



WESTERN COALFIELDS LIMITED

(A Government of India Undertaking)
Regd Office 'Coal Estate', Civil Lines, Nagpur - 440 001

INDUSTRIAL RELATIONS DEPARTMENT

REF.NO.WCL/IR/SE/1361 534

DATED : 05.04.2010

C I R C U L A R

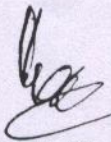
Sub : Proper maintenance of records regarding payment of Over-Time and Allotment of Quarters:

There already exist a system of maintenance of Over-Time Register in order to ensure proper control and proper payment of Over-Time Wages. Like-wise, norms for Allotment of Quarters have also been formulated and circulated. However it has been observed that proper records are not being maintained by some of the Units/Establishments. It is, therefore, reiterated that-

- 1/ For deployment and payment of Over-Time Wages, a Register should be maintained at all the Units/Establishments in which date-wise and name-wise deployment of employees on Over-Time should be recorded indicating name, designation, normal working time, Time of deployment on Over-Time and reason for such deployment. In order to regulate the same respective Controlling Officers may incorporate the same, in the Daily Production report or issue specific Over-Time Slip which should be got entered in the Over-Time Register on Daily basis and it should be countersigned by the Unit/Establishment Incharge.
- 2/ For Allotment of Quarters, norms have already been circulated and there is specific quota for Management and also for employees belonging to SC/ST. As such proper record of Allotment of Quarters in these Categories may be maintained in a Register.

For Allotment of Quarters except Management Quota, presently the empanelment is done by the Quarter Allotment Committee. In order to have proper records, the minutes of meeting of the Quarter Allotment committee may be recorded in a bounded Register and there after actual allotment details be recored in another Allotment Register, indicating allotment order No. and date.

Above directives be got complied with.


5/4/10
DY. CHIEF PERSONNEL MANAGER (I/C)
(I.R & PENSION)

Distribution :-