

CONFIDENTIAL

No.GAD/Gr.VIII-(O&M)/F.No.293/1452
Maharashtra State Electricity Board
Estrella Batteries Expansion Building
Ground floor, Plot No.1, Dharavi Road
Matunga, Mumbai - 400 019.

CIRCULAR

Date: 26th June, 2000

Sub : Complete stoppage of Overtime.

It is observed that huge amount is being spent on overtime wages to the staff working in Power Stations, Sub.Stations and various offices. It has also been observed that no proper check/control is exercised by the Controlling Officers/Competent Authorities resulting in liberal sanction of overtime to the employees. Serious note of this has been taken by the Chairman, as the huge payment towards overtime was matter of criticism in various forums particularly in view of Board's critical financial position. Following instructions are therefore, issued for strict compliance.

- 1) Overtime to the staff working in Head Office and field Offices should be completely stopped. The Controlling Officers should ensure that the employees should complete the work allotted to them within the Office hours only.
- 2) The Overtime to the staff working in Power Stations and Sub.Stations should be granted only in urgency of work and be restricted to 75 hours per quarter. However, this limit should be brought to zero level by deploying/utilising the services of the available staff.
- 3) The overtime to the Drivers, Cleaners, Line Staff and Watch & Ward staff should also be restricted to the barest minimum.

The punctuality in Office attendance need not be over emphasised. Therefore, all employees are required to observe strictly the instructions regarding hours of attendance issued by the Board from time to time. The Controlling Officer should ensure that the employees working under them are punctual in attendance and are devotedly attending to their work with a view to give optimum output of work during working hours in the interest of the organisation, so that occasions of overtime would be obviated. Performance of the Officers in restricting overtime payments would be closely monitored by the Management.

The above instructions should be followed scrupulously.


Secretary

To,

All upto the level of Ex.Engineer and above
in Head Office and field.