

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Reclassification of Clerk I's and Clerk II's  
within the Public Service.**

DATE: 30<sup>th</sup> September, 1977.

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With reference to my Circular No. 3/1977 dated 19<sup>th</sup> January, on the abovementioned subject, it has come to notice that there have been varying interpretations of the conversion principle to be used in computing the arrears of salary of those Clerk I's who qualify for reclassification as Clerk II's with effect from January 1, 1977.

2. I accordingly set out below the respective salary conversion points with respect to the salary ranges involved.

<u>A5 Salary Range</u>	<u>A9 Salary Range Conversion point at 1<sup>st</sup> January, 1977</u>	<u>New Increment Date</u>
160	184	January 1
171	185	To be arrived at by calculating number of days taken after January 1, 1977 to earn difference between \$198 and \$185.
182	196	To be arrived at by calculating number of days taken after January 1, 1977 to earn difference between \$198 and \$196.
193	207	To be arrived at by calculating number of days taken after January 1, 1977 to earn difference between \$212 and \$207.
204	218	To be arrived at by calculating number of days taken after January 1, 1977 to earn difference between \$226 and \$218.
215	229	To be arrived at by calculating number of days taken after January 1, 1977 to earn difference between \$240 and \$229.
226	240	January 1.

3. It will be seen from paragraph 2 above that where the difference between a salary point in the A5 salary range and the minimum or next higher salary point in the A9 salary range is less than an increment, the conversion points at January 1, 1977 have been determined by adding immediately to the existing salary of the officer a sum equivalent to an increment in the new range (A9) and that in reach such case the new incremental date is to be fixed by computing the time taken after January 1, 1977 to earn the difference between the converted point and the next existing salary point in the new salary range.
4. Civil Service Rule D8 shall continue to apply in the case of computation of arrears of salaries of officers who have been promoted.

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