रा.इ.सू.प्रौ.सं
NIELIT

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

No.: NHQ-11/7/2025[3168570]\|904 **Date: 02.01.2026**

OFFICE MEMORANDUM

Sub: Circulation of Comprehensive Guidelines for Calculation, Verification and Payment of Overtime Allowance (OTA) to Outsourced Employees of NIELIT – reg.

In order to ensure uniformity, transparency, and with the approval of the Competent Authority, Comprehensive Guidelines for Calculation, Verification and Payment of Overtime Allowance (OTA) to outsourced employees of NIELIT have been formulated and are hereby circulated for strict compliance. These guidelines include provisions relating to eligibility, standard working hours, commencement of overtime, overtime on Sundays and gazetted holidays, daily rounding system, monthly and yearly caps, verification procedures, rate of payment at double the hourly wage, adjustments for early departures, special provisions for shift-based staff, and minimum monthly overtime requirement.

2) These guidelines shall come into force effective 01.01.2026, i.e., applicable to wages for the month of January 2026, and shall apply to all outsourced employees engaged at NIELIT Headquarters as well as at all NIELIT Centres and Extension Centres. All Sections and Centres are requested to ensure that overtime is permitted only based on functional requirements, and that all claims are verified and processed strictly in accordance with the prescribed guidelines.

This Office Memorandum is issued with the approval of the Competent Authority.

S.K. Dhurandher
02/01/2026

[Sanjay Kumar Dhurandher]
Registrar

Copy to:

(i) The Executive Director/Director/Director-Incharge, All NIELIT Centres
(ii) Section Head, NIELIT HQs.
(iii) IT Section, NIELIT HQs- for uploading the same on NIELIT website.

Copy also information to: Director General, NIELIT

केन्द्र : अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, चित्रदुर्ग, दमन, दिल्ली, गंगटोक, गोरखपुर गुवाहाटी, हरिद्वार, हैदराबाद, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड, शिमला, शिलांग, श्रीनगर और तिरूपति

विस्तार केन्द्र : बालासोर, बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, पूर्वी दिल्ली (कड़कड़डूमा), जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंग्लेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, पीलीभीत, सेनापति, सिलचर, नॉर्थ दिल्ली (इंद्रलोक), तेजू, तेजपुर और तुरा

Centres: Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Chitradurga, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong, Srinagar and Tirupati

Extension Centres: Balasore, Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi (Karkardooma), Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Pilibhit, Senapati, Silchar, North Delhi (Inderlok), Tezu, Tezpur and Tura

National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No.3, PSP Pocket, Sector-8, Dwarka, New Delhi

Comprehensive Guidelines for Calculation, Verification and Payment of Overtime Allowance (OTA) to Outsourced Employees of NIELIT

1] Overtime (OTA) Policy for NIELIT Outsourced Employees

This policy outlines the calculation and payment of overtime allowance to NIELIT outsourced employees, ensuring fairness, transparency and compliance with The Delhi Shops and Establishments Act and The Factories Act regulations. The standard office hours at NIELIT are from 9:00 AM to 5:30 PM, with a net working requirement of 8 hours per day. Each day includes a 30-minute lunch break and a 30-minute buffer period between 5:30 PM and 6:00 PM, making the total credited hours per day 9 hours. Overtime is applicable only for work performed after 6:00 PM. Work during lunch time or buffer periods counts towards the daily total, but overtime begins only after 6:00 PM.

Example: An outsourced employee reports to work at 9:00 AM and leaves at 7:15 PM, taking a 30-minute lunch break. Although the total time spent at work, including lunch and buffer time, is 10.75 hours, overtime is calculated only for the period worked after 6:00 PM. The employee worked from 6:00 PM to 7:15 PM, which amounts to 1 hour and 15 minutes. Since overtime is counted only in completed full hours or completed half-hours, the employee is eligible for 1 hour of overtime. The remaining 15 minutes are not counted, as overtime is paid only for completed hours or half-hours.

2] Overtime for Sundays and Gazetted Holidays

Outsourced employees who work on Sundays or gazetted holidays are eligible for overtime if they work for 30 minutes (0.5 hour) or more on these days. Any work period less than 30 minutes on a Sunday or holiday is not considered for overtime. The overtime on such days is calculated according to the standard rounding rules: work between 30 and 45 minutes is rounded to 0.5 hour, and work between 46 and 60 minutes is rounded to 1 hour. This ensures that employees are fairly compensated for significant additional effort on weekly off-days or holidays, while very short durations of work do not qualify for payment of OTA. All overtime on Sundays and gazetted holidays must be verified through biometric attendance logs, gate entries and written approval from the reporting officer before it can be processed for payment, ensuring transparency and accuracy.

Example: Suppose an employee works on a Sunday from 10:00 AM to 1:00 PM. The total work duration is 3 hours, which exceeds the 30-minute minimum threshold, making the employee eligible for 3 hours of overtime. On another occasion, the same employee works on a gazetted holiday from 11:00 AM to 11:20 AM, totalling only 20 minutes. Since this is less than the 30-minute minimum, no overtime is payable. Similarly, if the employee works from 2:00 PM to 2:50 PM, the 50-minute duration is rounded to 1 hour of overtime according to the rounding rules.

3] Daily Overtime Rounding System (Minutes to Hours)

Overtime is calculated only for work performed beyond 6:00 PM, and a standardized rounding system is applied to convert daily overtime minutes into payable hours. According to this system, any overtime worked from 0 to 29 minutes **is** rounded down to **0** hours, overtime of 30 to 45 minutes is rounded to 0.5 hour, and overtime of 46 to 60 minutes is rounded to 1 hour. This ensures consistency and fairness in converting daily extra work into payable overtime.

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Example: An employee works beyond 6:00 PM on three different days. On Monday, they work 22 minutes overtime →rounded to 0 hours. On Wednesday, they work 38 minutes → rounded to 0.5 hour. On Friday, they work 50 minutes → rounded to 1 hour. The total payable overtime for these three days is therefore 1.5 hours.

4] Monthly Overtime Cap

To ensure the well-being of the employees and to maintain consistency in payroll, NIELIT imposes a maximum limit of 24 hours of payable overtime per month. Even if an employee's calculated overtime exceeds this limit, only 24 hours will be compensated, and the excess hours are forfeited. This cap applies uniformly to all employees, except in special cases where prior approval from the competent authority has been obtained.

Example: Suppose an employee works extensively during a busy month and accumulates 30 hours of calculated overtime. According to the monthly cap, the employee will be paid only for 24 hours of overtime, and the remaining 6 hours will not be compensated. This ensures that employees are not overburdened while maintaining fair and consistent payroll practices.

5] Verification and Authentication of Overtime

All overtime for NIELIT employees must be supported primarily by biometric attendance records to ensure accuracy, prevent misuse and maintain transparency in payroll processing. Manual punches or entries for overtime are generally not accepted; however, in special circumstances, manual punches may be considered with prior written approval from the reporting or reviewing officer. Overtime payment will be processed only after verification through either approved manual records or biometric logs.

Example: An employee works late but cannot record their exit due to a technical issue with the biometric system. With prior written approval from the reporting officer, the manually recorded overtime hours are accepted and processed for payment. Without such approval, no manual entry will be considered.

6] Overtime Payment Rate (Double Overtime)

In accordance with The Delhi Shops and Establishments Act and The Factories Act regulations., all approved overtime for NIELIT employees is compensated at twice the employee's standard hourly wage. This double-rate payment applies to hours worked beyond standard duty hours, ensuring compliance with labour regulations and fair remuneration for additional work. The calculation of overtime allowance is as follows:

Overtime allowance=Overtime Hours×2×Hourly Wage

Example: An employee, Neha, has an hourly wage of **₹200**. If she works 4 hours of approved overtime, her overtime payment will be: $4 \times (200 \times 2) =$ **₹1,600**. This double-rate payment ensures that employees are adequately compensated for extra work beyond regular office hours. All overtime must be verified through biometric logs or approved manual records in special circumstances before payment is processed.

7] Yearly Overtime Limit

Given the monthly cap of 24 hours, the maximum payable overtime in a financial year for NIELIT employees is 288 hours (24 hours × 12 months). This yearly limit ensures that employees are not overburdened and that payroll remains consistent and manageable. Overtime earned beyond the

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monthly or yearly cap is forfeited and cannot be carried forward to subsequent months or the next financial year, except in special cases where prior approval is granted by the competent authority.

Example: If an employee accumulates 30 hours of overtime in April, only 24 hours will be payable due to the monthly cap. Similarly, if the employee earns 288 hours of overtime over the course of a financial year, any additional hours beyond this limit will not be compensated, unless special approval has been obtained.

8] Adjustment of Overtime for Early Departures

If an employee qualifies for monthly overtime but leaves early during regular working hours on any day, the hours not worked during regular duty will be deducted from the total monthly credited hours before calculating overtime. This ensures that overtime is granted only for additional hours beyond the standard duty hours.

Example: An employee works late on several days and accumulates enough hours to qualify for 10 hours of monthly overtime. However, on two regular working days, the employee leaves 1 hour early each day. The 2 hours deducted from total credited hours are subtracted from the overtime calculation, reducing the payable monthly overtime to **8 hours**. This adjustment maintains fairness, ensuring that overtime reflects extra work beyond normal duty hours rather than compensating for reduced regular hours.

9] Extra Duty for Security Guards and Electricians (Shift-Based, Single-Rate Payment)

Security guards and electricians work in shift-based duty structures and whenever they are required to perform extra duty - either as a substitute for a colleague on leave or manage unexpected absenteeism, or support additional project or institutional requirement - they are compensated at a fixed value of 8 hours per extra-duty assignment, irrespective of the actual hours worked beyond their regular shift. Daily extended duty does not qualify for overtime and payment for such extra duty is made strictly at the single hourly wage rate applicable to the employee. This system ensures consistency across shift-based operational staff and maintains clarity in duty and payment structures.

All extra-duty payments are treated as additional remuneration, separate from regular shift wages. Verification through biometric attendance, shift rosters, duty registers or supervisor authorization is mandatory before processing payments. Multiple extra-duty assignments within a single day may be permitted only with the explicit approval of the competent authority.

Example – Electrician: Ramesh, an electrician working the 9:00 AM–5:30 PM shift, covers a colleague on leave for one day. His hourly wage is **₹250** and he is credited with **8 hours** for the extra duty.

Payment: $8 \times 250 =$ **₹2,000**.

If Ramesh performs two extra-duty assignments during the month: $8 \times 2 \times 250 =$ **₹4,000**. Even if he works more than 8 hours in a day, only 8 hours are counted for payment, and no daily overtime applies.

Example – Security Guard: Ajay, a security guard scheduled for the night shift (10:00 PM–6:00 AM), performs extra duty to cover an absent co-worker. His hourly wage is **₹180** and he receives a fixed **8-hour credit** for the extra duty.

Payment: $8 \times 180 =$ **₹1,440**.

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If Ajay performs three extra-duty assignments during the month: 8 × 3 × 180 = **₹4,320**. Even if he remains on duty for a longer duration due to shift overlap, only 8 hours per assignment are payable, with no eligibility for daily overtime.

10] Minimum Monthly Overtime Requirement

OTA is payable only if the total calculated monthly overtime exceeds 3 hours. Any monthly overtime less than 3 hour - even if daily or holiday work qualifies individual - is not eligible for payment of OTA. This ensures that only significant extra work across the month is compensated, streamlining payroll and maintaining fairness and efficiency in overtime processing.

Example: An employee works a few extra hours on multiple days, and after summing all daily overtime, the total comes to 2.5 hours for the month. Since this is below the 3-hour monthly minimum, no overtime payment will be made. If the total monthly overtime is 4.5 hours, the employee is eligible for payment of OTA calculated according to standard rounding, verification and applicable caps.

S.K. Dhurendhar
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