

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 38/1977

REFERENCE NO. PS: 26/2TJ(1)

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Revision of Overtime Rate for Office
Assistants (Ref. Public Service Ministry's Circular No.
27/1973 dated 20th August, 1973).**

DATE: 26th July, 1977.

Approval has been given for the overtime rate payable to Office Assistants in the Public Service to be computed with effect from 1st July, 1977 in accordance with the approved overtime formula applicable to non-pensionable and open-vote employees as reproduced hereunder:-

$5/1000 \times \text{monthly salary} \times \text{number of overtime hours} \times 1 \frac{1}{2}$

2. The terms relating to the payment for such overtime remain the same as outlined in Ministry of Finance (Establishment) Circular No. 1/1963 dated 25th March, 1963. My Circular No. 27/1973 dated 20th August, 1973 is hereby amended accordingly.
3. Please bring the contents of this Circular to the attention of all Office Assistants and other employees in your Ministry/Department, especially those who work in Accounting Units.

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