

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Payment of extra remuneration to certain workers.**

DATE: 24<sup>th</sup> October, 1977.

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With reference to my Circular No. 10/1974 dated 12<sup>th</sup> March, 1974 on the above subject, the amount of the allowance which should now be paid to a worker who may be required to function in a higher position shall be in accordance with the Schedule set out in my Circular No. 50/1977 dated 24<sup>th</sup> October, 1977. In this regard that circular conveys the erroneous impression that acting appointments are now being made and acting allowances now being paid with respect to positions classified below Salary Range A13. Circular No. 50/1977 is accordingly amended to reflect the correct position, as follows:-

- (i) The subject is amended to read "Schedule of Acting and Responsibility Allowances effective from January 1, 1977".
- (ii) The headings of the Schedule are amended to read thus:

<u>Acting Appointments and higher-level responsibility assignments falling within the limits of the undermentioned salary ranges</u>	<u>Acting/Responsibility Allowances payable</u>
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- 2. 'Substantive salary' referred to in Circular No. 50/1977, means, of course, "revised substantive salary".
- 3. It should be borne in mind that the policy of paying a reduced rate of acting responsibility allowance remains unchanged with respect to those cases where the officer is not fully qualified for appointment to the position in which he is required to act or is not carrying the full load of responsibility of the higher-level job. The rates specified in the schedule in Circular No. 50/1977 are the rates payable to an employee fully qualified for the acting appointment or undertaking the full responsibilities of the higher-level position to which he is qualified for appointment.
- 4. The Public Service Ministry still remains the sole authority for determining the quantum of responsibility allowances and for the payment of such allowances to officers.
- 5. Consequent on the implementation of the new salary rates, the revised commencing salaries of the following positions are as follows:-

Clerk III (General)  
Customs and Excise Officer I  
Accounts Clerk III  
Legal Clerk III  
Transport and Harbours Department Clerk III

\$322.16

Assistant Accountant  
Assistant Field Auditor

Assistant Auditor II	
Personnel Officer I	
Foreign Service Executive Officer I	
Senior Clerk (Transport and Harbours Department)	
Senior Clerk (General)	
Senior Legal Clerk	
Senior State Lands Officer	
Senior Registry Officer (Transport and Harbours Department)	
Registry Officer	
Assistant Litigation Officer	
Assistant Trust Officer	\$397.60
Administrative Assistant (In-Training)	
Foreign Service Officer I (Graduate)	
Management Services Officer I (Graduate)	\$537.44
Administrative Assistant (General)	
Administrative Assistant (Personnel)	
Administrative Assistant (Finance)	
Chief Clerk	
Management Services Officer I (Non-Graduate)	
Foreign Services Officer I (Non-Graduate)	
Personnel Officer II	
Assistant Manager, Employment Exchange	
District Administrative Officer II	
Senior Registry Officer	
Clerk of Court I	
Trust Officer	
Litigation Officer	\$489.60
Accountant	
Field Auditor	
Auditor	
Foreign Service Executive Officer II	\$509.84

6. Please bring the contents of this Circular to the attention of all employees in your Ministry/Department.

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