

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 53/1976

REFERENCE NO. PS: 31/0TJ(2)

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT: Increments

DATE: 3rd November, 1976.

Reference is made to my Circular No. 37/1973 dated 20th December, 1973, on the above subject.

2. It has been brought to attention that despite provision for the issue of composite increment certificates in an effort to expedite the payment of increments to employees on due dates, the system has not met with the success anticipated and that, in many cases, increments are not paid on time to employees who qualify for same, one of the reasons being that it is not always feasible to complete the preparation of Annual Confidential Reports on some employees in time, resulting in delay in the submission of increment certificates in respect of others.
3. While it is not the intention to condone or authorize any practice which allows for the payment of increments for unsatisfactory work and conduct, it is considered that increments should be paid on due dates to employees qualifying for the award of same. Accordingly, a system should be introduced in your Ministry/Department whereby in the absence of an adverse report on any employee, all increments are paid on due dates. Such reports should be submitted not later than two (2) months prior to the due date of the increment to allow enough time for necessary action to be taken to ensure that payment is not made without justification. However, if for any reason, an employee has been inadvertently paid, steps should be taken to recover the unauthorized payment as soon as possible.
4. Please note that the provisions of Rule D2 of the Civil Service Rules, 1972, continue to apply.
5. This circular should be brought to the attention of all employees.

.....
C. E. Douglas,
Permanent Secretary.