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விஞ்ஞான, தொழில்நுட்ப மற்றும் ஆராய்ச்சி அமைச்சு
Ministry of Science, Technology & Research

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திகதி
Date

2019.03. 7

Internal Circular: 01/2019

To: All Science & Technology Officers

Duty Hours of Watchers of Vidatha Resource Centers

The assigned duties and duty hours of watchers serving at Vidatha Resource Centers are as follows.

- I. The watchers are required to serve at Vidatha Centres 06 days per week with Sundays and Public holidays being considered as normal official days. They are entitled to one day as a rest day per week.
- II. A single work shift will be of 09 hour duration, where the Head of the Department or the immediate supervising staff officer may at his discretion, stipulate the duty hours of a single work shift subject to a maximum limit of 12 hours.
- III. Overtime can be granted only in respect of the services discharged beyond the 09 hour duration, of a work shift. The maximum overtime hours per month is 78 hours.
- IV. In order to avoid watchers engaging in service beyond 12 hours, in VRCs where there are junior officers willing to engage in watcher's service, the Head of Department or the immediate supervisory staff officer may deploy the said officers, restricting them for essential duties and where necessary overtime may be granted as per the duty hours of their substantive posts.
- V. The provisions of the Subsection 6:1 of the chapter VIII of the Establishment Code should be made applicable in the calculation of the charges for overtime payments for watchers.
- VI. Watchers should engage in a daily work shift of 12 hours, at the Vidatha Resource Centre and ensure the security of the office premises as well as all property located therein. They should be made to understand that they would be held accountable for any damages caused to the said property during their respective work shifts.

Chinthaka S. Lokuhetti

Secretary

Ministry of Science, Technology & Research

Copies to: Additional Secretary (Technology Transfer) - for necessary action

Chief Accountant - for necessary action

All Divisional Secretaries - for necessary action