

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.03/624(2)/99-OPD(T)

Office of the VC & MD,  
Mushirabad, Hyderabad.

CIRCULAR NO.6/2000-OPD-T, DATED.13.03.2000.

Sub:- OVERTIME - Payment of overtime to Crew -  
Procedure for drawal of amount - Regarding.  
Ref:- 1) Circular No.22/99-OPD-T, dated 30.3.99.  
2) Minutes of the Meeting held by VC & MD  
with the representatives of NMU, APSRTC  
on 10.01.2000.

...

The instructions issued on the subject of overtime have been reviewed in the light of discussions held on 10.01.2000 as quoted at reference 2 above.

In view of the commencement of peak season it becomes necessary at times to book crew on double duty to ensure that services are not cancelled causing inconvenience to the commuters.

As already discussed in the meeting, no uniform instructions can be issued from Corporate Office with regard to quantum of payment of advance amount to perform double duty. Depending upon the local situation and the operational needs of the Organisation, the Regional Managers have to take action in this regard.

As far as payment of overtime is concerned, the employees have to submit the claim form for OT within three months. The Depot Manager concerned shall satisfy himself about the correctness of the claim and make arrangements for payment of the same duly taking sanction of the competent authority. If any employee fails to submit the claim form for OT within three months, he will not be eligible for the OT wages.

The instructions issued in the circular 1st cited are modified to the extent indicated above. The other conditions stipulated in the circular cited stand good.

  
VICE-CHAIRMAN AND  
MANAGING DIRECTOR

To  
All Executive Directors of Zones.  
All Regional Managers.  
All Depot Managers.

Copy to ED(A)/FA/CAO for information & n/action.  
Copy to Chief Auditor for information & n/action.  
Copy to All Dy.CAOs in Zones/Regions for infmn. &  
necy. action.  
Copy to All Dy.CTMs in Zones/Regions for infmn. &  
necy. action.  
Copy to Dy.CTM(P), Dy.CTM(M), Dy.CTM(C) for infmn.