

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Fixing of salaries of persons recruited into  
the Public Service.**

DATE: 27<sup>th</sup> May, 1976.

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With reference to my Circular No. 14/1976 dated March 29, 1976, on the above subject, it has been observed that although Ministries/Departments are now complying with paragraph 2 of the circular, in a few cases, a Ministry/Department, seeking my prior approval for salary above the minimum to be paid a likely appointee, merely states the proposed figure in the particular salary range without giving any supporting reason for its recommendation of such commencing salary.

2. Since incremental credits are normally granted only on the basis of qualifications, training and experience over and above those deemed necessary for appointment to positions, requesting Ministries/Department are therefore required to furnish as a supporting basis for payment of commencing salaries above the minima to prospective appointees the following data, where applicable:-
  - (a) their number of years relevant post-graduate experience;
  - (b) the kind and level of training undergone by them;
  - (c) the kind, level and number of years of previous relevant job experience they possess;
  - (d) supporting documentary evidence in respect of (a), (b) and (c) as the case may be;
  - (e) their present designations and salaries, if they are already in the Public Service.
3. If the case for incremental credit is represented for reasons other than those indicated in paragraph 2 above, the rational basis on which the incremental credit is being sought must be clearly set out.

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C. E. Douglas,  
Permanent Secretary.