

## 16.7 SPECIAL DUTY AND EXTRA DUTY ALLOWANCE

- 16.7.1 Senior Officers who are not eligible for the payment of overtime, are eligible to the payment of a Special Duty/Extra Duty Allowance wherever they are required to work regularly for long hours beyond their normal office hours owing to the nature of their duties, for the execution of urgent tasks or for the timely completion of specific assignments/reports. It is a fact that, generally, officers in this category do not look forward to the receipt of financial benefits/rewards for working beyond their normal working hours but are more concerned in fulfilling their commitments as per mandatory/administrative requirements. Hence, this allowance is granted as a means to compensate these officers for their sustained efforts and extra time devoted to the organisation, which may impact on their family/social life.
- 16.7.2 As per existing provision, senior officers up to the level of Deputy Permanent Secretary, who regularly put in a minimum of 25 excess hours of work per month, are paid a Special Duty/Extra Duty Allowance equivalent to three times the increment reached in their respective salary scale, on the approval of the Supervising Officer, subject to satisfying certain conditions.
- 16.7.3 In the context of this Report, during meetings with all the Federations of the Public Sector regarding conditions of service, the Bureau sought their views on the implementability of recommendations concerning Special Duty and Extra Duty Allowance. Until the publication of the Report, no major proposal/representation was received concerning these two issues.
- 16.7.4 With a view to sustaining enhanced service delivery, the Bureau considers that the payment of Special Duty/Extra Duty Allowance to officers, in positions which invariably require their full time availability to meet the exigencies of the service and resultantly are called upon to work extra hours beyond their normal working hours, is still justified.

### Recommendation 1

- 16.7.5 We recommend that senior officers up to the level of Deputy Permanent Secretary who are not eligible for the payment of overtime and are regularly required to work unusually long hours beyond normal office 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 a monthly allowance equivalent to three times the increment reached in their respective salary scale subject to putting in a minimum of 25 excess hours per month, on the approval of their Supervising Officer.**

- 16.7.6 In its 2016 Report, the Bureau recommended the payment of a monthly allowance equivalent to two thirds of a month's salary to senior officers, who are not eligible for the payment of overtime/extra duty allowance or any other form of compensation for the additional hours of work put in for the completion of an assignment/report. Payment of this allowance was subject to satisfying of a set of criteria, namely, completion of an assignment/report by set time frame as per mandatory/administrative requirements; working unusually long hours over an extended period of at least three months; and putting in exceptional effort on a sustained basis; for the timely production of planned output.
- 16.7.7 After the publication of the 2016 PRB Report, the Ministry of Public Service, Administrative and Institutional Reforms highlighted some problems giving rise to the non-implementation of the above recommendation and the case was referred to the Commission for Conciliation and Mediation and thereafter to the High Powered Committee (HPC) for a decision. The HPC approved that the payment of the Special Duty/Extra Duty allowance should be effected for specific assignments/projects only and should be computed using the hourly rate for the duration of the assignment, subject to a maximum of one third of the officer's monthly salary.
- 16.7.8 The MPSAIR has submitted that the above-mentioned decision of the HPC should continue to be applicable and be reflected in this Report.
- 16.7.9 The Bureau considers that the payment of this allowance is still justified as an incentive to enable senior officers to complete urgent assignment within the scheduled time frame. We recommend accordingly, while taking on board the HPC's decision.

## Recommendation 2

- 16.7.10 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 specific assignments/reports/projects, be paid a monthly allowance at hourly rate up to a maximum of one third of the officer's monthly salary for an assignment/report/project of a duration of not less than two weeks, subject to the approval of the MPSAIR.**

## Scarcity Areas

### Recommendation 3

- 16.7.11 We recommend that in areas of scarcity, where few officers have to share additional workload and responsibilities within a tight time frame due to an acute shortage of staff, 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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