

18.7 SPECIAL DUTY AND EXTRA DUTY ALLOWANCES

- 18.7.1 Special duty and Extra duty allowances are paid to an employee who is required by the Supervising Officer to undertake duties of a special nature requiring additional responsibilities.
- 18.7.2 In the 2008 PRB Report, the Bureau made a few recommendations regarding the payment of Special duty and Extra duty allowances as mentioned hereunder:
- (i) officers, not eligible for overtime, who work under exceptional pressure and at extra and irregular hours for timely completion of projects not within the normal scope of their schedule of duties, and in connection with special assignments such as conferences, enquiries, seminars and workshops, be eligible for an Extra/Special Duty Allowance, based on both effort and time, subject to the approval of the Ministry of Civil Service and Administrative Reforms (MCSAR);
 - (ii) senior officers not eligible for overtime/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 and subject to the approval of the Standing Committee on Fees and Allowances under the chairmanship of the MCSAR, be granted a monthly allowance of up to a maximum of two thirds of a month salary based on the duration of the work and the extent and quality of the contributions; and
 - (iii) senior officers up to the level of Principal Assistant Secretary, not eligible for overtime/extra duty allowance or any other form of compensation for additional hours of work put in, and who have to work regularly beyond normal working hours to meet the exigencies of their positions be paid, an allowance equivalent to three times the increment reached in their respective salary scales provided they put in a minimum of 35 excess hours monthly, on the recommendation of the Responsible Officer and subject to the approval of the MCSAR.
- 18.7.3 The above recommendations were based on the fact that senior officers are very often required to put in extra hours of work in stressful conditions and thus, has an impact on their family and social life. These officers cannot, in many cases, be granted time-off as this would be detrimental to the functioning of their organisations.

- 18.7.4 In the context of this Report, the MCSAR has submitted that:
- (i) in many instances, its approval has been sought for an appropriate allowance to be paid to those officers drawing salary of more than Rs 40,000 without recommendation from the Head of Ministry/ Department concerned on the quantum proposed;
 - (ii) in some other cases, where an amount has been recommended, the basis on which it has been reached could not be justified; and
 - (iii) there are cases where officers concerned have shown their disagreement on the quantum approved.
- 18.7.5 Our survey on the payment of Special Duty and Extra Duty Allowances has revealed that 27 out of 42 Parastatal Organisations including Local Authorities and 31 out of 34 Ministries/Departments and the Rodrigues Regional Assembly (RRA) are implementing our recommendations.
- 18.7.6 Payment for extra hours put in after normal working hours has been adversely reported upon by the Director of Audit in his Annual Report. The Director of Audit views that the expenditure incurred on the payment for work beyond normal working hours should be curtailed. We cannot eliminate the payment of Extra duty/Special Duty Allowance. However, we are, in this Report, rationalising the payment of the Extra duty/Special Duty Allowance payable to officers not eligible for overtime.
- 18.7.7 Ministries/Departments/Organisations should make every attempt to schedule work load so that the need for the payment of Extra duty/Special Duty Allowance be kept to a minimum. However, situations may arise which make payment of this type of allowance unavoidable such as special assignments/projects/specific nature of duties. Improved monitoring should ensure that work beyond normal working hours when performed is in effect the most cost effective way to meet goals and responsibilities. In addition to close monitoring of programme of work of officials, Ministries/Departments/Organisations should set up an administrative reform cell to streamline processes/procedures to enhance timely service delivery.

Recommendation 1

- 18.7.8 **We recommend that officers, up to the level of Principal Assistant Secretary, not eligible for overtime for work 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 eligible for the payment of Extra duty/Special Duty Allowance at the rate of 5% of their monthly salary provided:**
- (i) they put in 30 to 50 excess hours of work in a month; and

(ii) they do not derive any other form of allowance for putting in the extra hours of work.

Scarcity Areas

18.7.9 Representations have been received to the effect that officers, in scarcity areas, have to shoulder additional workload and responsibility in view of acute shortage of staff and regularly have to deliver within tight time frames. We have examined this issue and are of the view that some form of compensation is justified.

Recommendation 2

18.7.10 We 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 a period of six months.
