

18.11 MEAL ALLOWANCE

- 18.11.1 At present, an officer who is required to be on duty during cyclonic conditions or who is unexpectedly retained on duty after a normal day's work for at least three hours beyond the normal working hours is provided with meal or paid a meal allowance of Rs 125.
- 18.11.2 The Chief Executive of an organisation may, subject to the availability of funds, grant a meal or meal allowance to officers although they have been given advance notice and retained for at least three hours beyond their normal working hours for urgent work or for the timely completion of an assignment or project. However, this arrangement is not applicable to officers scheduled to work according to a roster or shift or at staggered hours or to officers who regularly have to work beyond normal working hours.
- 18.11.3 The quantum of the allowance paid in lieu of meal is being revised.

Recommendation 1

18.11.4 We recommend that officers who:

- (a) are required to work during cyclonic conditions; and
 - (b) are unexpectedly retained on duty after a normal day's work for at least three hours beyond their normal working hours
- should either be provided with meals where catering facilities are available or paid a meal allowance of Rs 130 for each meal.

- 18.11.5 There are instances where organisations are required to work for longer period and regularly at odd hours for the completion of an assignment or project within a set time frame. In such cases, officers are called upon to work continuously beyond normal working hours and sometimes late at night. These officers, as per existing provisions, are not entitled to a meal or a meal allowance. The Bureau considers that these situations are exceptional and need to be addressed.

Recommendation 2

- 18.11.6 We recommend that, notwithstanding the provision of paragraph 18.11.4 above, the Chief Executive of an organisation may, subject to availability of funds, grant a meal or a meal allowance to officers although they have been given advance notice and retained beyond their normal working hours for urgent work or for the timely completion of an assignment or project which is of a longer duration of at least one month and require officers to continuously work for at least three hours beyond their normal working hours. However, this recommendation is not applicable to an

officer who is scheduled to work according to a roster, shift or staggered hours or to an officer who regularly has to perform overtime.

18.11.7 We further recommend that, where operational needs require people to work on shift, on roster basis, or at staggered hours, the organisation should, to the extent it is practical, provide for such appliances as refrigerator, electric kettle and microwave/hot plate for use by the employees.
