

My No:- NP/09/FRM/2007

Date:- 18.06.2007

Provincial Treasury Circular No:- PT/17/2007

Secretaries,
Heads of Departments,
Northern Province.

CURTAILMENT OF EXPENDITURE
HOLIDAY PAY & OVERTIME

1. Your kind reference is requested to the relevant section of the Establishment Code Chapter VIII Para 6, Department of National Budget Circular No: – 87(1) dated 14.06.2000 and Public Administration Circular No: – 04/2003 dated 03.04.2004 & No: – 8/97 dated 03.02.1997.
2. With effect from 1st January 2007 the salary of the Public Officers has been increased. Apart from the increase of salary, staff related costs such as allowances, travelling & subsistence, holiday pay and overtime have also increased. As such provision made available in the Financial Statement for the year 2007 is not sufficient to maintain same levels of extra days and hours and compelled to curtail them.
3. In view of the above, we are compelled to exercise control over the expenditure specially on holiday pay and overtime. You are therefore kindly requested to ensure that a proper assessment is made of the need for payment of overtime in each organization, division wise and unit wise and keep within the monthly provision.
4. Instances have been observed of laxity in payment of overtime particularly in computation of number of hours and the application of rates (for example: drivers on stand by duty who should have been paid half the normal rate as per Para 6.2 of Chapter VIII of the Establishment Code had in fact been paid at the full rate). Please therefore advise all organisations/ divisions/ units under your purview that relevant provision of the Establishment Code and relevant circulars issued on the subject from time to time **strictly complied with**.
5. It should be noted that Provincial Treasury would under no circumstances grant additional allocation for overtime & holiday pay or permission to deviate from this circular instruction. In any circumstances the overtime payment should be within the net provision. With the view to exercise the control, the following limits of overtime are fixed.

Sub – Ordinate Staff – Overtime

Please note that the limit fixed to 20 hours of overtime by Public Administration Circular in 2000 is still in force in other Central Government Departments and other Provinces. However considering Northern Provincial Council situation, the overtime will be limited to subordinate staff up to **40 hours per month**.

No officer shall be paid overtime in excess of **10 hours per week** inclusive of overtime work for covering up the duties of a vacant post. In exceptional cases the Secretary / Head of Department may authorise the payment of overtime in excess of the limit of 10 hours per week to any officer. It should be clearly stated in the approval letter.

Minor Staff Grade – Overtime

The minor staff grades are attending various activities such as key duty, watching duty and other cleaning and maintenance work. As such their overtime limit is considered differently.

Therefore their overtime limit is fixed up to 60 hours per month.

Driver's Overtime

Drivers are expected to work 45 hours in a week (example 8.00am to 5.00pm). In terms of the Establishment Code and other circular instructions the work involvement is as follows.

5.3.1. Active Duty: -

Normal rate.

This time is considered as driving the vehicle.

5.3.2. Stand – by – Duty: -

Half of normal rate.

This is on call Duty. This stand by duty has to be justified by the officer who has been authorised to travel.

“Stand-by-Duty” is that period of duty, during which he though temporarily discharged from active duty is liable to be called up at any time in case of need and he is responsible for the safety of the vehicle.

Example: - If the driver is released to stay at night in a Circuit Bungalow in any outstation he should be paid half of the normal rate from the time of release up to commence the next duty.

5.3.3. Off Duty: -

No overtime.

If they are released after the duty even in outstation, overtime **should not be paid** as they are being paid the travelling and subsistence.

The overtime limits for Drivers are as follows.

- | | | |
|-----------------------------------------------------|---|---------------------|
| ➤ Drivers of Local Heads | - | 100 hours (maximum) |
| ➤ Drivers of Pool Vehicles & Heads of Departments | - | 140 hours (maximum) |
| ➤ Drivers of Secretaries & Deputy Chief Secretaries | - | 160 hours (maximum) |
| ➤ Driver of Chief Secretary | - | 180 hours (maximum) |

6. Overtime for covering the duties of **an officer on long leave** such as maternity leave and medical leave or no pay leave for **more than a period of one month** could be paid with the prior approval of the Secretary of Ministry concerned. Two officers could cover such work and each officer may be paid **up to 40 hours monthly**. Application should be forward to Secretary for approval.
- 6.1. If the post is vacant according to the **approved cadre** and the salary is not paid to any one the expenditure **could be charged to salary vote**.
- 6.2. If a sub-ordinate officer is requested to work on holidays **he should not be paid holiday pay** and it should be treated as overtime, which will be within the monthly limit (i.e.40 hours per month) and they are **not eligible for holiday pay**.
- 6.3. Staff officers and field officers such as Technical officers are not entitled for overtime. They are entitled only for one day's holiday pay in a month provided they should work for not less than 08 hours a day.
7. All Secretaries and Heads of Departments are kindly requested to assist to implement the circular instructions and in the process of control the expenditure. You may make copies of this circular and send them to your Zonal / District offices for strict compliance.
8. It is the responsibility of the Heads of the Units to limit the overtime and holiday pay within the provisions made for that unit.

Note: - In respect of **Hospital Staff** this circular **is not applicable** and separate instruction will follow.

The effective date of this circular instruction is **1st January 2007**.

S.Rangarajah
Chief Secretary

Copy to:-

1. Secretary to the Hon.Governor – NP
2. Secretary, Provincial Public Administration – NP
3. Auditor General
4. Deputy Chief Secretary – Internal Audit – NP

} For information Pl.