



## Ministry of Civil Service and Administrative Reforms

26 September 2005

**Ministry of Civil Service and Administrative Reforms**  
**Circular Note No. 5 of 2005**  
**E/15/1/03 V2**

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers i/c Ministries and Departments

### Overtime Allowance

In the context of the introduction of a new Performance Management Framework in the Public Service, this Ministry is proposing to devolve as much authority as possible, in a number of areas of Human Resource Management, to Ministries and Departments with a view to enabling them to manage their human resource effectively and efficiently.

2. In line with this strategy, one of the measures to be adopted in the first instance, concerns the payment of overtime allowance to officers drawing a basic salary within the range of Rs 19,400 to Rs 27,200 monthly. In accordance with recommendations made at paragraph 15.5.55 of the PRB Report 2003, Ministries/Departments are presently seeking this Ministry's authority for the payment of overtime allowance at 75% of the prescribed rates in respect of officers drawing basic salary within the range of Rs 19,400 to Rs 27,200 monthly and who are required to work beyond their normal working hours. However, in many cases such authority is sought well after the overtime work has already been performed. As a result, this Ministry has no alternative than to endorse the recommendations made by Supervising Officers.

3. Supervising Officers are kindly advised that with effect from 01 October, 2005 and subject to availability of funds under the appropriate Vote Item, they may approve at their level, the payment of such overtime. However, in so doing, they should ensure:

- (a) that such work is performed only when it is absolutely necessary and is cost-effective and is authorized in advance;
- (b) strict monitoring of the work, on an individual basis, to prevent employees from resorting to excessive overtime; and
- (c) that quarterly detailed returns of any such payments made is submitted to this Ministry.

(R. Mudhoo)  
Senior Chief Executive

Copy to:-  
Secretary to Cabinet and Head of the Civil Service