

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



கன்னியா வரோதயநகர்,
திருகோணமலை, இலங்கை.

කන්තියා පාර, වරෝදය නගර
ත්‍රිකුණාමලය, ශ්‍රී ලංකාව.

Kanniya Road, Varothayanagar,
Trincomalee, Sri Lanka

எனது இல
மனே எண்மை
My No.

EP/09/BD/02/2015/PTC

உமது இல
யமே எண்மை
Your No.

திகதி
දිනය
Date

19.10.2015

Provincial Treasury Circular PT/12/2015

**Secretaries,
Deputy Chief Secretaries,
Heads of Departments,
Chairman, Statutory Authorities,
Eastern Province.**

Efficient Management of Overtime/Holiday duty Expenditure for Office 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.

Further, when approving the maximum overtime hours the following conditions, should be considered.

- 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.
- Head of Department 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.

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

- 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 Head of Department/ 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 for Combined Staff is given below.

<i>Category of staff</i>	<i>Maximum No of hours authorized (per month)</i>	<i>Authority granting approved</i>
Management Assistant, Development Officer, Office Employee Service and other Combined Service Staff.	Above 60 hours Up to 60 hours Up to 40 hours Up to 40 hours	Chief Secretary Secretary/ Deputy Chief Secretary Heads of Department Heads of Authority

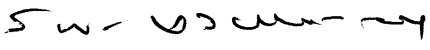
Overtime for Drivers.

<i>Category of Drivers</i>	<i>Maximum No of hours authorized (per month)</i>	<i>Authority granting approved</i>
Driver for Chief Secretary	Up to 180 hours	Chief Secretary
Driver for Secretary/ Deputy Chief Secretary	Up to 160 hours	Secretary/ Deputy Chief Secretary
Driver for Heads of Department	Up to 140 hours	Heads of Department
Other Office Drivers / Provincial Authority Drivers.	Up to 120 hours	Relevant Heads of Authority

If any emergency situation arised and required to work more than 60 hours Per Month to any office 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 office staff for strict compliance.

Your co-operation in this regard is very much appreciated.


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

CC:-

1. Secretary to the Hon.Governor, Eastern Province.
2. Secretary to the Hon.Chief Minister, Eastern Province.
3. Assistant Auditor General, Eastern Province.
4. Chief Internal Auditor, Eastern Province.