

16.10 ACTING AND RESPONSIBILITY ALLOWANCES

- 16.10.1 In the Public Sector, it is common practice to resort to an acting appointment, whenever there is operational need and where the duties of a vacant post must be undertaken by another officer. Acting appointment is a non-substantive appointment in which an officer is appointed to undertake the duties of a vacant post and is an administrative arrangement made at the discretion of Management. However, it is not obligatory that acting appointment must be made whenever a post is vacant.
- 16.10.2 The practice of making acting appointment and the mechanism adopted in the Public Sector is considered as an important management tool to assess an officer's suitability for substantive promotion, particularly in the case of long-term acting. Even in the case of short-term acting arrangements, it provides opportunities for officers to try out their potential to perform duties at a higher rank for staff development purpose.
- 16.10.3 For this review, the main representation received from Federation was for the period of actingship to be limited to a maximum of three years. After examining the issue, we consider that it would be more appropriate for Responsible Officers to ensure that where permanent vacancies exist, same should be filled without undue delay.
- 16.10.4 We consider the existing provisions adequate and are therefore not bringing any change thereto.

Acting Allowance

Recommendation 1

- 16.10.5 We recommend that the quantum of Acting Allowance to be paid, irrespective of a grade-to-grade or class-to-class situation, should represent the difference between the initial or flat salary of the higher post and the substantive salary of the officer, provided the allowance is not less than three increments worth at the incremental point reached in the substantive post. In case of overlapping of salary scales, the allowance should be equivalent to three increments worth at the incremental point reached in the substantive post provided the total emoluments of the officer should not be more than the maximum salary of the higher post.**

Responsibility Allowance

- 16.10.6 An officer who is assigned, for administrative convenience, the duties of a higher post where the mode of appointment is by selection from among serving officers and/or from among candidates outside the service, is normally granted a Responsibility Allowance. Since the current provision is still valid, it is being maintained.

Recommendation 2

16.10.7 We recommend that the appointee should be paid a Responsibility Allowance as per the following conditions:

- (i) the allowance is equivalent to the Acting Allowance when he is fully qualified to act in the higher post;
- (ii) when he is not fully qualified to act in the higher post, the allowance is equivalent to 80% of the Acting Allowance; and
- (iii) when appointment to a higher office is made by selection and no additional qualification is required, whether in terms of academic or technical qualification or experience or in terms of physical requirements, the allowance is equivalent to the acting allowance.

Qualifying Periods/Specific Provisions**Recommendation 3**

16.10.8 We recommend that the qualifying period/specific provisions governing Acting and Responsibility Allowance should be as follows:

- (i) Acting or Responsibility Allowance is paid to an officer who acts in the higher office for a continuous period of seven days, that is, the assignment should be for at least seven continuous days, inclusive of Saturdays, Sundays and Public Holidays except for those who act in an Accounting/Responsible Officer position where the actingship is payable even if the period of actingship is less than seven days;
- (ii) no Acting or Responsibility Allowance is paid to an officer, performing higher duties, for any period of absence of seven days at a stretch;
- (iii) where an officer who is acting in a higher office proceeds on official mission overseas, he is paid a special allowance equivalent to the Acting Allowance he would have drawn had he not gone on mission;
- (iv) an officer, who is acting in an Accounting/Responsible Officer position for a period of at least three consecutive days or more but less than seven days, is paid 80% of the normal Acting/Responsibility Allowance payable for the period in the normal circumstances. No formal actingship or payment is made for a period of less than three days; and
- (v) an officer, who has been appointed to act or assigned duties in an Accounting/Responsible Officer position by the relevant Service Commission or Board *vice* permanent vacancies or *vice* temporary vacancies which would eventually become permanent, should be eligible for all benefits attached to the post after a continued period

of actingship of at least four months except Car Benefits, which should be in line with paragraph 16.2.144 of this Volume.

Responsibility Allowance to Employees of the Workmen's Group

Recommendation 4

16.10.9 We recommend that the Responsibility Allowance payable to employees in the Workmen's Group should be computed:

- (i) on the same basis as for Acting Allowance even if the employee is not fully qualified;**
- (ii) for the full period of actingship (inclusive of Saturdays, Sundays and Public Holidays) whenever the period of actingship exceeds such continuous days; and**
- (iii) on the basis of the actual number of days worked in case the actingship is less than seven days.**

