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கல்வி அமைச்சு  
Ministry of Education

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Date } .02.2020

Circular No: 12/2020

To All Staff of the Ministry of Education

Approval for the Deployment in Overtime Duties and Payment of Allowances

You are hereby informed to follow the below instructions with a view to further enhancing the effectiveness and quality of duties of the staff of the Ministry of Education.

01. Maximum overtime hours that can be approved monthly for all the officers entitled to overtime duties and for whom any order has not been imposed otherwise by Public Administration Circulars or any other Provision should not exceed twenty (20) hours in terms of Section 7 of the Chapter VIII of the Establishments Code.
02. It is mandatory to grant the prior approval of the Additional Secretary (Administration) to deploy in overtime duties and paying overtime allowances and actions in this regard should be taken as per the Provisions stipulated in the Internal Circular No 25/2015 dated 20.10.2015.
03. Excluding the officers of Office Employees' Service engaged in typing duties, if it is essential for deploying an officer in overtime duties exceeding monthly overtime hours (20) based on the duty assigned to him/her, and if the deployment conforms with the Sections 2 and 3 of the Chapter VIII of the Establishments Code, the personal recommendation of the Additional Secretary in charge of the division should be stated in the overtime application.
04. The daily work records of the officers expected to be deployed in overtime duties should be prepared along with their normal working hours and the daily records pertaining to the amount of work units completed by the officer should be updated and maintained under the monitoring the Staff Officer in charge of the branch. Further, the officers assigned for recommending and approving vouchers for the payment of overtime allowances should be responsible in examining such reports and proceeding with the instructions stated in Section 5 of the Chapter VIII of the Establishments Code.
05. All the Staff Officers in charge of branches should ensure that all the officers employed under them are aware of the above instructions.

Please note that the above Provisions will remain in effect from 01.02.2020 until further notice considering the financial provisions of the currently operational vote on account.

N.H.M. Chihrananda  
Secretary  
Ministry of Education

- Copies: - 01. All Additional Secretaries  
02. Director General (Finance)  
03. Director General (Planning)  
04. Chief Finance Officer

} For information and necessary actions

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