

## 16.7 SPECIAL DUTY AND EXTRA DUTY ALLOWANCE

- 16.7.1 Special Duty/Extra Duty Allowance is payable to senior officers who are not eligible for payment of overtime and who are required to regularly work for long hours beyond their normal office hours due to the nature of their duties, for the execution of urgent tasks or for the timely completion of specific assignments/reports.
- 16.7.2 By virtue of current provisions, senior officers up to the level of Deputy Permanent Secretary are eligible for the payment of a Special Duty/Extra Duty 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. Moreover, senior officers not entitled to any form of compensation for additional hours of work for the completion of specific assignments/projects are eligible for an allowance, subject to satisfying certain criteria.
- 16.7.3 Unions representing different grades across the Public Sector made requests for payment of Special Duty/Extra Duty Allowance to officers who are not eligible for overtime. Management of certain Ministries/Departments as well as Parastatal Bodies also made submissions for the grant of this allowance to officers in specific professional grades, though they do not put in a minimum of 25 excess hours per month. On the other hand, the Ministry of Public Service and Administrative Reforms (MPSAR) requested for a harmonisation of the mode of compensation.
- 16.7.4 All requests have been examined and we are, in this Report, bringing some improvements to our recommendation to ease its implementation.

### Recommendation 1

- 16.7.5 **We recommend that 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 10% of the monthly salary OR three times the increment reached in their respective salary scale, whichever is the higher, subject to putting in a minimum of 25 excess hours per month, upon approval of the Supervising Officer.**
- 16.7.6 **We also 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, should continue to 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 MPSAR.**

- 16.7.7** Notwithstanding the above provisions, we recommend that officers, who have put in less than 25 extra hours may, subject to exigencies of service, be granted equivalent time-off.

