

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 54/1977

REFERENCE NO. PS: 18/2/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT: Conversion Table for incumbents of positions of Typist Clerk II, Stenographer I and II, Confidential Secretary and Clerk I which were reclassified with effect from January 1, 1977.

DATE: 24th October, 1977.

With reference to the second paragraph of Section 3 of my Circular No. 49/1977 dated 21st October, 1977, I set out below the Conversion Table applicable to the incumbents of positions of Typist Clerk II, Stenographer I and II, Confidential Secretary and Clerk I which were reclassified with effect from January 1, 1977.

	<u>Unrevised Salary at January 1, 1977</u> (i.e., Conversion point on reclassification as advised by my Circular Nos. 46 and 47 of 1977.)	<u>Revised Salary with effect from</u> <u>January 1, 1977 and throughout 1977.</u>
	\$	\$ ¢
<u>TYPIST CLERK II and</u> <u>STENOGRAPHER I</u>	190	222.80
	201	232.92
	212	243.04
	223	263.16
	235	264.20
	247	275.24
	259	286.28
	271	297.32
	283	308.36
	295	319.40
<u>STENOGRAPHER II</u>		
	231	260.52
	233	262.36
	248	276.16
	263	289.96
	278	303.76
	293	317.56
	308	331.36
	323	345.16
	338	358.96
	353	372.76
<u>CONFIDENTIAL</u> <u>SECRETARY</u>		
	274	330.08
	282	307.44
	298	322.16
	314	336.88

	330	351.60
	346	366.32
	362	381.04
	378	395.76
	394	410.48
	410	425.20
<u>CLERK I</u>		
	184	217.28
	185	218.20
	196	228.32
	207	238.44
	218	248.56
	229	258.68
	240	268.80

- The incremental date for each of the incumbents of the abovementioned reclassified positions will now become January 1.
- In order to eliminate the possibility of differing interpretations in computing the arrears for the employees involved, the following illustrative examples are provided:

EXAMPLE 1.

A Clerk I on reclassification as Clerk II with effect from January 1, 1977 converted to \$207 a month on that date and proceeded to the salary point \$212 on May 11, 1977. His/her revised monthly salary according to the foregoing table is \$238.44.

Revised salary for period 1st January, 1977 – 31st October, 1977 (10 X \$238.44) = \$2384.40

Less

For period 1st January, 1977 – 10th May, 1977 at \$207 p.m. = \$894.77

For period 11th May, 1977 – 31st October, 1977 = \$1203.61 = \$2098.38
\$286.02

EXAMPLE 2

A Confidential Secretary on reclassification from Salary Range A12 to A13 converted to \$330 a month on January 1, 1977 and proceeded to the salary point \$338 on July 2, 1977. Her revised monthly salary according to the foregoing table is \$351.60.

Revised salary for period 1st January, 1977 – 31st October, 1977 (10 X \$351.60) = \$3516.00

Less

For period 1st January, 1977 – 1st July, 1977 at \$330 per month = \$1990.65

For period 2nd July, 1977 – 31st October, 1977 = \$1341.10 \$3331.75
\$184.25

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S. M. Z. Insanally,
for Permanent Secretary,
Public Service Ministry.