



Ministry of Civil Service and Administrative Reforms

02 July 2019

Ministry of Civil Service and Administrative Reforms

Circular Note No. 26 of 2019

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From: Secretary for Public Service


To: Supervising Officers in charge of Ministries/Departments

Management of Overtime

The Independent Commission Against Corruption (ICAC) is mandated under the Prevention of Corruption Act 2002, as amended, to examine practices and procedures in public bodies and to recommend anti-corruption measures in order to eliminate opportunities for corruption.

2. In order to prevent corruption in overtime management which is one of the risk areas with regard to malpractices that may tantamount to a corruption offence and with a view to reinforcing organizational integrity in the Public Sector, the ICAC has developed a *Best Practice Guide on Overtime Management in the Public Sector*. The guide has been distributed to all public organisations and is also available on the website www.icac.mu. It covers the strategic aspects of overtime management together with necessary controls to prevent corruption across the different processes involved. It is a useful tool to guide public sector organisations towards the best course of actions to safeguard the integrity of the overtime system. The Human Resource Management Manual (HRMM) and the Pay Research Bureau (PRB) Report 2016 also provide the necessary framework for the effective management of overtime.
3. However, the ICAC has reported that it is still receiving complaints on alleged malpractices pertaining to overtime: allocation of overtime work to non-deserving staff against gratification, the falsification of attendance records and the claiming of undue overtime due to inadequate control, amongst others.
4. Moreover, ICAC has observed that certain public officers do not pay sufficient attention to the need to ensure transparency, accountability and fairness in the management of overtime. Audit reports have also raised the alarm regarding fraudulent overtime practices.
5. Public officers should, therefore, stand guided by the recommendation contained in the Best Practice Guide and the conditions governing overtime which are clearly spelt out in the HRMM and the PRB Report 2016. They are reminded that overtime management is an area vulnerable to corruption/malpractices. Poor management of overtime also affects operational efficiency and increases staff costs.

6. Supervising Officers are kindly advised to pay close attention to the need to ensure transparency, accountability and fairness in the management of overtime. They should also ensure that same is administered in conformity with the principles set out in the "Best Practice Guide" and the current regulations.
7. Management of public bodies should make judicious and effective use of overtime and ensure that the systems and procedures are transparent and fair.
8. Supervising Officers are requested to ensure that the contents of this Circular Note are brought to the attention of all officers including Heads of Parastatal Bodies and Local Authorities falling under the aegis of their respective Ministry/Department. The "Best Practice Guide on Overtime Management in the Public Sector" is available on the website www.icac.mu.



J. M. Simonet

Secretary for Public Service

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