

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 3/1976

REFERENCE NO. PS: 20/2

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Payment of duty allowances to Clerks II
performing as Clerks III.**

DATE: 3rd February, 1976.

Reference is made to Public Service Ministry Circular Nos. 42/194 dated 11th December, 1974 and 30/1975 dated 27th September, 1975 on the above subject.

2. Please note that, while the duty allowance payable to Clerks II performing the duties of Clerks III in established positions is equivalent to two increments on the salary range A12, at no time should the officer's substantive salary plus duty allowances (which should be adjusted accordingly) exceed \$298 a month.
3. In those cases where officers have been paid salary and duty allowance totaling more than \$298 per month, repayment of the overpayment should be so arranged that the officers are not placed under any undue financial stress.
4. Please bring this Circular to the attention of all officers concerned particularly those in Personnel and Accounting Units handling the related aspects of the subject.

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C. E. Douglas,
for Permanent Secretary.