

(21.1.1)) Sub : Fixation of duty hours of Chowkidars

1. The undersigned is directed to refer to the Ministry of Home Affairs OM. No. 16/18/66-Ests(D), dated 16th January, 1968 in which Ministries/Departments etc. were requested to classify the excluded category of class IV employees like chowkidars, amongst others, for the purpose of determining their entitlement to holidays and periodical offs and grant of weekly and regular holidays (or momentary compensation in lieu thereof) to them.
2. It has been represented from time to time that the working hours of chowkidars are not fixed by the Ministries/Departments on any rational basis and they vary from 48 hours to 75 hours a week and that in some cases no hours of duty have been fixed. The question of fixation of working hours of Chowkidars (except those under the Ministry of Railways) was considered by the National Council set up under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government Employees and after detailed discussion, and as in interim measure, pending the recommendations of the Third Pay Commission on the subject, the Council agreed that the working hours of a Chowkidar should be 48 hours a week in cases in which sustained mental and/or physical efforts and/or alertness is involved. It has been decided that the working hours of Chowkidars (except those under the Ministry of Railways) be reviewed keeping in view these guidelines and refixed, where necessary. This will not, however, adversely affect the working hours of those Chowkidars whose working hours are already less than 48 hours a week.
3. In view of the imperative need for economy in administrative expenditure, Ministries/Departments are requested to ensure that the fixation of working hours of Chowkidars should not, as far as possible, lead to any addition to the existing strength of Chowkidars in various offices. Any additional requirement in the grade of Chowkidars should as far as possible be met by re-allotment of existing Class IV staff. Where creation of additional posts becomes unavoidable, due note should be taken of the existing ban on such creation. The need for restricting the over time expenditure to the minimum should also be kept in view.
4. Ministries/Departments of the Government of India are requested to bring the above decision to the notice of all concerned.

5. (GOI Deptt of Personnel OM No. 14/11/71-Ests(C), dated 31st, December 1971)

(21.1.2) Subject.. Grant of weekly off to the Security Staff

It has been brought to the notice of DGSIR that weekly off is not being granted by certain Labs./Instts. to their security staff. In this connection, it may be stated that in accordance with the instructions contained in the Govt. of India, Ministry of Home Affairs Memo No. 16(11)/66-Ests.(D) dated 16-01-1961 and the subsequent instructions on the above subject issued from time to time security staff (Group' D) is entitled to weekly off or any monetary compensation in lieu thereof. It is, therefore, requested that the instructions contained in the above mentioned Memo and the other relevant instructions issued from time to time may kindly be adhered to so that there is no cause of grievance amongst the security staff.

(CSIR Letter No:31(26)/81 -E.II(U-3), dated, 08-11-1983.)

(21.1.3) Duty hours of Chowkidars/Security Guards etc. in the National Labs./Instts. vis-a-vis. 5-days week introduced by the Government of India - clarification therefor.

A number of National Laboratories/Institutes have been making references to this office about any change in duty hours being observed for Watch & Ward Staff etc. in the National Labs./Instts. including CSIR Hqrs. due to switchover to five days week in the Government of India Offices.

The matter has been carefully examined in consultation with Department of Personnel and Training, Government of India. The change in working hours, In Government of India offices from six days week to five days week has not brought out any change in the working hours of the above categories of staff in the offices of the Government of India. Their duty hours continue to be regulated in accordance with the orders in force prior to the introduction of the 5-days week in the Govt. Of India offices. Therefore, in the case of CSIR and its of staff etc. would continue.

National Labs./Intts. status-quo regarding working hours of these categories

(CSIR letter No. 14/21/81/-E.II, dated, 10th October, 1985)

(21.1.4) Grant of 12 holidays (including 3 National Holidays) to the excluded and other categories of employees.

Reference Department of Personnel & AR OM No. 14/12/71 -Estt.(C) dated 17th June, 1972 (Not printed) vide which the excluded categories of staff were allowed 9 public holidays (including 3 National Holidays). The question of granting additional public holidays to Chowkidars etc. had been under consideration in the National Council, set up under the scheme for Joint Consultative Machinery. As a result of agreement reached therein, it has been decided that Chowkidars and other excluded categories of staff should be allowed a minimum of 12 public holidays (including 3 National Holidays) in addition to uniform 15 casual leave in an year.

2. However, where a more favourable practice is being followed the same may continue.
3. In so far as personnel working in Indian Audit & Accounts Deptt. are concerned, these orders issue, in consultation with the Controller & Auditor General of India.

(Letter No.49019/2/86-ESTT(C), dated, 17th December, 1990)

(21.1.5) Duty hours of Chowkidars/Malies/Safaiwala etc. in the Labs/Instts. - Clarification thereof.

Reference this office circular letter of even number dated 21st March, 1986 on the above noted subject. The matter regarding categorisation of the staff including grant of weekly-off an OTA to Chowkidars/Malies/Work Charged staff etc. has been under consideration for some time past. On the advice of the Deptt. of Personnel & Training, Govt. of India, The Director General, Scientific & Industrial Research has been pleased to decide that the following categories of staff shall be treated as "Excluded Category" in CSIR and all National Labs./Instts./Field Centres etc. :-

**Chowkidars/Malies/Safaiwalas/Cooks/Guest Room Attendant/Bearers
etc./Work-Charged staff.**

The working hours for the above category of staff shall, be 48 hours a week and they will be entitled to only one day's off in a week.

As regard grant of OTA, the above category of staff shall be governed by the instructions contained in the Ministry of Finance OM No. 150/11/2/2/E.II(B)/76 dated 8.5.78 (Not printed) as amended from time to time.

The above instructions may kindly be followed with immediate effect. (CSIR letter No. 14(21)/8 1 -E.II,dated, 1 st October, 1991)