

MAHARASHTRA METRO RAIL CORPORATION LTD.

No. MAHA-Metro/HR-P/NDA/NHA/2024/31


Date: 10.01.2024

OFFICE ORDER NO: 13/2024

Sub: Night Duty Allowance and National Holiday Allowance Policy for Non-Supervisory staff of MAHA-Metro, Pune & Navi Mumbai Line-1 O&M Wing.

Ref: No. MAHA-Metro/HR/NDA/NHA/GHA/2021/(MB)18380 dtd. 13.12.2021.

With the approval of Competent Authority, Night Duty Allowance and National Holiday Allowance Policy (copy enclosed) adopted w.e.f. 01.01.2024 in Pune & Navi Mumbai Line-1 Metro for Non-Supervisory staff of O&M wing.


(Uttamrao Bodake)
Sr. DGM (HR)
MAHA-Metro, Pune.

Copy to:

1. PS to MD: for kind information of MD sir please.
2. D(W), D(S&OP), D(F), D(SP), D(RS&S), D(P): for kind information please.
3. All HODs of PMRP & NMML-1: for kind information please.
4. JGM (IT): for uploading it on intranet/MAHA-Metro employee please.
5. GM (HR)/Pune & Nagpur: for kind information please.
6. GM (Fin)/Pune & AGM (Fin)/Nagpur: for kind information please.
7. Manager (HR)/NMML-1: for information & necessary action.
8. Notice Board of all offices of MAHA-Metro, Pune & NMML-1
9. Office Order file.

MAHARASHTRA METRO RAIL CORPORATION LIMITEDNo. MAHA-Metro/HR/NDA/NHA/GHA/2021/CMD18380

Date : 13.12.2021

OFFICE - ORDER

Sub : Night Duty Allowance & National Holiday Allowance / Gazetted Holiday Allowance for Non - Supervisory employees of O&M wing of MAHA-Metro (For Nagpur Metro Rail Project).

With reference to the above subject, it is hereby informed that, the Competent Authority of MAHA-Metro has approved the Night Duty Allowance, National Holiday Allowance & Gazetted Holiday Allowance for Non - Supervisory employees of O&M wing of MAHA-Metro as under :

NIGHT DUTY ALLOWANCE

Applicability : O&M employees (Non - Supervisory (NS-I to NS-IV)), who perform duties during Night (i.e. between 22:00 hrs. to 06:00 hrs.)

1	Time of Night Duty	22:00 hrs. to 06:00 hrs.
2	Upper Limit of Night Shifts in Month	{Maximum 14 Nights per month}
3	IDA Pay Scales of Non - Supervisory employees (In Rs.) <u>Non - Supervisory</u> NS - I : 14000 - 40000 NS - II : 16000 - 50000 NS - III : 20000 - 60000 NS - IV : 25000 - 80000	<u>Rates</u> Rs. 150/- per night
4	<u>Conditions</u>	The Concerned Controlling Officer at DGM level will keep a watch, that deployment of staff on Night Duty beyond two weeks (i.e. upto 18 Nights) may be resorted to only in extreme exigencies of work.



NATIONAL GAZETTED HOLIDAY ALLOWANCE

Applicability : O&M employees (Non - Supervisory), who perform duties on National & Gazetted Holidays are entitled for Allowance as under:

1	Rates	<ul style="list-style-type: none">1.2 times of the one-day's ordinary wage (Basic + DA) of the employee.
2	Conditions	<ul style="list-style-type: none">Concerned HOD will keep a watch so that the deployment of staff on National / Gazetted Holiday may be resorted to only for essential duties and in exigencies of works only.No staff shall be deployed on general holidays to clear the pending works.

The above shall be applicable with immediate effect.


General Manager (HR)

Copy to :

1. DP/DRSS & OP - For kind information please.
2. PS to MD - For kind information of MD please.
3. All EDs/HODs - For kind information please.
4. CPM (Telecom) - For uploading it on intranet please.
5. JGM (Finance) - For kind information & necessary action please.
6. AM (HR / O&M) - For kind information please.
7. Notice Board of all Officers of MAHA-Metro.
8. Office order file.