M.S.R.T.C. CENTRAL OFFICES, BANGALORE.


CIRCULAR No. 207 of 1972.

Sub: Over-time under the provisions of Motor Transport Workers Act and Rules thereunder - Payment of ——-

The representatives of the Federation Unions have been representing for some time that the computation of working hours of drivers and conductors is not strictly in accordance with the provisions of the M.T.W. Act and Rules framed thereunder, so much so, the over-time wages due to such staff is denied. They have been further contending that different Divisions have been following different methods in calculating over-time and this has led to dissatisfaction among the workers.

1. Considering the representations and also, the necessity to comply with the provisions of the M.T.W. Act and Rules it has been decided to give the following instructions in modification of the instructions issued under MST.C.O.T.R. 71.MTW. 2003/ Form 2556, dt. 24-3-1962:

2. (a) "Hours of work" means the time during which a motor transport worker is at the disposal of the employer or any other person entitled to claim his services and includes:

(i) the time spent in work during the running time of the transport vehicle;

(ii) the time spent in subsidiary work; and

(iii) periods of mere attendance at terminals of less than fifteen minutes.

Explanation: For the purposes of this clause —

"Running time" in relation to a working day means the time from the moment a transport vehicle starts functioning at the beginning of a working day until the moment when the transport vehicle ceases to function at the end of the working day, excluding the time during which the running of the transport vehicle is interrupted for a period exceeding such duration as may be prescribed, during which period the passengers who drive or perform any other work in connection with the transport vehicles are free to dispense with their time, so they please or are engaged in subsidiary work.

contd...2....
subsidiary work" means work in connection with a transport vehicle, its passengers or its load which is done outside the running time of the transport vehicle, including in particular:

i) work in connection with accounts, the paying in of cash, the signing of registers, the handing in of service sheets, the checking of tickets and other similar work.

ii) the taking over and garaging of the transport vehicle;

iii) travelling from the place where a person signs on to the place where he leaves the transport vehicle and from the place where he leaves the Transport Vehicle to the place where he signs off; and

iv) work in connection with the upkeep and repair of the transport vehicle; and

v) the loading and unloading of the transport vehicle;

vi) the interruption during running time as per Rule-3 of M.T.W (Mysore) Rules.

The interruption during running time as per Rule-3 of M.T.W (Mysore) Rules is also reproduced below:

4) **Interruption during running time**

**Rule - 3**. A period of interruption exceeding five minutes in respect of City Transport Services and a period of interruption exceeding ten minutes in respect of other Transport Services or Undertaking, shall be the duration for purpose of explanation-1 to clause (f) of Section-2.

Therefore, “running time” in relation to a working day means, the time from the moment a Transport Vehicle starts functioning at the beginning of the working day until the moment when the transport vehicle ceases to function at the end of the working day, excluding any time during which the running of the vehicle is interrupted for a period exceeding 5 minutes in respect of a City transport services and a period exceeding 10 minutes in respect of other Transport Services during which period the persons who drive or perform any other work in connection with the transport vehicles are free to dispose of their time as they please or are engaged in subsidiary work.

In view of the above, interruption of service at enroute points, up to 5 minutes in the case of City Services and up to 10 minutes in the case of sub-urban and metropolitan services should be added to the running time for purposes contd.3....
5) Wherever halts of 15 minutes and more are provided between arrival and departure of the same schedule or service at terminals a period up to 15 minutes shall be taken in subsidiary work for unloading or loading as the case may be, and the remaining period be treated as not included in the hours of work.

6) While computing hours of work under previous (2) to Section-13 of MTW Act in case of break-down or dislocation of a motor transport service or interruption of traffic or act of God, the hours of work shall be reckoned from the period of signing on till the time of signing off. If the total hours exceeds 16 hours, a rest of 8 hours shall be allowed before resumption of next day's duty. For purposes of payment of over-time, a lunch interval of a minimum of 30 minutes and 8 hours of normal duty shall be deducted out of the total hours, and for the remaining period over-time be allowed.

7) Subsidiary work: The time required for the subsidiary work mentioned below is to be included in working hours.

A. Depot Headquarters:
1) Signing on:
   a) Preparatory work: 15 minutes
   b) for taking the vehicle to the bus-stand: 3 minutes for 2 Kms. or covering the distance between Depot and Bus Stand.
   c) Maximum of 15 minutes for the bus to be stationed at the Bus Stand before scheduled departure.

   Signing off:
   a) Unloading of passengers, certification by TC, test property etc. 10 minutes
   b) For returning to garage: 2 minutes for 2 Kms.
c) Handing over of vehicle — 15 minutes.

B. Night Halt:

1) Night-out places which are not depots:
   a) Signing off — 15 minutes.  
      i) Unloading, certification by TC, property and checking up lost property.  
      ii) Taking the vehicle from Bus Stand to Depot.  
           iii) For depositing cash/handling over vehicle, for maintenance etc.  
                b) Signing on:
           i) For taking cash/vehicle  
           ii) For taking the vehicle to the Bus Stand.  
                iii) For loading of passengers, issue of tickets, etc., in the Bus Stand.  

C. City Services:

Sign on:
   i) Preparatory work.  
      ii) For taking the vehicle to the Bus Stand.  
         iii) Maximum of 5 minutes for the Bus to be stationed and issue of tickets, recording way-bill by T.C. etc., before the scheduled departure.

Sign on (Afternoon)
   a) Drivers:
      i) For handing over charge of the vehicle.  
      b) Conductors:
         i) 3 minutes per 2 Kms. to cover the distance from the place of relief to the place of remitting cash.
ii) Remittance of cash/return of tickets, documents etc. ... 15 minutes.

iii) Signing off-night:
   1) Running time from terminal to Depot ... 3 minutes for 2 Kms.
   2) Handing over vehicle/cash/tickets etc. ... 15 minutes.

3. The provisions in respect of Rural services also apply to sub-urban services also.

9. The Unit Heads are requested to recast the schedules to avoid unnecessary payment of over-time wages and to send their revised schedules to the Traffic Department of Central Offices indicating the over-time involved if any, on the basis of the above clarifications so as to reach the Traffic Department on or before 15th January, 1973, positively and without being reminded. The revised schedules will be scrutinised by the Traffic Department and returned to the Unit Heads for implementation from a date to be notified.

10. Every Motor Transport Worker travelling with the vehicle has to be provided with Individual Control Book as per rule-36 of MWT(Mysore) Rules, 1954. As MSRTC has taken an exemption in this behalf, a modified form TR-17A which is known as TIME SHEET is required to be issued to them. Besides the drivers and conductors who will be operating the vehicles are required to fill in the columns and hand over the original copy of the form not later than the first working day after completion of the week to which the form relates. Basing on the entries in the form, there should not be any difficulty in correctly calculating the over-time and making payment.

11. It should be ensured by the Deputy General Manager and Divisional Controller, that before each but is taken on route from the Depot that the crew should be supplied with TR-17A in duplicate and instructed to fill in the particulars and return the cards invariably to the concerned Depot after affixing their signature which should be verified by the Depot Manager as to the correctness of the entries for purposes of audit and against the same in book thereof. At the end of the month the Depot Manager shall
record a certificate that he has verified the entries in TR-17A and the same are true and correct and that the resulting over-time is not avoidable and may be paid. Further any complaint regarding over-time from any quarters will have to be verified on the basis of TR-17A only and no complaint should be entertained if the TR-17A is not returned.

12. Five examples of routes for determining the working hours of the crew have been worked out for the guidance of the Units.

13. The receipt of this circular letter may please be acknowledged and complaints reported.

Sd/-
GENERAL MANAGER.

To: 
The Dy.G.M & DGM, RTO, HSR, MYS, KLE, BENG, BB:

Copy to: The CAO, OC & WO, LO, OPS, CMES, Chief Stat, CSO, CS & SE.

Sd/-
for CHIEF TRAFFIC MANAGER.

[Signature]

[Note]: The document seems to be a circular letter regarding the verification and reporting of over-time for railway crew members, with examples provided to guide the Units in determining working hours. It also mentions the need for acknowledgement of receipt and reporting of complaints. The signature indicates the authority responsible for traffic management.
Determination of hours of work for the crew of schedules starting from Depot Headquarters and making Night out at a place where there is Depot.

**BANGALORE- MANGALORE SERVICE OF BANGALORE DIVISION.**

<table>
<thead>
<tr>
<th>Places</th>
<th>From</th>
<th>To</th>
<th>Route length in Kms</th>
<th>Timings</th>
<th>Particulars</th>
<th>No. of Crew</th>
<th>Total Hrs. of work</th>
<th>Prescribed Hrs. of work</th>
<th>Total Kms</th>
<th>O.T.</th>
</tr>
</thead>
<tbody>
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<tr>
<td>BANGALORE MANGALORE</td>
<td>403-3</td>
<td>0730</td>
<td>1645</td>
<td>EXPRESS via Ramanagaram, Channapatna, Mandya, Mysore, Mysuru, Periyapatna, Mercara.</td>
<td>1</td>
<td>11.17</td>
<td>08.00</td>
<td>403.3</td>
<td>3 hrs &amp; 17 mts.</td>
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</tbody>
</table>

In the above instance, the total Hours of work is worked out as under:

1) **SIGNING ON:**

   a) Preparatory work: 15 minutes.
   b) For taking the vehicle: 9 minutes (at 3 minutes for 2 Kms. - the distance from Bangalore Dn. to BBS being 6 Kms.)
   c) Maximum time for the bus to be stationed at the bus stand before scheduled departure: 15 minutes.

   Total: 39 minutes ("Signing on")

contd....
2) Signing off:

(a) Unloading, Certification by the T.C. property and checking up of lost property.
   ... 10 minutes

(b) Taking the vehicle from Bus Stand to Depot.
   ... 3 minutes

(c) For depositing cash/handling over vehicle for maintenance etc.
   ... 10 minutes
   23 minutes (Signing off)

(3) Running time:

Arrival at Bangalore: 1845
Departure BBS: 0730
   1115

Rest time provided at Kysore at Mercara: 0100 hrs.
Another 30 minutes provided rest.
The running time: 1115, 0100 hours.

24 hours

The total hours of work for the crew:
1) Signing on ... 59 minutes
2) Signing off: ... 23 minutes
3) Running time: ... 10.15 minutes
   Total: 11.17

Excluding the prescribed hours of work i.e., 0800 hours.
The crew are eligible for 3 hours and 17 minutes over-time wages.
### EXAMPLE II.

Determination of hours of work for the crew of schedules, starting from night out places where there is a Depot, to Headquarters Depot.

**MANGALORE-BANGALORE SERVICE OF BANGALORE DIVISION.**

<table>
<thead>
<tr>
<th>Place</th>
<th>Route Length in Kms</th>
<th>Timings</th>
<th>PARTICULARS</th>
<th>Total Hrs. of Work</th>
<th>Prescribed Hrs. of Work</th>
<th>Total Kms</th>
<th>O.T.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mangalore</td>
<td>140.3</td>
<td>06:30</td>
<td>17:45</td>
<td>11.22</td>
<td>8.00</td>
<td>403.3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Bengaluru</td>
<td>3 hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the above instance, the total hours of work is worked out as under:

1) **SIGNING ON:**

   1. **For taking cash/vehicle:** 15 minutes.
   2. **For taking the vehicle to the Bus Stand:** 3 (at 3 mts. for 2 Kms. - the distance from Depot to Mangalore Stand being 2 Kms.)
   3. **For loading of passengers/Issue of tickets etc., in the Bus Stand:** 15 minutes.

Total: 35 Minutes (Signing on)
... 10 minutes.
... 9 minutes. (at 3 minute for 2 Kms. - the distance from
Bengaluru Bus Station to Depot being 6 Kms.)
... 15 minutes.
Total: 34 (Standing off)

Arrival at Bengaluru 1745 hrs.
Departure Mangalore: 0630 hrs.
1115 hrs.

The rest-time allowed at "eravara and mysore ..0100 hrs.
Running time: - 1115 - 0100 = 1015 hrs.

Total hours of work for the crew:

Sign on 53 minutes
Sign off 34 (34)
Running Time: 1015 
1015 
10:12

Including the prescribed hours of work i.e., 0800 hrs. The crew are eligible for 3 hours and
minutes of over-time wages.

/copy/
**EXAMPLE-III.**

Determination of hours of work for the crew on schedules starting from Depot headquarters and making night outs at a place where there is no Depot.

**MYSORE - UDIPU SERVICE OF MYSORE DIVISION**

<table>
<thead>
<tr>
<th>Ages To Route</th>
<th>Length in Kms.</th>
<th>Timings</th>
<th>Particulars</th>
<th>No. of crew</th>
<th>Prescribed Hrs. of Work</th>
<th>Total Hrs. of Work</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Udipi.</td>
<td>319</td>
<td>1000</td>
<td>21/5</td>
<td>EXPRESS: HES 1100-1105 M/O, DPH 1135-1140, KSH 1220-1225, MBC 1330-1415, SLX 1545-1600, PTR 1655-1700, BQR, LMG 1830-2000, Ordinary from MNG to UDIP. Mail MNG: MRS-UDIP.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

In the above instance, the total hours of work is worked out as follows:

**SKED ON**

**Separatory work:**

- Taking the vehicle to the stand: 15 minutes.
- Standing at the bus stand before scheduled departure: 3 minutes (at 3 minutes for 2 Kms. - the distance from Depot to Mysore Bus Stand being 2 Kms.)
- Time for the bus to be maintained at the bus stand before scheduled departure: 15 minutes.

**Total:** 33 minutes (Signing on).

contd. 2.
Arrival at Udipi: 2145 hours.
Departure Mysore: 1000 hours.
Total: 1145 hrs.

Rest time provided at Udupi and Mangalore = 02.15 hrs.
Out of this time 15 minutes at Udupi and 15 minutes at Mangalore,
are to be included in the hours of work, since the crew are required
for subsidiary work before departure.

Running Time = 1145 - 0215 + 30 = 1000 hrs.

Signing on: 33 minutes.
Signing off: 15 minutes.
Running time: 1000 minutes.
Total: 10,48 minutes.

Excluding the prescribed hours of work i.e., 0800 hrs, pass are eligible for
2 hours and 48 minutes overtime wages.
Running Time:

- Arrival at Mysore: 0800 hrs.
- Departure Udupi: 1100 hrs.
- Running time 1100 - 0100 hrs = 1000 hrs.

Rest time provided at Mangalore and Morcara = 0100 hrs.

The total hours of work for the crew:
- Signing on: 015 minutes
- Signing off: 028 minutes
- Running time: 1000 minutes
- Total: 1043 minutes

Excluding the prescribed hours of work i.e., 0800 hours, the crew are eligible for 2 hours and 43 minutes overtime wages.
**EXAMPLE IV**

Determination of hours of work for the crew of electric vehicles starting from night-out places which are not depot to headquarter dep.

**UDIP - MYSORE SERVICE OF MYSORE DIVISION**

<table>
<thead>
<tr>
<th>Places</th>
<th>Route length in Kms.</th>
<th>Timings</th>
<th>PARTICULARS</th>
<th>No. of crew</th>
<th>Total Hrs of work</th>
<th>Prescribed Hrs of work</th>
<th>Total Kms.</th>
<th>C.T.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mysore</td>
<td>0600</td>
<td>1900</td>
<td>EXPRESS: MNS 1005 - 1045, 1043 - 0800</td>
<td>1043</td>
<td>0800</td>
<td>319</td>
<td>2 Hrs &amp; 45 Mins.</td>
</tr>
</tbody>
</table>

In the above instance, the total hours of work is worked out as under:

**SIGNING ON**
- For preparatory work and issue of tickets etc. ...
  - 15 minutes.

**SIGNING OFF**
- Unloading of passengers, certification by T.O.
  - 10 minutes.
- Issuing of receipts of passengers
  - 5 minutes.
- For returning to garage from bus stand
  - 3 minutes (at 3 minutes for 2 Kms, the distance from Mysore Bus Stand to Depot being 2 Kms.).
- Handing over of vehicle etc.
  - 15 minutes.

**contd... 2...**
**Example V.**

**Determination of hours of work for the crew of schedule making a day out trip.**

<table>
<thead>
<tr>
<th>Places</th>
<th>Route</th>
<th>Timings</th>
<th>PARTICULARS</th>
<th>No. of Total</th>
<th>Pres - Total</th>
<th>O.T.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Length</td>
<td>in Kms.</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Bangalore | Devarahally | 146.9 | 0730 | 1300 Via NLM, SLR, KOL, NGS, YDR and DVP. | 1128 | 08.00 | 293.8 | 3 hrs and 26 mts. |
| Devarahally B'lore | 146.9 | 1330 | 1900 | | | | |

In the above instance, the total hours of work is worked out as under:

1. **Signing on:**
   - Preparatory work: 15 minutes.
   - For taking the vehicle to the bus stand: 15 minutes. (at 3 minutes for 2 Kms. the distance from Bangalore Divn. to B'lore being 6 Kms.)
   - Maximum time for the bus to be stationed at the bus stand before scheduled departure: 15 minutes.

**Total:**
(1) **Taking off:**

- Unloading of passengers, Certification by T.C., and Handing over of vehicle/cash: 10 minutes

(2) **Running Time:**

- I. Arrival at Devanahalli: 1300 hrs.
  - Travel time: 0530 hrs.

- II. Arrival at Bangalore: 1900 hrs.
  - Dep. Devanahalli: 1330 hrs.

- III. Waiting time provided at Devanahalli: 0015 hrs.

Total: 1115 minutes.

(3) **CTO Time:**

- Signing on: 09 minutes.
- Signing off: 34 minutes.
- Running time: 1015 minutes.

Total: 1126 minutes.

Excluding the prescribed hours of work i.e., 0800 hrs, the crew are eligible for 3 hours 28 minutes of overtime wages.