Senate as under :-


Old pay Slab	Existing Rate (Rs.)	New pay Slab (Revised w.e.f 01.01.2016)	Proposed Rate (Rs.)
4900-8610	30.00	18000-25599	45.00
8611-10299	33.00	25600-35599	50.00
10300-13560	38.00	35600-45999	55.00
13561+Above	40.00	46000 +Above	60.00

**The contract /temporary employees working on DC rates shall be allowed overtime at the rate applicable to lowest slab of pay i.e., Rs. 45 per hour.**

The rates are effective with the stipulation that total monthly amount of overtime allowance does not exceed 40 % of the emoluments of the claimant for that month and above revised rates are applicable with effect from the date of this circular.

This may please be brought to the notice of staff members.

Yours faithfully,

  
Assistant Registrar (Accounts)  
for Registrar

Note :-

The Head of the Branches/Deptts. are required to submit the O.T.A bills to the Accounts Branch within 3 months from the date of completion of O.T.work.

If the O.T bills are not submitted within this period, the case may be submitted to the Vice-Chancellor for special approval citing reasons for undue delay in submission of such bills and requesting for condoning the same as a special case.