

PUBLIC SERVICE MINISTRY

CIRCULAR NO.9/1978

REFERENCE NO.PS: 20/10

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

- i) Uniforms for Office Assistants**
- ii) Payment in lieu of Uniforms**

DATE: 8th. April, 1978

Further to my circular No. 39/1975 dated 9th. December, 1975, approval is given for the annual issue of uniforms to Office Assistants to continue to be as follows:-

- 4 Shirts (white)
- 2 Pairs black trousers (terylene and worsted)
- 1 pair black shoes

The maximum amount to be spent on these items annually is however increased to \$170, with effect from January 1, 1978.

Office Assistants are also entitled on first appointment, renewable every third year if necessary, to the following issue:-

- 1 rain coat
- 1 pair long rubber boots or golashes.

Employees to whom uniforms are issued must always wear their uniforms when on duty, and I should be grateful if you would ensure that this is done.

Where a public servant who is entitled to the issue of uniform annually is not provided with the current year's issue by December, payment in lieu of uniform not issued for that year may be made, limited to the actual cost of providing uniform or \$170 whichever is less. This amount should be reduced by the cost of any items of uniform already issued.

SGD: S.M.Z Insanally,
S.M.Z INSANALLY,
For Permanent Secretary