PERSONNEL DEPARTMENT
CIRCULAR NO. 5/1995

No. ST/EST/706-GE/594
M.S.R.T.C. Central Offices,
Maharashtra Vahatuk Bhavan,
Dr. Anandrao Nair Marg,
Bombay - 400 008.

Date : 25th January, 1995.

The Regional Manager, ST Bombay/Nasik/Pune/ Aurangabad/ Amravati/Nagpur.

Works Manager, ST C.W.Dapodi, Pune/Aurangabad/Nagpur.

Manager (Training), C.T.I. Bhosari, Pune.

Divisional Controller,
Ahmednagar/Akola/Amravati/Aurangabad/Beed/Bhandara/Buldhana/ Chandrapur/Dhule/Jalgaon/Kolhapur/Kulaba(Pen)/Kurla(Stores)/ Nagpur/Nanded/Nasik/Osmanabad/Pune/Parbhani/Palghar/Ratnagiri/ Sindhudurga/Sangli/Satara/Solapur/Thane/Yavatmal/Wardha.

Executive Engineer,
Aurangabad/Nagpur/Pune/Thane/Dhule/Akola/Kolhapur/Parbhani.

Sub : Payment of Overtime to the employees of various categories in M.S.R.T.C.

Ref : 1.Circular No.ST/EST/616-S/5953 dt. 4.5.1973
2.Per. Dept.Cir. No. 35/1981 dt.27.8.1981
3.Per.Dept. Cir.No. 26/1983 dt.5.12.1983
4.Circular No.ST/EST/706-GE/2718 dt. 15.5.1992

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According to clause-5 of the Labour Settlement of 1988, the daily hours of working of Administrative staff have been increased by 45 minutes and therefore, whenever a workman is asked to work beyond his average daily working hours of duty prescribed by the administration, then overtime has to be paid as per the existing provisions.

2. The overtime payment rate per hour in respect of all employees, including clerks, Jr.Asstt., Typist-clerks and other ministerial staff, will have, therefore, to be computed w.e.f. 20.4.1992 (Telex Circular No.ST/EST/706-GE/2177 dated 18.4.1992) as detailed below :-

a) Administrative Staff working in the Central Offices, Central Training Institute, Regional Offices and Divisional Offices — $\frac{2(\text{Pay} + \text{DA} + \text{HRA} + \text{CLA})}{26 \times 7\frac{1}{4}}$

b) Line checking staff attached to various units of MSRTC and the administrative staff working in Divisional Workshops, Depots etc. — $\frac{2(\text{Pay} + \text{DA} + \text{HRA} + \text{CLA})}{26 \times 8}$

c) Administrative staff working in Central Workshops — $\frac{2(\text{Pay} + \text{DA} + \text{HRA} + \text{CLA})}{26 \times 8}$

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Inward No. 175 Dt. 31/1/95
S.T. Divil Office Osmanabad

3. It is requested to ensure that due care and caution was already taken while effecting the payment after due audit so that excess payment is not made. All the same, excess payment if made

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