

**FROM:** Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

Payment of Overtime for Administrative,  
Clerical and Accounting Staff.

**DATE:** 2008-06-09

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Further to the Public Service Ministry's Circular No. 8/2008 dated 2008-05-09 on the above subject, please be informed that Permanent Secretaries, Heads of Departments and Regional Executive Officers when making request for a duty allowance for workers who are expected to work excessive overtime periods, must submit the following:

- Overtime records ( hours worked & payment received) for the year 2007 and the first five (5) months of 2008.

Please note that any request submitted to this Ministry without the overtime records would not be considered for approval.

Please bring this Circular to the attention of all concerned, especially those who work in the Personnel Division.

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Permanent Secretary,  
Public Service Ministry.