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## **ADMINISTRATIVE CIRCULAR NO. 468 DATE 20 / 09 / 2013**

Sub : Grant of Actual Overtime wages to Artisans working on Testing side.

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The instructions regarding grant of actual Overtime wages to the Line staff who have been detained for the work beyond their normal working hours on certain occasions are issued vide Administrative Circular No.343 dated 16/02/2000. Also, under the economy of measures, the detail instructions/ guidelines are laid down for payment of Overtime wages.

2. However, it is observed that on many of such occasion mentioned therein Adm.Cir.No.343 dt.15/02/2000, the Artisan staff working on Testing side are also detained alongwith the Line staff for carrying out work. Considering this fact, the Managing Director in consultation with Director (Finance), Director (Operations) and Director (Projects) has accorded approval for grant of Overtime wages for the Artisan staff working on Testing side.

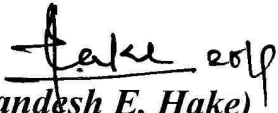
3. The Overtime wages shall be granted to those Artisan staff on Testing side who are detained for the work beyond their normal working hours for carrying out the work on special occasion mentioned therein Adm.Cir.No.343 dt.16/02/2000 and be restricted to 75 hours per quarter.

4. The concerned Authorities are also directed that as an economy measure such Overtime shall be granted only in urgency of work and be brought to zero level by deploying / utilizing the services of the available staff.

5. The provisions of granting Overtime to the Artisan staff working on Testing side shall be effective from the quarter starting 1<sup>st</sup> October 2013.

6. The other terms and conditions issued vide Adm.Cir.No.343 dt.16/02/2000 shall remain unchanged.

7. This Administrative Circular is made available on Company's Intranet and no hard copy is sent to any office.

  
(Sandesh E. Hake)  
Chief General Manager (HR)