June 29, 2020

MEMORANDUM

TO	:	Ministerial Secretaries & Agency Heads
FROM	:	Public Service Commission
SUBJECT	:	**Principle On Application of Overtime Work**

A costly emerging trend on the use and application of the overtime works appears to be on the rise, raising serious and alarming concern. This memo serves as a clarification on the policy of granting compensation for overtime work, and the governing principle of enforcement behind such scheme.

GENERAL PRINCIPLES:

Overtime work is work undertaken over and beyond an officer's conditioned hours (8 am - 5 pm) and during regular working days (Monday – Friday, except holidays). It should be undertaken **only** when it is unavoidable, which means the duties to be performed at the time are essential and the duties must be performed at that time and cannot be deferred to another time and/or be performed by any other means.

Heads of Department (HoDs) are required to ensure that overtime work is kept to the absolute minimum as justified by operational requirements, and that at all times overtime work is to be strictly controlled and properly supervised. *Apart from the unforeseen circumstances, overtime work must be authorized in advance by HoDs or designated officers and the Public Service Commission.* Failure to comply to this requirement may be resulted in denial of overtime.

To further avoid what appears to be an act of negligent, whether by design or otherwise, it is imperative that strict adherence to the policy procedures and guidelines be closely observed to the fullest extent possible. The Commission is deeply concerned and wishes to seek cooperative effort by everyone. Komol tata.

Kenneth Anitok
Chairman, Public Service Commission

Cc:　Minister in Assistance to-the-President & Environment
　　　Minister of Finance
　　　Chief Secretary
　　　Members of the Commission
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