

## 16.11 MEAL ALLOWANCE

- 16.11.1 Employees who are unexpectedly retained on duty after a normal day's work for at least three hours beyond their normal working hours and those who are required to work during torrential rains and cyclonic conditions, that is, the official cyclone warnings class III and IV, are either provided with meals where catering facilities are available or paid a Meal Allowance of Rs 150 for each meal.
- 16.11.2 The Supervising Officer of an organisation may also grant a meal or a meal allowance of Rs 150 for each meal to employees 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 a project which is of a longer duration of at least one month and requires officers to continuously work for at least three hours beyond their normal working hours.
- 16.11.3 However, the provisions at paragraphs 16.11.1 and 16.11.2 above are not applicable to an employee who regularly performs overtime or is scheduled to work according to a roster or shift pattern or at staggered hours except that when the employee is unexpectedly required to work due to absences, torrential rains or Cyclone Warnings Class III or IV. Additionally, where operational needs require employees to work on shift or roster basis or at staggered hours, the organisation is required, to the extent it is practical, to provide appliances such as refrigerator, electric kettle and microwave/hot plate for use by them.
- 16.11.4 As far as the grant of a meal or the payment of a meal allowance in foreign jurisdictions is concerned, both the quantum in terms of fixed meal allowance, actual expense reimbursement or per diem and eligibility criteria for meal allowance, vary from country to country and depend on the prevailing employment and Conditions of Service.
- 16.11.5 In the context of this review exercise, the staff side has proposed that the quantum of meal allowance be reviewed and officers working on shift/roster/staggered hours be granted meal allowance and not merely in unexpected situations. They were consequently informed of the philosophy for the grant of meal allowance and provided with other relevant information. The provision of a messroom for employees working on a roster pattern of work, being an implementation issue, should be addressed by Management.
- 16.11.6 After examination of the submissions, we consider the existing provision appropriate. Same is, therefore, being maintained, while the quantum of allowance paid in lieu of meal is being revised.

**Recommendation 1**

- 16.11.7** We recommend that employees satisfying the conditions as mentioned at paragraphs 16.11.1 and 16.11.2 above, be either provided with a meal, where catering services are available or paid a Meal Allowance at a revised rate of Rs 175 per meal.
- 16.11.8** We also recommend that where operational needs require employees to work on shift or roster basis, or at staggered hours, the organisation should, to the extent it is practical, provide appliances such as refrigerator, electric kettle and microwave/hot plate for use by them.

