

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 12th May, 1977.

SUBJECT:

- (i) **Reclassification of Typist Clerk II.**
- (ii) **Reclassification and redesignation of Stenographer I and II.**
- (iii) **Reclassification of Confidential Secretary.**

Approval has been given for the following positions to be reclassified/redesignated with effect from 1st January, 1977, inclusive as set out hereunder:-

<u>Present Class Title</u>	<u>New Class Title</u>	<u>Present salary Range</u>	<u>New salary Range</u>
Typist Clerk II	(No change)	A8: \$176 X \$11 - \$209 X \$12 - \$281 p.m.	A9: \$184 X \$14 - \$310 p.m.
Stenographer I	Clerk – Stenographer I	A8: \$176 X \$11 - \$209 X \$12 - \$281 p.m.	A9: \$184 X \$14 - \$310 p.m.
Stenographer II	Clerk-Stenographer II	A10: \$203 X \$15 - \$366 p.m.	A11: \$231 X \$15 - \$366 p.m.
Confidential Secretary	(No change)	A12: \$250 X \$16 - \$394 p.m.	A13: \$274 X \$16 - \$418 p.m.

- 2. Consequent upon the above reclassifications/redesignations, approval has also been given for the Job Descriptions and Job Specifications for these positions to be as set out in the attached schedule.
- 3. The Secretary to the Treasury is asked by copy of this circular to reflect the above reclassifications/redesignations in the estimates by way of the next schedule of supplementary provision. When these changes have been so reflected you should then approach the Secretary, Public Service Commission to have the relevant Government Orders issued in respect of the Pensionable/Non-Pensionable Personnel involved. In the case of Open-Vote Personnel reclassification/redesignation action should be taken by you on the authority of this circular.

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