

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.19/1983

REFERENCE NO. PS: 26/2

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments,
Regional Executive Officers.

SUBJECT:

Office Assistant- Payment of overtime for work in
excess of 44 hours per week.

DATE: 1983-06-29

It has been the practice to pay overtime to office Assistants, using the normal overtime formula for work after 5:00pm on Weekends and 1:00pm on Saturdays vide my Circular No. 38/77 dated 26th July, 1977.

However, as this category of employee is required to work 44 hours per week (the hours may be staggered by you to suit your convenience), it has been decided that with effect from 1st July ,1983, Office Assistant should be paid overtime formula i.e.:-

$5/1000 \times \text{monthly salary} \times \text{number of overtime hours} \times 1\frac{1}{2}$

Please bring this Circular to the attention of all concerned especially those who work in Personnel and Accounting Divisions.

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H.Ali
For Permanent Secretary.