

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Submission of requests for payment of
responsibility allowances.**

DATE: 11th February, 1977.

Very often, this Ministry in considering requests from Ministries/Departments for the payment of Responsibility Allowances, has found it necessary, because of inadequate information submitted on those requests, to ask the Ministries/Departments concerned to provide additional information in order to facilitate a proper examination of them. In many instances, these Ministries/Departments do not reply promptly, and as a result there are undue delays in finalizing the examination of the requests.

2. In order to expedite the examination of requests for Responsibility Allowances by this Ministry, it has been decided that such requests must be submitted in accordance with a format, a specimen copy of which is attached hereto.
3. In regard to the claim for the payment of an allowance to an officer who is required to assume higher duties and responsibilities in respect of a position which has not been formally established, it is necessary that an on-the-spot evaluation survey be carried out by this Ministry in order to assess the quantum of the allowance to be paid, that is commensurate with the higher level of the additional duties and responsibilities performed by the officer. It is therefore necessary that such a claim must be submitted during the period of the performance of such duties and responsibilities, so that the aforementioned evaluation survey can be currently made to determine the appropriate quantum of allowance that should be paid.
4. Please note that such claim will not be entertained if it is submitted to this Ministry after the period during which the officer has been performing the additional duties and responsibilities – since the Public Service Ministry will not be in a position to carry out the necessary on-the-spot assessment in order to validate the claim.
5. Kindly ensure that the contents of this circular are brought to the attention of all officers in your Personnel Division/Section.

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S. M. Z. Insanally,
for Permanent Secretary.