

16.6 TASK WORK IN THE PUBLIC SECTOR

- 16.6.1 Task Work is carried out by incumbents in certain grades as determined by the Supervising Officer. The motivational drive of this mode of work is that the employees may be released earlier after completing the assigned task subject to certain set conditions.
- 16.6.2 Some public sector organisations adopt the task work mode of operation in view of the nature of certain services they provide. The Refuse Collection Service in the Local Authorities, for example, operates along these lines.
- 16.6.3 The following guidelines currently apply for the task work mode of operation:
- (a) (i) task work should be applicable where the task rates have been recommended by the Head of Division and approved by the Supervising Officer;
 - (ii) the daily task assigned should be measured and certified by the Supervisors before the employees are allowed to leave their sites of work; and
 - (iii) roll call should be made immediately after resumption of duty following lunch time.
- (b) regular site visits should be effected by Supervisors to ensure that the assigned tasks are being carried out effectively and wherever warranted, corrective actions should be taken; and
- (c) employees may be allowed to leave their sites of work on the following conditions:
- (i) on completion of the allocated tasks subject to being controlled and certified by the Supervisors; and
 - (ii) they have been in attendance for a minimum number of hours which should be around 75% of the normal working hours of the corresponding grade not operating on task work mode.
- 16.6.4 The Bureau considers that these guidelines are still valid, and hence, should continue to prevail.

Recommendation 1

- 16.6.5 We recommend that the guidelines governing Task Work as listed at paragraph 16.6.3 above should be adhered to.**

Overtime for Employees Operating on Task Work Basis

16.6.6 Employees of the Workmen’s Group operating on a task work basis who put in additional hours of work above 30 hours in a week are presently paid overtime at the applicable rate. This provision is being maintained.

Recommendation 2

16.6.7 We recommend that employees of the Workmen’s Group operating on a task work basis should, after completion of the daily task work as certified by the site Supervisors, be paid overtime at the rate applicable for all additional hours of work put in above 30 hours in a week.

