

PUBLIC SERVICE MINISTRY

CIRCULAR NO.18/1979

REFERENCE NO.PS:16/01

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 24th October, 1979.

SUBJECT:

**Assignment of Duties to employees other than those
attached to their substantive positions.**

It has been brought to the attention of this Ministry that some categories of employees who have been recruited to perform specific functions in relation to their designations have been assigned duties attached to positions other than their own (e.g. Office Assistant on A4 salary range performing as a Clerk I on A5 salary range and Electrical Assistant as a Typist Clerk I). Such unauthorized and irregular placement tends to operate against the best interest of these individuals and can ultimately lead to frustration on their part, since, on the other hand, in some instances the 'other' duties may attract higher salary and the employee is not adequately remunerated for his/her services (e.g. the Office Assistant is remunerated on salary range A4, although his functions are those of Clerk I on salary range A5) and on the other, promotional opportunity is blocked i.e. the Office Assistant is not eligible to be reclassified as Clerk II after satisfactorily performing functions attached to the Clerk I position of five (5) years, nor the Electrical Assistant for the same reason be reclassified as a Typist/Clerk II.

2. The above situation is viewed with deep concern by this Ministry, and, as a first step towards finding a solution to this problem, there is need for a survey to be carried out within your organization with a view to ascertaining the number of employees so affected and date as specified in the attached format should be submitted to us on or before 1st December, 1979. You are asked to ensure that authentic data be forwarded since it may become necessary for officials of this Ministry to carry out on-the-spot investigations in connection with this issue and their findings should agree with your submission.

3. A nil return should be submitted where the contents of this circular do not apply.

A.R. Brutus,
For Permanent Secretary,
PUBLIC SERVICE MINISTRY.

<u>NAME OF EMPLOYEE</u>	<u>DATE EMPLOYED</u>	<u>DESIGNATION AT DATE OF EMPLOYMENT</u>	<u>PRESENT FUNCTIONS</u> (Actual)	<u>POSITION TO WHICH PRESENT FUNCTIONS ARE ATTACHED</u>	<u>DATE OF COMMENCEMENT OF PRESENT FUNCTIONS</u>	<u>QUALIFICATIONS</u>	<u>STATUS</u>
John Jones	1.1.73	Office Assistant	Responsible for maintenance of Record of Service, Leave and other Records. Drafting simple memoranda.	Clerk I (General)	1.1.74	Nil	Permanent Pensionable
Tom Adams	1.1.73	Checker	Preparing receipt and payment vouchers. Listing vouchers for submission to office of payment.	Clerk I (Accounts)	1.1.74	G.C.E. 'O' Level – Mathematics, English, Literature.	Permanent Non-Pensionable
Mary Gilkes	1.1.73	Electrical Assistant	Typing and Records.	Typist Clerk I	1.1.74	Nil	Temporary Non-Pensionable