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CIRCULAR SAVINGRAM

GOVERNMENT OF TONGA

TO: All Heads of Ministries/Departments

FROM: Acting Secretary for Finance

DATE: 13 July 2005

SAVING No.: 15/23/556

TREASURY INSTRUCTIONS NO.1/05-06: OVERTIME AND GRATUITIES

Please be advised that the following Treasury Instructions are to be followed by all ministries and departments regarding payments of staff overtime and gratuities.

Staff Overtime

1. All payments of staff overtime are to be paid on the first week or first pay period of the month following the month of the overtime period.
2. Staff overtime payments are not to accumulate for a period of more than one (1) month.
3. No overtime payments are allowed to be made after the period of payment stated above.
4. Ministries/Departments are responsible for ensuring that sufficient funds are available in their respective overtime vote before staff are committed to work overtime.

Staff Gratuity

1. All staff gratuity payments are to be paid on the first week or the first pay period of the very next month following the two (2) months period of gratuity being claimed.
2. Staff gratuity payments are not to be accumulated for more than the two (2) months being claimed.
3. No gratuity payments are to be made after the period of payment stated above for gratuity.
4. Ministries/Departments are responsible for ensuring that sufficient funds are available in their respective overtime vote before staff are committed to work after hours.

Please note that the above Treasury Instructions will ensure that payments of overtime hours are properly monitored and controlled. They will also ensure that ministries/departments avoid the accumulation of overtime hours for long periods and paid together at once, especially towards the end of the financial year.

We thank you for your assistance and cooperation.

M. Lomu

Meleseini Lomu
Acting Secretary for Finance

