

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Implementation of Classification Structure
for Registry Personnel.**

DATE: 12th May, 1977.

Approval has been given for the implementation of the undermentioned revised classification pay structure for Registry staff in the Public Service, with effect from 1st January, 1977, inclusive:-

<u>Position</u>	<u>Salary Range</u>
Senior Registry Supervisor	A17: \$340 X \$20 - \$520 p.m.
Registry Supervisor	A14: \$298 X \$16 - \$442 p.m.
Clerk-Stenographer II	A11: \$231 X \$15 - \$366 p.m.
Clerk-Stenographer I	A9: \$184 X \$14 - \$310 p.m.
Typist Clerk III	A11: \$231 X \$15 - \$366 p.m.
Typist Clerk II	A9: \$184 X \$14 - \$310 p.m.
Typist Clerk I	A5: \$160 X \$11 - \$226 p.m.

2. Job Descriptions and Specifications for the positions of Typist Clerk II, Clerk-Stenographer I and II are attached to my Circular No. 21 / 1977 dated 12th May, 1977. Job Descriptions and Specifications for the remaining positions are set out in the attached schedule.
3. It is intended that the positions of Registry Supervisor and Senior Registry Supervisor would replace those of Clerk III (General) and Senior Clerk, respectively, in Registries. It is also intended that the Typist-Clerk III position would be substituted for a position of Clerk II (General) or Typist Clerk I/II and this Ministry would determine the number of Typist/Clerk III Positions to be allocated to each Ministry.
4. Concomitant with the introduction of this new structure and in the light of what is stated in paragraph 3 above, there is, therefore, the need for a survey to be carried out to determine:-
 - (i) How many positions of Typist Clerk III can be substituted for positions of Clerk II (General) and/or Typist Clerk I/II.
 - (ii) How many positions of Registry Supervisor and Senior Registry Supervisor are needed to replace those of Clerk III (General) and Senior Clerk.

5. Accordingly, it would be necessary for you to submit to this Ministry, as early as possible, detailed information regarding your existing Registry staff structure. Where there is more than one Registry it is necessary to separately identify the structure of each. The Information should show:-
- (a) The Number and designations of existing positions (indicate whether they are pensionable, non-pensionable or Open Vote).
 - (b) The number of existing positions filled substantively.
 - (c) The number of vacant positions against which are functioning persons holding designations other than those of the positions.
6. I wish to stress that your co-operation is necessary for the early completion of this exercise since any delay in forwarding the required information could only result in a corresponding delay in the total implementation of the revised Registry structure within your Ministry/Department.

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