



பிரதம செயலாளர் செயலகம், வடக்கு மாகாண சபை  
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 Chief Secretary's Secretariat, Northern Provincial Council



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My No: NP/09/FRM/ R2/12/CIR-REV/2020

21.12.2020

**Provincial Treasury Circular No: - PT/17/2007 (I)**

Secretaries,  
 Head of Departments,  
 Northern Province.

**CURTAILMENT OF EXPENDITURE**

**HOLIDAY PAY & OVERTIME**

Your attention is drawn to the Provincial Treasury Circular No PT/17/2007 dated 19.06.2007 regarding above matter,

The following additions are considered to the respective paras of the above circular.

**para 5.1. Sub-Ordinate Staffs – Overtime**

The level of authority for overtime limits of sub-ordinate Staff are as follows

Level of Authority	Hours
➤ Heads of the Departments	- 40 hours (maximum)
➤ Secretaries	- 60 hours (maximum)
➤ Chief Secretary	- above 60 hours

**5.2. Minor Staffs Grade – Overtime**

The level of authority for overtime limits of Minor Staff Grade are as follows.

Level of Authority	Hours
➤ Heads of the Departments	- 60 hours (maximum)
➤ Secretaries	- 80 hours (maximum)
➤ Chief Secretary	- above 80 hours

**A.Pathinathan**  
 Chief Secretary,

**A.Pathinathan**  
 Chief Secretary  
 Northern Province

Copy to: -

1. Secretary to the Hon. Governor - N.P
2. Secretary, Provincial Public Administration - NP
3. Asst. Auditor General - N.P
4. Chief Internal Auditor - N.P

For your information PI

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