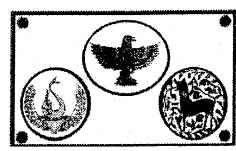




பிரதம செயலாளர் செயலகம் - கிழக்கு மாகாணம்
ප්‍රධාන ලේකම් කාර්යාලය - නැගෙනහිර පළාත
Chief Secretary's Secretariat - Eastern Province



கன்னியா வரோதயநகர்,
திரினகாமலை, இலங்கை.

කන්නියා පාර, වරෝදය නගර
ත්‍රිකුණාමලය, ශ්‍රී ලංකාව.

Kanniya Road, Varothayanagar,
Trincomalee, Sri Lanka

எனது இல
அடை எண்
My No.

EP/09/BD/02/2015/PTC

உமது இல
அடை எண்
Your No.

திகதி
நாள்
Date

19.10.2015

Provincial Treasury Circular PT/11/2015

**Secretary, Ministry of Health - EP,
Provincial Director of Health Services - EP.
Regional Director of Health Services - EP.**

Efficient Management of Overtime/Holiday duty Expenditure for Health Staff, EPC.

It has been observed in the recent past that the expenditure for overtime is being increased uncontrollable manner due to poor management of supervisory staff and the relevant Regional Heads/ Head of Departments, while most of the vacancies are filled. Further No supplementary provision is provided for excess of overtime expenditure. If any emergency situation arised or essential service (Hospitals), the excess expenditure over the voted allocation will be allowed through F.R transfer with the justifiable reasons.

Circumstances under which overtime is payable. (E-code VIII sec.3).

- Expenditure on overtime should be incurred only in exceptional circumstances, where no other means of getting work done are available.
- Overtime is payable only for work which has been specifically ordered, falls quite outside the normal work, is urgent and cannot possibly be performed within the normal hours.
- Overtime is not payable for work which constitutes part of the normal work of a department and for work which has accumulated as a result of failure to carry it out at the proper time through negligence on the part of the officer or through lack of method or disregard of systems.

Control of Overtime.

The Head of Department or a responsible Officer deputed by him/ her should personally satisfy himself/ herself that overtime has been actually and fairly earned. For this purpose it is incumbent on the Head of the Department to devise and maintain a system of checks and records to ensure a proper output of works as well as to avoid payment for idle time.

Therefore, the responsible officer authorizing overtime work/ authorizing expenditure have to have close monitoring in respect of the necessity of overtime work and within the available financial provision and proper output measuring mechanism/system should be taken into consideration at this level.

Chief Secretary - 026-2222012
- 026-2227160
Administrative Office - 026-2222035

Deputy Chief Secretary (Finance) - 026-2222880
Deputy Chief Secretary (Planning) - 026-2224013
Deputy Chief Secretary (Engineering Service)- 026-2222509

Further, on the basis of committee report submitted by PDHS, the maximum overtime hours have to be approved with the following conditions.

- Offices should be opened only with the permission of Head of Institutions or Regional Head, for the purpose of extra duty work on overtime basis.
- RDHS/ Head of Institution personally assess the requirement of work which have to be attend as extra duty and control the necessary staff to be put in to the roster.
- Overtime should not be recommended for the cover-up duty hours for the officers those who are engaged on approved cover up duty.
- Proper justification and recommendation should be given by the authority seeking approval for overtime from PDHS/ Secretary/ Chief Secretary.
- While recommending or approving the overtime/ extra duty, the cadre details (in position, excess and vacant) should be taken in to consideration.

The approving authority limit of overtime per month for Health Staff is given below.

- Chief Secretary - up to 100 hours
- Secretary, Ministry of Health - up to 80 hours
- PDHS - up to 60 hours
- RDHS - up to 40 hours
- PDHS - up to 240 hours for Ambulance Drivers
- PDHS - up to 180 hours for driver
- RDHS - up to 140 hours for driver
(Ambulance and office)

If any emergency situation arised and required to work more than 100 hours Per Month to any health related office/ hospitals staff, the overtime will be authorized by Chief Secretary.

Therefore, you are requested to consider all the above facts and grant overtime within your limit with the careful consideration and actual requirements. This will help you to control and manage the overtime allocation within the available financial provision. Please bring it to your divisional offices/ hospitals for strict compliance.

The limitation of overtime hours schedules are attached herewith. Your co-operation in this regard is very much appreciated.

✓

D.M.S.Abeyagunawardana,
Chief Secretary,
Eastern Province.

CC:-

1. Secretary to the Hon.Governor, Eastern Province.
2. Secretary to the Hon.Chief Minister, Eastern Province.
3. Director General of Health Services, Colombo.
4. Assistant Auditor General, Eastern Province.
5. Chief Internal Auditor, Eastern Province.

Maximum Limit of Overtime Hours for Health staff of Eastern Province.

S.No	Categories of service	Maximum Hours	Available/ based circulars	Remarks
1	Minor Employees			
(i)	Minor Employees working in office (PDHS, RDHS, MOH)	80		Key duty officers can be entitled for maximum hours.
(ii)	Minor Employees working in hospitals. (PMCU, DH, BH, RMSD)	100		May be approved overtime for each of approved cadres.
2.	Drivers		General Circular No 02-22/98 dated on 16.05.1998	
(i)	Ambulance Drivers	240		
(ii)	Driver of PDHS	180		
(iii)	Driver of RDHS	160		
(iv)	Other Drivers in office (RDHS, MOH, AMC)	140		
3.	Diet stewards	80		
4.	House Warden	80		
5.	Ward clerk	80		
6.	Management Assistants / Development Officers	60		
7.	Entomological Assistant	100		
8.	Dispenser	80		
9.	Public Health Laboratory Technicians (PHLT)	40		
10.	ECG Recordist	80	Ministry of Health, Suwasiripaya, General Circular No 02-110/2014 Dated on 01.08.2014	
11.	Physiotherapist	80	Ministry of Health, Suwasiripaya General Circular letter No 2631 dated on 25.07.1986 General Circular No 02-72/2013 Dated on 18.04.2013 General Circular No 02-18/2014 dated on 05.02.2014	

12.	Radiographer	80		
13.	Medical Laboratory Technicians MLT (Special)	100	Ministry of Health, Suwasiripaya, General Circular letter No 2631 Dated on 25.07.1986 General Circular No 02-72/2013 Dated on 18.04.2013 General Circular No 02-18/2014 Dated on 05.02.2014DO.....	
14.	Medical Laboratory Technicians (MLT)	80DO.....	
15.	Pharmacist	80DO.....	
16.	Divisional Pharmacist	80DO.....	
17.	Public Health Nursing Sisters (PHNS), Regional Supervising Public Health Nursing Officers(RSPHNS)	60		
18.	RMO, AMO	60	Ministry of Health, Suwasiripaya, General Circular letter No 02-09/2013 dated on 09.01.2013 General Circular letter No 01-31/2011 dated on 09.01.2013	
19.	Administrative Officers	50	Ministry of Health 06/G/18/2001 (ii) dated on 2011.09.01	
20.	Public Health Field Officers	Depend on need only	Ministry of Health 06/H/01/93 (ii) dated on 28.04.2012	
21.	Public Health Midwife (PHM) in MOH	Depend on need only	Ministry of Health, Suwasiripaya, General Circular letter No 02-65/2014 dated on.....03.2014	On justification with Recommendation of MOH and RDHS According to the need cover up Arrangements for unfilled areas
	Public Health Midwife (PHM) - in Hospital	Depend on need onlyDO.....	If carder is excess overtime cannot be recommended. Roster arrangement will be implemented.

22.	Health Education Officers (HEO)	Depend on need only	General Circular letter No 02-134/2013 dated on 05.09.2013	Based on Circular
23.	Public Health Inspectors (PHI)	Depend on need only	-	On justification with Recommendation of RDHS & MOH
	Public Health Inspectors (PHI) - in MOH	Depend on need only	-	On justification with Recommendation of RDHS & MOH
24.	Supervisory Public Health Inspectors (SPHI)	Depend on need only	-	On justification with Recommendation of RDHS & MOH
25.	Entomologists	Depend on need only	-	On justification with Recommendation of RDHS & MOH
26.	Food and Drug Inspector	40	-	On justification with Recommendation of RDHS & MOH
27.	School Dental Therapist	Depend on need only	Ministry of Health TA/05/SDT/02/2010 dated on 2015.07.06	On justification with Recommendation of RDHS & MOH

Sw - 60

**Chief Secretary,
Eastern Province.**

P.T.O

Calculation of Overtime

Total hours of overtime = Approved Cadre x Maximum Overtime Limit

Vice - Versa cannot be applicable.

Example:

No	Institution	Post	Approved	Category	Maximum Overtime Limit	Approved Cadre	Maximum Overtime Limit
1	Base Hospital	Minor Employee	05	07	100	500	70 hours
2	Base Hospital	Minor Employee	04	04	100	400	100 hours
3	Base Hospital	Minor Employee	04	02	100	400	100 hours Vice - Versa cannot be applicable

22.	Health Education Officers (HEO)		Depend on need only	General Circular letter No 02-134/2013 dated on 05.09.2013	Based on Circular
23.	Public Health Inspectors (PHI)		Depend on need only	-	On justification with Recommendation of RDHS & MOH
	Public Health Inspectors (PHI) - in MOH		Depend on need only	-	On justification with Recommendation of RDHS & MOH
24.	Supervisory Public Health Inspectors (SPHI)		Depend on need only	-	On justification with Recommendation of RDHS & MOH
25.	Entomologists		Depend on need only	-	On justification with Recommendation of RDHS & MOH
26.	Food and Drug Inspector		40	-	On justification with Recommendation of RDHS & MOH
27.	School Dental Therapist		Depend on need only	Ministry of Health TA/05/SDT/02/2010 dated on 2015.07.06	On justification with Recommendation of RDHS & MOH

Sw- 60 2013

**Chief Secretary,
Eastern Province.**

P.T.O