

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

Office of the VC & MD,
Musheerabad, Hyderabad.

CIRCULAR NO. 22/99-OPD-T, DATED: 30-03-99.

56

Sub:- OVERTIME: Payment of overtime to regular Drivers and Conductors - Instructions - Reg.

1. In the Joint Meeting held with Union representatives on 4th Feb'99, it was represented that advances being paid for performing Double Duties towards Overtime is not at uniform rate and there are varying practices in allowing overtime wages. The Union has requested to adopt uniform procedure for Overtime claims.
2. Keeping this in view it is decided that advance payment shall be arranged to staff, immediately after performing their double duty at the following rates uniformly all over the Corporation:

Regular Driver	--	Rs.100/-
Regular Conductor	--	Rs.100/-
3. For the above purpose, the Depot Manager shall periodically review the need to book crew on double duties and authorise drawal of lumpsum amount under AH 2820 (advance for expenditure) for disbursement as spot advances. The ADC who disburses such advance shall obtain acquittance of the employee, in duplicate, and submit one copy of the Acquittance Statement through the Incharge of traffic section (Chief Inspector or Sr. Traffic Inspector as the case may be) no sooner the amount is disbursed or within one week whichever is earlier to the Depot Accounts wing for clearing the drawal in AH 2820. The Depot Accountant shall be held personally responsible if the lumpsum amount is drawn without clearing the previous advance. The Depot Accounts Wing shall summarise employee wise spot advance payments for each calender month and journalise transfer from AH 2820 to AH 2449 (double duty advances) duly enclosing the employee wise summary to the Journal Voucher.
4. The Depot Accountant and Incharge of Traffic Section shall together periodically test check the signatures on Acquittances Statements with signatures on salary bills.

57

5. The spot advance payments shall be invariably adjusted while drawing extra wages for overtime as per eligibility. Hence the regular Drivers / Conductors who perform double duties shall submit their double duty dockets duly filled in all respects within five (5) days from the muster period.
6. One Traffic Supervisor (other than the ADC disbursing the spot advance) identified by the Depot Manager for the purpose, shall collect double duty dockets, make 100% verification of the dockets with the Statistical Returns of the service to ensure that double duties are (a) actually performed (b) performed to the full extent of the schedule and (c) the no. of hours for which overtime claimed is correct. He shall also prepare Justification Statement.
7. Extra wages for overtime shall be allowed for actual number of hours performed as double duty. Total amount shall be rounded off to nearest rupee.
8. The Incharge of Traffic section shall test check (a minimum of 10%) the individual dockets with the Statistical Returns and critically examine the Justification Statement for booking double duties.
9. The Depot Accounts Wing shall verify the correctness of the dockets (at least one percent) with Statistical Returns, complete Valuation aspect and record the advance amount to be adjusted from extra wages for over time on the dockets.
10. The Depot Manager shall satisfy himself about the justification aspect and certify the dockets after carrying out such checks as may be considered by him necessary and forward to the competent authority for sanction as per the time schedule prescribed.
11. The Audit wing of the Regional Manager's Office shall complete audit verification and return the dockets within the prescribed time schedule for drawal through salary bills.
12. The Inspectorate staff of Regional Manager's Office shall verify the dockets (minimum 5 dockets per month) in all respects at the time of inspecting depots.

Contd..3

58

13. Time Schedule:

17th to 16th muster period

17th to 21st - Submission of dockets.

22nd to 30th - Depot Traffic Wing.

1st to 4th - Depot Accounts Wing

5th to 7th - R.M.'s Office Traffic Wing
for sanction.

8th to 11th - R.M.'s Office Accounts Wing
for audit.

Dates have to be suitably modified if muster period is different, duly permitting the time periods for verification and audit stipulated as above.

14. If any employee fails to submit the claims of double duty (dockets) within 3 months, the spot advance paid amount shall be charged off to expenditure and no further claims shall be entertained.

15. The expenditure incurred towards extra wages for over time shall be debited to AH: 56s of the respective group.

This has the concurrence of Chief Accounts Officer.

VICE CHAIRMAN &
MANAGING DIRECTOR

To

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

COPY TO:

- E.D.(E), E.D.(A), Secy. to Corpn., FA, CAO, for infm.
- Director(V&S) for infn.
- All HODs for information.
- All Dy.CTM's, Dy.CAOs in Regions/Zones for infm. & n/a.
- Dy.CTM(P), Dy.CTM(C), Dy.CTM(Mktg), HO, for infm.
- Secretary to Chairman & Secretary to VC & MD for infn.