

## *18.7 SPECIAL DUTY AND EXTRA DUTY ALLOWANCE*

- 18.7.1 Special Duty/Extra Duty Allowance is payable to senior officers who are not eligible for overtime and who are regularly required to work for long hours beyond their normal working hours for timely completion of assignments/reports or due to the specific nature of their duties. Despite the general principle that officers in this category should not expect financial rewards for performing extra duties or working beyond normal working hours, this allowance is paid as compensation for the time devoted to the organisation at the expense of family and social life and sometimes in very stringent conditions.
- 18.7.2 As is the practice, in the context of this Report as well, in July 2015, a survey was carried out by the Bureau to take stock on the mode of compensation to employees in the Public Sector for working beyond normal working hours. A survey questionnaire was sent to organisations of the whole public sector, where a response rate of 60% was registered. The findings have revealed that employees/officers are mainly remunerated through the payment of overtime or overtime at discounted rate based on their eligibility as per existing provisions. Only a few officers at senior level (10%) are paid a Special Duty/Extra Duty Allowance for working additional hours. Moreover, in 68% of the organisations, senior officers are not being remunerated for working regularly beyond normal working hours.
- 18.7.3 As per present recommendations in the PRB/EOAC Reports, officers up to the level of Deputy Permanent Secretary who are eligible to Special Duty/Extra Duty Allowance are paid three times the increment reached in their respective salary scale, subject to the approval of the Supervising Officer, provided they regularly put in a minimum of 25 excess hours per month. The Bureau is of the view that the payment of this allowance is still justified and recommends its continuation to eligible officers for enhanced service delivery.

### **Recommendation 1**

- 18.7.4 **We recommend that senior officers up to the level of Deputy Permanent Secretary who are not eligible for the payment of overtime for work carried out beyond normal working hours but who are regularly required to work unusually long hours for the completion of assignments/reports by set time frame as per mandatory/administrative requirements or specific nature of their duties, should be paid an allowance equivalent to three times the increment reached in their respective salary scale, on the approval of the Supervising Officer, provided they put in a minimum of 25 excess hours monthly.**
- 18.7.5 Further to the survey findings and feedback/views obtained during consultations from both Management and staff side, the Bureau has examined

the issue in-depth, namely regarding the mode of compensation to senior officers, who by virtue of their hierarchical position are not eligible to any form of compensation for putting in excess hours over a long period of time for the timely production of a planned output. We strongly view that on grounds of fairness, these officers should be remunerated additionally for excess effort put in.

- 18.7.6 The attention of the Bureau has been drawn that, in certain cases, officers involved in an assignment/task to be completed within a set time frame are being paid allowances according to their grades and provisions of regulations and laws. In such scenario, some officers are drawing more than others despite being lower in rank and such situations cause demotivation *vis-à-vis* senior officers who have the responsibility of supervising the junior officers over and above their normal contributions. We believe that, in such cases, the principle of salary relativity should apply to ensure that senior officers are compensated according to their hierarchical positions while taking into consideration the requirements by regulations or law to pay additional remuneration. We are recommending accordingly.

#### **Recommendation 2**

- 18.7.7 We recommend that senior officers not eligible for the payment of overtime or extra duty allowance or any other form of compensation for additional hours of work put in for the completion of an assignment/report by set time-frame as per mandatory/administrative requirements and, who have to work unusually long hours over an extended period of a minimum of three months and put in exceptional effort on a sustained basis for the timely production of planned output, within the normal scope of their schedule of duties, may, on the recommendation of the Responsible Officer, be granted a monthly allowance of up to a maximum of two thirds of a month's salary based on the duration of the work and the extent and quality of the contributions.**

#### **Scarcity Areas**

#### **Recommendation 3**

- 18.7.8 We again recommend that in areas of scarcity, where few officers have to share additional workload and responsibilities within a tight time frame due to acute manning problem, they should be paid an *ad hoc* allowance equivalent to two increments at the point reached in their salary scale or to be read from the master salary scale, as appropriate, for a defined period of time not exceeding six months.**

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