

PUBLIC SERVICE MINISTRY

CIRCULAR NO.6/1979

REFERENCE NO.PS:16/0/13

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Amendment to the List of Approved Appointments

DATE: 24th March, 1979

From time to time Ministries and Departments have been submitting requests for certain positions to be included in the existing List of Approved Appointments, the holders of which are eligible for the payment of an Annual Allowance on retirement from the Service. Before a position is included in the List it is necessary for prior approval to be sought from Cabinet. In order therefore to avoid approaching Cabinet frequently in respect of the various isolated requests submitted by Ministries and Departments, this Ministry proposes to submit a comprehensive list of positions that ought to be included in the List. In this regard, I shall be grateful if you will examine your staffing establishment with a view to providing me not later than 30th April, 1979, with a list of positions which you consider should be reflected in the List of Approved Appointments, the holders of which under normal circumstances, will retire over the next five years, i.e. as at December, 1983.

2. Set out overleaf are the criteria to be satisfied for inclusion of a position in the List as well as the other information that must be submitted in respect of each position.
3. Kindly bring the contents of this circular to the attention of Officers in your Personnel Division/Section/Unit for necessary action to be taken as requested above.

(R. Sivanand),
For Permanent Secretary,
Public Service Ministry.

Criteria for inclusion of position in the List of Approved Appointment:

In addition to the position being of a permanent nature it should satisfy one or more of the following:-

- (a) The post should be one to which certain statutory duties are attached;
- (b) The duties of the post should be such as to require the holder to possess special qualifications or skill;
- (c) The position should be one of trust or responsibility.

Information to be submitted in respect of each position:

- (a) Job Title and salary range
- (b) Status, i.e. open vote or non-pensionable.
- (c) Approved Job Description and Job Specifications.
- (d) Name and date of birth of present holder and dates of first and present appointments in the Service.