

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Method of Conversion for Promoted
Officers and Officers in receipt of fixed salaries below
\$600.00 a month.**

DATE: 29th October, 1977.

As you know, the commencing salary of a public officer who has been promoted is determined in accordance with Civil Service Rule D8. In order, therefore, to arrive at the converted salary rates of promotees for the purpose of computing their arrears of salary for 1977, it will be purely a matter of him/her on January 1, 1977 in accordance with the relevant conversion schedules appended to my Circular No. 49/1977. With regard, however, to any unrevised rate(s) of salary which he/she will have received in his/her grade on promotion during 1977 but the conversion of which is not catered for in the Conversion schedules, the new rate(s) on conversion shall be computed by applying the following formula:-

$X + .08(600 - X)$ where X is the unrevised salary rate in question on promotion

For example: Suppose monthly salary rate on promotion is \$319.00, i.e. $X = 319$

New rate = $319 + (600 - 319) \times .08$
= $\$319.00 + \22.48
= $\$341.48$ a month

Incidentally, the above formula is also to be used for converting any fixed salary below \$600.00 a month. Thus, if an officer is in receipt of a monthly salary of \$319.00 (fixed) at 31st December, 1976, his/her monthly revised salary on 1st January, 1977 is \$341.48 (fixed).

2. In the case of an employee promoted after 31st October, 1977 the officer's commencing salary on promotion will also be determined by applying Civil Service Rule D8 with respect to his/her unrevised salary on the date of promotion, in the first instance, and then applying the aforementioned formula to the resulting figure.
3. The incremental date of all employees promoted during 1977 will, like other public officers (except those initially appointed during 1977), become January 1.
4. Appended hereto are three examples illustrating the method of converting the salaries of officers promoted during the period January – October, 1977. In cases where the salary at 31st December, 1976 is a figure not reflected in the Schedules, the conversion formula set out in paragraph 1 above shall apply.
5. It will be seen from Example II, that for the period during which the officers has not yet been promoted, it is his/her salary at December 31, 1976 that is used for conversion purposes for that period, notwithstanding the fact that his/her incremental date is January 1, 1977. It will also be seen that any increment earned during that period must be refunded.
6. The few examples provided will naturally not cover the unusual cases that might arise and Salaries Clerks in your Ministry/Department are required to seek the advice of officers in the Personnel Division of the Public Service Ministry in all cases of doubt.

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

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