

My No: EST/6/OFTIM/07/3050
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

28.11.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Duty Hours of Watchers

Your attention is drawn to Treasury Circular 309/1/66(ET/CA) 235 dated 24.08.1949 and 309/1/66 (ET/CA) 303 dated 22.12.1949 issued on the above matter.

02. The above Circulars are hereby cancelled and action should be taken in the following manner regarding the duty hours of watchers from 01.12.2017.

- I. Watchers should be subjected to serve 06 days per week and Sundays and Public Holidays should be treated as normal working days. Further they are entitled to one day per every week as the rest day.
- II. The duration of one shift should be 09 hours. However the Head of the Department can, on his discretion, prescribe the duration of one shift subject to a maximum of 12 hours.
- III. Overtime allowance can be paid only for the period exceeding 09 hours in one shift.
- IV. The Head of the Department can take action to engage the Minor Employees who are willing to serve in watch duties in order to avoid the engagement of watchers in service beyond 12 hours and further overtime allowances can be granted to them wherever necessary depending on the duty hours of the substantive post.
- V. In case where the watchers are engaged in duties in 03 shifts per day which are implemented as equal shifts, the duration of a shift can be determined with the inclusion of 08 hours.

- VI. Even an officer, to whom 08 hours shift is prescribed under shift system, can be granted entitlement to overtime allowance only for the duties performed beyond the 09 hours in duty, whenever the duration of the shift is extended further.
 - VII. Provisions of Sub Section 6:1 Chapter VIII of the Establishments Code should be made applicable when calculating the amount paid as the overtime allowance of Watchers
03. This circular is issued on the concurrence of the General Treasury.

Sgd/ J.J.Rathnasiri
Secretary
Ministry of Public Administration and Management