

Sub.: Payment of overtime.

Sales division: No OT shall be paid. Executives shall instead take a weekly off in lieu of working on Sunday. For other holidays, compensatory off can be taken only for such days where executives have attended to atleast 6 hours of work.

Construction division: Work is being assigned on Sundays and holidays arbitrarily and without planning. To correct the situation OTs will be granted to site staff only when advance intimation is received by HO in writing. It is suggested that a monthly duty roaster is made for Sundays and holidays. Any changes can be intimated to HO by fax or email a day in advance. Admin officers/managers at site shall be squarely responsible for the advance intimation. Failure to do so shall attract a penalty.

All other divisions at HO: Prior intimation atleast a day in advance must be given to admin to claim OTs.

Only in exceptional circumstances like emergencies shall exceptions be made to the above rule. Project managers are strongly advised to ensure that atleast one engineer or supervisor is available at site on all holidays.

Calculation of OTs shall be as follows:

- a. 1.0 OT can be given for working on holiday.
- b. 0.5 OT can be given for working beyond 8.30 pm on normal working days – with approval of MD.
- c. One OT can be given if work extends beyond 5 hours on any day – with approval of MD.
- d. For drivers timing for claiming OT shall be 9 am to 7.30 pm i.e., 10 ½ hours per working day. Half day OT can be given for work beyond 10 ½ hours and upto 13 hours. Beyond that one OT can be given. 1 day OT can be given for paper insert early in the morning. One day OT can be given over and above allowance mentioned in circular 411(c) for every night of outstation travel.

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