

11 February 2010

**Ministry of Civil Service and Administrative Reforms**  
**Circular Note No 2 of 2010**  
**E/15/52/01**

**From: Supervising Officer, 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 1 dated 10 February 2004.

2. Drivers attached to senior officers are at present eligible for overtime allowance up to a maximum of Rs 1,500 monthly for travelling performed in connection with official functions after working hours.

3. It has now been decided that, in such cases, senior officers who are employing a driver, may be allowed to claim overtime allowance in respect of that driver, up to a maximum of Rs 2,100 monthly, subject to such claims being duly certified and approved by them.



**S.K. Pather**  
**Supervising Officer**

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