Ministry of Civil Service and Administrative Reforms
Circular Note No. 2 of 2017
E/28/4/04

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments
    Heads of Parastatal and other Statutory Bodies and Local Authorities.

Overtime Allowance to Drivers attached to Senior Officers

Please refer to this Ministry’s Circular Note No. 2 of 2010 dated 11 February 2010.

2. Drivers employed by senior officers are at present eligible for overtime allowance up to a maximum of Rs 2,100 monthly for putting in additional hours in connection with official functions after working hours.

3. Following the implementation of the 2016 PRB Report, it has been decided that drivers employed by senior officers drawing a monthly salary of Rs 110,000 and above, may be allowed to claim overtime allowance up to a maximum of Rs 2,645 monthly, subject to such claims being duly certified and approved by the respective senior officers.


S. K. Pather
Senior Chief Executive

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