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**ALL ACCOUNTING OFFICERS  
HEADS OF PROVINCIAL TREASURIES  
PROVINCIAL ACCOUNTANTS-GENERAL**

**TREASURY PRACTICE NOTE 18 OF 2001**

**AUTHORISATION OF REMUNERATED OVERTIME**

1. In terms of Part V: D.2 (c) of the Public Service Regulations, 2001 'an executing authority may compensate an employee for overtime work if the executing authority has provided written authorisation in advance for the work.'
2. The authority to approve overtime payment has been delegated in all but two departments to the level of Chief Director (normally administration or human resources management). In the remaining departments the authority vests in the Deputy Director-General: Finance (National Department of Public Works) and the Director: Finance (Trade and Industry) assisted by a departmental financial control committee.
3. To give effect to the principle of prior approval for remunerated overtime, a function exists on the PERSAL system to programmatically validate transactions in compliance with the aforementioned principle.
4. Current trends in departments, however, indicate that there is a significant increase in the incidence of remunerated overtime without such prior approval. Further, it has come to National Treasury's attention that a common practice in

6. With the view to ensuring the sound governance of remunerated overtime, accounting officers are encouraged to instate measures so as to ensure that the directives addressed above are adequately applied.
7. Your co-operation in this regard would be appreciated.



C C W KRUGER

DEPUTY DIRECTOR-GENERAL: SPECIALIST FUNCTIONS

DATE: 10/16/2001.