

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.

23rd March, 1989.

To: All Secretaries to Ministries
and Heads of Departments.

Attendance, Overtime and Holiday Payments.

Attendance

It has been decided that in a government office with a staff of fifty and more, Time Recording Machine with facility for signing should be installed to record the times of arrival and departure of all officers (from Staff Grades to non Staff grades).

2. In an office where the staff is less than fifty the present system of recording times of arrival and departure on an Attendance Register may continue. But the Head of that office should ensure that the correct times of arrival and departure are recorded leaving no room for fraudulent marking. Also the Attendance Register should be closed in the morning and in the evening (where officers do overtime work).

Overtime and Holiday Payments

3. It has also been decided to exercise strict economy in making overtime and holiday payments by adopting the following procedures:-

- (1) Application for overtime should be made only by the Staff Officer in charge of the work after examining the work load and arrangements that could be made to get the work done without payment of overtime.
- (2) Approval should not be given at a time for more than one month.
- (3) No overtime work should be approved before 8.30 a.m. for office staff.
- (4) The limit of 10 hours per week on overtime work should be strictly observed and any excess in the limit should be approved personally by the Head of Department/Secretary.
- (5) In addition to the Attendance Register/other records maintained to record attendance a separate register should be maintained as follows:-
 - (i) Name and designation of officer.
 - (ii) Monthly salary and hourly rate of overtime.
 - (iii) No. of hours of overtime approved for the month.
 - (iv) Date, time of arrival, departure, hours of O.T. done.

(v) Details of work done on O.T.

(vi) Initials of Head of Branch/Staff officer after inspection daily.

- (6) The Staff Officer should before certifying the voucher for payment of overtime examine the work done to satisfy that the work for which overtime was approved has been duly completed.
- (7) Where overtime work is a regular feature, the possibility of approving a "commuted overtime" should be examined or employment of a few casual employees should be considered.
- (8) Where the work could be done on a piece rate basis, approval should not be sought to pay overtime.

4. The above rules mutatis mutandis will apply to holiday payments as well. This includes payments of 1/20 salary to staff officers for working on week-ends and Public Holidays.

5. Please forward the particulars of overtime and holiday payments made during 1988 with the following details to reach this office on or before 10.4.89:-

(i) Overtime paid during 1988

Grades, amount, total.

(ii) Holiday payment during 1988

Grades, amount, total.

6. All efforts should be made to reduce overtime payments during 1989 by at least half of what was paid in 1988.

Sgd: Cyril Gamage
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.