

From

The Transport Commissioner,  
Haryana, Chandigarh.

To

1. All General Managers,  
in Haryana.
2. Senior Mechanical Engineer,  
Govt. Central Workshop/ Minister's Car Section,  
Chandigarh.
3. Flying Squad officer,  
ISBT, Delhi.
4. General Manager, Central Workshop,  
Hisar/Karnal.

No.508-532/SA-III/ACC

Dated : Chandigarh, the 01.02.2002.

**Subject: Policy regarding payment of overtime to the workers of Haryana Roadways.**

In supercession of this office memos No.8/3/85/ACC/14791-14806 dated 23.7.85, 8/3/85/ACC/2577-91 dated 12.3.86, 1055-75/SA-III/ACC dated 1.03.2000, 530-554/SA-III/ACC Dated 30-01-2001 and this office memo No. 4510-30/SA-III/ACC dated 31.07.2001 on the subject cited above. In view of the changed circumstances during the last 15 years, it has been felt at all levels that a new overtime policy needs to be formulated.

For preparing the draft policy, a committee of following 5 officers was constituted.-

1. Shri Harish C. Jain, HCS,  
General Manager, HR, Sonapat, Convener
2. Shri Yashpal, HCS,  
General Manager, HR, Gurgaon, Member.
3. Shri Chatter Singh,  
General Manager, HREC, Gurgaon, Member.
4. Shri R.P. Gupta,  
Senior Accounts Officer (HQ), Member.
5. Shri Balwant Singh,  
Traffic Manager (HQ), Member.

The draft policy prepared by above committee was discussed with other senior officers of the Department and also with the representatives of recognised Union of the workers. After detailed deliberations, new overtime policy was prepared and circulated vide memo no. 530-554/SA-III/ACC Dated 30.01.2001. The said policy, however, could not be implemented on account of certain discrepancies prevailing between the formulated policy and actual practice during the last nearly 15 years. The matter has been again reviewed and it has been decided to adopt the following modifications in the existing Overtime Policy of the Department.

## 1) TIMELY SUBMISSION OF OVERTIME CLAIMS AND ITS PAYMENTS

At present, the overtime is being paid after several months. It has been decided that now onwards overtime shall be paid on monthly basis. The claims of overtime shall be submitted by the staff by 5th of every month which shall be processed in the office in next 10 days so as to ensure that the overtime is paid to the entire staff by 15th of that month.

All General Managers may bring this to the notice of entire staff and ensure its implementation from the month of October, 2001. To overcome budgetary problems, if any, along with each current month, arrears of overtime of one previous month may be cleared.

## 2) WEEKLY REST

It has been observed that Drivers and Conductors do not avail weekly rests. Many a times they continue to operate on the routes for months together, whereafter they avail of the entire accumulated rests in one go. This practice is extremely harmful because due to fatigue the drivers tend to drive rashly and perform their duties negligently. This practice could be one of the major reasons for accidents in Haryana Roadways. Further, it is an inhuman practice violating the Labour Laws. Even the audit has been pointing out against this practice.

After detailed consideration following decisions have been taken for strict compliance with immediate effect:-

- i) Ordinarily, all Drivers and Conductors should avail weekly rest. However, for smooth transit to the new system, for the time being they may be allowed to accumulate rests of one month subject to maximum limit of five days at a time.
- ii) In case the rests are not exhausted within the calendar month, the same will lapse automatically. However, the General Managers may extend availing of the accumulated rests by about a week after the end of the calendar month in exceptional circumstances in the interest of the working of the Haryana Roadways.
- iii) If a weekly rest of a crew member lapsed due to mis-management on the part of Duty Inspector/Traffic Manager/ General Manager, ~~then the cash compensation to the extent of Rs.100/- per day for the rest shall be recovered from the defaulting person and paid to the crew member.~~ Further, if the rest lapsed due to another crew member being on unauthorised leave, then the amount shall be recovered from such absentee.

3) PREPARATION OF ROUTE ROTATIONS

(i) A committee of following officers is hereby constituted for each depot which will determine duty hours and overtime in respect of each route on the basis of determined speed limits:-

1. Traffic Manager of the depot.
2. Accounts Officer.
3. Resident Section Officer.
4. President of the recognised Workers Union or a member nominated by him.

The Committee shall revise the route rotations in such a manner that no rotation involves more than five turning points in a day.

(ii) The above committee shall revise the duty hours of each route by 15.2.2002 and send a copy of the same to the headquarter for putting in the computer.

(iii) It has been decided to strengthen the services within Haryana during evening hours. The timings of the routes shall be so determined that sufficient number of buses operate upto 8.00 P.M. depending upon the requirement of passengers on different routes.

(iv) For depots like Faridabad, Gurgaon, Sorepat and Delhi, the bus services should continue to operate till as long as sufficient passengers are available.

4) CONDITIONS APPLICABLE ON THE CALCULATION OF OVERTIME.

a) Henceforth, the overtime shall be calculated based upon the duty hours given on weekly basis. To be eligible for overtime, in one week the crew should have covered more than 1200 Kms. and also had worked for 48 hours, on steering duty, in the week. It is further clarified that both these conditions must be satisfied for being entitled to the overtime for the week.

b) Those drivers who do not pick up passengers on the way from the stops where they are supposed to be stopping shall not be paid overtime for that day.

c) The pair of the bus, which returns unjustifiably from the route without reaching the destination, shall not be paid overtime for the full month.

d) The Driver who report back to the depot after completion of the trip earlier than 15 minutes of the scheduled time shall not be paid over time for that day.

e) The crew coming late on duty shall not be allowed extra 35 minutes overtime for subsidiary work.

f) On long rotation journeys of 2-3 days while calculating overtime, 8 hours duty per day shall be taken into account but the subsidiary hours shall be restricted to 35 minutes once in a rotation and not for each day.

g) 35 Minutes shall continue to be allowed for subsidiary works like collection of ticket box, deposit of way bills and cash, signing of registers, handling of service sheet, checking of tickets, taking over in garaging of the vehicle etc. It should be ensured that time spent on subsidiary work does not normally exceed this limit.

5) SPEED LIMITS

The calculation of duty hours and overtime shall be based on the speed limits as noted below:-

(i)	Local/shuttle service(less than 25 Kms)	30 Km per hour
(ii)	Distt. Level routes(more than 25 Kms)	35 KM per hour
(iii)	(a) Local Services on State Highways (Upto 125 Kms)	35 KM per hour
	(b) Express Services on State Highways (Above 125 Kms)	40 Km per hour
iv)	(a) Local Services on National Highway two lanes (upto 85 Kms).	40 KM per hour
	(b) Express Services on National Highways two lanes (Above 85 Kms.)	45 Km per Hour
	(c) Express Services on National Highways four lanes (upto 50 Kms.)	45 Km per hour
	(d) Express buses services on N/Highways four lanes ( above 50 Kms.).	48 Km per hour
(v)	Deluxe bus/AC Services.	48 Km per hour
(vi)	Hilly area	25 Km per hour

6) MAINTENANCE OF FAIR DUTY REGISTER

It shall be ensured that at the end of the day a fair duty register is prepared by the duty section. The Traffic Manager of each depot shall ensure that the fair duty register is countersigned by him every day.

7) FOR SHUTTLE(LOCAL)SERVICE

- a) For shuttle/Local service extra ten minutes will be allowed to crew on every turning point subject to the maximum of five turning points. All the General Managers shall prepare rotations of the routes in such a manner that it does not involve more than five turning points in any manner.
- b) For long Route Services extra 15 minutes for the return journey will be given only in case the vehicle returns to the originating station on the same day. In case of journey which covers more than 400 KMs per day (not per

trip) but when the night stay is at the place other than the originating place, extra 15 minutes will be given to the crew at the station of night stay other than the originating place.

NOTE : This sub clause will not be implemented in respect of the buses which does night halt in the villages, which is being taken care of by way of prescribing 400 KMs of running per day.

Overtime on turning point of long route rotations : Extra 15 minutes will be allowed to the crew on every turning point on long route rotation e.g. if a bus originate from Fatehabad and then reach Sirsa, then from Sirsa to Delhi then Delhi to Sirsa and then from Sirsa to finally terminate at Fatehabad. In this case bus takes turn at Sirsa, Delhi and Sirsa for reaching back to Fatehabad subject to the condition that booking at each of these turning point is necessary. Thus, in this route rotation three turning points are involved and the crew is entitled for extra 45 minutes i.e. "3 turning points x 15 minutes = 45 minutes."

All the General Managers of the depots are requested to prepare sufficient copies of the new overtime policy and circulate among the staff in each section of the office including the duty and Accounts Sections.

Please ensure that these instructions come into force w.e.f. 1st October, 2001. Overtime for the month of October, 2001 to be paid in the month of November, 2001 shall be calculated strictly on the basis of this policy.

Hindi version is being issued seperately.


Transport Commissioner,  
Haryana, Chandigarh.

Endst.No. 533-593/SAIII/ACC/2001

Dated Chandigarh, the 1.2.2002

A copy is forwarded to the following for information and necessary action:-

1. All officers at Headquarter.
2. All Accounts Officers, Haryana Roadways.
3. All Traffic Managers, Haryana Roadways.
4. All Resident Section officers, Haryana Roadways.
5. President, Workers Union Haryana Roadways H.Q. at Rohtak.

  
for Transport Commissioner,  
Haryana, Chandigarh.